



# Discovery Education MediaShare QuickStart Guide

Discovery Education MediaShare is a web-based content sharing system that enables educators to utilize the best resources through uploading, sharing, managing, and distributing user-created or licensed, digital content.

## Login Today

Go to [www.discoveryeducation.com](http://www.discoveryeducation.com)

### NEW USERS:

- STEP 1. Click the New User Login tab on the left side of the screen.
- STEP 2. Enter your school's eight-character passcode and click "Submit."
- STEP 3. Create your own username and password.
- STEP 4. Login with your username and password.

### EXISTING USERS:

- STEP 1. Enter your username and password in the Educator Login section and click "Submit."
- STEP 2. Locate Discovery Education MediaShare and click the link "Go now!"

## Uploading Content



Discovery Education MediaShare gives you the ability to share content you have created with other users in your school, your school district, or around the U.S.

### Upload Content

1. Click the "UPLOAD" button located on the right side of the screen.
2. Complete the required information fields.
3. Consider tagging the resource with key words and providing background information for the content reviewer\*. (Optional)  
*\*Note: Many schools and districts require approval before content is made available to other users. Check with your Discovery Education MediaShare administrator if you have questions about content approval.*
4. Select a curriculum standard to which your resource is aligned. (Optional)
5. Click the "Next" button at the bottom of the screen.
6. Click the button "Select Files." Navigate to the file you wish to upload and click "Open."

7. Your resource will appear in the "Asset Title" textbox. Click the "Media Type" pull down menu to select a media type that matches the file you wish to upload.
8. Click the "UPLOAD" button. A progress bar will appear as your resources are loaded to the Discovery Education MediaShare system.

Discovery Education MediaShare accepts the following file types:

- Video: \*.avi;\*.mov;\*.flv;\*.wmv;\*.swf;\*.asf;
- Images: \*.jpg;\*.gif;\*.png;
- Documents: \*.doc;\*.pdf; \*.txt;\*.ppt;\*.rtf.

## Search for Media

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Use a variety of search tools to quickly locate media ranging from animation and audio files to images and video clips.

### Keyword Search

Enter keywords in the search box at the top of the screen and then click “GO.” (Optional: Use the pull down menu to select a content type and then click “GO.”)

### Subject, Grade, or Group Search

Click a subject, grade, or group from the navigation menu on the left side of the screen.

### Advanced Search

Click the “Groups” pull down menu to constrain your search to a particular group, for example your school or district.

### Curriculum Standard Search

Use the pull down menus on the lower left side of the screen to select the categories appropriate for your state and subject area. The screen will refresh and display a list of standards. Click a standard or sub-standard to display a list of content.

### Modify Your Search Results

- Narrow search results by media type, subject, or grade using the “Narrow My Results” menu on the left side of the screen.
- Use the “Items Per Page” pull down menu to modify the number of resources displayed on the page.
- Click either the blue title or the thumbnail image to access the full description page.

## My Resources

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Discovery Education MediaShare lets you view, edit, delete, or check the approval status of content you have submitted. View this information at any time by clicking the “My Resources” link at the top of any page.

### Status Categories

**Approved:** Your content has been made available to other Discovery Education MediaShare users.

**Pending:** Your content is awaiting review and approval.

**Rejected:** Your content has been declined for inclusion within the system.

### Actions

**Edit:** Click “Edit” to view the Asset Detail page, where you can edit information you have included about the file, remove previously uploaded files, or upload new files.

**Remove:** Click “Remove” to remove your resource from view. Confirm your decision by clicking “OK” in the pop-up window.

## ★ My Favorites

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Gather your favorite Discovery Education MediaShare resources in one location—your “My Favorites” page. View this information at any time by clicking the “My Favorites” link at the top of any page.

### Create Folders and Organize Your Resources

1. Click the “Add Folder” button on your “My Favorites” page.
2. A pop-up window will appear. Enter a folder title and description in the fields provided and click “Submit.”
3. Remove folders by selecting “Delete” from the Action pull down menu.  
*Note: removing a folder will remove permanently the contents of the folder from the system.*

### Add Resources to My Favorites

1. Locate a resource you wish to add to My Favorites and click “Add to Favorites,” located in the upper right corner of the screen when you are on an Asset Detail page.
2. A pop-up window will display. Add the resource to your “My Favorites” page or add it to a folder you have created on your “My Favorites” page.
3. Click “Submit.”

## RSS Feeds

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Stay informed about newly posted files in your subject area and grade level by creating an RSS Feed link.

### Create an RSS Feed

1. Click “Create an RSS Feed,” located on the Discovery Education MediaShare home page.
2. Use the pull down menus to select content that is of interest to you.
3. Click “Generate RSS Feed.” Code for your feed will display.
4. Copy and paste this code into a site that will display personalized RSS feeds, such as My Yahoo! or iGoogle.