Step-by-Step Instructions for Mediathread for T7100 Students

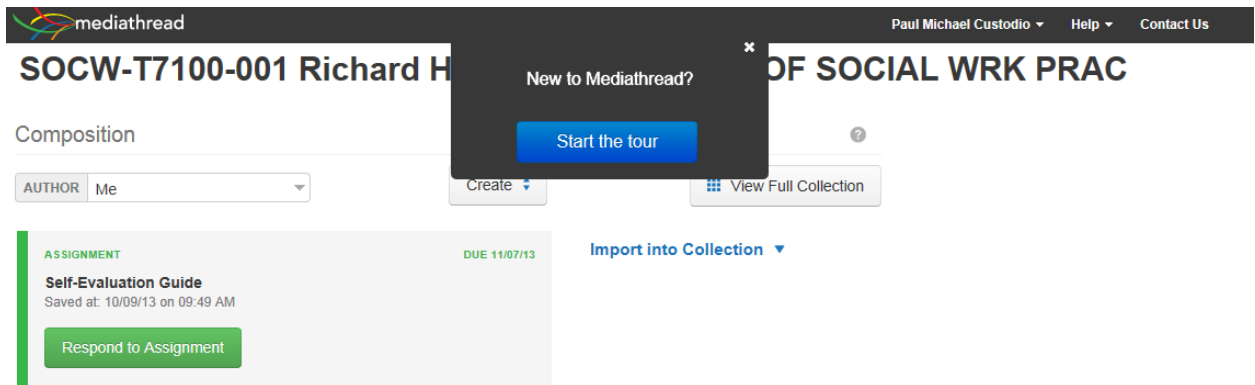1. Go to Mediathread: http://mediathread.ccnmtl.columbia.edu/

2. Click **COLUMBIA LOG IN**

3. Enter your UNI and PASSWORD:

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

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.

