

Video Training Tutorial

Video Training is a streaming and video on demand delivery system upon which various types of video content is viewed. Access to content is granted by the Video Training administrator based upon class enrollment and agency demands. To access the Video Training platform; Click on the Distance Learning link at the top of the RPSTC homepage.;



From this page you can select either Video Training.

RPSTC Video Training



[Click Here to Access Video Training](#)

Or Web Based Learning

RPSTC Web Based Learning



[Click Here to Access Web Based Learning](#)

General information regarding video on demand (Video Training) training

- 1. If the content you are viewing is a mandatory training (i.e. In-Service, mandatory policy, CPT, etc) – its imperative that you are logged in as yourself. If you are not, the logs will not show that you ever viewed it. Content viewing logs are sent to Training staff regularly.**
- 2. Prior to viewing video on demand content, be sure that you have met any registration requirements for the video you will view. If you have any questions about registration of requirements for viewing specific content, please contact the training section for your agency.**
- 3. Check your computer to be sure that your computer and internet connection are capable of viewing the content. Generally speaking video on demand content is best viewed over a wired internet connection versus a wireless connection. Additionally, a dial up connection will make video content viewing difficult if not impossible.**
- 4. Video content on the Regional Public Safety Training Center (RPSTC) video on demand system is copyrighted and property of either RPSTC or its partnering or affiliate agencies.**
- 5. Pop up blockers must be turned off. Instructions for disabling pop up blocker in Microsoft Internet Explorer are provided below. For other browsers, such as Firefox or Safari, please refer to the website for that software for instructions for disabling pop up blocker.**
- 6. Most Video Training videos are designed to be viewed in their entirety in one sitting. Typically Video on demand training which exceeds 60 minutes in length is broken into segments; with each segment designed to be viewed in its entirety at one time. You may bookmark your place if you need to leave the video (this process is described in detail below) but as a general rule you should attempt to view the content when you can devote the necessary amount of time to view the video from start to finish. If you want to know the length of a video prior to view, click the Info icon from the Media Library page.**

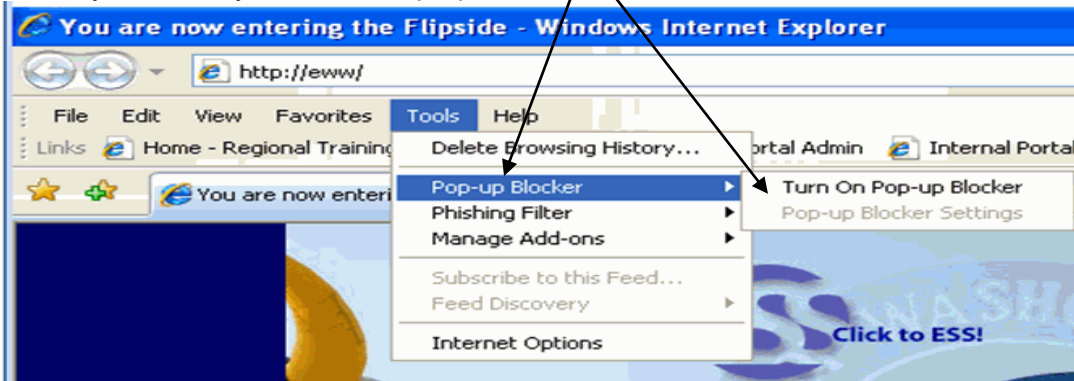
Video Training:

To access Video Training, select RPSTC Video Learning from the Distance Learning page at www.rpstc-reno.com (see picture above). There are some minimum requirements for your PC prior to viewing content on the Video Training portal. Please make sure the requirements are met **prior** to attempting to view (Live) streaming video or video on demand content (Media Library). Requirements are:

PC Type	Requirements
Windows PCs	<ul style="list-style-type: none">• Windows XP (SP3 is required), Vista (SP 2), Windows 7• 750 MHz Pentium II processor or better• 512 MB Ram• SVGA video card set at 1024x768 resolution, video card acceleration and 32 bit color• Microsoft Internet Explorer 7.0 or higher• Microsoft Windows Media Player 9.0 or higher• Firefox 3.5 or higher• DirectX Media Version 8.1 or higher (Comes with Windows XP SP2 and later)
Macintosh PCs	<ul style="list-style-type: none">• Mac OSX 10.5 or higher for Intel-based PC• Firefox for Macintosh 3.5 or higher• Safari 3.1 or higher• QuickTime Player 6.0 or higher• Internet Explorer for Macintosh is not supported.

