

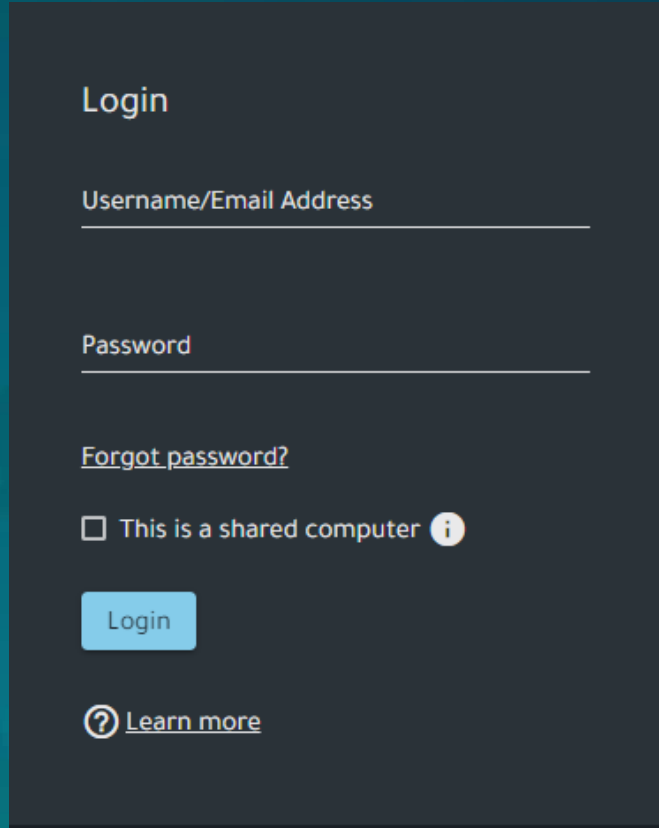


# Swank K-12 Streaming:

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## Admin Guide

# Username/Password



The image shows a login form for the Swank K-12 Streaming portal. It has a dark gray background. At the top, the word "Login" is written in white. Below it are two input fields: "Username/Email Address" and "Password", both with white text and underlined. To the right of the "Password" field is a small white eye icon. Below the input fields is a link that says "Forgot password?". At the bottom of the form is a checkbox labeled "This is a shared computer" with a small white information icon to its right. Below the checkbox is a blue "Login" button. At the very bottom is a link that says "? Learn more".

Access your Swank K-12 Streaming portal at [URL].

Use your existing school login or a special login provided by your school.

**Note:** For Username/Password authentication, you are able to customize your username and/or password by clicking **Profile** on the menu

# Instructor Title Request

## If Request is Approved:

Forward instructor request email to your Swank account manager indicating your approval for immediate licensing.

## If Request is Denied:

Inform the instructor who requested the film that the request was not approved. There is no need to notify Swank when a film request is denied.

**\*Note:** If you would prefer not to review instructor film requests, please notify your Swank account manager as we can shift to immediately licensing all instructor requests.

### New Instructor Title Request

Dear [REDACTED]

A request has been sent to Digital Campus to license the following content for streaming:

Requested By: [REDACTED]

Email Address: [REDACTED]

Site Name: [REDACTED]

Site URL: [REDACTED]