6. **To read the assignment**, click on Self-Evaluation Guide .
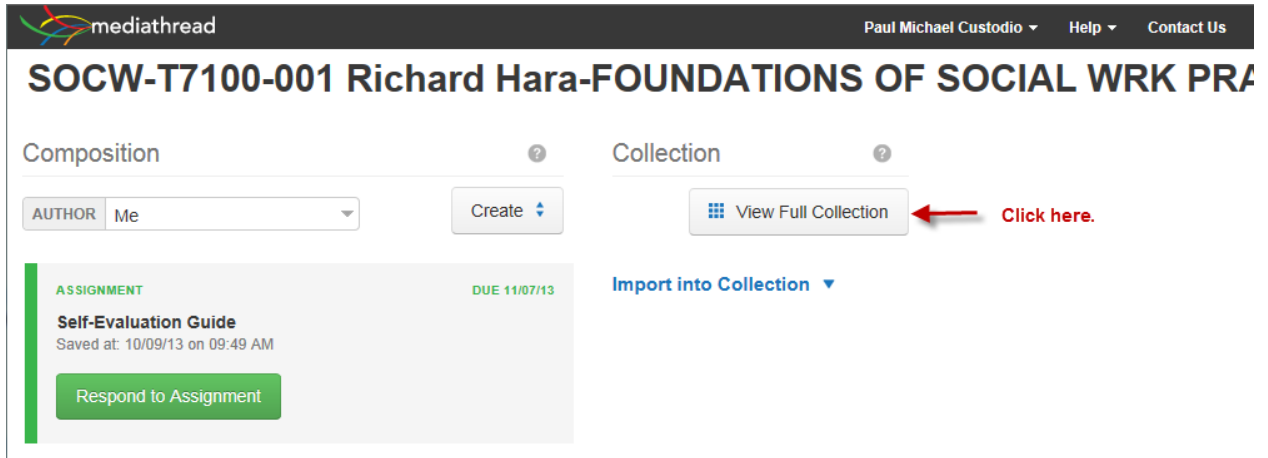
7. **To view your role-play video**, go back home by clicking on the course title at the top of the page, located just below the Mediathread logo. In this example, it would be: **SOCW-T7100-001 Richard Hara**
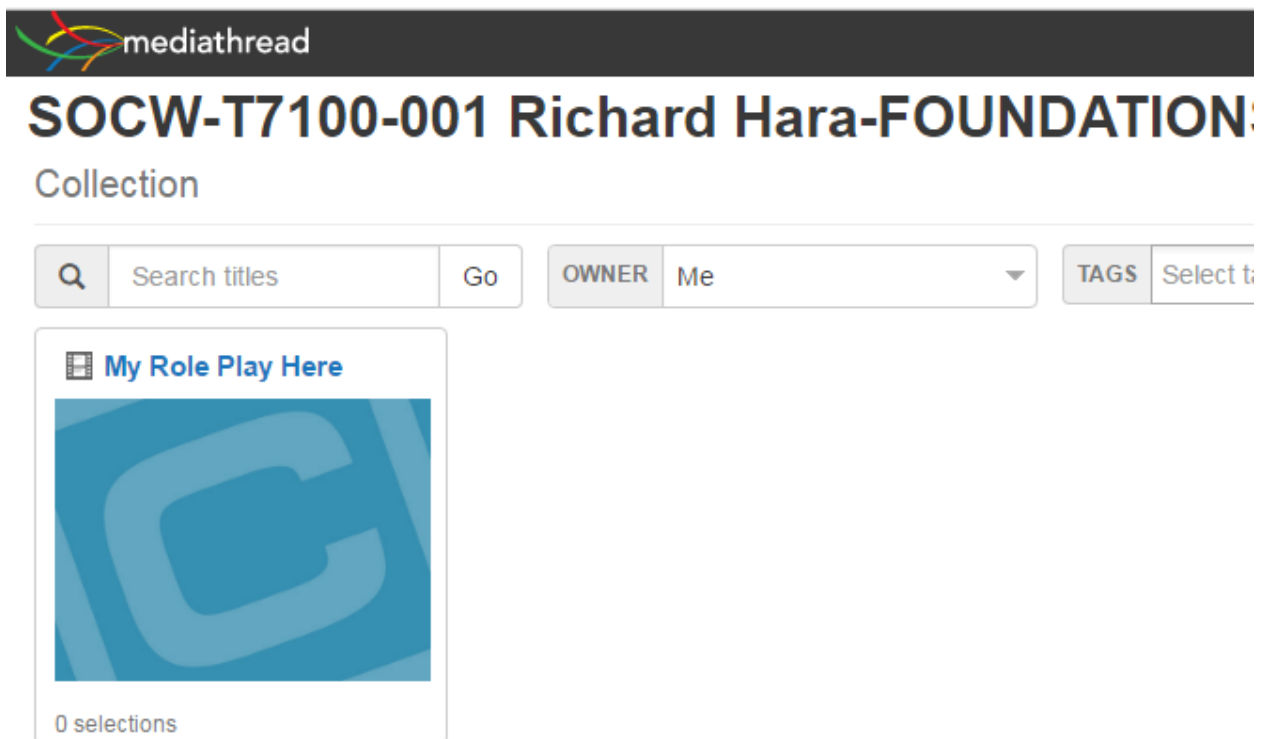
8. Click ![View Full Collection button]