NOTE – All Pop Up blockers must be disabled (turned off) regardless of what browser, operating system or pc you use. Instructions are provided below for Internet Explorer. For other browsers (Safari or Firefox) please refer to the manufacturer’s website for those products. Google Toolbar will prevent a lot of the distance learning content from working correctly. If you are having problems with viewing, please disable or remove Google toolbar from your PC.

To turn off popup blocker in Internet Explorer select “Tools” from the menu bar in Internet Explorer. Select “Pop Up Blocker”. Make sure it says “Turn on Pop Up Blocker”. This means it is currently off. If it says “Turn Off Pop Up Blocker”, click on it to turn it off.



When you click on the RPSTC Video Training link you get a screen like this:




System Login:

User Name

Password

Domain ▾



City of Reno Users

City of Reno users login to Video Training using their typical network login. (See picture below) If you are a City of Reno user, you would use the same user name and password you use to login to your City of Reno PC. For most City of Reno users your user name is lastnamefirstinitial. So if your name is John Smith your user name would be smithj. The Domain field should be as shown below and say CH- City of Reno. You can change the domain by using the drop down arrow should you need to. This is the login method no matter where you are. You can access Video Training video content from any web enabled computer.




System Login:

User Name

Password

Domain ▾



Washoe County Users

For Washoe County employees, Video Training uses your network login. Therefore, you sign in to Video Training the same way you log in to your County computer at work. Usually your Washoe County user name is firstinitiallastname (i.e. if your name is John Smith, your user name is jsmith). Your password on Video Training is the same as your County network password. Your Domain is also the same. If you are in a criminal justice related department (WCSSO, Juvenile Services, Justice Courts, Public Defender, etc.) your domain is CJ. If you are in a non – criminal justice related department, your domain is Washoe. This is the login method for Video Training whether you are at work, home or accessing Video Training using any other web enabled computer.




System Login:

User Name

Password

Domain



City of Sparks Users

Access for City of Sparks users is pending at this time.

Other Video Training Users

If you are not a Washoe or City of Reno employee, you will need an account on Video Training. Usually, this account will match your Lumens **Student** profile user name and password. If you are not a Washoe, Reno, or Sparks employee, the domain field is irrelevant and does not need to be changed or set to any specific thing.

