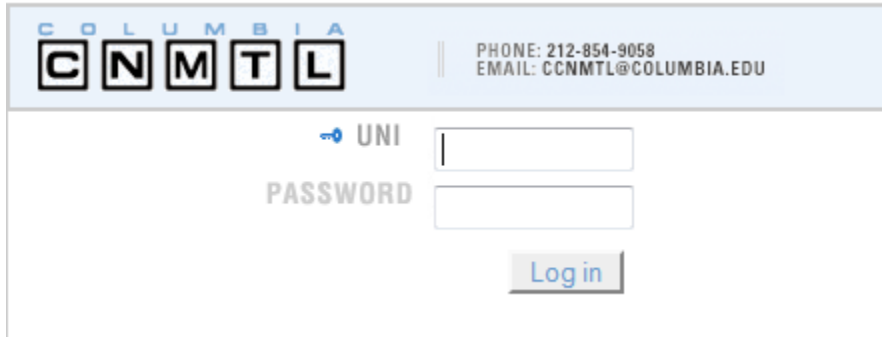


Step-by-Step Instructions for Mediathread for T7100 Students

1. Go to Mediathread: <http://mediathread.ccnmtl.columbia.edu/>

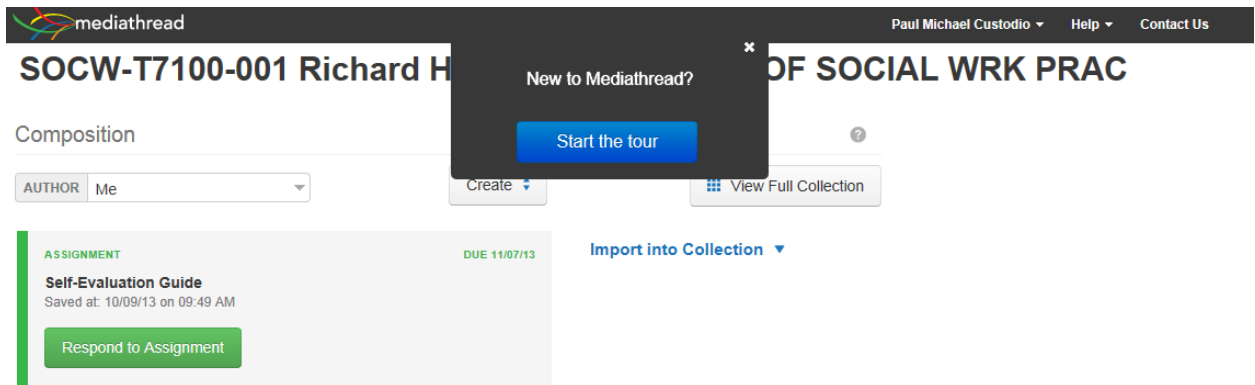
2. Click **COLUMBIA LOG IN**

3. Enter your UNI and PASSWORD:



The login page features the Columbia University logo (C C N M T L) and contact information: PHONE: 212-854-9058, EMAIL: CCNMTL@COLUMBIA.EDU. Below this, there are input fields for 'UNI' and 'PASSWORD', and a 'Log in' button.

4. If you only have one Mediathread course site, then you should see your SOCW-T7100 section Mediathread site:



The screenshot shows the Mediathread interface for the course 'SOCW-T7100-001 Richard H'. A 'New to Mediathread?' pop-up window with a 'Start the tour' button is overlaid on the page. The page also shows a 'Composition' section with a dropdown menu set to 'Me', and a list of assignments including 'Self-Evaluation Guide' with a 'Respond to Assignment' button.

5. You will be presented with the option to “Start the tour” which is basically a Mediathread tutorial. This is optional. Click on **X** to close the tour.

Step-by-Step Instructions for Mediathread for T7100 Students

6. To read the assignment, click on **Self-Evaluation Guide**.

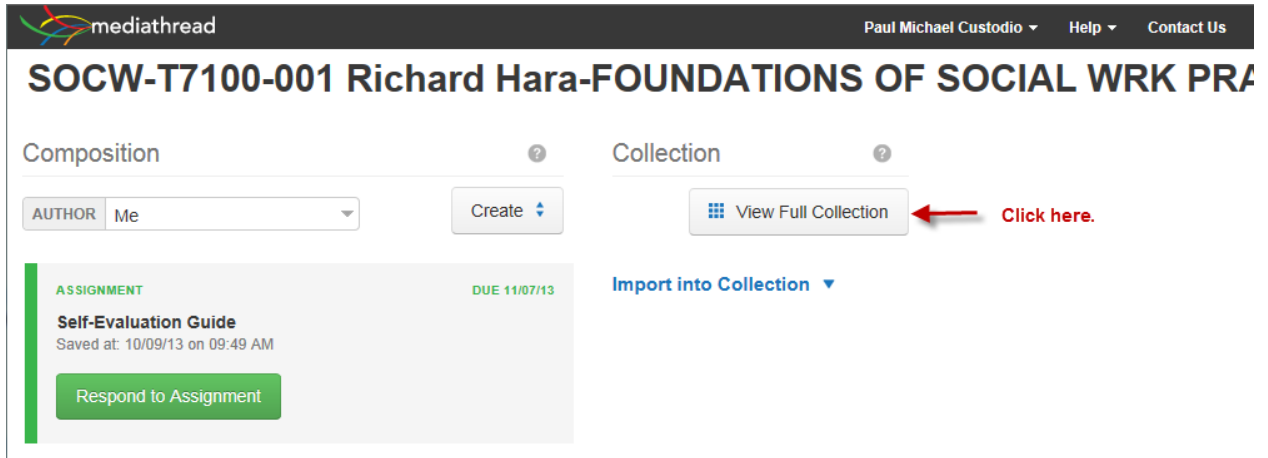
The screenshot shows the Mediathread interface for the course SOCW-T7100-001. The top navigation bar includes the Mediathread logo, the user name Paul Michael Custodio, and links for Help and Contact Us. The course title is prominently displayed. The assignment page for 'Self-Evaluation Guide' by swinstructor, Richard Hara is shown. The assignment content includes instructions for the interview and a list of questions. A red arrow points to the 'Self-Evaluation Guide' link in the top navigation bar.

