Digital Campus Administrator Guide

April 4, 2016
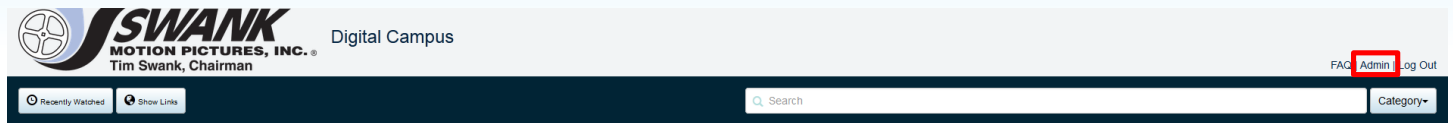
Version 3.8.2.2

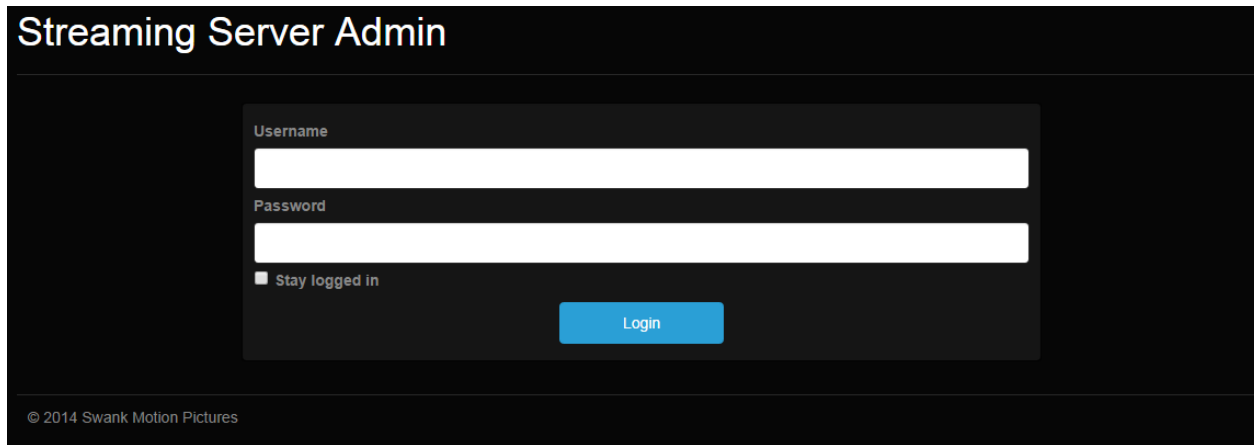# Table of Contents

Administering Digital Campus

From the Content Portal select "Admin" to navigate to the Administrator Portal Login Page.