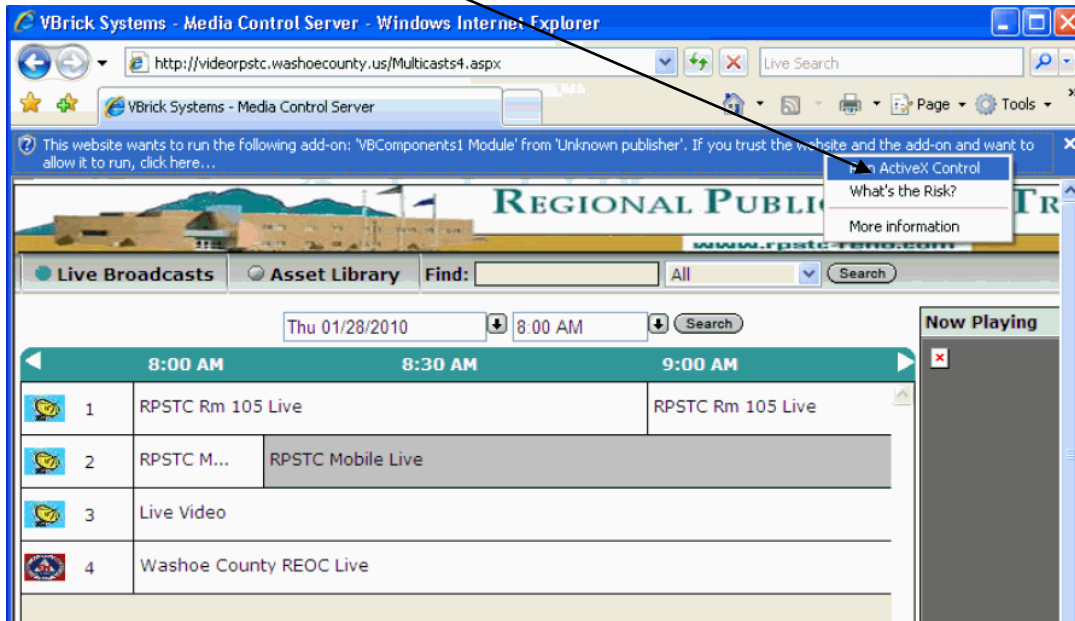
If you do not have a Lumens **Student** profile user name and password and are not a Reno, Sparks or Washoe employee, please contact RPSTC staff to see if you are eligible to use the distance learning technology offered by RPSTC. Generally, use is restricted to full-time employees, volunteer firefighters, and reserve peace officers of RPSTC partnering/affiliate agencies. If applicable, contact the appropriate training unit for assistance with creating a student profile. Training unit staff should contact the RPSTC once the profile is created to confirm your access to the Video Training system.

Viewing Content

Some functions of the video system require that you have additional software (plug ins) so if you try to access one of these functions you may be asked to download some components. You will need to have the correct permissions on your computer to install new software. You may see one or all of the screens below.