7. To view your role-play video, go back home by clicking on the course title at the top of the page, located just below the Mediathread logo. In this example, it would be: **SOCW-T7100-001 Richard Hara**

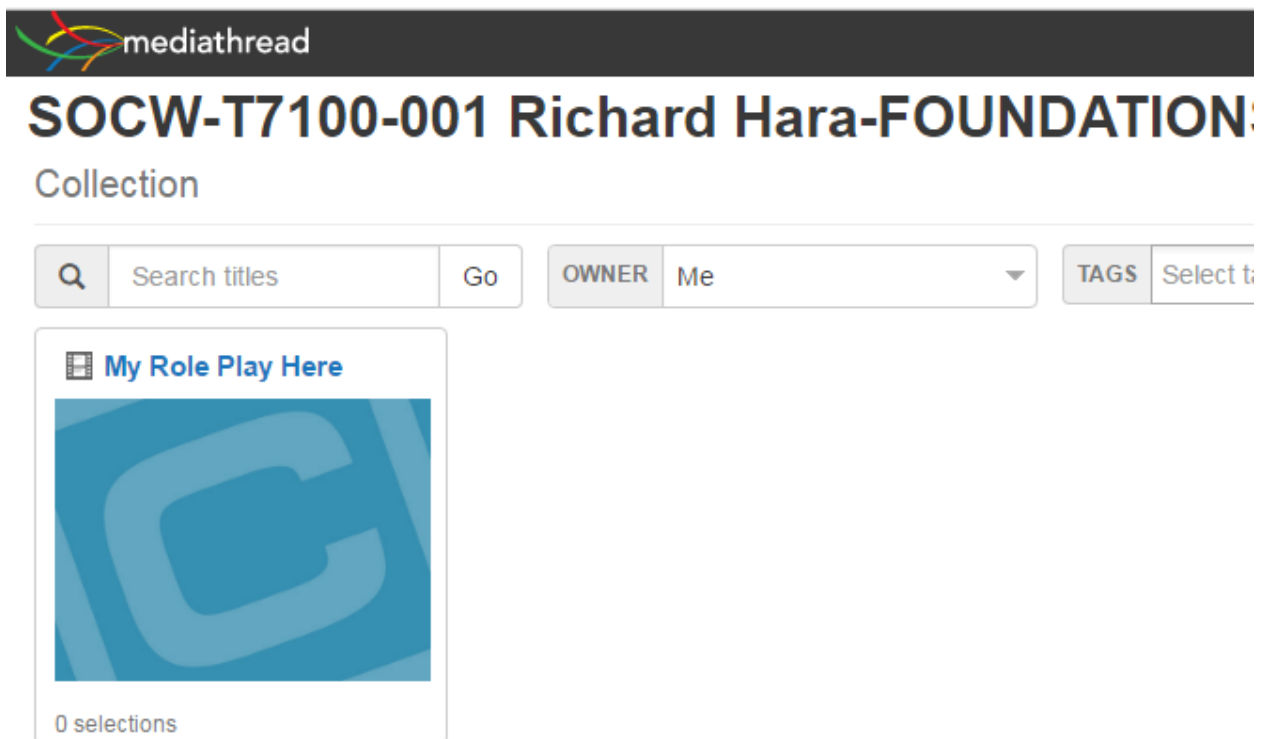
The screenshot shows the same Mediathread interface as before, but with a red arrow pointing to the course title 'SOCW-T7100-001 Richard Hara' in the top navigation bar. A red text box with the instruction 'Click the course title to go back home.' is overlaid on the page.