**Title:** Schindler's List

**Film #:** 0013434

**Release Year:** 1993

**Needed By:** 9/14/2020

**Course:** [REDACTED]

**Academic Use:** Analysis of controversial, imaginative representations of the Holocaust.

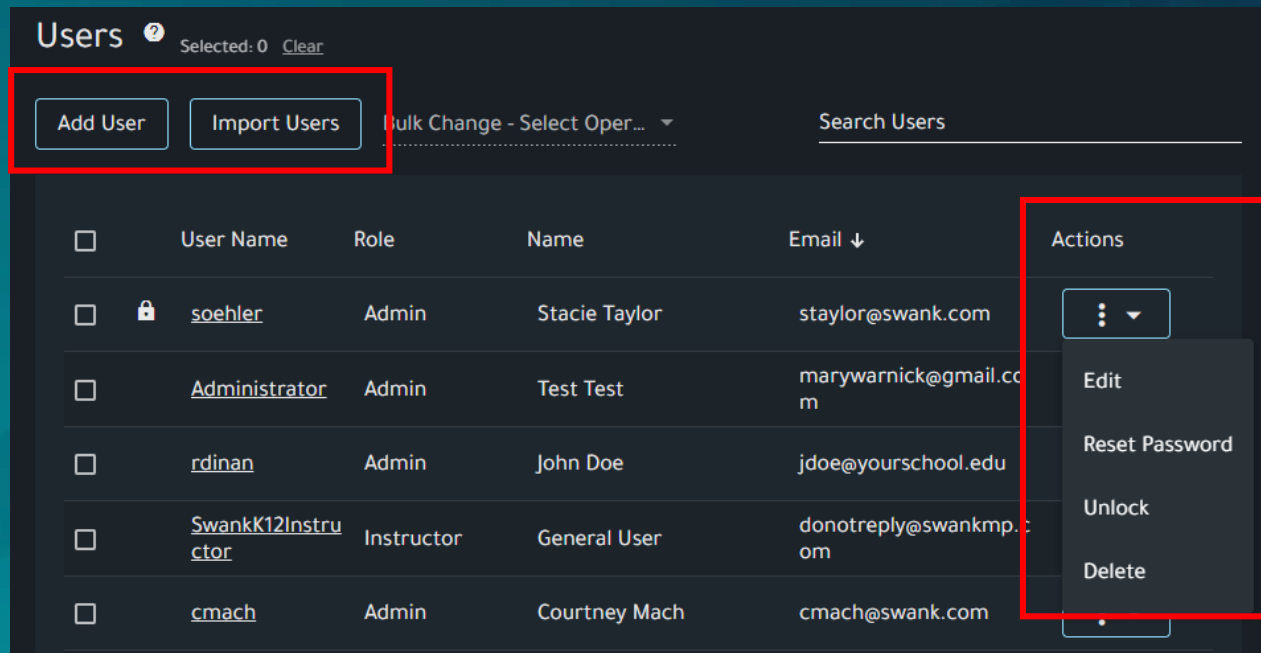
Please forward your approval or denial of requested licenses to your Swank Digital Campus account representative or [digcampusmail@swankmp.com](mailto:digcampusmail@swankmp.com). If there are any changes to this request, please call us immediately at 888-389-3622.

Thank you,  
Swank Digital Campus

# User Account Management

From this page you have the ability to, among other things:

- Add a new user: **Add User**
- Bulk import a list of users from Excel: **Import Users**
  - CSV File of usernames, passwords and optionally roles.
  - Column 1 Header “**Username**”
  - Column 2 Header “**Password**”
  - Column 3 (Optional) Header “**Role**”
- Unlock an account (typically the result of failed log in attempts): **Unlock**



Users <sup>?</sup> Selected: 0 [Clear](#)

[Add User](#) [Import Users](#) Bulk Change - Select Oper...

<input type="checkbox"/>	User Name	Role	Name	Email ↓	Actions
<input type="checkbox"/>	<a href="#">soehler</a>	Admin	Stacie Taylor	staylor@swank.com	<div><div>⋮</div><div>Edit</div><div>Reset Password</div><div>Unlock</div><div>Delete</div></div>
<input type="checkbox"/>	<a href="#">Administrator</a>	Admin	Test Test	marywarnick@gmail.com	
<input type="checkbox"/>	<a href="#">rdinan</a>	Admin	John Doe	jdoe@yourschool.edu	
<input type="checkbox"/>	<a href="#">SwankK12Instructor</a>	Instructor	General User	donotreply@swankmp.com	
<input type="checkbox"/>	<a href="#">cmach</a>	Admin	Courtney Mach	cmach@swank.com	



# Browsing Movies

## Licensed Content:

Access all of the films currently licensed, and immediately available at your school.

