

Creating your First Show in SplashCast

Uploading Images to your Academic Show

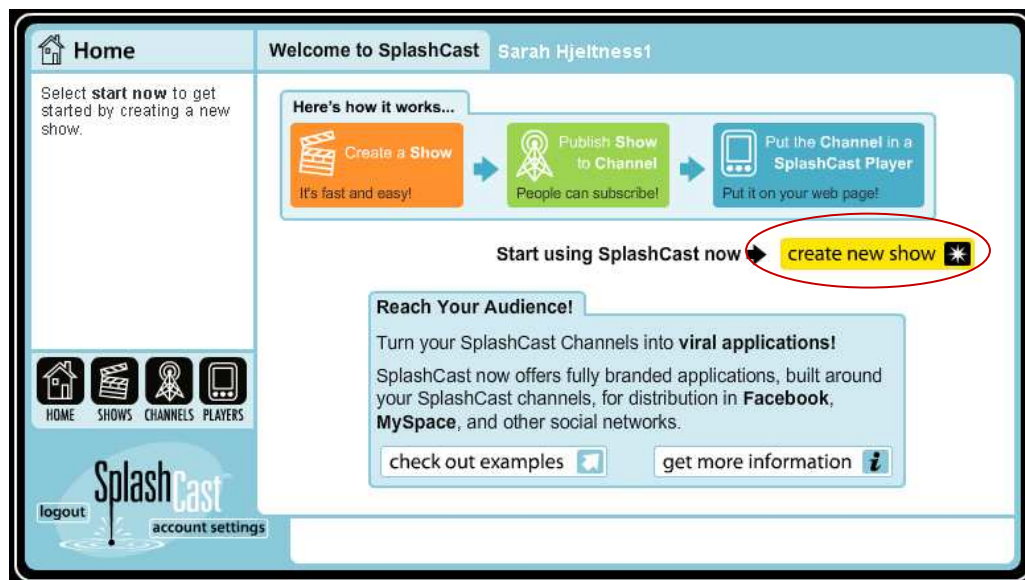
The first show we will create will be academic in focus. It will include a PowerPoint presentation, images, video and audio. All of these files have been provided for you. Complete the following steps to add images to the show.



Hands-on:

Adding Images

1. If you have not done so already, **login**.
 - a. Navigate to <http://splashcast.net> using your preferred browser.
 - b. Near the top of the window, click on **login**.
 - c. **Enter your information** in the required fields.
 - d. Click **login**.
2. Click the **create new show** button.



Note: A set of files has been compiled for use in this training. For this first show we will use these files. Later in the training feel free to use PowerPoint presentations, pictures or music you may have access to during the training.

To add images to the show using the files provided:

3. Select the **images** icon  then select **Upload**.



4. In the window that opens, **select all of the images**.
5. Click **Open**.

The following should be displayed in the SplashCast console.

	File Name	Type	File Size
<input checked="" type="checkbox"/>	draft.jpg	.jpg	94KB / 0.09MB
<input checked="" type="checkbox"/>	invitation_pg_1.jpg	.jpg	71KB / 0.07MB
<input checked="" type="checkbox"/>	invitation_pg_2.jpg	.jpg	46KB / 0.04MB
<input checked="" type="checkbox"/>	markers.png	.png	1010KB / 0.99MB
<input checked="" type="checkbox"/>	monument.jpg	.jpg	64KB / 0.06MB
<input checked="" type="checkbox"/>	newspaper.jpg	.jpg	77KB / 0.08MB
<input checked="" type="checkbox"/>	postcard.jpg	.jpg	14KB / 0.01MB

6. Click **done**.

You will then be asked to enter information about the items you are uploading.

7. Click **skip all**.

Uploading Video to your Academic Show



Complete the following steps to add a **YouTube** video to your SplashCast show.

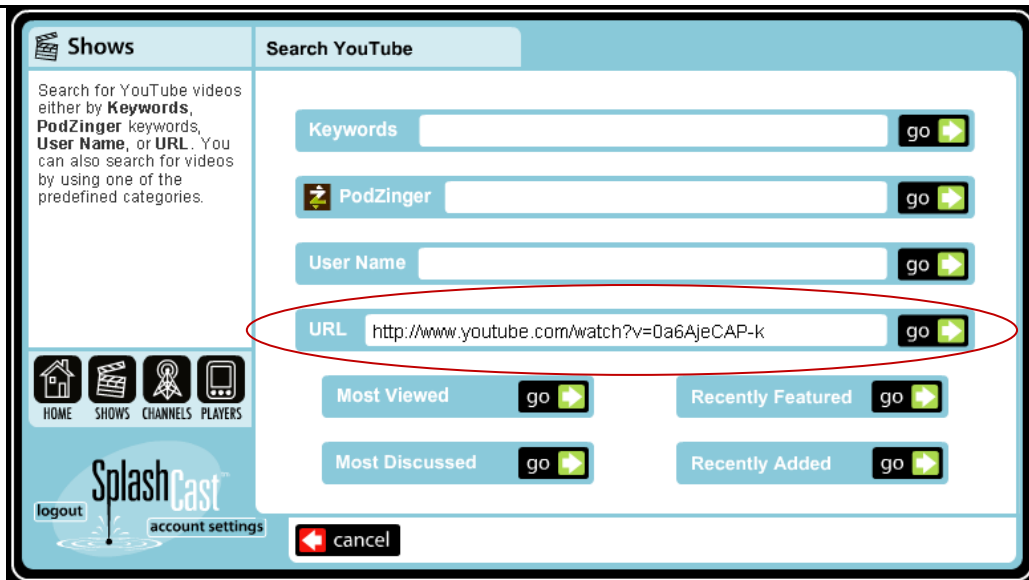


Hands-on:

Adding Video

To add video to the show:

1. Note the operating system you are currently using.
2. **From the desktop**, navigate to the appropriate folder as shown below.
 - a. **Windows XP:** Class Software > FSI > Splashcast - Data > **01_academic**
 - b. **MacOS:** Mac Apps > Class > FSI > **01_academic**
3. Open the Word document titled **video_links.doc**.
Take a moment to view each of the **YouTube** videos using the links provided.
Once you have selected a video you like, complete the following steps.
4. From the Word document or from the YouTube webpage, **right click and copy the link to the video** you have chosen.
(For example, if you chose the first video, you would highlight and copy the following: <http://www.youtube.com/watch?v=0a6AjeCAP-k>)
5. **Return to the SplashCast** console.
8. Select the **video** icon  then select **URL**. 
9. **Right click and paste the URL** as shown in the following image.



10. Click **done**.

You will then be asked to enter information about the items you are uploading. We will cover this function later in the training.

11. Click **go**.

12. Select the video by clicking the **check box** in the upper left corner of the thumbnail image.

13. Click **save**.

14. Click **done**.



Uploading PowerPoint to your Academic Show

The final element we will add to this show will be a PowerPoint presentation. When the presentation is loaded, each slide will be shown as an individual element. This provides you with more flexibility in the order that items appear in your show. Because it takes time for the system to read through and separate each slide, this upload will take more time than the others. To upload a PowerPoint presentation, complete the following steps:



Hands-on:

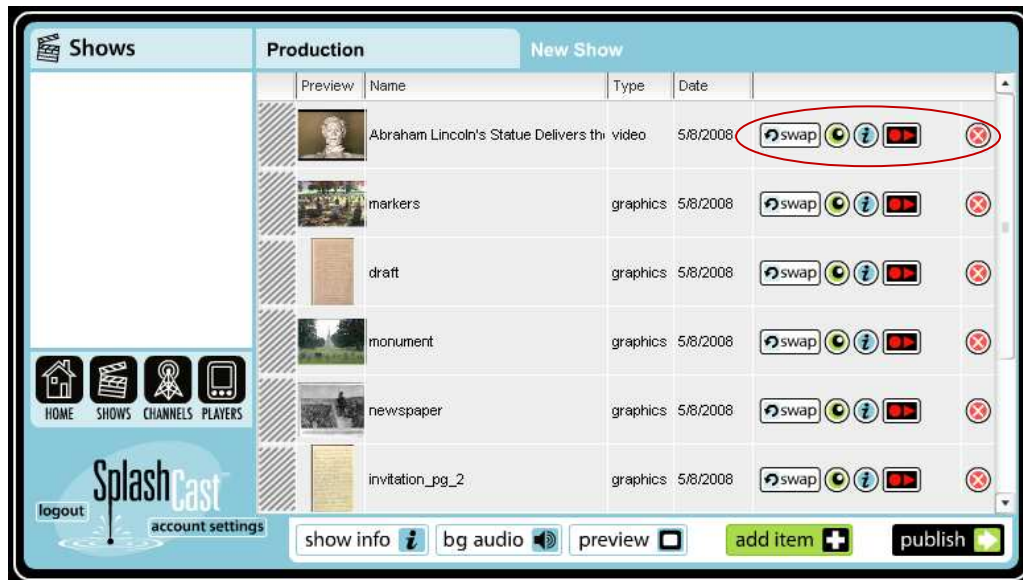
Adding a PowerPoint Presentation

1. Select the **docs** icon  then select **PowerPoint**. 
2. Note the operating system you are currently using.
3. In the window that opens, navigate to the appropriate folder as shown below.
 - c. **Windows XP**: Class Software > FSI > Splashcast - Data > **01_academic**
 - d. **MacOS**: Mac Apps > Class > FSI > **01_academic**
4. Select **Gettysburg.ppt**
5. Click **Open**.
6. Click **done**.


Editing and Saving your Academic Show

You can rearrange the items in your show by clicking the title and dragging the item.

Use the row of buttons beside each item to **edit**, **preview**, **describe**, **record audio** for and **delete** the item.



To save the show and publish it to your SplashCast channel, complete the following steps:



Hands-on:
Publishing a Show

1. Click the **show info** button and name your show.
2. Click **Save**.
3. In the bottom right portion of the console click **Publish**.
4. Leave the default settings as they are and again, click **Publish**.
5. Click **create new channel**.
6. **Name your channel using your first and last name.**
(later it will be displayed as *FirstName LastName's Channel*)
7. In the **Create New Player** window click **Save**.
8. Click **publish** in the next window.
9. Click **skip this step** when asked to notify friends.
10. When the **Congratulations** window is displayed click **done**.