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

10. **To view your role-play video**, click on your name to the right of the video icon.
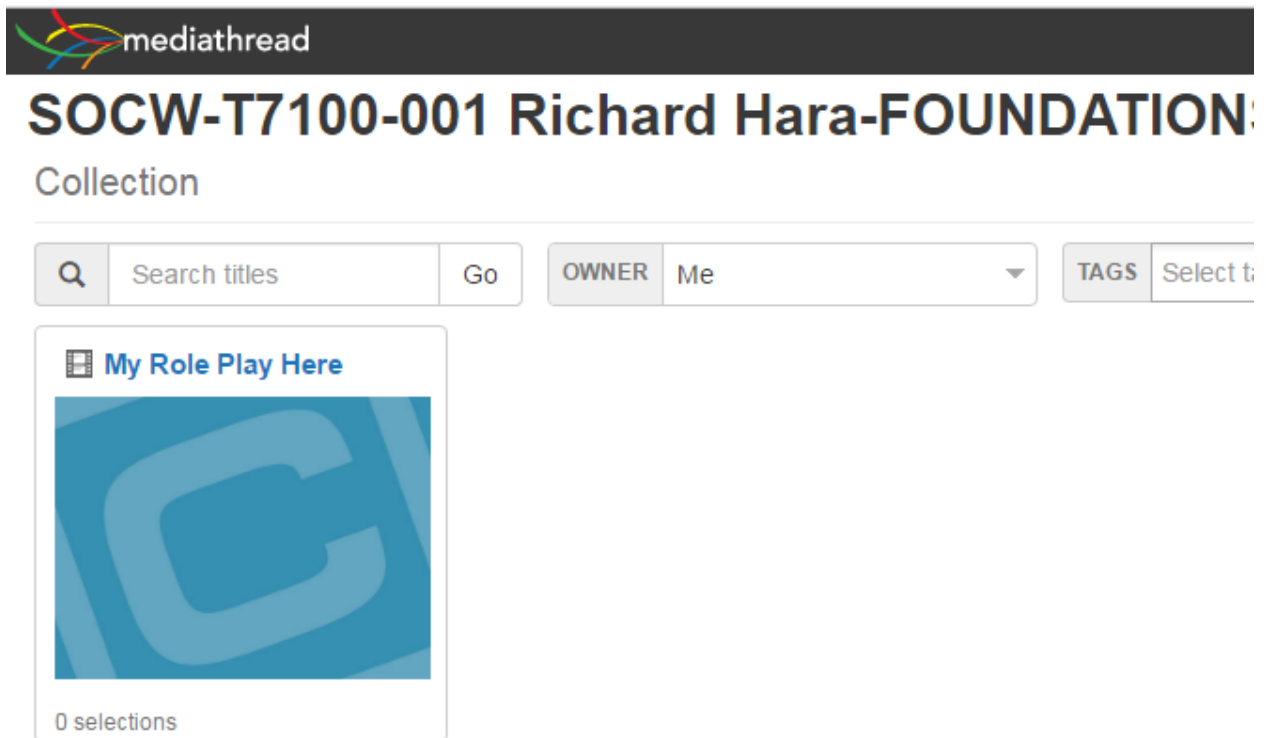
11. The video screen will appear. Click on the play button in the middle of the screen. On the right side of the screen you will see the Help legend/summary which provides a brief description of what each tool does.
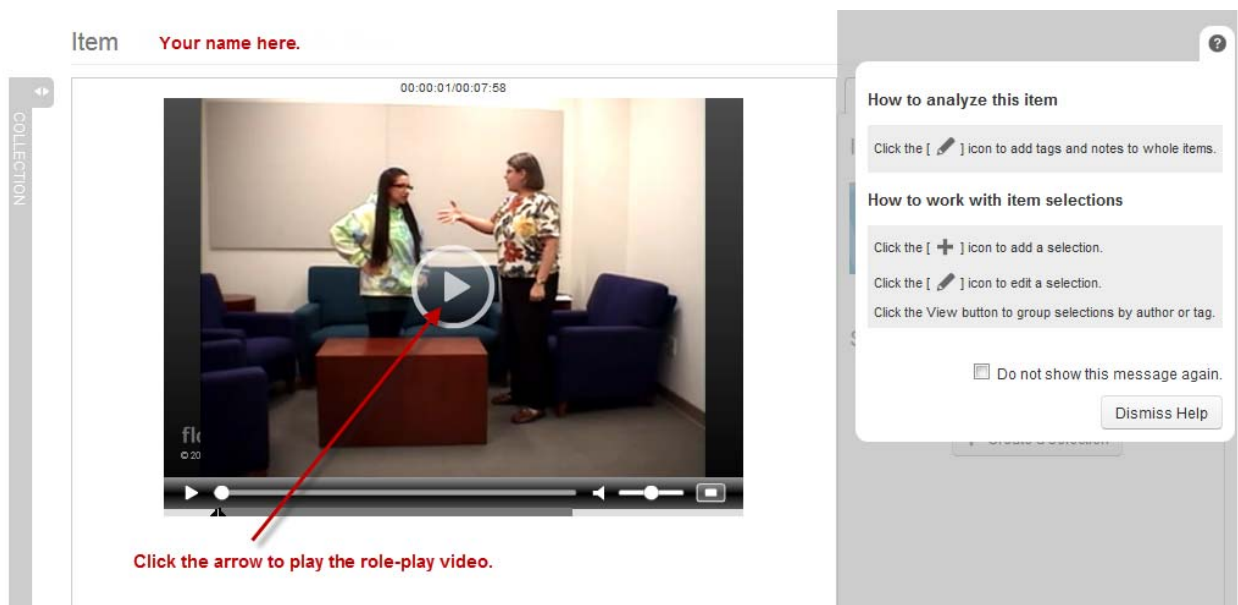
12. Click on the **Dismiss Help** button to continue.