## Swank Catalog:

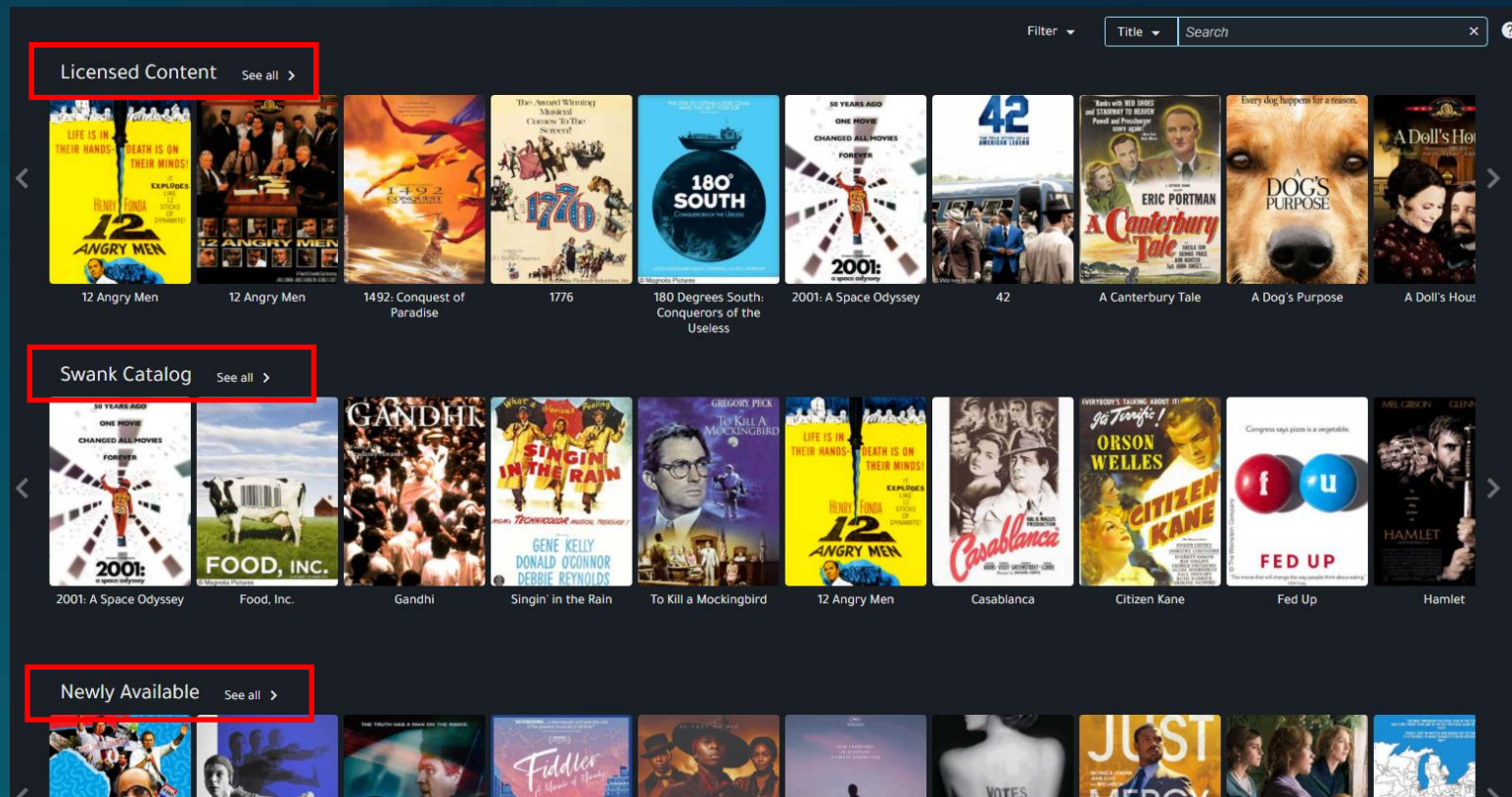
Browse the entire Swank library of films available for either immediate viewing or upon request as indicated.

