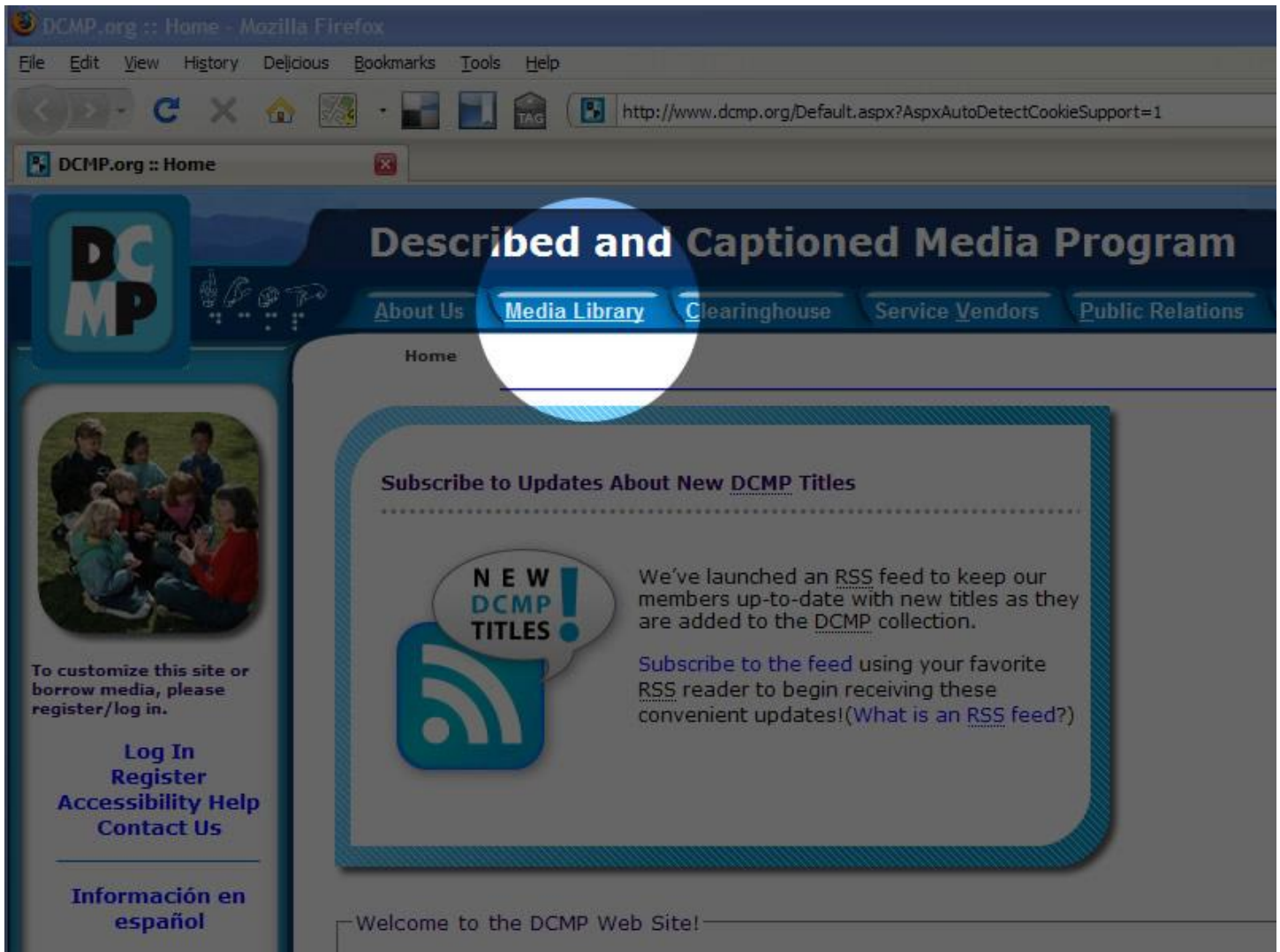


## Instructions for Accessing DCMP Media Items with Description

Until late 2006, the DCMP was known as the CMP (Captioned Media Program), and all of the media in its collection was captioned only. Many of these items have survived the change in program scope, but have not been described due to budgetary limitations. The following instructions are intended for DCMP members who are interested in finding and ordering ONLY those titles that include description.