13. To make a video clip/selection, click on [+ Create a selection] .

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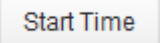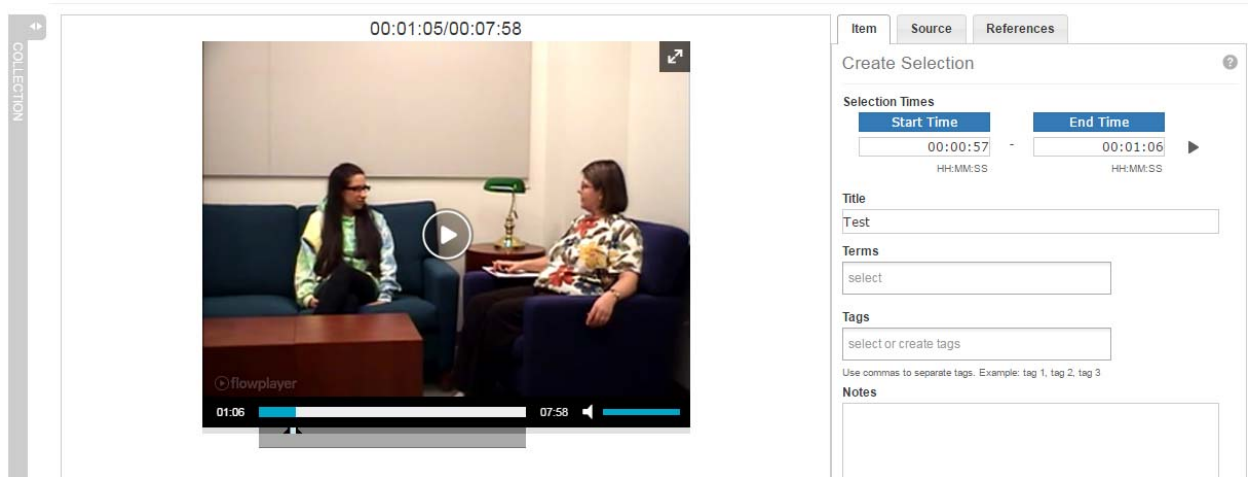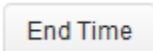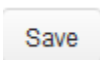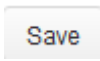

15. Play to the end of the clip and click on the [End Time] button.

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 [Save] button to save your video selection. If you don't immediately see the [Save] button, scroll down until you see it and click.

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

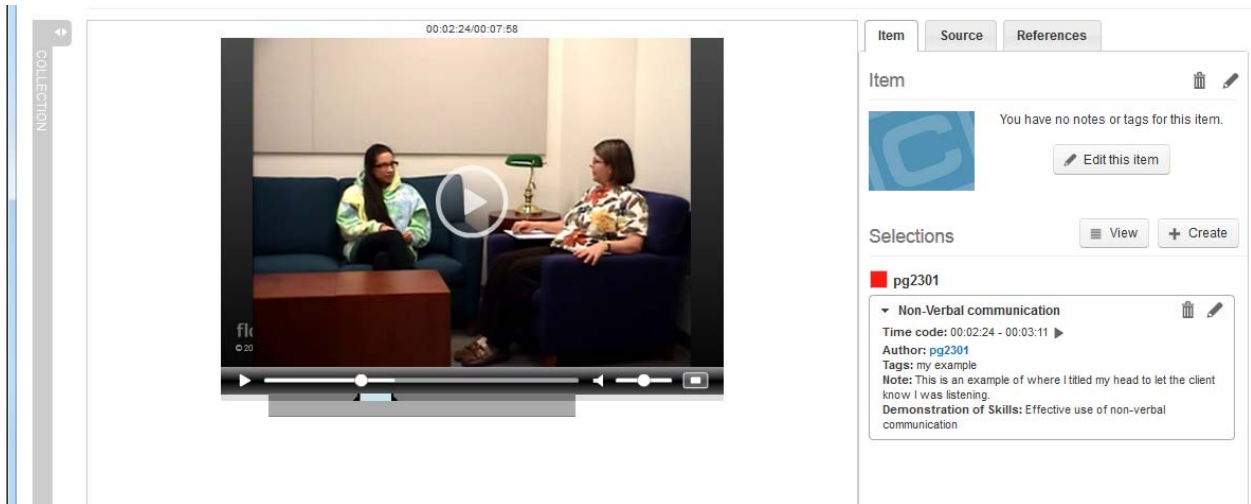21. Once you have all the clips (examples/evidence) you need to complete answering the assignment, you can begin to write the narrative. You can either use Microsoft Word and copy and paste into Mediathread or you can write directly using Mediathread.