## Newly Available:

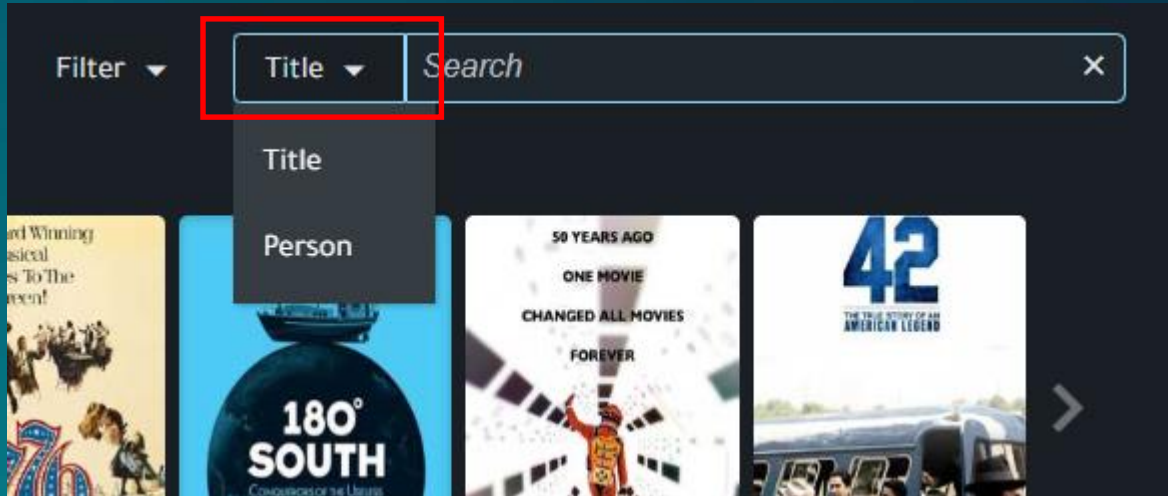
Highlights either new release films or new rights that we have acquired that are now available upon request.

## Content Spotlight:

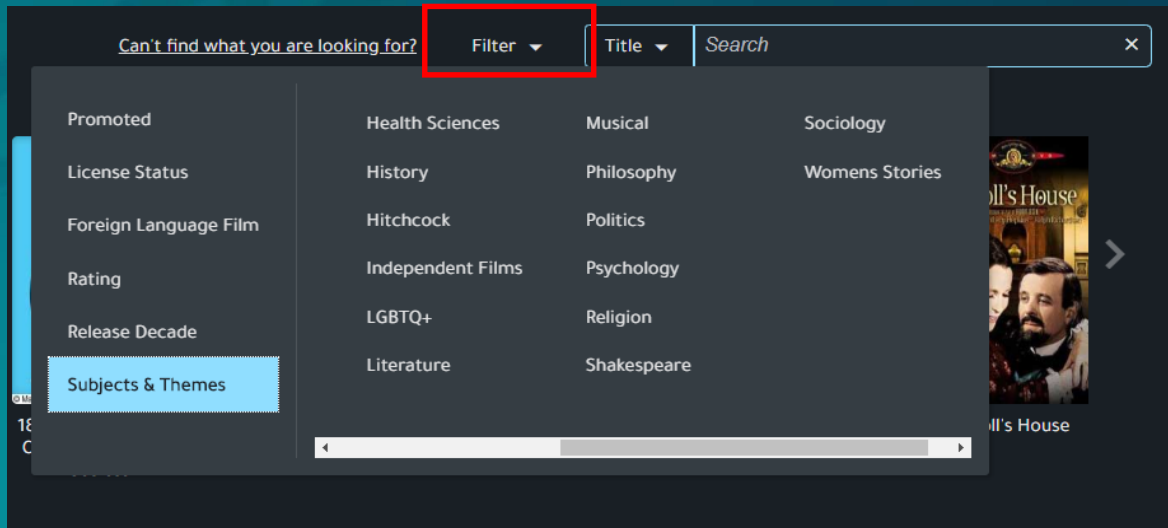
Lists films that are currently trending from other schools related to either current topics or specific times of year.