Step-by-Step Instructions for Mediathread for T7100 Students

8. Click

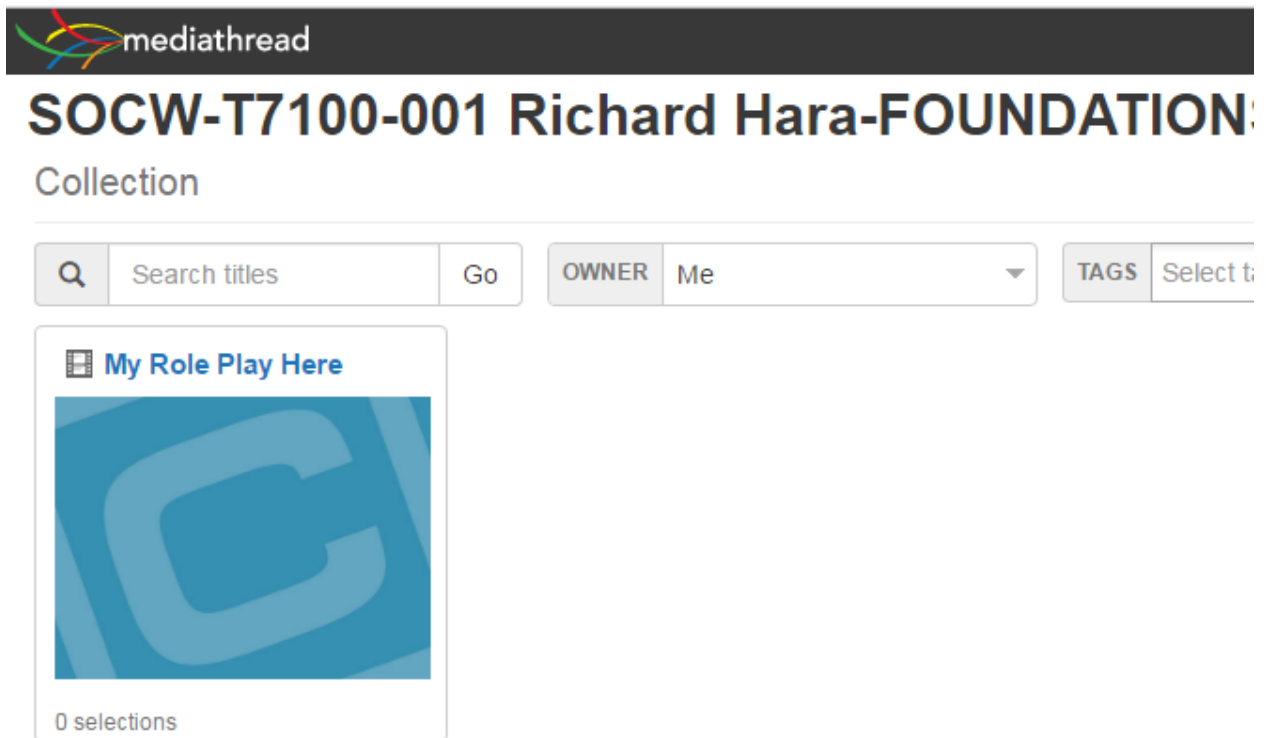
The image shows the Mediathread web interface. At the top is a dark header with the Mediathread logo, the user name "Paul Michael Custodio", and links for "Help" and "Contact Us". Below the header, the page title is "SOCW-T7100-001 Richard Hara-FOUNDATIONS OF SOCIAL WRK PRA". The main content area is divided into two sections: "Composition" and "Collection". In the "Composition" section, there is a dropdown menu for "AUTHOR" set to "Me", a "Create" button, and an "ASSIGNMENT" card titled "Self-Evaluation Guide" with a "Respond to Assignment" button. In the "Collection" section, there is a "View Full Collection" button with a red arrow pointing to it and the text "Click here." next to it, and an "Import into Collection" link.

9. To locate your role play video, click on the dropdown menu next to OWNER. Typically, your own video will be the default.

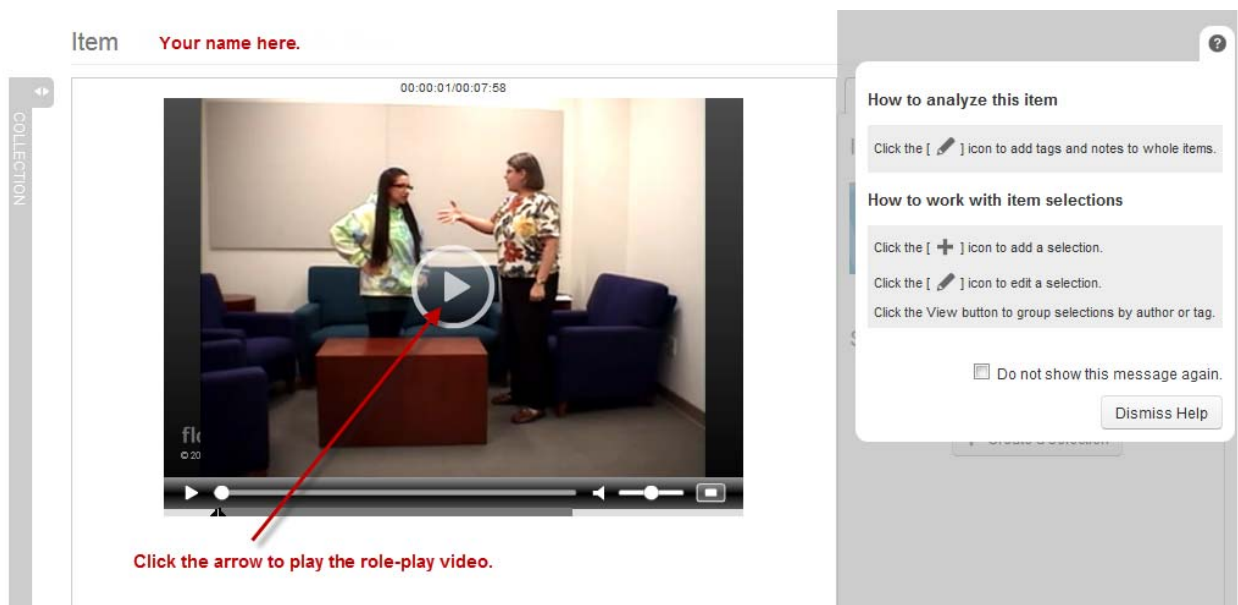
The image shows the Mediathread web interface for a collection. The header is the same as the previous image. The page title is "SOCW-T7100-001 Richard Hara-FOUNDATION". Below the title is the word "Collection". There is a search bar with a magnifying glass icon, the text "Search titles", and a "Go" button. To the right of the search bar is a dropdown menu for "OWNER" set to "Me", and a "TAGS" section with a "Select t" dropdown. Below these elements is a collection card titled "My Role Play Here" with a blue abstract image and the text "0 selections" at the bottom.