### STEP 1 – Visit the Media Library link from the DCMP home page



You may also access the media library directly at the following URL:

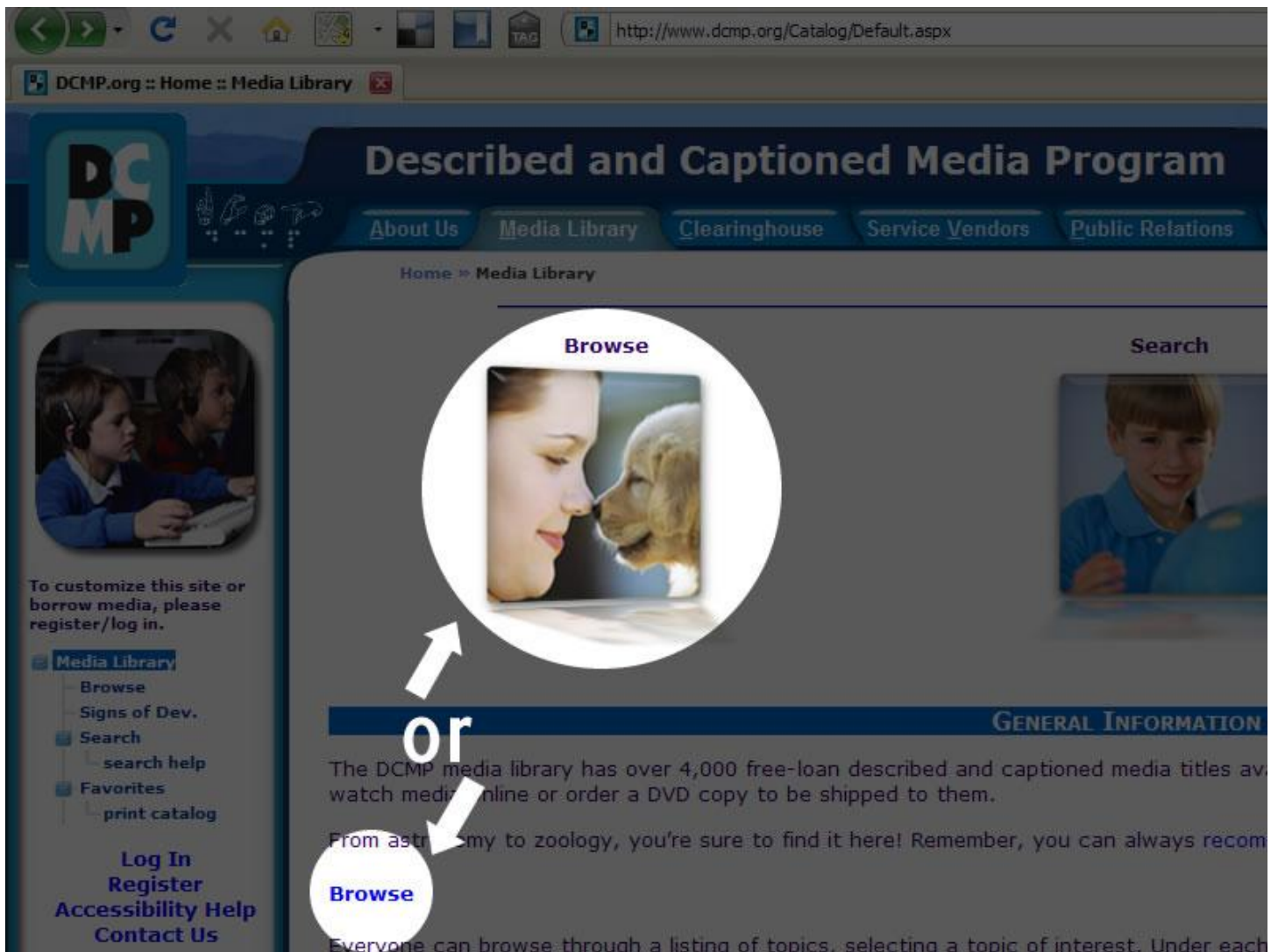
<http://www.dcmp.org/Catalog/Default.aspx>