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 [Respond to Assignment] button on the course home page. See screen shot below.
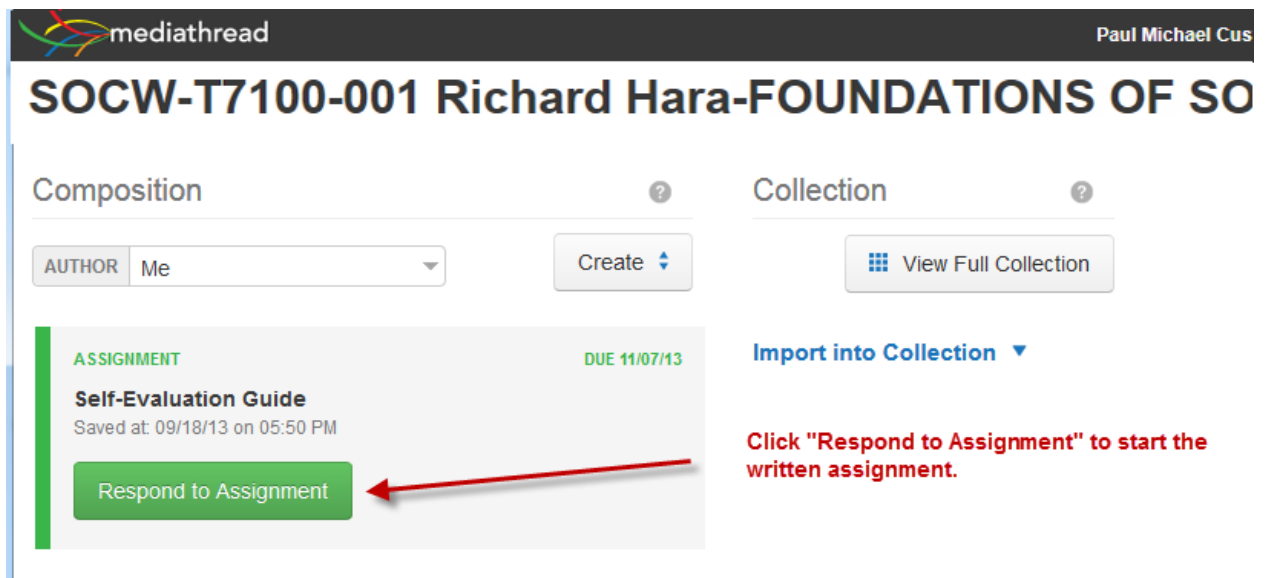
24. Two sections will appear side by side. The left side is the Assignment instructions and the right side is the Assignment Response where the written portion of the assignment goes. See below.
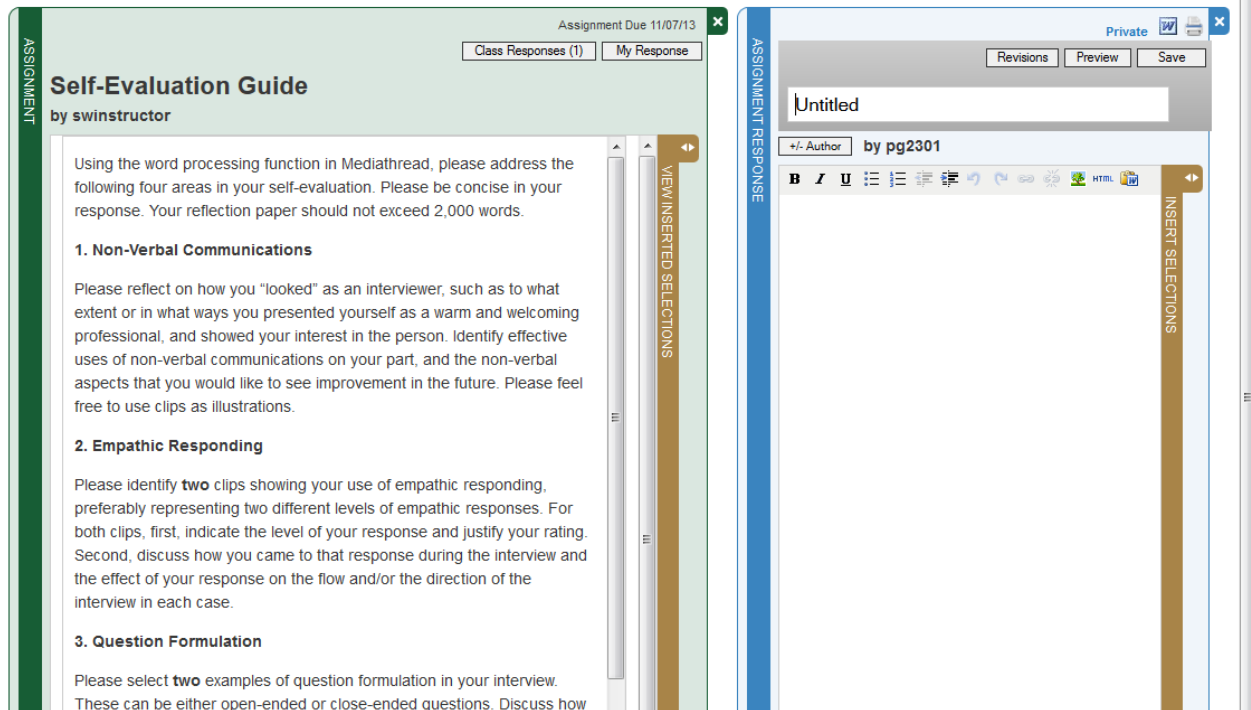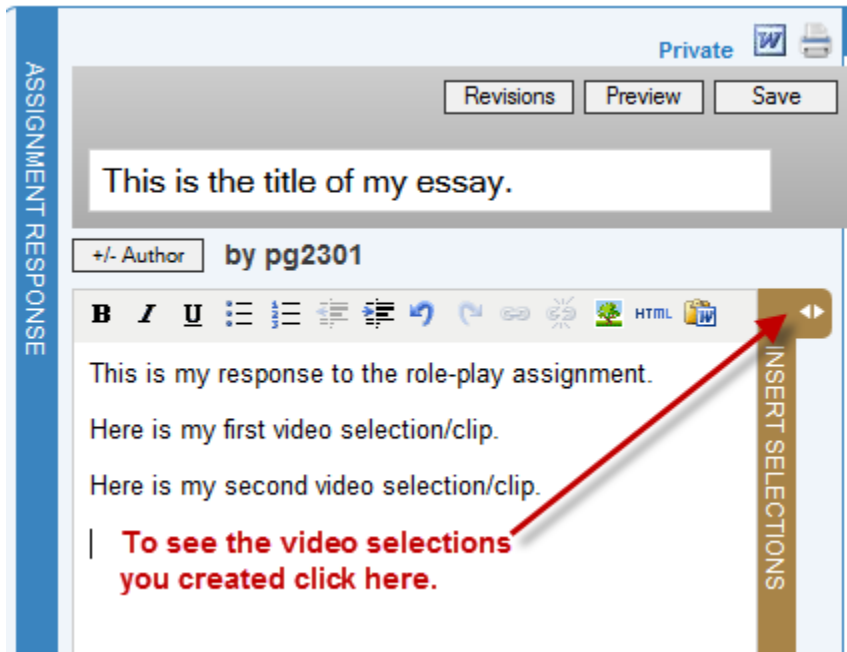