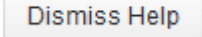
Step-by-Step Instructions for Mediathread for T7100 Students

10. To view your role-play video, click on your name to the right of the video icon.




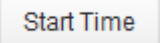
11. The video screen will appear. Click on the play button in the middle of the screen. On the right side of the screen you will see the Help legend/summary which provides a brief description of what each tool does.

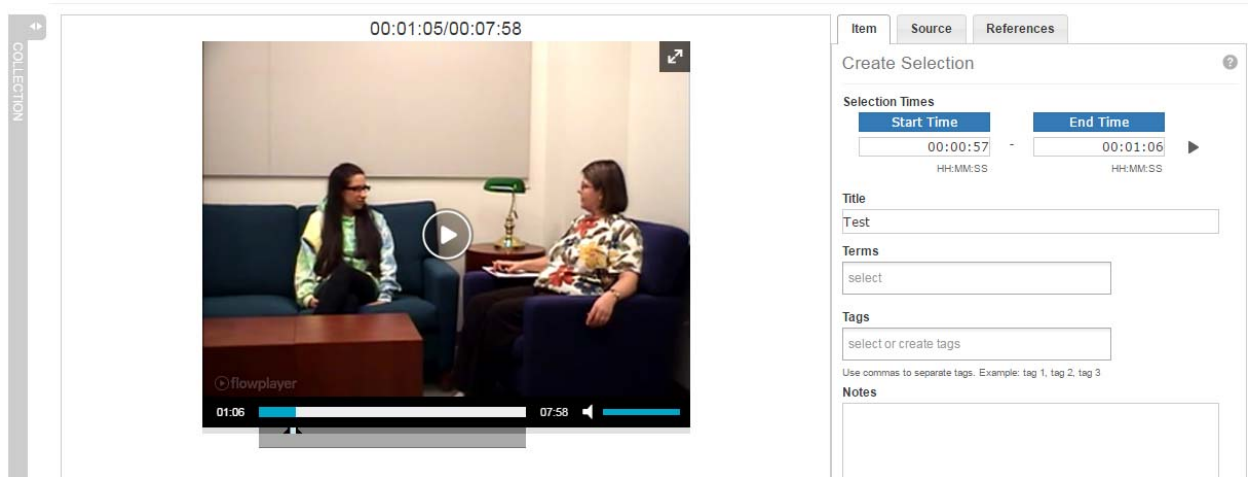


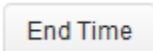
12. Click on the  button to continue.

Step-by-Step Instructions for Mediathread for T7100 Students

13. To make a video clip/selection, click on .

14. Locate the start of the clip that you would like to include in your selection. Click on the  button.

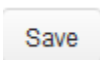
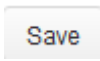


