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Films on Demand

Films on Demand provides access to video content that you can use for your classes. It is available through Prairie State College’s Library webpage. Films on Demand allows you to embed the video into your courses in D2L.

Accessing Films on Demand

To access Films on Demand

1. Go to www.prairiestate.edu and select Faculty/Staff.
2. Select the Library link under Academic Services.
3. Select Find then All Databases link.
4. Locate the F section and select Films on Demand.
5. How you log in to Films on Demand depends upon where you are:
   - **On-campus Access**: When you are on-campus, you are automatically logged in to Films on Demand.
   - **Off-campus Access**: When you are off-campus, you will need to log in to the databases by using the same username and password as your PSC email.

Note: If you need additional assistance accessing Films on Demand from off-campus, please contact the Library at libproxy@prairiestate.edu.

To create a Films on Demand Account

You are not required to create an account in order to utilize Films on Demand but it is beneficial for you to create one in order to create playlists or save your favorite videos.

1. Select My Films then Create an Account.
2. Complete the full name, username, email address and password fields.
3. Select Create Account.
Searching for Films

To search for films by subject

1. Select **Menu** then **Subject Index** then select the appropriate topic.
2. Narrow the subject by selecting a title from the Full Subject Index.
3. A list of videos will appear on the left. The number of videos available for that subject is displayed in the upper-left corner. You can also sort the videos by newest to oldest or most viewed.
4. You can narrow the subject further by making selections on the right-hand side.
5. You can preview the video by selecting the image or title. You can also select the down arrow to view the segments in the video.

**Note:** The person receiving the video clip must have a PSC account since they must login to access Films on Demand from off-campus. Contact libproxy@prairiestate.edu for additional information.

6. Once you have selected a title, you will see a detailed description of the video. You can view the video by selecting the image.
7. Under the description is the **Record URL** which you can use to share the video with others.

To search for films by featured producers

1. Select **Menu** then **Producer Index**.
2. Select the desired collection from the Full Producer Index.
3. A submenu will appear on the right where you can make further subject selections.
4. A list of videos will appear on the left. The number of videos available for that subject is displayed in the upper-left corner. You can also sort the videos by newest to oldest or most viewed.
5. You can preview the video by selecting the image or title. You can also select the down arrow to view the segments in the video.

**Note:** The person receiving the video clip must have a PSC account since they must log in to access Films on Demand from off-campus. Contact libproxy@prairiestate.edu for additional information.

6. Once you have selected a title, you will see a detailed description of the video. You can view the video by selecting the image.
7. Under the description is the **Record URL** which you can use to share the video with others.
Creating Playlists

To create a playlist

1. Locate the video you would like to add to the playlist and click Add to.
2. Select Add to Playlist.
3. Enter a name for the playlist.
5. You can add additional videos to a playlist by selecting Add Full Title or selecting video segments from the list for each video.
6. Select the playlist from the drop-down list and selecting Add to Playlist.
7. To view your playlist, select your account icon in the upper-right.
8. Select My Films then My Playlists on the right under your user profile.
9. From the Playlist page, you have the option to edit the playlist or provide others with a URL for the playlist.

Adding Videos to D2L

Adding Video to Content:

1. Log in to Films on Demand.
2. After locating a video, select and copy the Record URL link below the video image.
3. Log in to D2L and access the course where you want to post the video.
4. In the Content area, locate the module where you want the video.
5. Click the New button and select Create a Link.
6. Enter a Title for the video.
7. Paste the link in the URL field.
8. Check the box for Open as External Resource.
9. Select Create.

Adding Video to Announcements, Assignments or Discussions:

1. Log in to Films On Demand.
2. After locating your video, select and copy the Record URL link below the video.
3. Use a URL Shortener website, such as https://bitly.com or https://goo.gl, to create a shorter URL link.
4. Log in to D2L and access the course where you would like to add the video. The video can be added to the Announcements, Assignments, or Discussion tools.
5. After selecting the appropriate tool to display the video, select the Insert Quicklink icon in the textbox.
6. Select URL.
7. Paste the shortened URL in the URL textbox.
8. Enter a title in the Title textbox.
9. Select New Window for Target.
10. Select Insert.
11. Enter any other information you want in the textbox.
12. Select Publish.