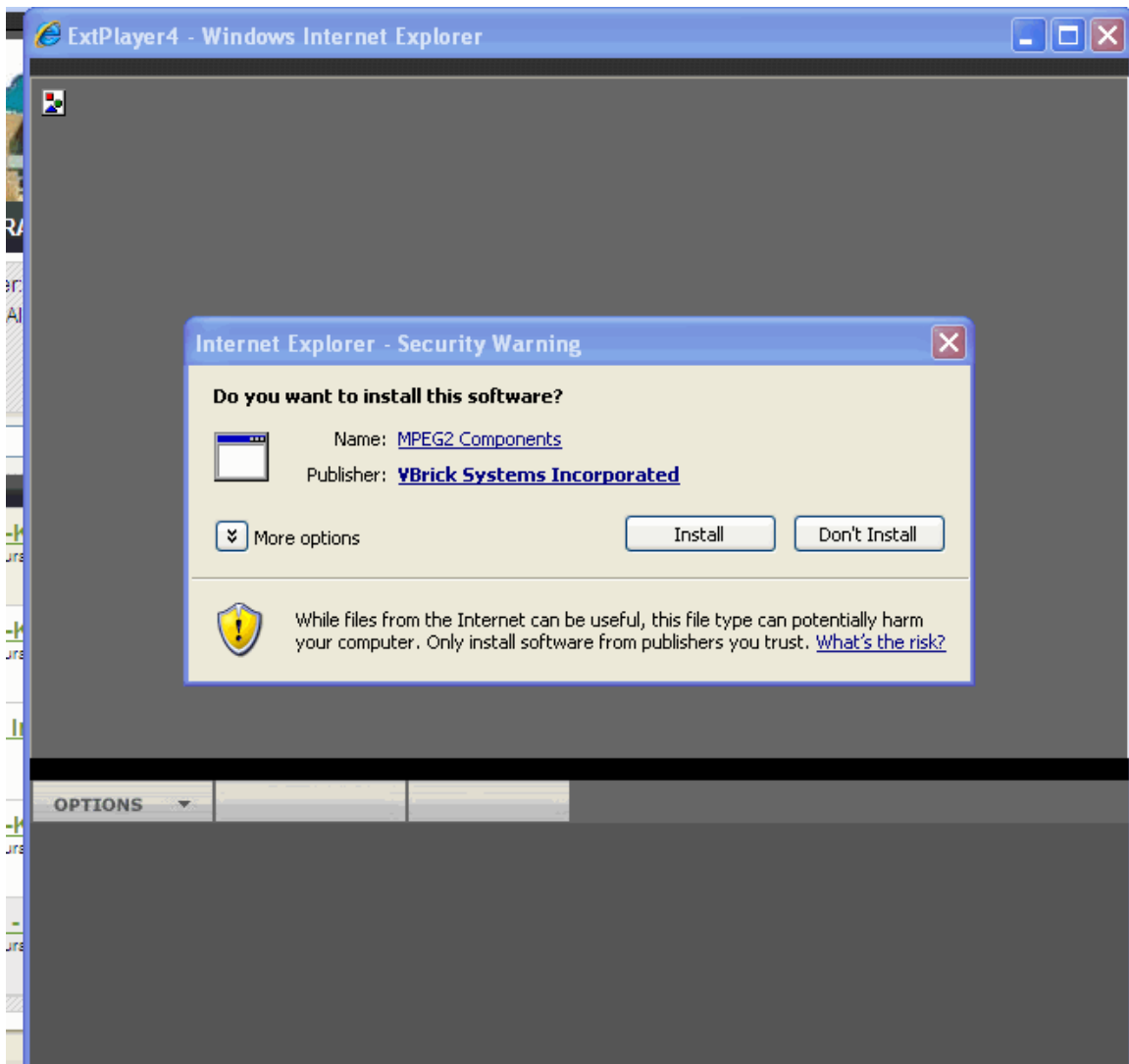


Click on the yellow bar at the top of the page. This will give you a “context menu” with the choices shown below:



Select “Run ActiveX Control”. There are 4 different downloads so you will likely need to repeat the “Click on the yellow bar/Run ActiveX Control” 4 times. Each download has a different name: You will see names like “VB Components1” Module; “Moonlight Elecard4 MPEG2 Decoder”; “VB Components4 Module” and “Player Control”. Continue this process until all downloads have occurred and the bar at the top of the page is gone. Your components have finished downloading.

Or you might see something like this:

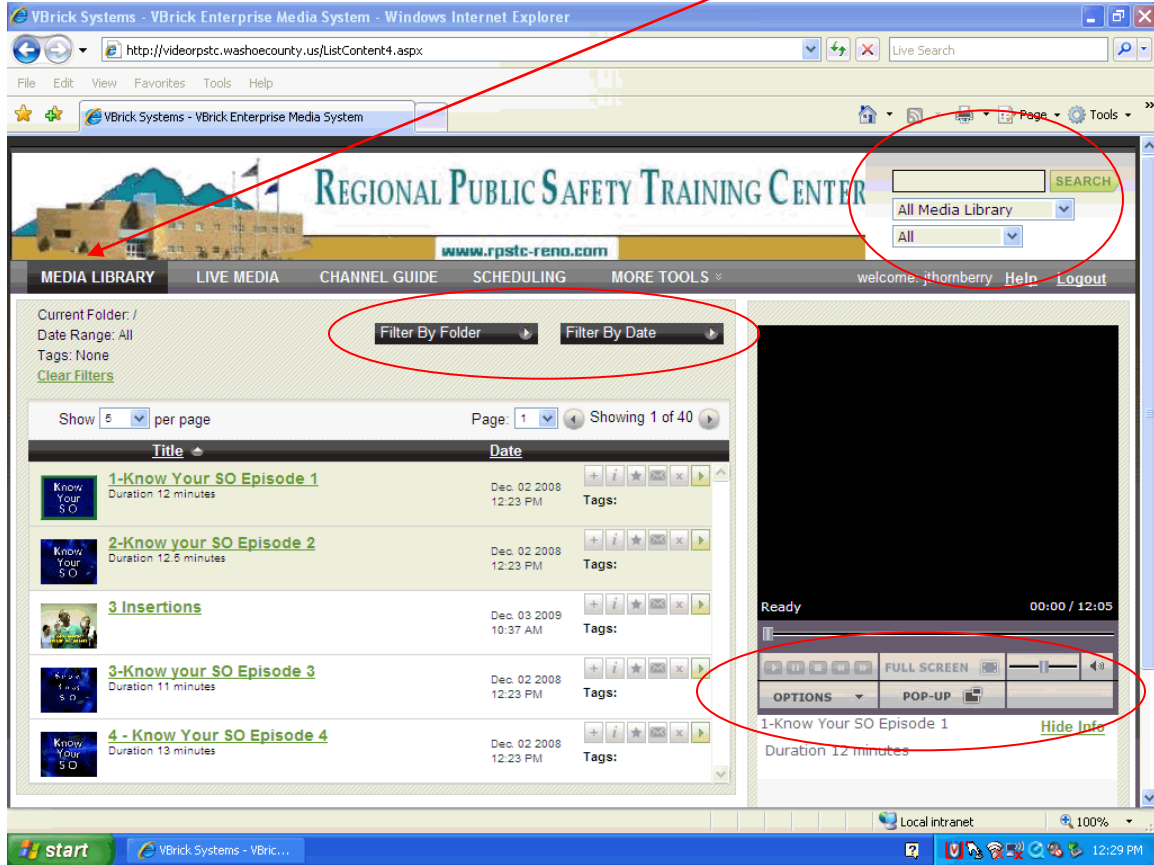


Depending on the type of browser you are using and the type of content you are attempting to access,, there may be several windows like this which will pop up. Select "install" until there are no more pop ups. Again, each install has a different name, you may see names like "VB Components1" Module; "Moonlight Elecard4 MPEG2 Decoder"; "VB Components4 Module" and "Player Control".

You will only need to download components one time. It is recommended that you close your browser and log back into the video on demand system after your components have been installed. You will not need to reboot your computer.

Once you are logged in, you will be taken to one of three pages. 1. The **Media Library Page** 2. The **Live Media page** or 3. The **Channel Guide**

Media Library Page (may also be reached by clicking on the Media Library link shown below)



If you are in the Media Library view, you can select any stored video to which you have been given access. Videos are displayed in the content pane. Simply click on the thumbnail image of the video or the underlined title to begin viewing. You will see there are several functions in the Media Library page (circled in red). Refer to the **Filter**, **Search**, and **Player Options** sections for explanations of how these features work.

If you do not see the video you wish to view listed on the current page, you can set the number of results (available videos) to be shown on each page from the "Show" per page drop down menu



If you still do not see the video you wish to view, you can “jump” to a different page of results by using the “**Page**” drop down box.



You may sort your available videos by Title by simply clicking on the **Title** heading



or by date by clicking the **Date** heading.



When you find the video you wish to view, you will also see a number of icons in the content pane which give you more options for using the video content.

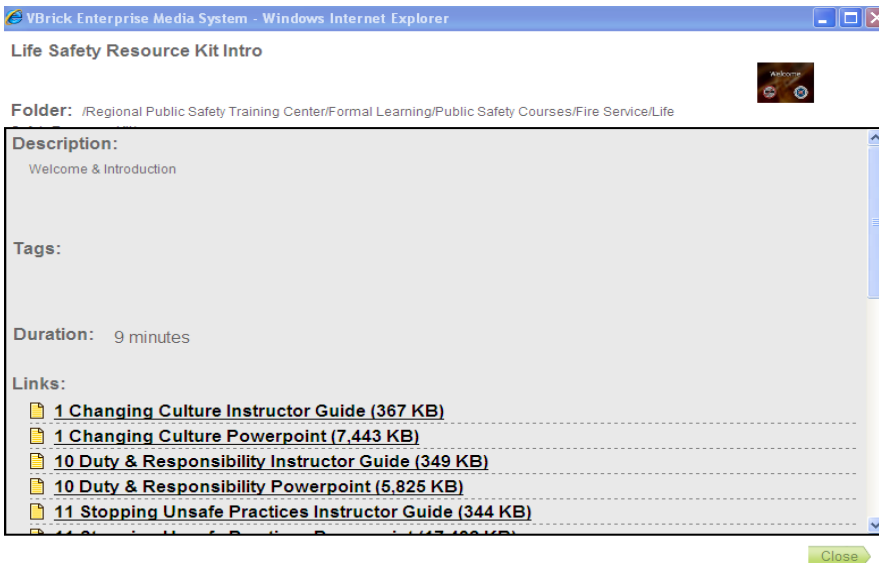


These options can be used as follows:



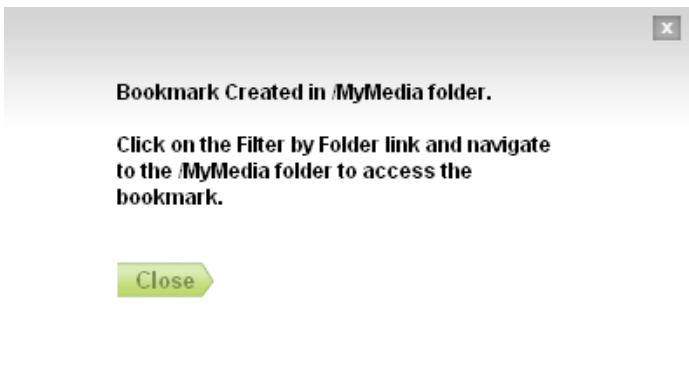
1 – Add to Playlist. You can create custom playlists for yourself to include any video content to which you have access.

2 – Video Info. Clicking on this button will open a window similar to this:



In this window, you can see additional information about the video including any attachments which may be available for this selection. Reference attachments or student guides should be printed before you begin to view the video.

3 - Bookmark . This will allow you to come back to a video later if you are unable to view it in its entirety in one sitting. You may click the bookmark button at any point in the video. This will display a message like this:



4 – Share. The envelope icon will allow you to email a link to this video to someone else. They will only be able to watch the video if they have permissions to it in Video Training. You will need to have an email account configured on the PC you are using to send the link via email (web based email clients do not work, i.e. Hotmail, Gmail, etc.).

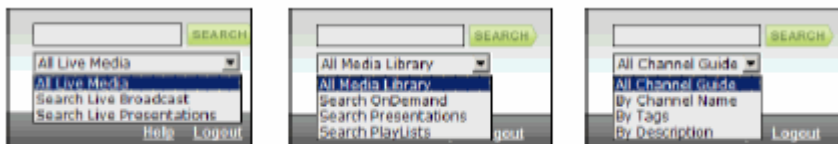
5 – Play. This arrow is another way of starting the video playback. You may also click on the name of the video to play it.

Filter, Search and Player Options

The screenshot displays the VBrick Enterprise Media System interface within a Windows Internet Explorer browser. The page title is "REGIONAL PUBLIC SAFETY TRAINING CENTER" with the URL "http://videorpstc.washoecounty.us/ListContent4.aspx". The interface includes a navigation menu with "MEDIA LIBRARY", "LIVE MEDIA", "CHANNEL GUIDE", "SCHEDULING", and "MORE TOOLS". A search bar is located in the upper right corner, labeled "A". Below the search bar, there are two dropdown menus: "All Media Library" and "All". The main content area shows a list of videos with columns for "Title" and "Date". The first video is "1-Know Your SO Episode 1" with a duration of 12 minutes. A video player is visible on the right side, labeled "B" and "C", showing a video titled "1-Know Your SO Episode 1" with a duration of 12:05. The player includes controls for "Ready", "FULL SCREEN", "OPTIONS", "POP-UP", and "Hide Info".