15. Play to the end of the clip and click on the  button.

16. REQUIRED: You must enter a title of the video clip. For example, “Non-Verbal communication”

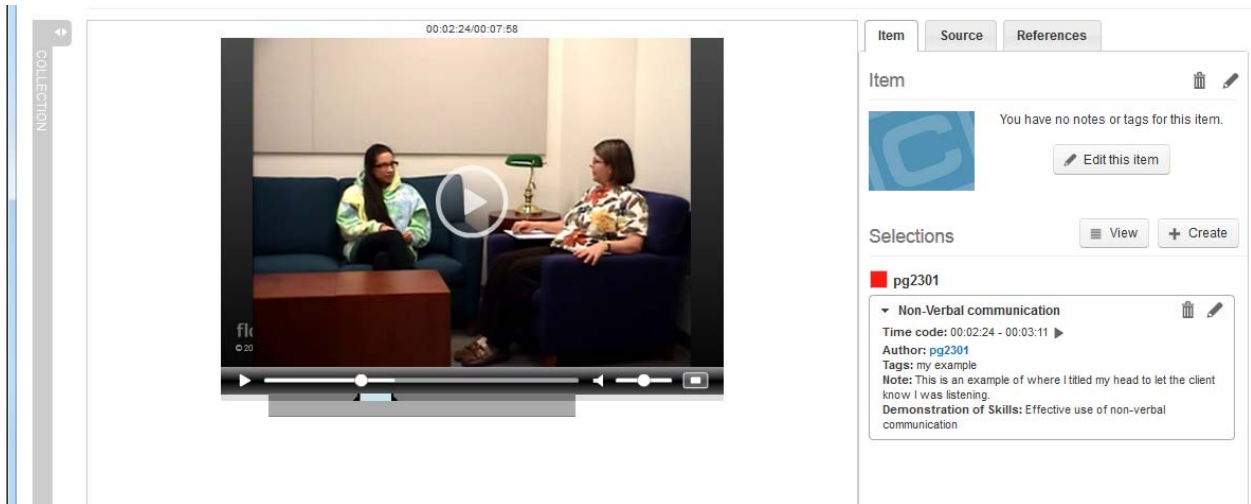
17. OPTIONAL: You have the option to select from a range of skills from the “Terms” in the drop down menu.

18. OPTIONAL: Tags – You can add other information here, especially if you are planning to view lots of videos and make connections across videos.

19. REQUIRED: Save – You must click on the  button to save your video selection. If you don’t immediately see the  button, scroll down until you see it and click.

Step-by-Step Instructions for Mediathread for T7100 Students

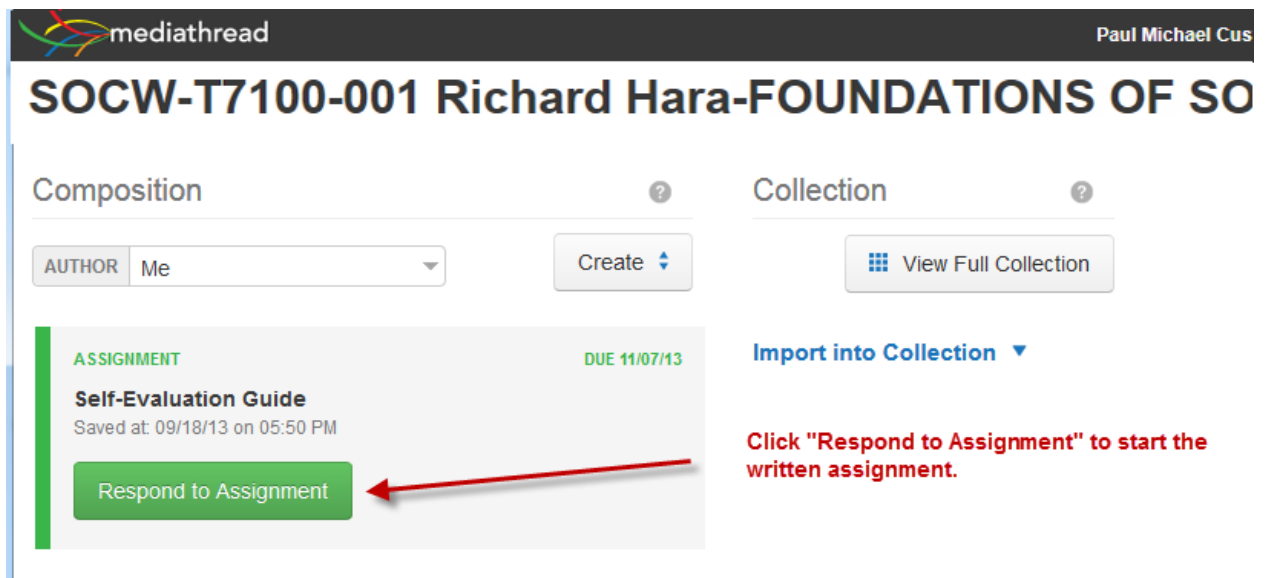
20. You should now see the video clip listed in your Selections. See screen shot below.



21. Once you have all the clips (examples/evidence) you need to complete answering the assignment, you can begin to write the narrative. You can either use Microsoft Word and copy and paste into Mediathread or you can write directly using Mediathread.