25. First, a **Title** is **REQUIRED**. Enter the title of your assignment in the box that says "Untitled".

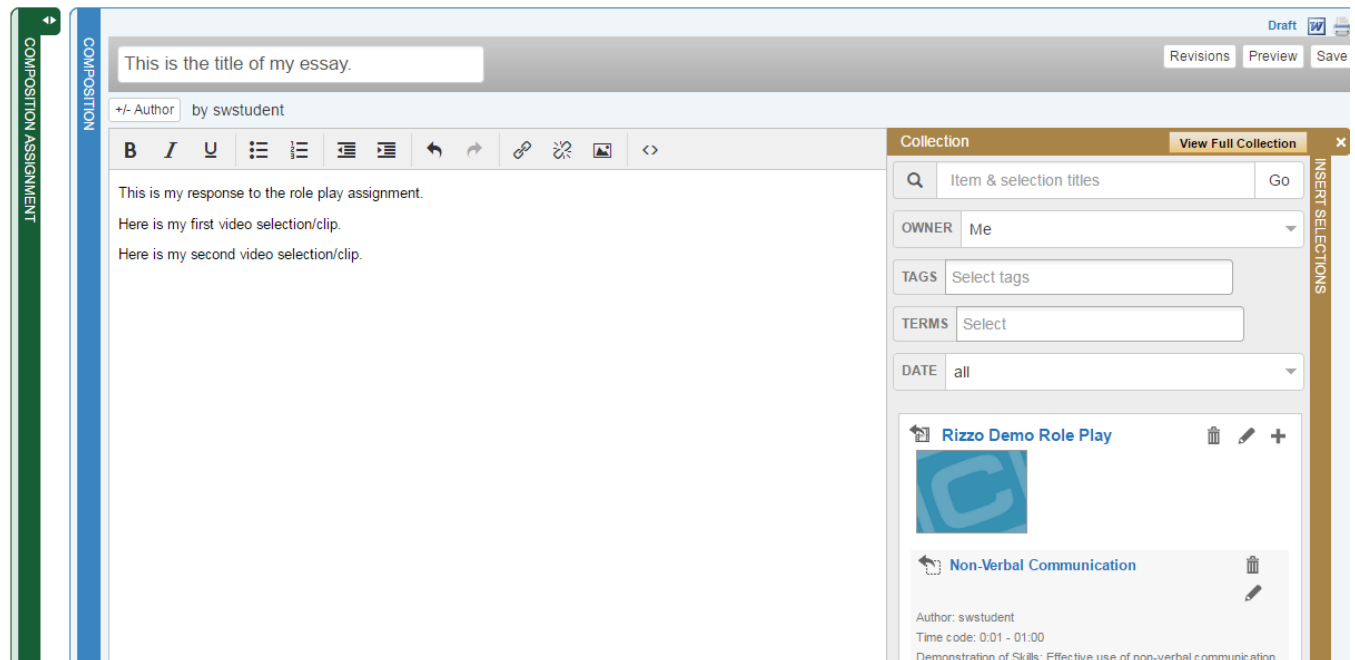26. Begin typing your answer to the assignment response section.
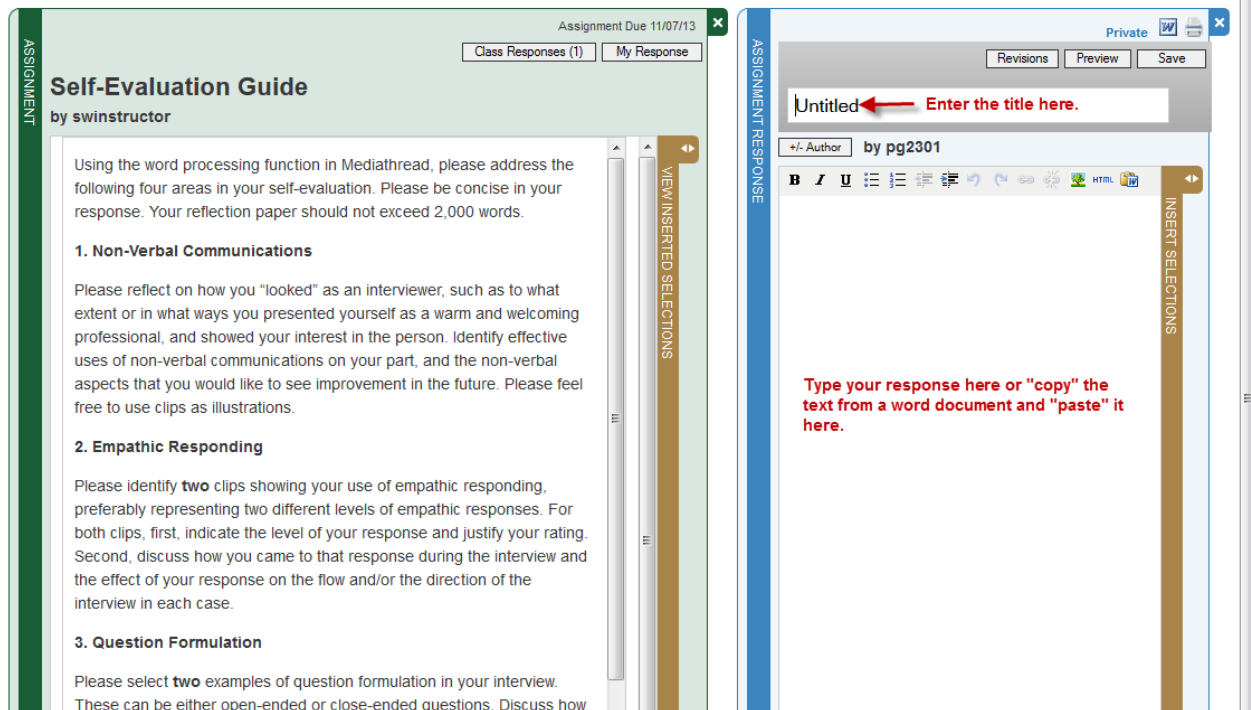
