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New materials, updated content, and current resources from KET, KET EncycloMedia and KDE	▶ <a href="http://www.ket.org/education/newsletters/">www.ket.org/education/newsletters/</a>	▶ <a href="#">SIGN UP NOW</a> ▶ Fill out contact information.	▶ Your email for periodic updates, all in one place, all easy to use.

How To	Go To	Click	Check
Hyperlink videos in Word or PowerPoint	▶ <a href="#">Teacher Center</a> > <a href="#">Trainers' Toolkit</a>	▶ <a href="#">Users Guide &amp; Training Manual</a>	▶ Pages 12-13 (pdf Pages 14-15)
Embed videos in PowerPoint	▶ <a href="#">Teacher Center</a> > <a href="#">Trainers' Toolkit</a>	▶ <a href="#">Users Guide &amp; Training Manual</a>	▶ Pages 12,14 (pdf Pages 14, 16)
Create web pages with video	▶ <a href="#">Teacher Center</a> > <a href="#">Trainers' Toolkit</a>	▶ <a href="#">Users Guide &amp; Training Manual</a>	▶ Pages 26-27 (pdf Pages 28-29)
Include content area video strategies	▶ <a href="#">Teacher Center</a> > <a href="#">Trainers' Toolkit</a>	▶ <a href="#">Users Guide &amp; Training Manual</a>	▶ Page 22 (pdf Page 24)
Include closed captioning, Opt. 1	▶ <a href="#">My Preferences</a> - scroll down to <b>Video Playback Settings</b>	▶ <b>Closed Captioning:</b> <input checked="" type="radio"/> On > <b>Save Changes</b>	▶ Note: Full-screen video will make captions disappear.
Include closed captioning, Opt. 2	▶ A specific video & list of video clips > <a href="#">Show Media Controls</a> in top right corner.	▶ <a href="#">Show Media Controls</a> > <input checked="" type="radio"/> Windows Media Player (WMP) <input checked="" type="radio"/> Embedded	▶ Note: If captions don't work, you may need an updated version of WMP.

\* **Clarification:** Disregard Page 15 (pdf Page 17), #8, of Training Manual – Kentucky students CAN use EncycloMedia at home.

Instruction & PD	Go To	Click	Check
Changing media players	▶ <a href="#">My Preferences</a> - scroll down to <b>Video Playback Settings</b>	▶ <b>Media Type Selection:</b> (pick 1) > <b>Save Changes</b>	
Student passcode	▶ Check with your STC and/or DTC. Only administrative accounts have access to this data.		
Classroom ideas and projects	▶ <a href="#">Teacher Center</a> > <a href="#">Trainers' Toolkit</a>	▶ <a href="#">Integration Ideas</a>	▶ 3-page pdf file
FAQ's/fast fixes/technical concerns	▶ <a href="#">Teacher Center</a> > <a href="#">Trainers' Toolkit</a>	▶ <a href="#">Network &amp; Technical FAQ's</a>	▶ 2-page pdf file
Basic, self-guided PD	▶ <a href="#">Teacher Center</a>	▶ <a href="#">Interactive Training</a>	▶ Choose one of four offerings.
Ongoing, online, or advanced PD	▶ <a href="#">Teacher Center</a>	▶ <a href="#">Webinars</a> > <a href="#">Schedule</a>	▶ 2-page pdf file
Daily calendar	▶ <a href="#">Learning Tools</a>	▶ <a href="#">Calendar</a>	▶ Choose your date!
Top 5 FAQ's	▶ <a href="#">Help</a>	▶ <a href="#">Top 5 FAQ's</a>	▶ Print or download data.

## Learning Without Limits

Questions?	Contact
School equipment or facilities	▶ Your school technology coordinator
District policies/connectivity issues	▶ Your DTC/CIO
KET resources and workshops	▶ Your KET education consultant, <a href="http://www.ket.org/contact/contact10.htm">http://www.ket.org/contact/contact10.htm</a>
Technical problems related to the KET EncycloMedia site	▶ Discovery Education <a href="mailto:support@unitedstreaming.com">support@unitedstreaming.com</a> 1.800.323.9084



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