The Administrator Portal is secured and only administrators with the proper credentials are allowed access. Check with your Sales/Customer Support Representative for your administration credentials.
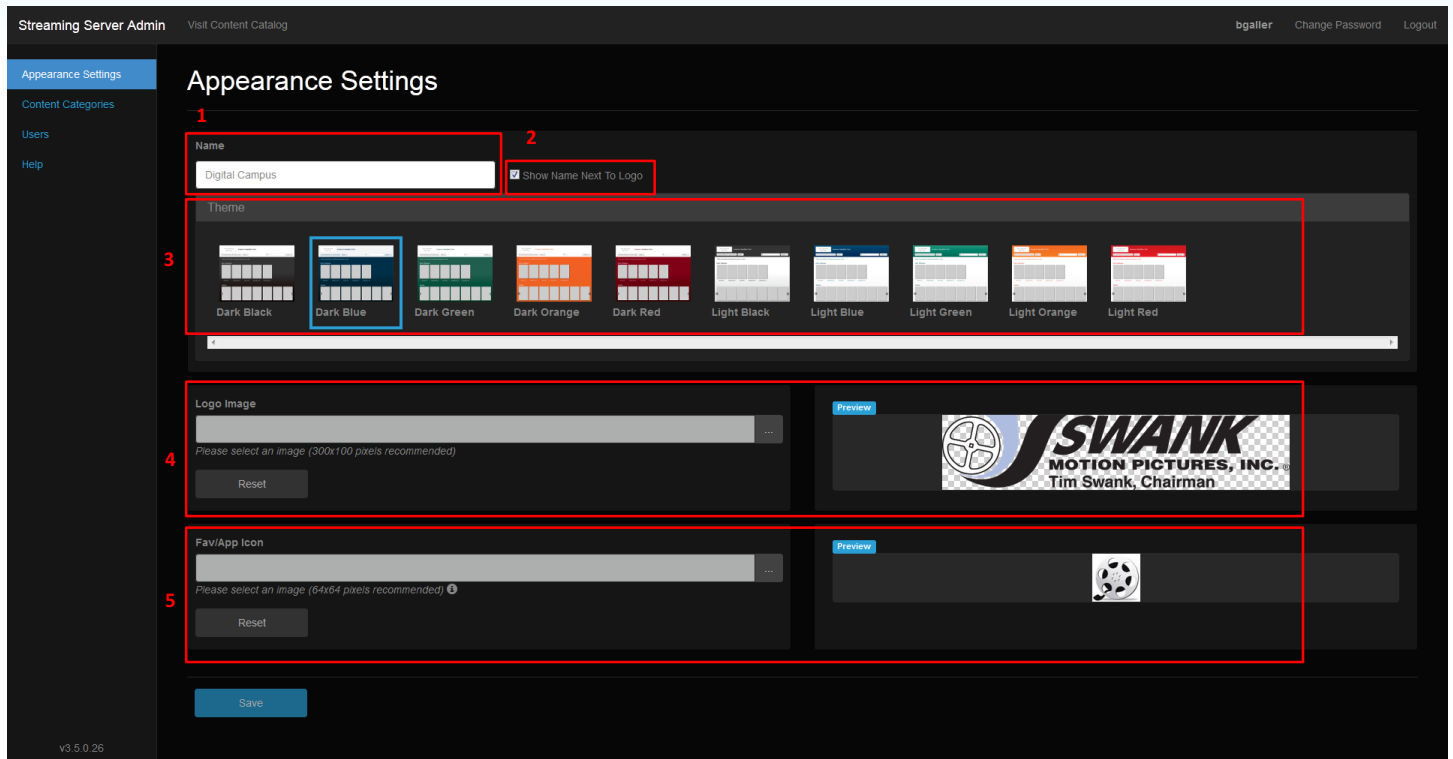