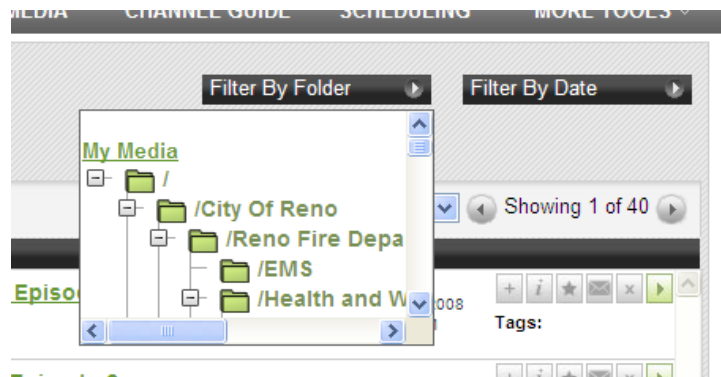
If you want to find a video quickly or want to filter your search so only certain videos display for viewing in the content pane:

- A. There is a **Search** function in the upper right hand corner. (see A above). This feature makes it easy to find videos. You can search for keyword tags or text using the search box or you can use the drop down list boxes to filter the results for different types of content, such as Presentations. You can also go directly to your own Playlists by using this function.



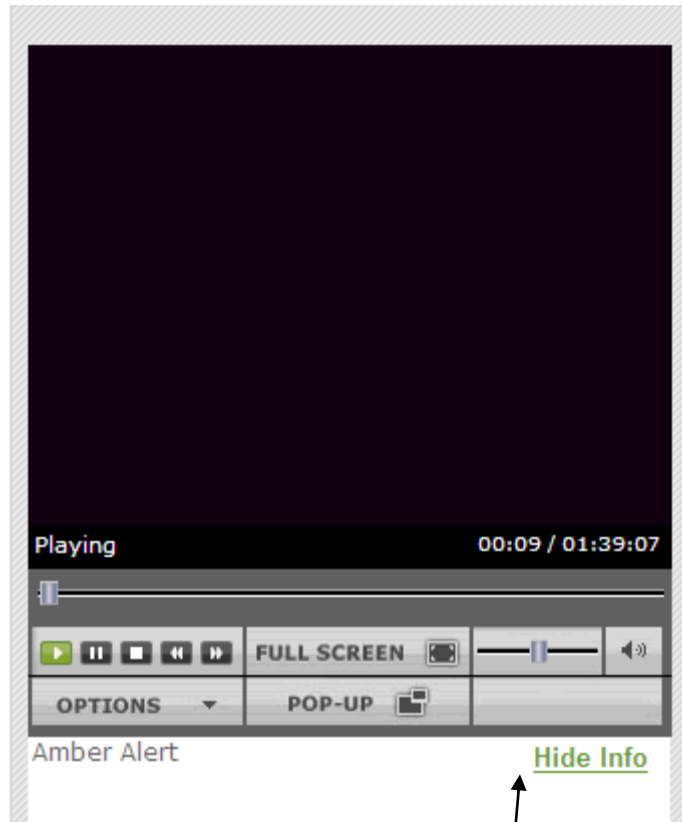
After a search you can launch any stream by simply clicking on the results in the content pane.

- B. There is also a **Filter By Folder** or **Filter By Date** function. (see B above). When you go to content pages (Live Media, Channel Guide or Media Library) all the content to which you have access is listed regardless of the folder in which it is stored. When you click the Filter By Folder link, you will see all the folders to which you have access and can find the specific file by looking for it in a specific folder if you choose. This is also how you can go directly to you're **My Media folder** to view items which you have "bookmarked".



Or, if you know the date the video was added, you can filter just by the date to "narrow down" your results.






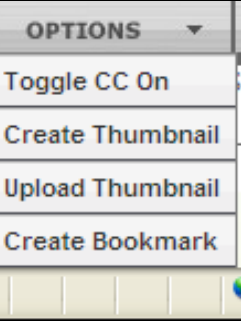

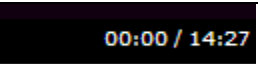
- C. The **Preview Window**. (See C above) When you select a video (whether live or from the library), it will launch in this window. In some instances an external player such as Windows Media Player, Quicktime Player or the Video Training Presentation player may launch in a separate window to play the stream.



The icons at the bottom of the preview window control the video. The next page explains each of these controls and how they work.