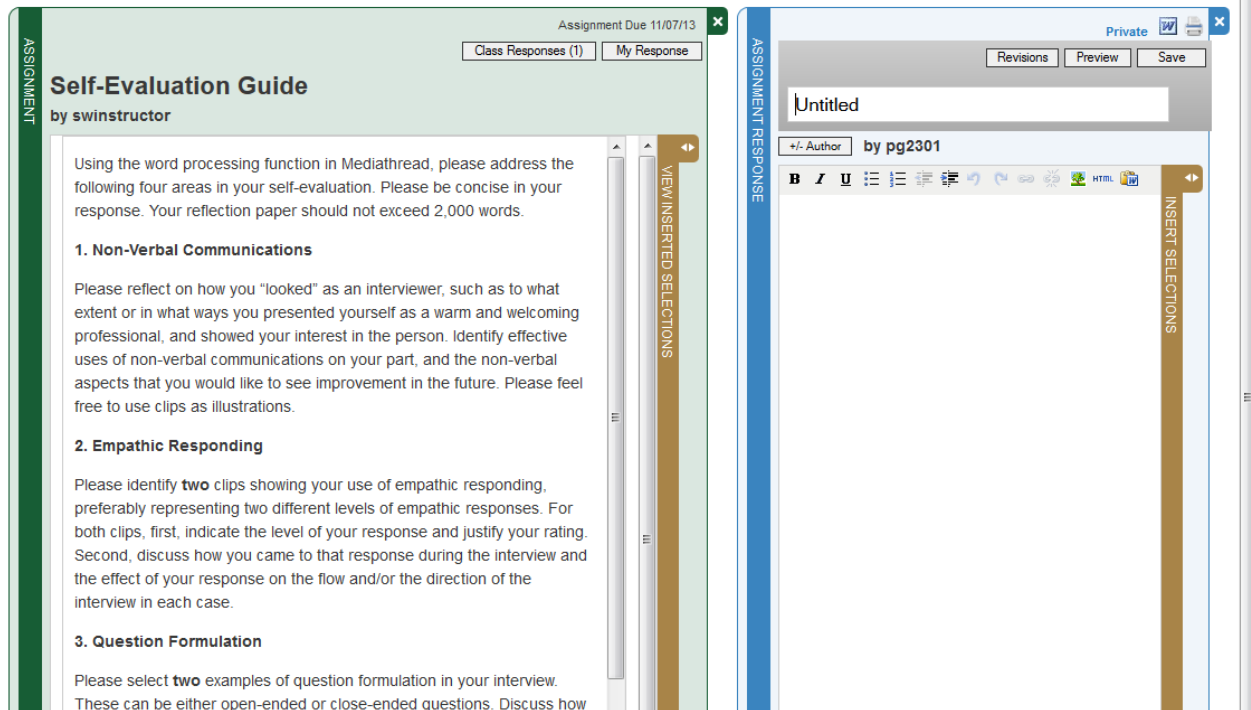
22. Go to the home screen, by clicking on the course title. In this example, it is **SOCW-T7100-001** at the top of the page.

23. Click on the  button on the course home page. See screen shot below.



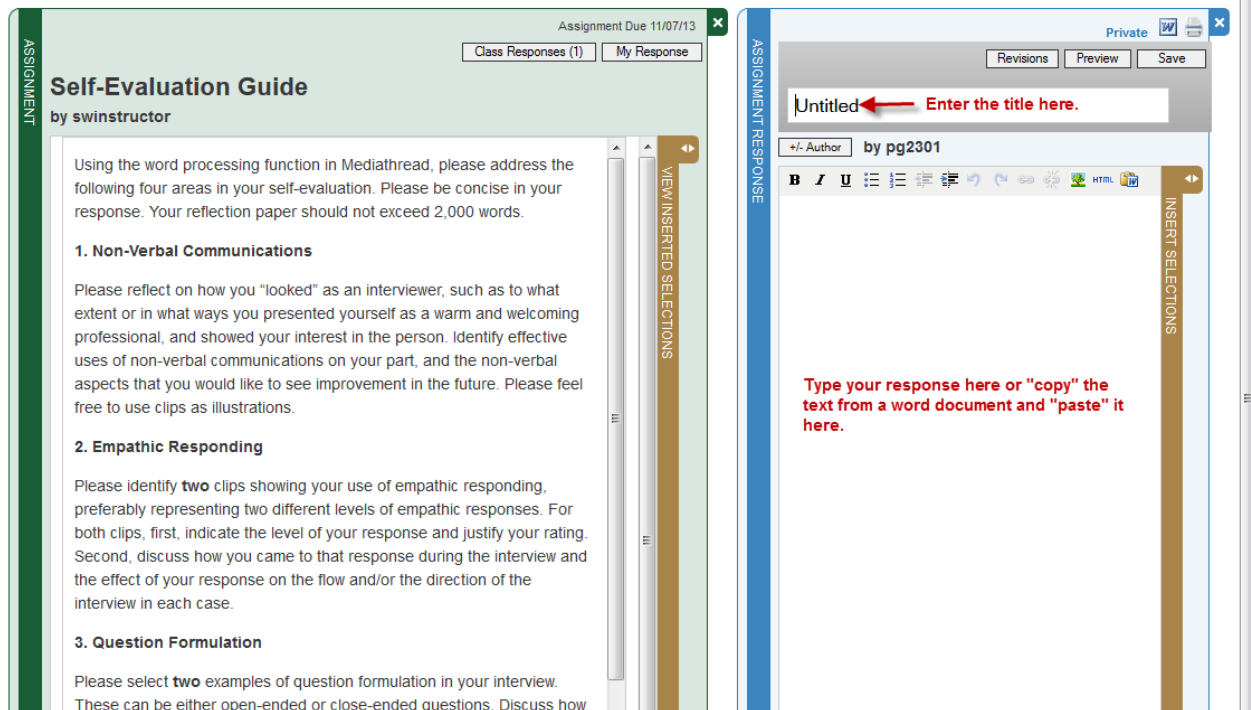
Step-by-Step Instructions for Mediathread for T7100 Students

24. Two sections will appear side by side. The left side is the Assignment instructions and the right side is the Assignment Response where the written portion of the assignment goes. See below.