From the Administrator Portal select "Visit Content Catalog" to navigate to the Content Portal.
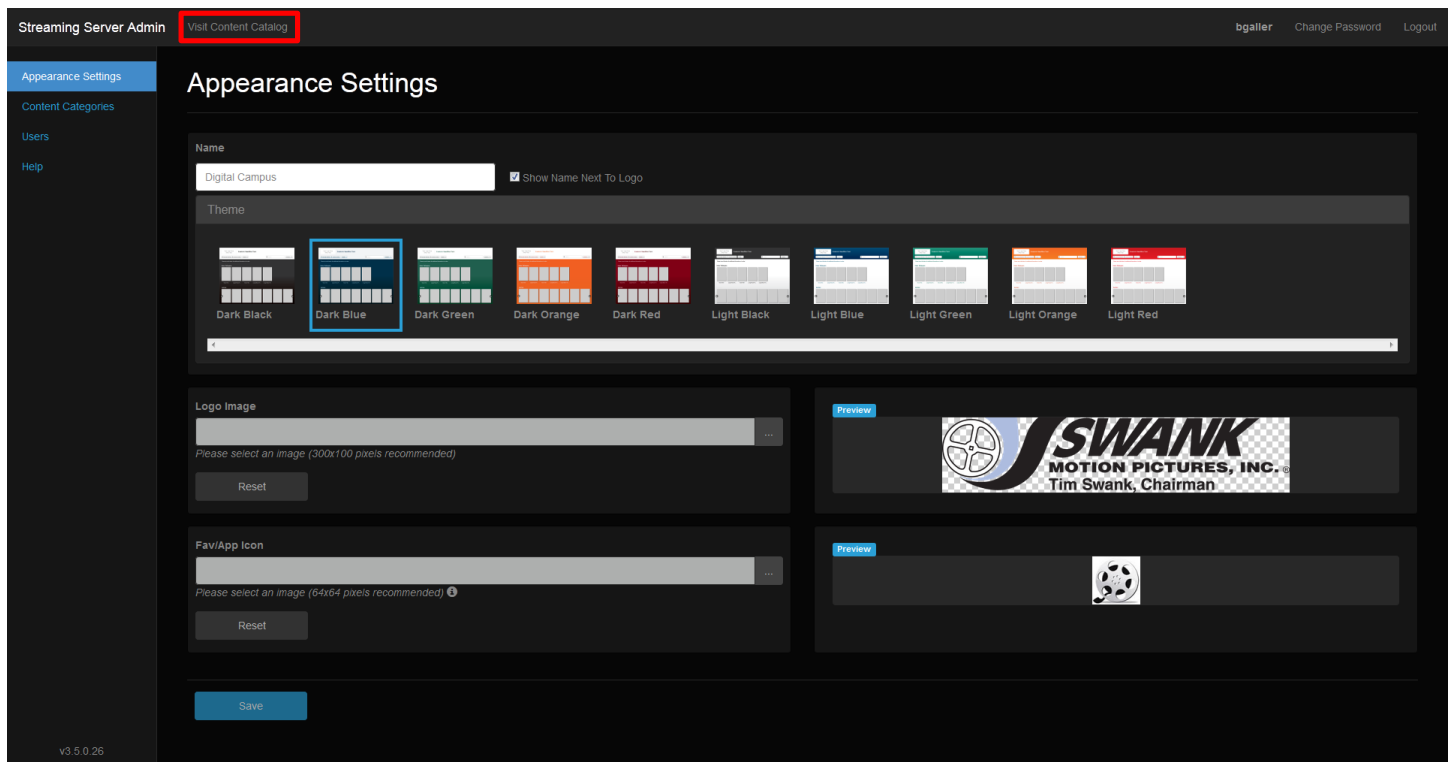
Appearance Settings

The Appearance Settings page has five settings that control how the Content Portal looks.

1. Name – The Content Portal can be given a custom name that will appear as the title in the browser.

2. Show Name Next To Logo – Optionally, the name can be configured to be displayed next to the logo image of the site.

3. Theme – The Content Portal can be set to one of many different themes.

4. Logo Image – The Content Portal can be branded with a logo that will display in the upper left corner of the portal. (300 x 100 pixels recommended)

5. Fav/App Icon – The Content Portal can be branded with an icon that will display in the browser tab or address bar of the browser. (64 x 64 pixels recommended)