The area below the player gives any available information about the selected video; this may include the title, any “tags”, the duration, or other info such as the speaker’s name. You can select Hide Info to show only the title of the selected video.

Player Options

	<p>Seek – use this slider to navigate to any point in a stream</p>
	<p>From left to right: Play – starts video stream if it was previously stopped Pause – pauses the video stream until restarted Stop – stops the video from playing Rewind – rewind to beginning of stream Fast Forward – fast forward to end of stream</p>
	<p>Full Screen – click to display stream at full size. Press Esc to exit. You can also double-click any video to go full screen.</p>
 or 	<p>Volume – use slider to adjust volume. If you click on the speaker icon it will alternately mute or un mute sound. The x in the second image denotes that sound is turned off.</p>
 <p>Toggle CC on – turns closed captions on or off. Create Thumbnails – creates a thumbnail from the next frame in the stream. Upload Thumbnail – browse to an image on your computer and allows you to upload to use as thumbnail for the stream. Create Bookmark – Use to bookmark a stream. This creates a playlist in My Media with one bookmark.</p>	<p>Options – when you click on the down arrow, you will get a context menu as shown. If you have permissions – you may use any of the options shown.</p>
	<p>Pop-up – Launches the player in a separate window along with the control buttons. Once the window is launched, subsequent selections will play in the external player. The launched window can be moved or resized. NOTE: You may be prompted to download additional components to use this function.</p>
	<p>The time counter displays the amount of time elapsed since the viewer began the selected video and how long the video has total.</p>

Live Media

View live streams currently available on the Video Training system. Once a stream is selected, the video will start to play in the Preview area.

The screenshot displays the 'Regional Public Safety Training Center' website interface. At the top, there is a search bar and a dropdown menu labeled 'All Channel Guide'. Below this is a navigation bar with tabs for 'MEDIA LIBRARY', 'LIVE MEDIA', 'CHANNEL GUIDE', 'SCHEDULING', and 'MORE TOOLS'. The main content area features a 'Show Me' filter section with a date dropdown set to 'Tue 3/30/2010' and a time dropdown set to '2:00 PM', followed by a 'FILTER' button. Below the filter is a list of live streams with icons and titles: '1 RPSTC Live Rm 105', '2 RPSTC Mobile Live', '4 Washoe County Regional Emergency Operations Center', and '5 WCSO Internet Access'. On the right side, a video player is shown with a 'Playing' status and a '04:14' timestamp. The player's control bar, including 'FULL SCREEN', 'POP-UP', and volume controls, is circled in red.

You will see there are several functions in the Live Media page (circled in red). Refer to the **Filter**, **Search**, and **Player Options** sections for explanations of how these options work.

Channel Guide

The screenshot displays the 'CHANNEL GUIDE' page of the Regional Public Safety Training Center. The header includes the center's name and logo, a search bar, and a dropdown menu for 'All Channel Guide'. The navigation menu contains 'MEDIA LIBRARY', 'LIVE MEDIA', 'CHANNEL GUIDE', 'SCHEDULING', and 'MORE TOOLS'. The main content area shows a date and time filter set to 'Tue 3/30/2010' at '11:00 AM', with a 'FILTER' button. Below this is a list of live video streams:

Channel Number	Channel Name
1	RPSTC Live Rm 105
2	RPSTC Mobile Live
4	Washoe County Regional Emergency Operations Center
5	WCSO Internet Access

The video player on the right shows a black screen with a control bar at the bottom, including buttons for 'FULL SCREEN', 'POP-UP', and 'OPTIONS'. A 'Hide Info' link is visible below the player. A red circle highlights the search bar and filter dropdown in the top right, and another red circle highlights the video player control bar. A black arrow points from the 'WCSO Internet Access' channel in the list to the video player.

From the Channel Guide, you can select any of the live video streams available to you. You can select them either by clicking on the Channel number or by clicking on the name of the program/channel. You will see there are several functions in the Channel Guide page (circled in red). Refer to the [Filter](#), [Search](#), and [Player Options](#) sections for explanations of how these options work.