or by visiting [dcmp.org](http://www.dcmp.org) and using the keystroke:

Alt + M (Windows IE)

Alt + Shift + M, then Enter (Firefox)

## STEP 2 – Select “Browse”



The screenshot shows the DCMP Media Library website. The main navigation bar includes links for 'About Us', 'Media Library', 'Clearinghouse', 'Service Vendors', and 'Public Relations'. The 'Media Library' link is highlighted. Below the navigation bar, there is a 'Browse' button with a circular image of a woman and a dog, and a 'Search' button with a circular image of a boy. The 'Browse' button is circled in white, and a white arrow points from the word 'or' to a 'Browse' text link in a white circle. The 'Browse' text link is located in the left sidebar under the 'Media Library' section. The main content area features a heading 'GENERAL INFORMATION' and text describing the media library's offerings.

You can use either the graphic “Browse Button” or the heading level 4 “Browse” text link.

You may view the Browse interface directly at the following URL:

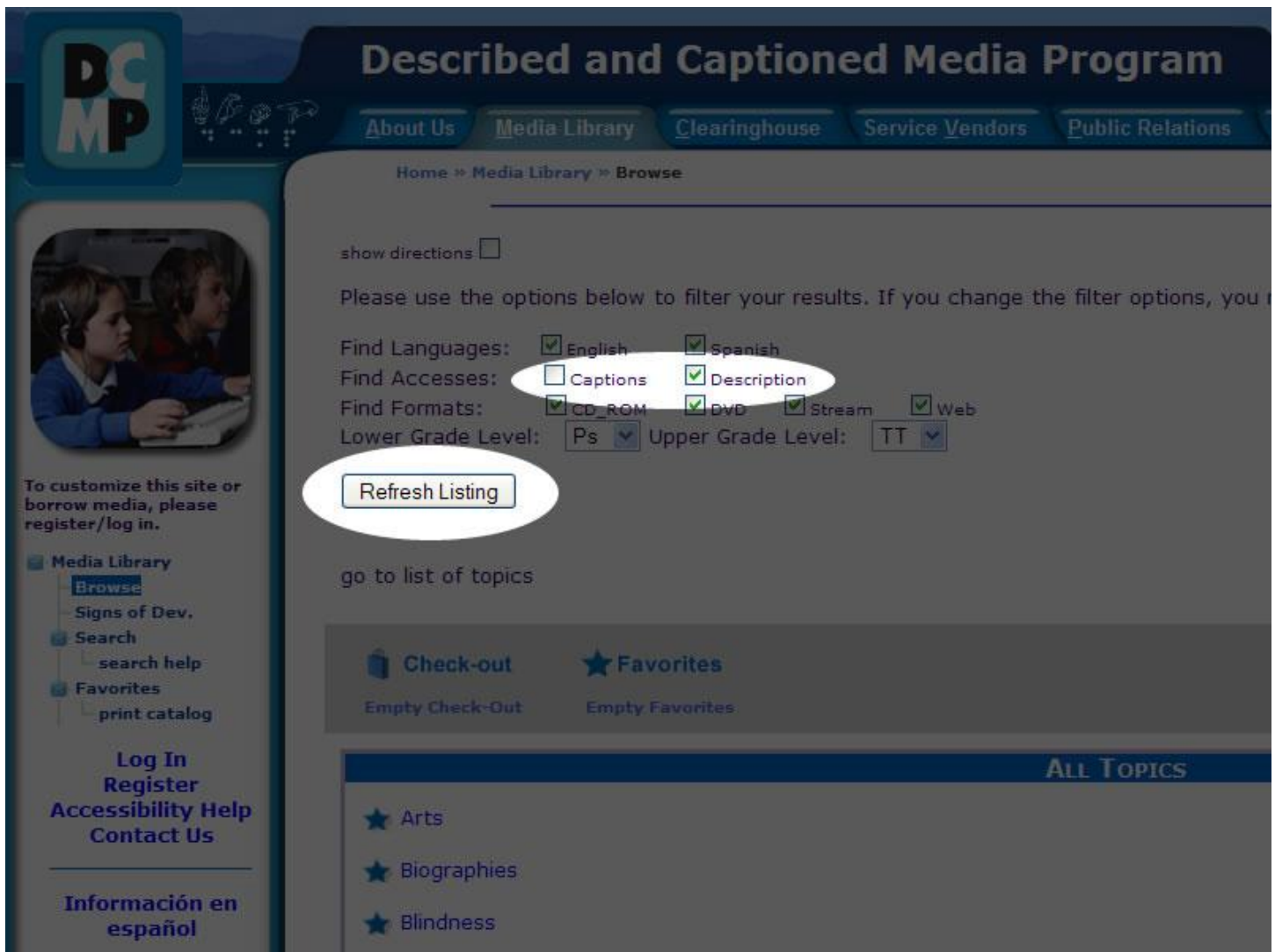
<http://www.dcmp.org/Catalog/Listing.aspx>