After making changes select "Save". Throughout the system, a success message will appear when a save operation is successful.
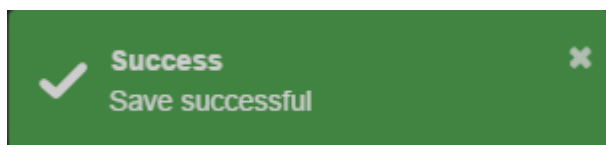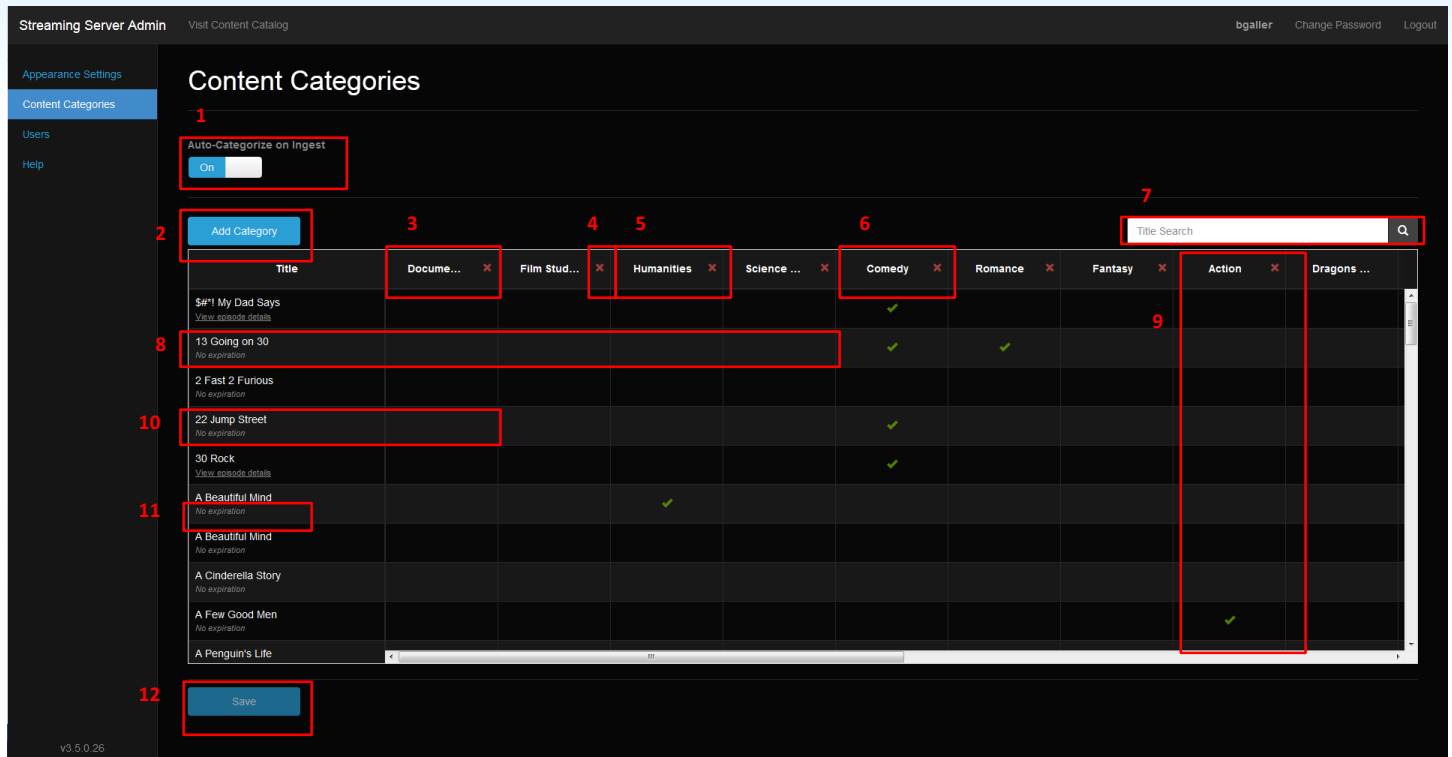
Content Categories

The titles on the Content Portal can be organized into categories. The example below shows content organized into categories of "Documentaries", "Film Studies" and "Humanities".

The Content Categories page has many functions built into an easy to use interface.

1. Content may be auto categorized based on the title's genre. When auto categorization is turned on, categories will be created automatically if they don't exist when content is loaded to the portal.

2. Custom categories can be added.

3. There will always be one default category that can be renamed, but may never be deleted. In the event that all other categories are deleted, then there will be at least one category remaining. Content does not have to be assigned to this category. However, content must be assigned to at least one category. If auto categorization is turned off, content will be assigned to the default category automatically when it is loaded. If all content is assigned to a single category, then no category title will display in the Content Portal. Content titles will only be shown if content is categorized into two or more categories.

4. Categories may be deleted by selecting the 'X' to the right of the category title. A deletion confirmation will be requested when deleting a category that has titles assigned to it. If a title is assigned to only the category being deleted, it will automatically be re-assigned to the default category when the category is deleted. If there are no titles assigned to the category, no deletion confirmation will be requested.