# Searching Movies



Search by either movie title or person  
(actor/director)



Further narrow your search by  
filtering by items such as:

- Language
- Rating
- Release Date
- Subjects and Themes

# Search Results

The screenshot shows a search results page for the film 'Hamlet'. At the top right is an 'Export to Excel' button. Below it, a table lists search results. The table has columns for Title, Release Year, Rating, and License Status. The first row is highlighted with a red box around the 'License Status' column, which says 'Available through 12/30/2020'. The second row also has 'Available through 12/30/2020'. The third, fourth, and fifth rows have a red box around a 'Request' button in the 'License Status' column. Below the table, there is a detailed view for the 1996 version of 'Hamlet', including a 'Watch' button, a 'Share' dropdown, and a description: 'Kenneth Branagh directed and plays the brooding prince in this version of Shakespeare's play. Julie Christie, Derek Jacobi.'

Title ↑	Release Year	Rating	License Status
Hamlet	1996	PG-13	Available through 12/30/2020
Hamlet	1990	PG	Available through 12/30/2020
Hamlet	2000	R	<a href="#">Request</a>
Hamlet	1969	G	<a href="#">Request</a>
Hamlet	1948	NR	<a href="#">Request</a>

**Hamlet** [Watch](#) [Share](#)

1996 **PG-13** **CC** 4h 2m Available through 12/30/2020 Director Kenneth Branagh

Kenneth Branagh directed and plays the brooding prince in this version of Shakespeare's play. Julie Christie, Derek Jacobi.

## Available through:

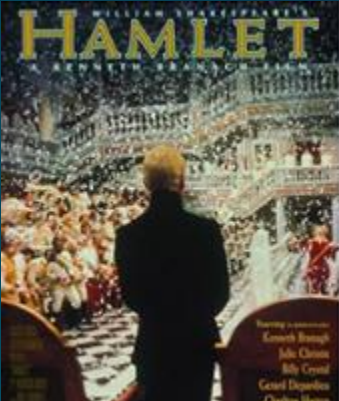
This indicates that this film is currently available for immediate playback through the date provided.

## Request:

This film is available in our library but not currently available for immediate playback by your school. You may request that this film be added to your school's library of available titles.

# Search Results

Title previews will also indicate your ability to either **Watch/Share** a film with your class or **Request** access.

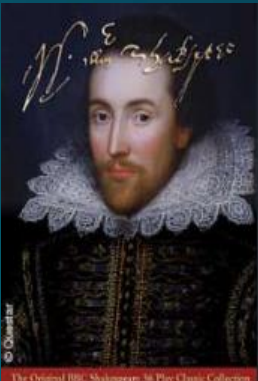


Hamlet

1996 PG-13 CC 4h 2m Available through 12/30/2020

Kenneth Branagh directed and plays the brooding prince in this version of Shakespeare's play. Julie Christie, Derek Jacobi.

[Watch](#) [Share ▼](#)



Hamlet -- The Complete BBC Shakespeare Collection

1980 NR 2h 30m

[Request](#)

Hamlet, Prince of Denmark, returns home from school in Wittenberg to attend his father's funeral and his mother's quick marriage to his Uncle Claudius. Shortly after his arrival, Hamlet is visited by the ghost of his father who informs him that he was murdered by Claudius. Demanding that Hamlet take action and avenge his murder, Hamlet spends the rest of the play trying to determine his course of action. From displays of madness to a reenactment of the murder by a group of players, Hamlet can never seem to find the right time to seek revenge. Finally when he realizes his own life is about to end, Hamlet murders his uncle.

The Original BBC Shakespeare 36 Play Classic Collection



# Requesting Movies

## Need another title?

Aside from the movies available in your streaming library, your school may request additional titles per year.

After performing any search, films identified with a **Request** button are those not currently licensed for your school.

You can click **Request** and fill out the form as shown here. If you would like a specific teacher notified when the film becomes available, include their contact information in the **Requested on Behalf of** section.