or by using the following keystroke on the Media Library page:

Alt + 1 (Windows IE)

Alt + Shift +1, then Enter (Firefox)

## STEP 3 – Set Filters



The screenshot shows the "Described and Captioned Media Program" website. The main navigation bar includes "About Us", "Media Library", "Clearinghouse", "Service Vendors", and "Public Relations". The breadcrumb trail is "Home » Media Library » Browse".

On the left sidebar, there is a "Media Library" section with a "Browse" link highlighted. Below it are links for "Signs of Dev.", "Search", "Favorites", and "print catalog". At the bottom of the sidebar are links for "Log In", "Register", "Accessibility Help", "Contact Us", and "Información en español".

The main content area has a "show directions" checkbox. Below it is a text prompt: "Please use the options below to filter your results. If you change the filter options, you".

The filter options are:

- Find Languages:  English,  Spanish
- Find Accesses:  Captions,  Description
- Find Formats:  CD\_ROM,  DVD,  Stream,  Web
- Lower Grade Level: Ps (dropdown), Upper Grade Level: TT (dropdown)

A "Refresh Listing" button is highlighted with a white oval. Below the filters is a "go to list of topics" link.

At the bottom, there are "Check-out" and "Favorites" buttons, both showing "Empty Check-Out" and "Empty Favorites". Below that is a section titled "ALL TOPICS" with a list of subject areas: Arts, Biographies, and Blindness.

First, uncheck the box next to “Captions” in the field labeled “Find Accesses.” You may also filter by media availability (show only titles available on CD-ROM, DVD, Streaming, or Web application, or any combination thereof) and a grade level range (must specify lower and upper grade levels). Once your settings are correct, click the “Refresh Listing” button. The list of topics headed “All Topics” will now only include those whose descendent subject areas contain described titles.