27. To add a video selection to your response, click on the arrow on the right side of the Assignment Response sections (next to Insert Selections).
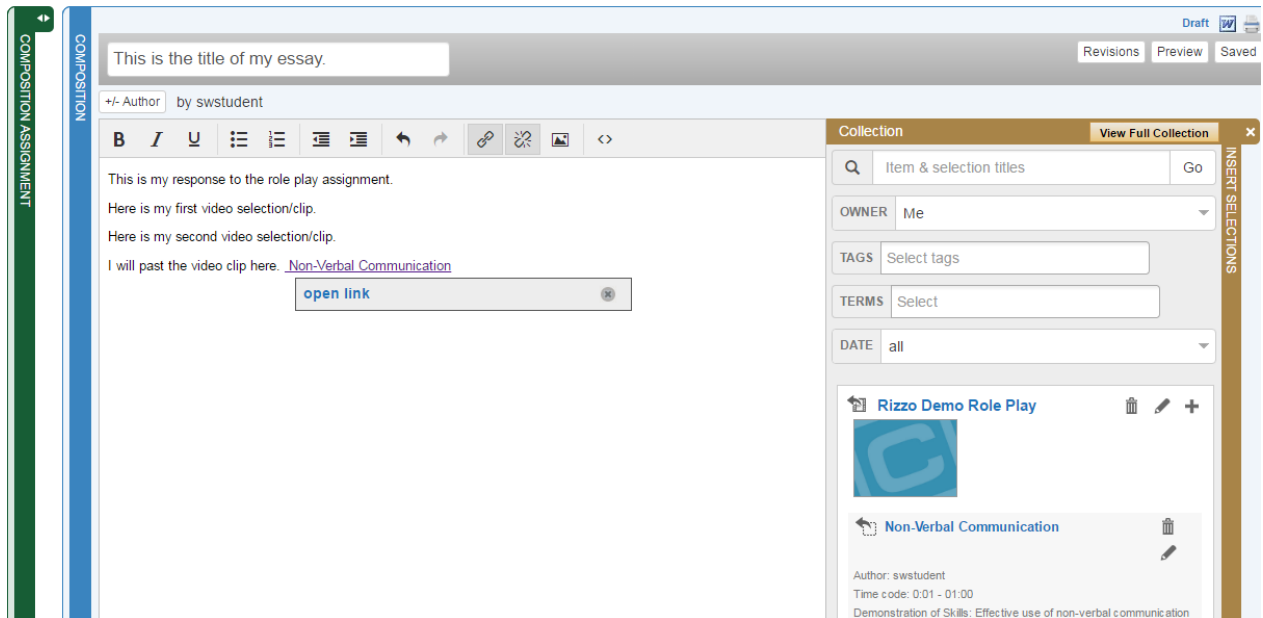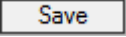