5. Categories may be ordered by dragging them into the desired order. A drag bar will appear when the mouse pointer is hovered over the category. Left click and hold the drag bar, then move the category to the desired location.

6. Category names can be edited by clicking on the title and typing the desired name.

7. Titles can be searched for by using the search field. Titles are sorted alphabetically.

8. Titles may be in more than one category.

9. A category does not require content be assigned to it. If the category does not have any content assigned to it, the category will not appear on the Content Portal.

10. Titles must be assigned to at least one category.

11. The date the content license expires is displayed below the content title.

12. Use the Save button to save changes.

Additional Icons:

When content is currently outside of its license period or has been disabled, an icon will be displayed next to the title.

When an error has been encountered with content, an icon will be displayed next to the title.

Users

Digital Campus portals that are not secured via IP restrictions must be secured via user authentication. If user authentication is turned on, the Users administration page will become an option in the menu.
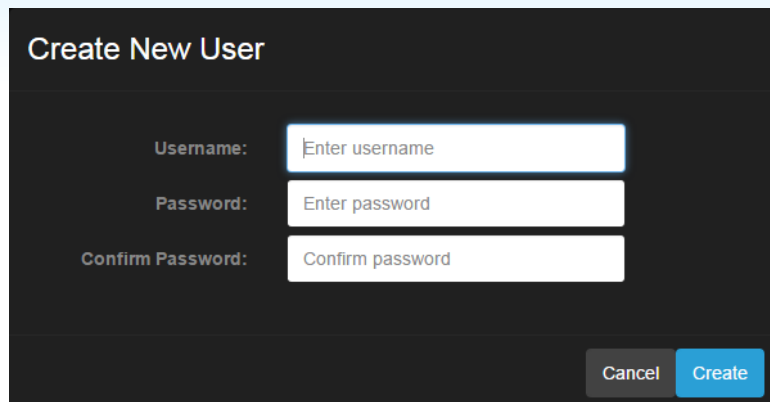
User Roles:

- Users have access to the content portal to view content
- Administrators can change portal appearance settings, manage content categories, manage users, and access watch links for all content licensed to the portal
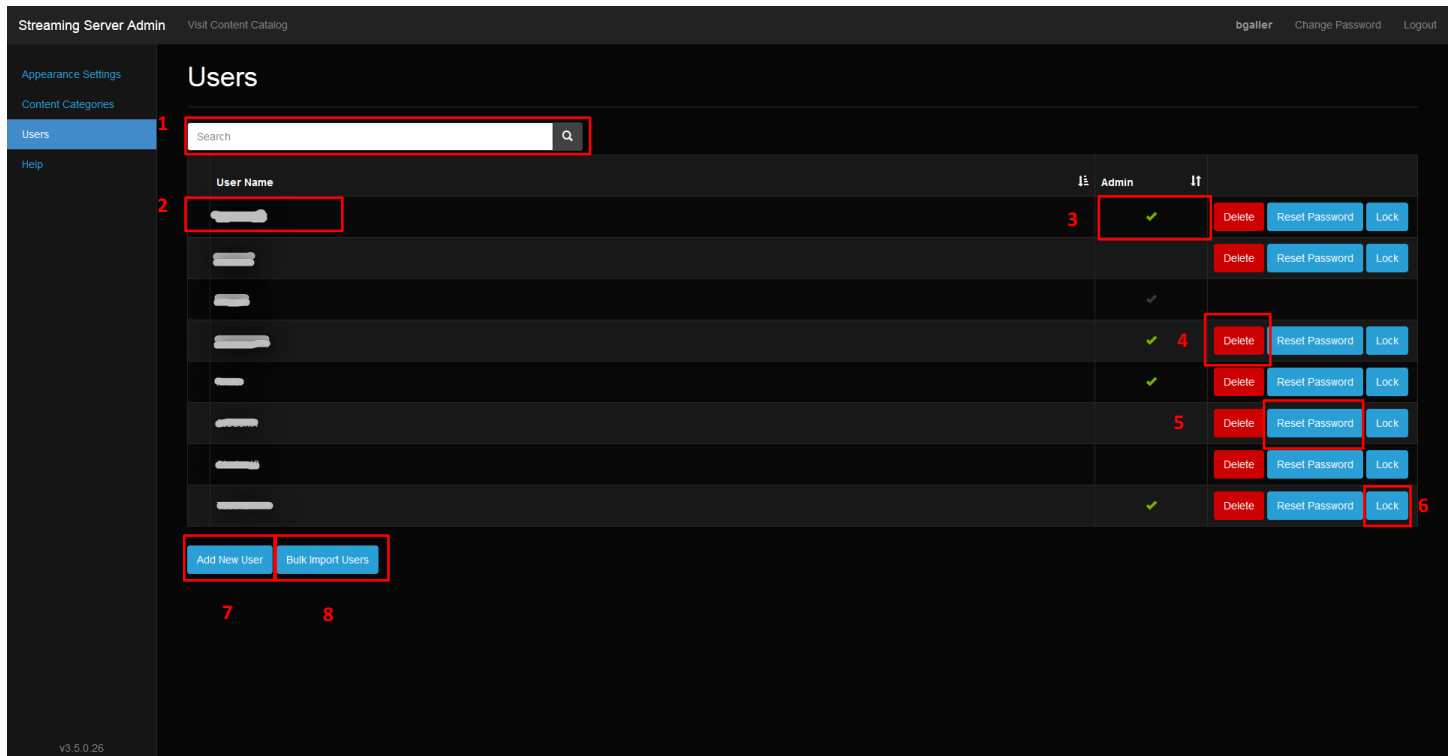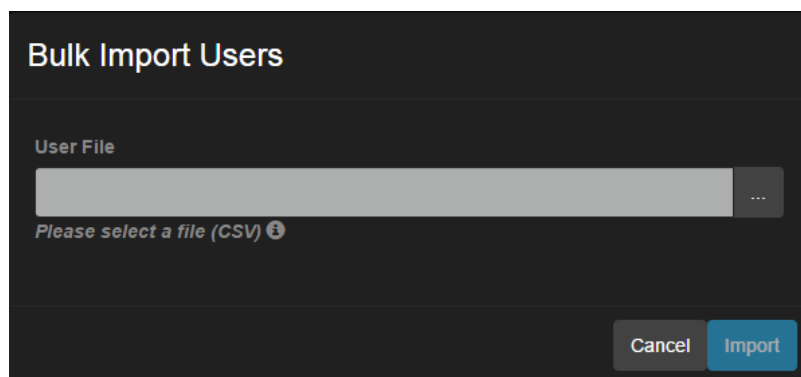
1. The Users page has a search/filter feature. Type any portion of the user name to filter the list to those user names that match.

2. User names are shown in the list. For security purposes they are marked out in the screenshot above.

3. User accounts that have administrator permissions are denoted in the list.

4. User accounts can be deleted by selecting the Delete button for the user account to be deleted.

5. User account passwords can be forced to reset by selecting the Reset Password button.

6. User accounts can be locked by selecting the Lock button for the user account to be locked.

7. Select the Add New User button to create a new user account.

Create New User

Username:	Enter username
Password:	Enter password
Confirm Password:	Confirm password

Cancel   Create

8. User accounts can also be created in bulk by uploading a CSV file. The CSV file should have two columns with headers of "Username" and "Password".

Bulk Import Users

User File

[   ] ...

Please select a file (CSV) ⓘ

Cancel   Import

Proxy Settings

Digital Campus portals that are secured via IP restrictions may also be configured to use a proxy (like EZProxy) to allow students access to the service even when off-site. The page requires the user to specify the address of the proxy server, and to define whether the proxy is done by path (the destination url is a path passed to the proxy) or by host name (the destination host name is appended with the proxy name. The page provides examples of the three different types of links based on the choices of host name, proxy by path and proxy by host name settings.

