1) SUMMARY OF FEATURES & FUNCTIONS

**Access:** Via Databases page on the Library homepage.

**Coverage:** Multidisciplinary international content - lots of NZ content.
Wide and varied coverage.
May include advertisements, depends on original channel.

**Search content:** Keyword search and refine using filters.
Select a channel then search within it.

**Updated:** Daily (maybe a delay in requested recordings)

**Usage rights:** eTV distributes programmes recorded off-air from domestic and international television channels and Internet channels, that can be viewed and downloaded under the terms and conditions of the *Screenrights Licensing Scheme*
https://www.screenrights.org/content-users/apply-for-a-licence/new-zealand

**Transcripts:** Not available

**User account:** All users must log in to search content and use eTV. Students must register.

**Streaming:** Live TV with an 11 hour rewind feature.
On demand.
Can be downloaded to your computer and edited.

**Editing:** Can make clips and annotate videos.
eTV includes ‘EVA’ an Enhanced Video Annotation service
Can make a list of ‘Favourite’ videos (this list cannot be shared)
May also edit videos in other software - contact ITS for software options

**Student access:** Staff may embed videos and clips in Blackboard for students.
Students may login and access specified content. They can view but not edit or download content.

**EndNote:** No EndNote functionality.

**Platforms:** Login on any device, from any location

**Browsers:** eTV has been optimised for, and recommends use of the site in, the following browsers: Safari 4, Firefox 5 and above, Google Chrome 1 and above.

**Help available:** Links to ‘Guide videos’ at the foot of the front page.
Links to ‘Guide videos’ are available under ‘My eTV’
2) HOW TO LOG IN

You need to login to view material and to use eTV functionality, such as EVA.

To sign in:

1. Open eTV
2. Click ‘Login or Register’ – orange button at the top of the page
3. Enter your University of Otago email in the login email box – eTV will recognise you are from Otago and will redirect you to the Otago login page where you need to enter your university username and password.

3) HOW TO SEARCH

To search eTV:

1. Login to eTV
2. Click ‘Search’ – large orange button at the top of the screen
3. Enter your search terms
4. Apply filters to your search to refine it (optional)
5. Click ‘Search now’

You can also browse by channel, most popular videos, or editor’s picks.

4) HOW TO SET UP EMAIL ALERTS

eTV can send you a weekly email alert to let you know when new material on your topic is added to its collection.

To set up and email alert:

1. Login to eTV
2. Click ‘My eTV’, then click ‘Email Alerts’
3. Fill in the form – e.g. add keyword(s), select a subject(s), select a TV channel, select a curriculum collection, select an age level.
4. Click ‘Email me when a programme that matches this criteria is added to eTV’
5) HOW TO CLIP A VIDEO

Demo example: The Art of Recovery (2016)

To make a basic video clip:

1. Log into eTV
2. Locate the video you wish to clip
3. Click ‘Clip video’ – a clip video area will appear beneath the video
4. Click the play button on the video and when you reach the point in the video that you want to start your clip from click ‘the ‘IN’ arrow – the running time of this point in the video will appear in the time box beneath ‘IN’
5. Click the play button on the video again and when you reach the point in the video that you want to stop your clip from click ‘the ‘OUT’ arrow – the running time of this point in the video will appear in the time box beneath ‘OUT’
6. To preview the clip, click ‘preview clipped video’
7. To embed the clip in Blackboard, click ‘Get Clipped Embed Code’ (instructions for embedding below)

6) HOW TO EMBED A VIDEO (OR CLIP) IN BLACKBOARD

To embed a video or clip in Blackboard:

1. Locate the video in eTV that you wish to embed in Blackboard
2. Click ‘Share/Embed’
3. A window will appear with a ‘Share’ tab containing a URL for the video, and an ‘Embed’ tab containing the embed code for the video
4. Click the Embed tab and copy the embed code
5. Log into Blackboard, if you have not already logged in
6. Locate the content area in Blackboard that you would like to add the clip or video to
7. From the ‘Build Content’ options, select create ‘Item’
8. Select the edit option for the item
9. Click the ‘Insert/Edit embedded media’ icon in the text panel (looks like a film strip with a play button)
10. A window will open with 3 tabs:
    a) General tab - select ‘iframe’ from the Type menu
    b) Source tab - paste the embed code over the default code
11. Click ‘Insert’
12. Click ‘Submit’
7) HOW TO REQUEST VIDEOS

All NZ Freeview and International Channels are recorded 24/7 and held for 13 days. Requests for programmes to be kept may be made up to 2 weeks after the broadcast. Please note Sky channels require 1 working days’ notice for requests.

To request content be kept:

1. Login to eTV
2. Click ‘On Demand’
3. Click ‘Request Recording’
4. Fill in the form and click ‘Submit’

Programme guides are available on the ‘Request a Recording’ webpage. Use them to help you identify the video you wish to request.

Note: Some content cannot be recorded, due to Digital Rights Management.

8) EVA (...an added extra)

EVA stands for Enhanced Video Annotation service. It allows you to turn the passive activity of watching a video into an active one by adding quiz questions, text, images, etc. Enhanced videos may be shared (url) or embedded into Blackboard.

A free Basic account to EVA is included in the eTV subscription. A separate login is not required as EVA recognises your eTV login.

To find out more about EVA:

1. Log into eTV
2. Click ‘EVA’
3. Click the ‘How to use’ link