### SUMMARY OF FEATURES & FUNCTIONS

<table>
<thead>
<tr>
<th><strong>Access:</strong></th>
<th>Via Databases page on the Library homepage. Individual titles listed in Library Search</th>
<th>Ketu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coverage:</strong></td>
<td>Multidisciplinary international content – very little NZ content. Wide and varied coverage.</td>
<td></td>
</tr>
<tr>
<td><strong>Search content:</strong></td>
<td>Keyword search, then refine using filters. Browse Subject areas then refine using filters.</td>
<td></td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>Monthly. Can request unavailable videos be added – 2 week processing time (talk to your Subject Librarian if you would like to request a title)</td>
<td></td>
</tr>
<tr>
<td><strong>Usage rights:</strong></td>
<td>Clips may be shown at a conference. There has to be a connection between the University and the film being shown (educational purposes, not entertainment). Can’t charge to view a video. For basic information on showing films in a class or public setting, please see: <a href="http://help.kanopystreaming.com/hc/en-us/articles/208997168-Can-I-show-a-film-in-my-class-or-public-setting">http://help.kanopystreaming.com/hc/en-us/articles/208997168-Can-I-show-a-film-in-my-class-or-public-setting</a></td>
<td></td>
</tr>
<tr>
<td><strong>Transcripts:</strong></td>
<td>Click the CC icon to launch the transcript for a video. Captions (i.e. transcripts) can be requested for videos that don’t yet have them. Caption requests are processed within 48 hours. Use Ctrl+F to search transcripts for particular words and phrases.</td>
<td></td>
</tr>
<tr>
<td><strong>User account:</strong></td>
<td>To use the advanced functionality, users are required to sign in. First-time users will need to create an account before signing in.</td>
<td></td>
</tr>
<tr>
<td><strong>Streaming:</strong></td>
<td>Streaming on demand – videos cannot be downloaded.</td>
<td></td>
</tr>
<tr>
<td><strong>Editing:</strong></td>
<td>Can make clips and annotate videos. Can make playlists.</td>
<td></td>
</tr>
<tr>
<td><strong>Student access:</strong></td>
<td>Staff may embed videos and clips in Blackboard for students. Staff may make playlists and distribute them to students. Students may edit and create clips.</td>
<td></td>
</tr>
<tr>
<td><strong>EndNote:</strong></td>
<td>No EndNote functionality.</td>
<td></td>
</tr>
<tr>
<td><strong>Platforms:</strong></td>
<td>Content adjusts to suit the device used. Specific apps not available. Streaming file size adjusts to suit bandwidth.</td>
<td></td>
</tr>
<tr>
<td><strong>Browsers:</strong></td>
<td>All browsers</td>
<td></td>
</tr>
<tr>
<td><strong>Help available:</strong></td>
<td>Click the ‘Support’ link at the foot of the screen to access help resources. Click the ? icon for context specific help</td>
<td></td>
</tr>
</tbody>
</table>
1) **HOW TO CREATE AN ACCOUNT & SIGN IN**

You can search and watch videos without signing in. If you want to use the advanced functions, such as making clips and playlists, or saving videos, you need to sign in.

First-time users will need to sign up to create an account before they login.

**To sign up to Kanopy:**
1. Click ‘Sign up’
2. Fill in the online form
3. Click ‘Sign up’

You will receive an email from Kanopy welcoming you.

If you have already signed up:
1. Click ‘Log in’
2. Enter your email address and your Kanopy password
3. Click ‘Log in’

2) **TIPS ON SEARCHING**

There are 2 main ways to search Kanopy:

1) **Keyword Searching** - enter your search terms in the search box at the top of the screen.

2) **Browsing subject area** – hover your mouse over the ‘Subjects’ menu to reveal subject areas.

Refine your results using the filters on the left hand side of the results screen.

**To search a transcript:**

1. Find the video in Kanopy
2. If you see by the title of the video, click the play button – this will launch the transcript
3. Click ‘More...’ to reveal the ‘Transcript’ link then click it. The transcript will now appear under the video.

**Note:**
- Use Ctrl+F to search the transcript text.
- Transcripts may be available in a range of languages.
- If you see the icon it means there is currently no transcript, but you can request that a video be prioritised in the captioning queue by clicking on the link in the hover message, see: [http://help.kanopystreaming.com/hc/en-us/articles/211965408-How-to-Request-closed-captions](http://help.kanopystreaming.com/hc/en-us/articles/211965408-How-to-Request-closed-captions)
4) HOW TO CLIP A VIDEO

Demo example: The Mask You Live In (2015)

To make a basic video clip:

1. Log into Kanopy
2. Locate the video you wish to clip
3. Click ‘Create Clip/playlist’
4. Enter the name of the playlist and click ‘Create’ – it will now appear in the existing playlists list on screen.
5. Click ‘Edit playlist’
6. Find the video you wish to clip and click ‘Edit’
7. Enter a ‘Clip title’
8. Enter a ‘Clip description’
9. To define the start and stop times of the clip:
   - Either – enter a start and stop times
   - Or – click the play button and click ‘Capture’ when you reach the point in the video that you want the clip to begin, and then click ‘Capture’ again when you reach the point in the video that you want the clip to end.
10. When you have set the clip time parameters, click ‘Save clip’

For more detailed instructions, go to: Kanopy Help > For Viewers

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

To embed a video or clip in Blackboard:

1. Locate the video in Kanopy that you wish to embed in Blackboard
2. Click ‘Share’
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’
6) HOW TO MAKE AND SHARE A PLAYLIST

To make a playlist:
1. Find a film to add to your playlist
2. Click ‘Create clip/playlist’
3. Enter the name of your playlist and click ‘Create’ (or click ‘add video’ to add it to a current playlist)

To share a playlist:
1. Hover over your name at the top of the screen to reveal a menu of options – click ‘My Playlists’
2. Find the playlist you want to share
3. Click ‘Share/Embed’
4. Use the Embed code to share the playlist via Blackboard
5. Use the Share url to share the playlist via Blackboard, or email.

REMEMBER: There are limitations on who you can share content with.

7) VIDEOS TO PRACTICE WITH...

- Behind the Screens: Hollywood Goes Hypercommercial
- Advertising and The End of The World
- Sleep Disorders
- Killer Endings (A-list Screenwriting Series)
- The Value of Mentoring
- The Mask You Live In
- Born to Talk: Communication in the First 3 Months
- Undermining Australia
- Fractured Country: An Unconventional Invasion
- New Librarianship Master Class (Collection)