1. This toggle button enables or disables the proxy server. If your school does not use a proxy server, leave this toggle in the off position.
2. This warning message appears only if the proxy is enabled and IP restrictions are not currently enabled. Settings can still be applied, but the Proxy will only function once IP restrictions are enabled for the site. Contact Swank Support for assistance.
3. Integration with EZ proxy requires changes on the local network and on your proxy. This section contains a link to a document that outlines the proxy and network configuration required.
4. Enter the url for the proxy and the mode to use. For more information about what these modes mean or how to choose the correct configuration, please consult your proxy documentation.
    a. Proxy by path configures the portal as a parameter of the proxy host (using qurl=). When this option is selected, ensure the text box contains the entire url for the proxy including the qurl= (not url=) query string parameter.
    b. Proxy by HostName configures the portal using host name configuration. When this option is selected, only include the host name extension, not the protocol. (For example, do not include http://)

The boxes below (URL, Embed Link and Poster URL) show examples of the various urls based on the values selected.

5. Saves changes or resets the page to the last saved state .

Usage Data

Digital Campus Administrators can access usage data related to the site. The screen allows a user to export the data into a comma separated file which can be imported into Microsoft Excel.
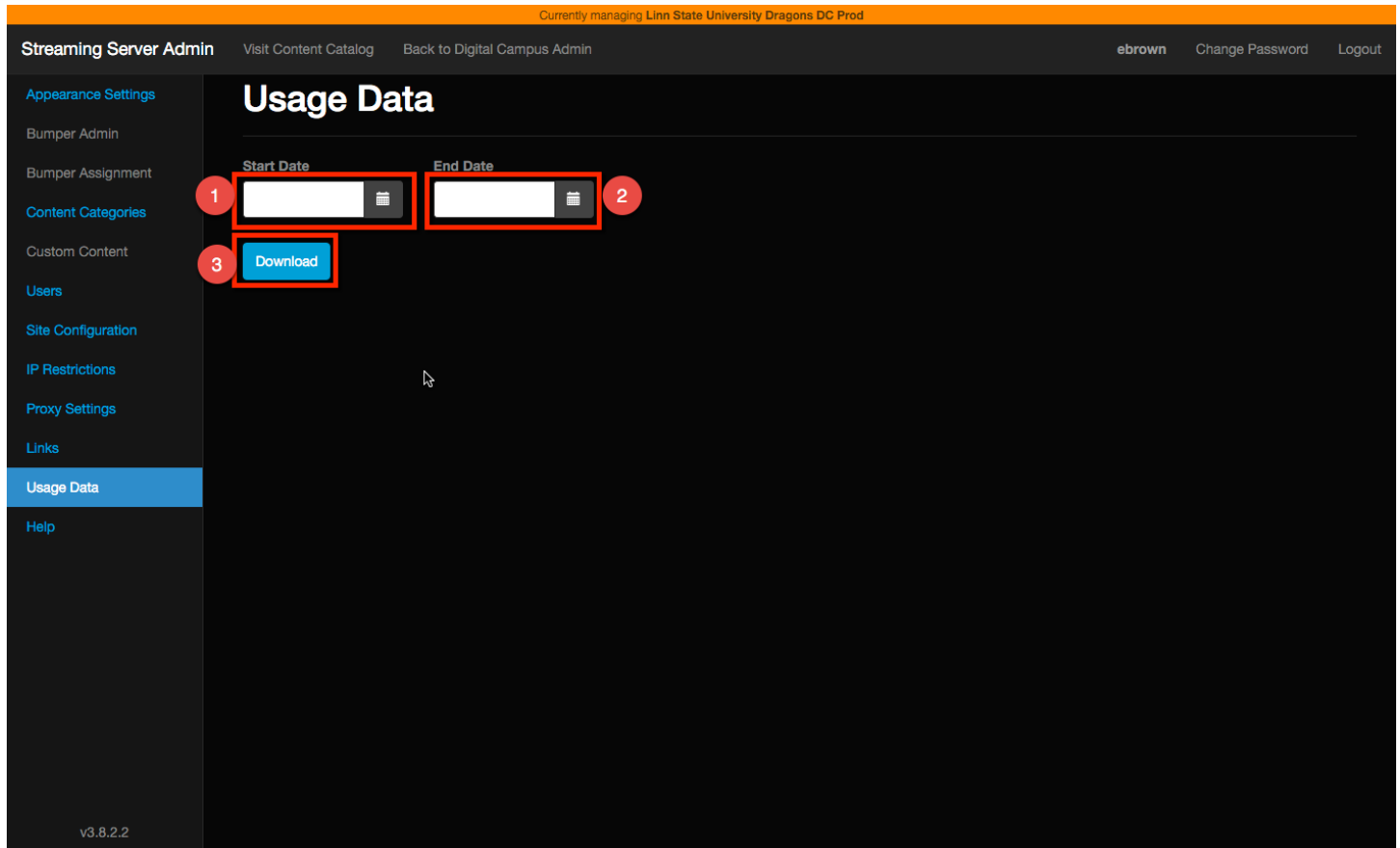
1. The minimum date for which to return usage data.
2. The maximum date for which to return usage data. If no end date is specified, all
3. Creates the csv file and downloads the data to your local machine.