**Note:** Once approved, requested films are typically available in your streaming library within 24 hours and will remain available moving forward.

### Requesting Hamlet - - The Complete BBC Shakespeare Collection

Needed By \*

7/15/2020

Course

Academic Use

*Please describe how this film will be used.*

Description example: "Denial" Students will watch and discuss how the film relates to readings about the various aspects of Holocaust denial as well as its persistence on-line and the impact of Holocaust denial on both survivors and historians.

Request on behalf of ⓘ

Instructor First Name

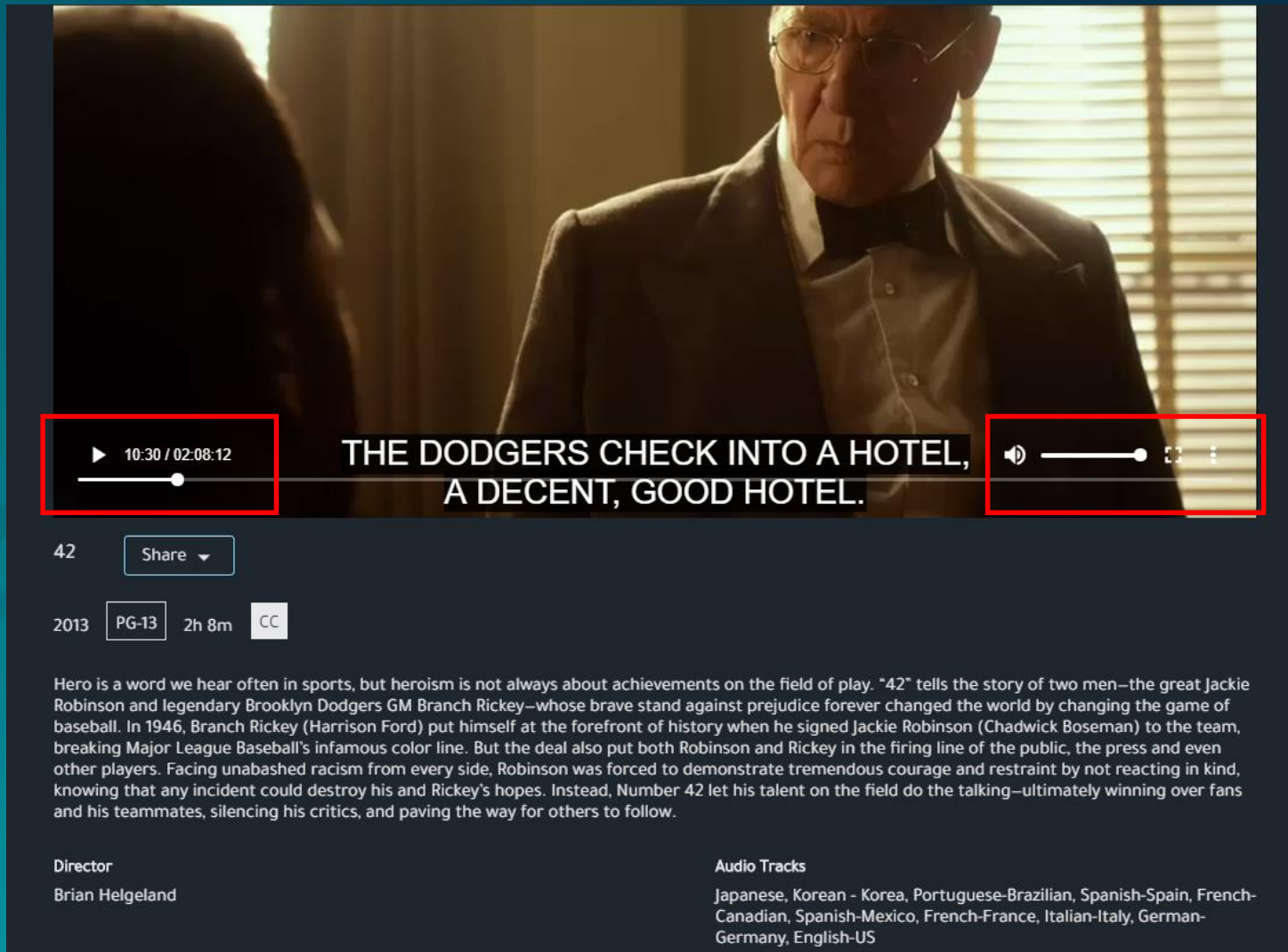
Instructor Last Name

Instructor Email

Send

Cancel

# Playing Movies



Use the **seek bar** to jump to specific parts of a film

The three dot **menu icon** will give you any additional language options available for a movie as well as **Closed Captioning** (English Subtitles).