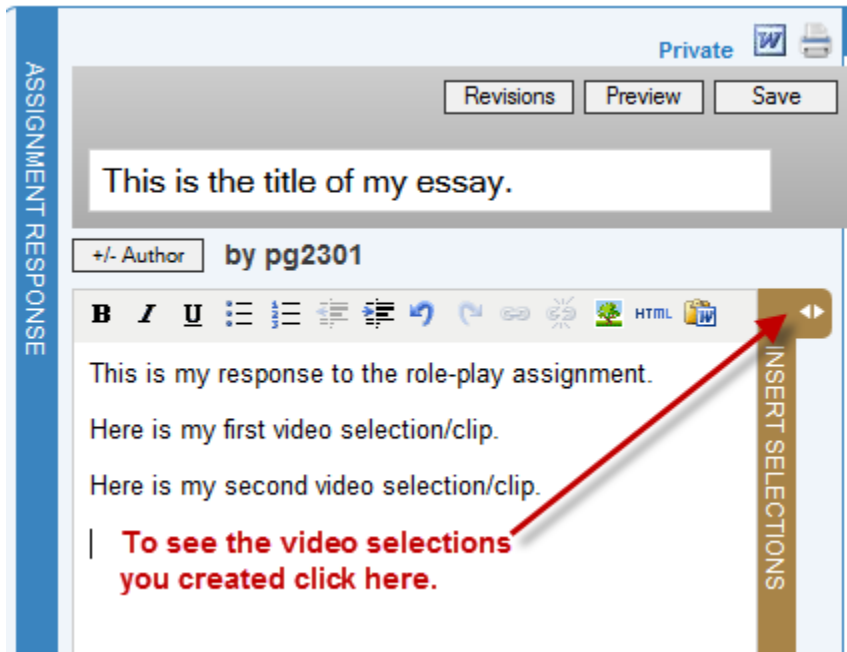
25. First, a **Title** is **REQUIRED**. Enter the title of your assignment in the box that says “Untitled”.

26. Begin typing your answer to the assignment response section.

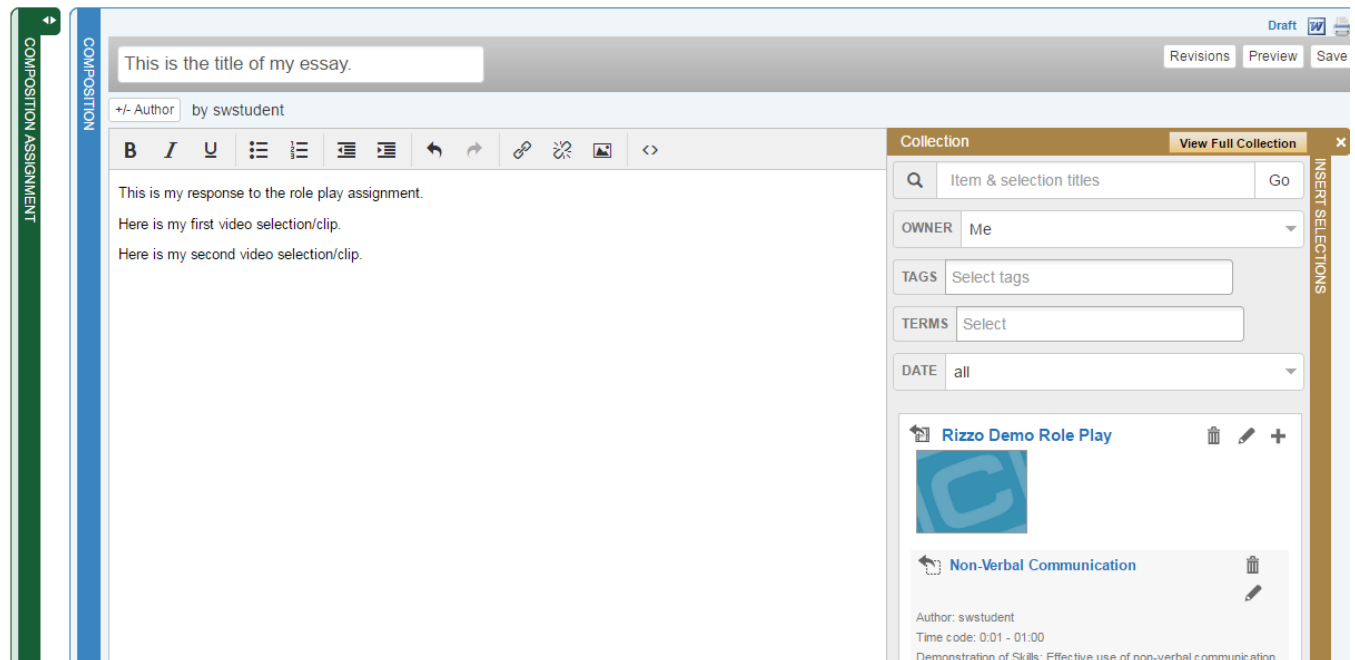


Step-by-Step Instructions for Mediathread for T7100 Students



27. To add a video selection to your response, click on the arrow on the right side of the Assignment Response sections (next to Insert Selections).