Note: The date fields are not required. The dates filter the usage data. If no dates are specified, all usage data is retrieved from the server. The system will permit 0, 1 or both date filters to be applied when retrieving usage data. Use the table below to determine how the filters affect the usage data returned.

Start Date	End Date	Result
Missing	Missing	Returns all usage data.
01/01/15	Missing	Returns all usage data that occurs on or after 01/01/15.
Missing	03/31/16	Returns all usage data that occurs before or on 03/31/16
01/01/15	03/31/16	Returns all usage data between 01/01/15 and 03/31/16.

Usage Data Export Format

Exported usage data has the following fields/format:

Field Name	Description
Action	Type of Usage Data collected. Valid values include: Browse View – occurs when the browse view is loaded Filter Category – occurs when a user filters on a category Load Page – occurs when the catalog page is loaded Grid View – occurs when the grid view is loaded Play – occurs when a title is played (started) Play Complete – occurs when a title is played to 90% of its length Title Click – occurs when a title is clicked and a user can see the synopsis, poster art, and runtime view View Recently Watched – occurs when a user select the recently watched button
Event Time	The date and time of the event
IP Address	The IP address of the device used which caused the event
Label	This field is only provided currently when the event is a Play, PlayComplete or Title Click. The field contains the name of the title
Portal ID	Internal use
Session ID	Internal use
URI	Internal use
User Agent	The full browser user agent for the device that is interacting with the catalog
Value	Internal use
Category	Internal use
Client Type	A field which summarized the User Agent into one of 3 values : PC, Android or IOS. This field is provided for convenience.
Event Date	The date of the event in Event Time. This field is provided for convenience.

When reviewing usage data, the field and values of interest are usually Action = Play, IP Address, Label (Title), Client Type and Event Date. From these fields you can analyze usage including but not limited to: Titles played by date, Most popular titles, Titles played by IP Address, Titles watched by hour, etc.

Accessing Watch Links

Digital Campus Administrators have access to content watch links via the Show Links button on the content portal. The links can be used to post content links on other systems such as Blackboard. The links for titles can be exported to Excel.

1. The search feature can be used to search for any title that is licensed to the portal.
2. All titles licensed to the portal can be selected by pressing the Select All button.
3. All titles selected can be cleared by pressing the Clear All button.
4. One or more titles can be selected individually by clicking the check box next to the title(s).
5. Titles are displayed in alphabetical order along with their poster art.
6. The direct watch link can be used to watch a title directly. This data can be copied individually.
7. The embed code creates link to the movie that can be placed directly in a CMS or blackboard system. This data can be copied individually.
8. The poster art link is a link directly to the poster art for the title. This data can be copied individually. This link can be used to add poster art to your CMS to make the link to the title more stylish.
9. The start and end license dates for each title are displayed.
10. Select the Export Selected button to export the links into a csv file for all titles currently selected. The data is exported in the format below.