## STEP 4 – Select Title for Ordering

go to list of topics » go to topic: Science » go to subject: Ecology

Check-out Empty Check-Out Favorites Empty Favorites

TITLES FOR SUBJECT: ECOLOGY

- ADAPTATIONS TO UNDERWATER NIGHTS DVD C DVD D Stream-Flash C Stream-Flash D
- ADAPTATIONS TO UNDERWATER NIGHTS DVD C DVD D Stream-Flash C Stream-Flash D
- CHEMICAL CONUNDRUM DVD C D Stream-Flash C D Grades 7 - 10
- CHEMICAL CONUNDRUM DVD C D Stream-Flash C D Grades 7 - 10
- CORAL REEFS: ECOLOGICAL COMMUNITIES DVD C DVD D Stream-Flash C Stream-Flash D
- CORAL REEFS: ECOLOGICAL COMMUNITIES DVD C DVD D Stream-Flash C Stream-Flash D
- ECO=KIDS: HOW "ECO" ARE YOU? Stream-Flash C Stream-Flash D Grades 5 - 8
- ECO=KIDS: THE EARTH NEEDS YOUR HELP Stream-Flash C Stream-Flash D Grades 5 - 8
- ECO=KIDS: THINGS YOU CAN DO Stream-Flash C Stream-Flash D Grades 5 - 8
- EXPLORING DESERT BIOMES DVD C DVD D Stream-Flash C Grades K - 8
- GLOBAL WARMING: YOU CAN MAKE A DIFFERENCE DVD C D Stream-Flash C D
- GLOBAL WARMING: YOU CAN MAKE A DIFFERENCE DVD C D Stream-Flash C D
- MARINE PREDATOR-PREY RELATIONSHIPS DVD C DVD D Stream-Flash C Stream-Flash D

This is the title listing for the topic “Science” and its descendant subject area “Ecology.” Note the convention used to identify that this title is available with description: DVD-D means that the title is available on DVD with description; Stream-Flash D means that this title is available to be streamed in Flash format with description (some titles require installation of RealPlayer... these are currently being converted to the more convenient and higher-quality Flash format).

You can add the title to your “shopping bag” by clicking the shopping bag icon. You may also “save” titles to a list of favorites by clicking the star icon. Clicking the title of the program will take you to that title’s “title details” page.

## STEP 5 – Add to “Shopping Bag” and Go to Checkout

The screenshot shows a library website interface. At the top, there are navigation links: "go to list of topics > go to topic: Science > go to subject: Ecology >". Below this, there are two buttons: "Check-out" (with a shopping bag icon) and "Favorites" (with a star icon). The "Check-out" button is highlighted with a yellow background and has a large number "1" next to it. The "Favorites" button has a large number "2" next to it. Below these buttons, the "Title Details" section is visible. The title is "ADAPTATIONS TO UNDERWATER NIGHTS". The description reads: "Part of 'The Living Oceans' series. Reveals the habits and behavior of night-spawning coelacanths, sharks, cuttlefish, Humboldt squid, and opalescent squid. Shows the mysteries of ocean life, including the molting of lobsters, the feeding habits of sharks and cuttlefish, and the deadly attack of thousands of opalescent squid as they lay their eggs, and then die in vast numbers. NOT suitable for children (decoder needed)." Below the description, there is a table of format options:

|                |        |              |   |
|----------------|--------|--------------|---|
| <b>Format:</b> | #29989 | DVD          | C |
|                | #29990 | DVD          | D |
|                | #29991 | Stream-Flash | C |
|                | #29992 | Stream-Flash | D |

Below the table, the following details are listed:

- Length:** 20 minutes
- Grade/Interest Level:** 5 - 10
- Production Year:** 2007
- Producer/Distributor:** NEW DIMENSION MEDIA/QUESTAR
- Lesson Guide:** no guide available
- Topics - Subjects:** Science - Biology, Science - Ecology, Science - Marine Life, Science - Oceanography

Click the “shopping bag” icon to add the title to your checkout list. Then, if you’re ready to check out, click the large “Check-Out” link above the title details (which will be illuminated yellow if there are titles in your “bag.”

If you’re not already logged into your DCMP account, you will be prompted for your username and password next.