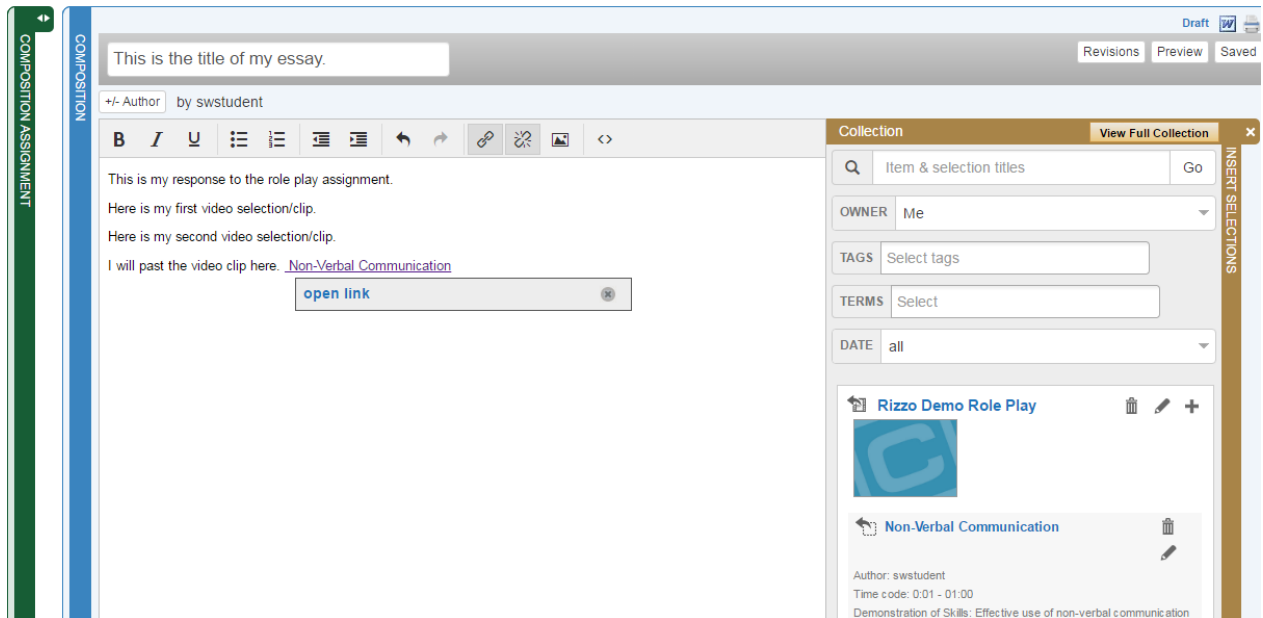


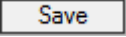
28. The Assignment Response screen will open to full screen. See below:

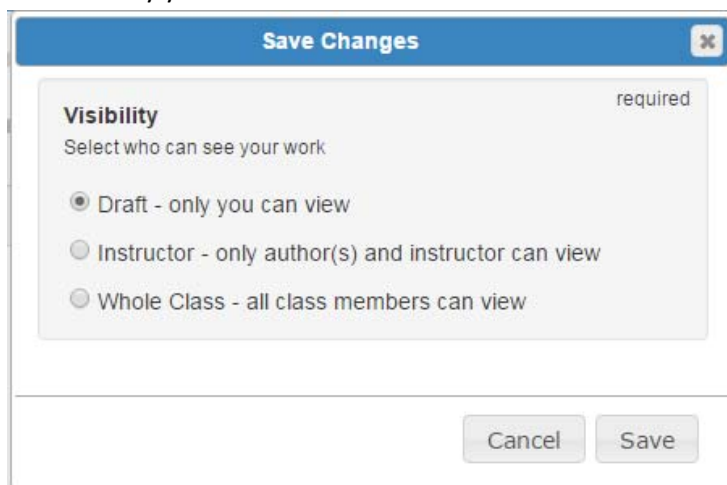


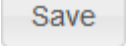
Step-by-Step Instructions for Mediathread for T7100 Students

29. Place the cursor in the location where you would like to add the video clip and click on the insertion icon  to the left of the selection's title. In this example, we will insert  [Non-Verbal communication](#) clip into my response.



30. To SAVE your work, click on the  button located at the top right hand corner of the screen.
31. You will be presented with three SAVE options. If you have not completed the assignment and you do not want to submit it to your instructor choose "Draft – only you can view." If you are finished and you wish to submit it to your instructor choose "Instructor – only author(s) and instructor can view. For the T7100 Role-Play assignment, do not choose "Whole Class – all class members can view" unless instructed by your instructor.



32. Click on the  button.