Tip: Not seeing languages you need for a movie? Let us know as we might be able to secure them for you.

Click on the **box next to volume** on the bottom right **SWANK K-12 STREAMING** to full screen. **FILM LIBRARY FOR EDUCATION**

# Assigning Movies

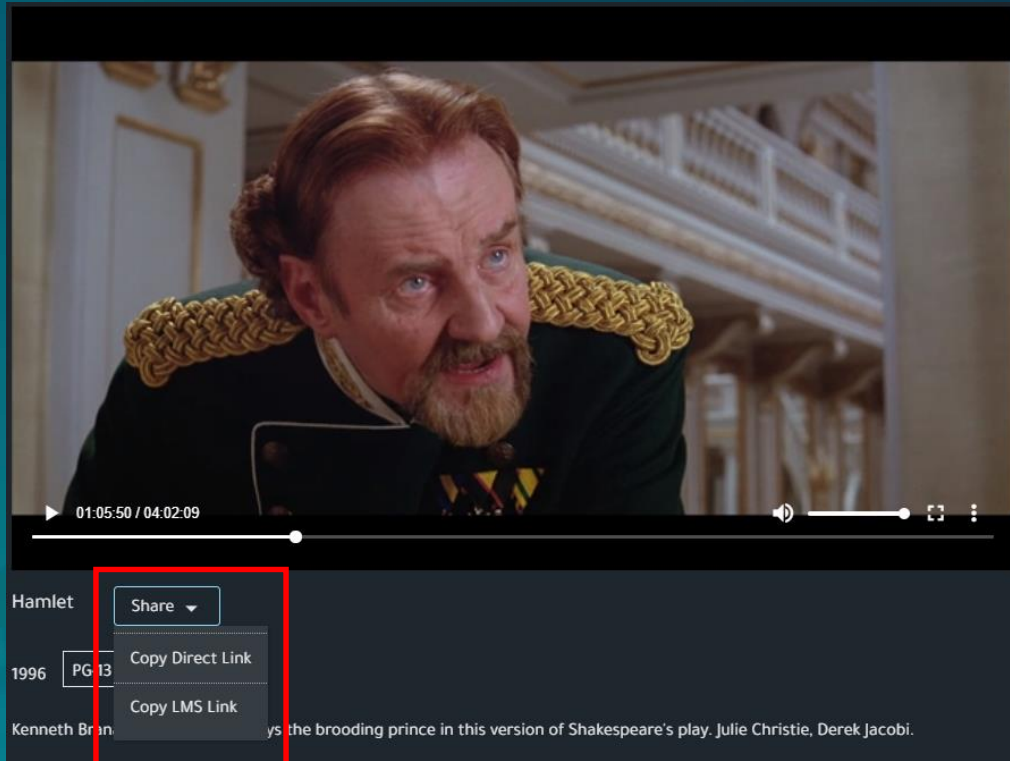
You can obtain the necessary links for assignment from either the preview page or the watch page of the film.

## Direct Link:

Copies the full URL to the movie.  
Typically used when sending via email.

## LMS Link:

Copies a link that can be embedded into a webpage. Typically used when sharing via LMS such as Google Classroom.



# Assigning Movies

It is important to note that **students DO NOT** have the ability to see the entire library of films as you do. Students will only see films they have been assigned by providing them with a **Direct Link** or **LMS link**.

Providing students the main page navigation URL will result in them receiving an error message.