## STEP 6a - Ordering a DVD

Home > My DCMP > My Orders > checkout

**Delivery Date:** 2  
Date: 05/08/2009  
3  
Check Availability

**Delivery Address:** click here to create an address  
Home  
1  
DESCRIBED AND CAPTIONED MEDIA PROGRAM  
1447 E. MAIN STREET  
SPARTANBURG, SC 293072240  
5  
Place Order

Pending Orders

**Adaptations To Underwater Nights**

|                                     |       |        |          |                      |
|-------------------------------------|-------|--------|----------|----------------------|
| <input type="checkbox"/>            | order | #29989 | DVD C    | available (5/8/2009) |
| <input checked="" type="checkbox"/> | order | #29990 | DVD D    | available (5/8/2009) |
| <input type="checkbox"/>            | order | #29991 | Stream C | available online     |
| <input type="checkbox"/>            | order | #29992 | Stream D | available online     |

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Page updated: 10/16/2007

If you're ordering a DVD, be sure to follow the correct sequence of steps:

1. Select a delivery address
2. Select a date for delivery (must be at least 7 days from today)—selection is made from a pop-up calendar application. (The website will identify the first-available date in the format listing at the bottom of the form... in this example, note that, next to DVD-D, text reads: "available 5/8/2009.")
3. Click the "Check Availability" button to confirm that the title is available on the date you requested.
4. Click the check box next to the version of the title you would like delivered (captioned or described, DVD or Streaming).
5. Click the "Place Order" button. If all goes well, you'll receive a confirmation message.

## STEP 6b – Ordering a Streaming Title

**Described and Captioned Media Program**

[About Us](#) [Media Library](#) [Clearinghouse](#) [Service Vendors](#) [Public Relations](#) [Admin](#) [Help](#)

Home » My DCMP » My Orders » checkout

**Delivery Date:**  
Date  
04/29/2009

**Delivery Address:** [click here to create an address](#)

Home  
DESCRIBED AND CAPTIONED MEDIA PROGRAM  
1447 E. MAIN STREET  
SPARTANBURG, SC 293072240

Place Order

Check Availability

Pending Orders

**Adaptations To Underwater Nights**

|   |        |          |                                       |
|---|--------|----------|---------------------------------------|
| <input type="checkbox"/> not available    | #29989 | DVD C    | available if date changes to 5/8/2009 |
| <input type="checkbox"/> not available    | #29990 | DVD D    | available if date changes to 5/8/2009 |
| <input type="checkbox"/> order            | #29991 | Stream C | available online                      |
| <input checked="" type="checkbox"/> order | #29992 | Stream D | available online                      |

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If you're ordering a streamed title, be sure to follow the correct sequence of steps:

1. Select a delivery address
2. Click the check box next to the version of the title you would like delivered (captioned or described, DVD or Streaming).
3. Click the "Place Order" button. If all goes well, you'll receive a confirmation message and link to view the video instantly (shown on the next page).

## STEP 7b – Watch Streamed Title Instantly

Home » My DCMP » My Orders » checkout » confirm Go To Checkout (1 item)

[Return to Checkout](#) [Select New Items](#) [Clear](#)

Confirming Orders  
Order #2134231 completed successfully.  
This item, #29992 ADAPTATIONS TO UNDERWATER NIGHTS, will be available until 4/30/2009 9:11:00 AM.

**Your order was successfully placed!**

Order History

Current Orders  Past Orders  All

| Order  | Item Info   | Format | Current Status  | Action      |
|--------|---|--------|---|-------------|
| 134231 | #29992 ADAPTATIONS TO UNDERWATER NIGHTS<br>Current Order Status: Online | Stream | Booked: 4/29/2009 9:11 AM<br>Expires: 4/30/2009 9:11 AM | watch media |

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Click the “Watch Media” link under the heading “Action” on the order confirmation screen to begin streaming your media. Titles are available for 24 hours following your order; if you need to stream the title again after that time, just re-order.