1) SUMMARY OF FEATURES & FUNCTIONS

Access: Via Databases page on the Library homepage. Individual videos are listed in Library Search | Ketu.

Coverage: Multidisciplinary international content - very little NZ content. 1895-2017 (but mostly from early 2000-2010)

Search content: Browse by discipline, title, publishers, playlists, or clips. Search by keyword. Advance Search option offered.

Updated: Monthly.

Usage rights: AVO may be used by “currently enrolled full- or part-time students, employees, faculty, staff, affiliated researchers, distance learners, and visiting scholars”… “Walk-in patrons who are NOT library cardholders may NOT attend public screenings or public performances of streaming audio or video content.” http://search.alexanderstreet.com/terms-of-use

Transcripts: All videos have transcripts, which are both searchable and interactive. Click a word in the transcript and the video will play at the moment the word occurs in the video.

User account: No need to sign in to view material BUT must sign in and create an account if you want to save clips and playlists.

Streaming: On demand (see Platforms below)

Editing: Can make clips and playlists then annotate them for a class.

Student access: Videos and clips can be embedded in Blackboard. Students can sign in and access customised playlists. Students can access AVO directly from the Databases page. Students can make clips and playlists.

EndNote: Direct Export to EndNote and other referencing software. Has a ‘Cite’ function and will format in main citation styles (Click ‘see details’)

Platforms: From your computer, click on the Share to mobile link to create a short url to stream directly on your mobile device (open by typing it in/email/text/QR code).

Browsers: Windows: Microsoft Internet Explorer 8.0 or higher, Firefox 3.0 or higher, and Google Chrome 1.0 or higher. 
Mac OS X: Safari 1.0 or higher, Firefox 3.0 or higher, and Google Chrome 1.0 or higher.

Help available: At the foot of the front page there are links to help videos on YouTube. For further help, click the ‘Help’ link at the foot of the front page, or the ? icon (See ‘Search Tips’).
2) HOW TO CREATE AN ACCOUNT & SIGN IN

You do not need to sign in to view material, however you must sign in and create an account if you want to save clips and playlists.

To create a new account and sign in:

1. Open AVO
2. Click the User Profile icon (looks like a person)
3. Click ‘Create new account’
4. Fill in the required fields indicated by a *
5. Click ‘Create New Account’ to submit your account details

When you have created an account you can sign in using the link at the top right of the screen.

3) TIPS ON HOW TO SEARCH

There is a range of ways to search AVO:

1) **Platform** *i.e. entire database* – enter your search terms into the search box at the top of the screen and click search button. Refine your search using the options on the left side of the results page, and/or search within the results for specific keywords.

2) **Discipline** – click the ‘Disciplines’ link at the top of the screen and select a discipline, e.g. History. Use the search box to search within the discipline.

3) **Community** *i.e. a subsection of a discipline* – click the ‘Disciplines’ link at the top of the screen and select a discipline, then select a community within the discipline, e.g. American History. Use the search box to search within the community.

4) **Collection** – click ‘My Collections’ to see which collections the Library has subscribed to. Use the search box to search within the collection.

5) **Titles** – click the ‘Titles’ link at the top of the screen. Use the search box to search the titles list.

6) **Publishers** – browse material by specific publishers by selecting the publisher from the A-Z list.

You can also search **playlists** and **clips** using the techniques above.

**Tips:**

- Keep your searches specific but simple i.e. only enter essential keywords (the fewer the better).
- An advanced search option is available.
- Hover your mouse over ‘see details’ link in the results screen to see the abstract and video details.
- Refine your searches using the options on the left side of the screen.
- Search a video transcript for a particular word. If you click the word in the transcript, the video will begin to play at that word.
- You can also browse by subject.
4) HOW TO CLIP A VIDEO

Demo example: Is the Ugg Boot Trend Finally Over? (2012)

To make a clip using the bookmark function:

1. Sign in to your account – use link at the top right hand side of the screen
2. Find the exact point in a video that you want to clip
3. Click the ‘bookmark’ icon on the video tool bar – a clip of this video will now play from this bookmarked place until the end of the video.
4. Bookmarks are stored under the ‘Clips’ tab, along with other clips users have made and shared of the video.

To make a clip using the clip function:

1. Sign in to your account – use link at the top right hand side of the screen
2. Find a video that you want to clip
3. Click the scissors icon in the video tool bar. A red and green flag will appear in the timeline and form will appear beneath the video.
4. Set the start and end times by:
   • ENTER entering the start and end times in the form
   • OR dragging the green flag to when you want the clip to begin and dragging the red flag to when you want the clip to end
5. Enter a title for the clip
6. Add notes (optional)
7. Select the visibility level for the video – the default is ‘Just me’. If you want to embed the clip in Blackboard, change visibility to “Everyone at my institution”
5. Click ‘Save’ – your clip will be stored under the ‘Clips’ tab, along with other clips users have made and shared of the video.

NOTE:

- Using the clip function allows you to specify the start time and the end time of a clip
- Using the bookmark function allows you to specify just the start time of a clip
5) HOW TO EMBED A VIDEO OR CLIP IN BLACKBOARD

To embed a video or clip in Blackboard:

1. Locate the video or clip in AVO that you wish to embed in Blackboard
2. Click the embed icon </> to reveal the embed code for that particular video or clip
3. Copy the embed code
4. Log into Blackboard, if you have not already done so
5. Locate the content area in Blackboard that you would like to add the clip or video to
6. From the ‘Build Content’ options, select create ‘Item’
7. Select the edit option for the item
8. Click the ‘Insert/Edit embedded media’ icon in the text panel (looks like a film strip with a play button)
9. 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
10. Click ‘Insert’
11. Click ‘Submit’

Reminder: the visibility level of the clip/video you want to embed must be set as ‘Everyone at my institution’

6) HOW TO CREATE A PLAYLIST FOR A CLASS (FUNCTION NOT CURRENTLY WORKING)

A playlist is a customised group of videos and clips that is made available to specific people via AVO.

To create a playlist:

1. Sign in to AVO
2. Search for the video(s) you want to add to a playlist
3. Click + next to each video in the results list that you wish to add to your playlist
4. Click ‘view list’— link is at the top right of the screen
5. Click ‘Playlist’ – link is in the ‘Options’ menu
6. Enter the playlist name, then click ‘Create’
7. A screen will appear with the details of your playlist
8. Click ‘Edit playlist’
9. Add any notes or instructions to your students either in the text box at the top of the screen, or by each video in the list
10. Change the ‘visibility options’ to ‘Just my class or group’, then enter a ‘Group title’ and add the email addresses of the group members (each on a new line)
11. Select the viewing period
12. Click ‘Save group’ – this allows you to reuse the group details for another playlist
13. Click ‘Save changes’
14. Finally, click ‘Notify group’ to send an email to the group members alerting them to the playlist