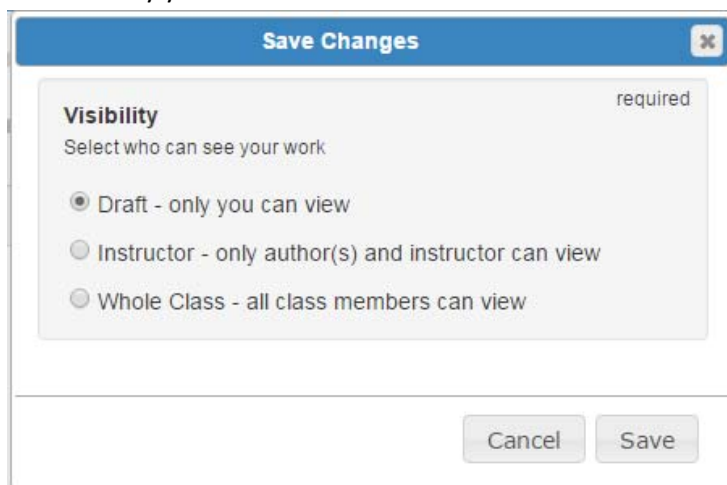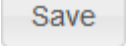28. The Assignment Response screen will open to full screen. See below:

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 ⬚Save⬚ 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 ⬚Save⬚ button.