

# census 2011 1911 and counting...



## Making the News 2

### Starter Guide

**Making the News 2 (MTN2)** is a “free” multimedia-rich online news publishing channel designed to introduce pupils to the world of online publishing and broadcasting in the 21st century. To access the site teachers must complete the online registration form. Following registration each teacher will be issued with a Username and log-in (and password) and have created a homepage for their school. On receipt of e-mail confirmation the teacher will then be able to access the school page and create pupil accounts.

#### What can pupils publish on MTN2?

MTN2 is a powerful collaboration and communication web tool. Pupils can upload images, audio and video to the Media Editor. These files can be edited and dragged to the on-screen storyboard to create stunning media presentations. Incorporating as it does many of the features found in standard video and media editing software (i.e. Windows Movie Maker and Photo Story 3) MTN2 has been embraced by teachers keen to offer their pupils the opportunity to log-in to a safe moderated website and work from home.



#### Using the Guide

The guide is divided into four sections. Each section offers a step-by-step approach. The sections listed below can be completed in any order.

- **How to create MTN2 pupil accounts**
- **How to create an Article**
- **Adding a Multimedia Presentation to a previously created article**
- **The Editing Room – How to publish pupil’s work**

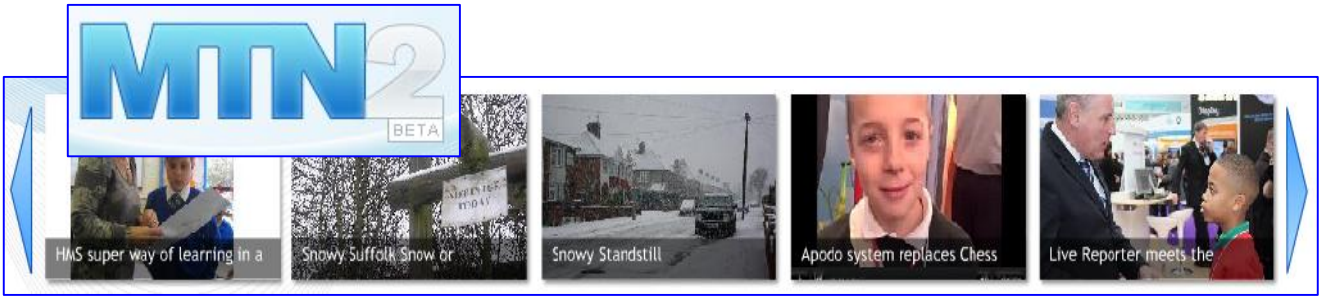
**Note:** Before using MTN2 in your school, please ensure all staff know how to create accounts and publish pupil’s work.

**To receive more information about MTN2 contact:**

**Phil Bracegirdle – ICT Teaching & Learning Consultant**

E-mail: [phil.bracegirdle@segfl.org.uk](mailto:phil.bracegirdle@segfl.org.uk)





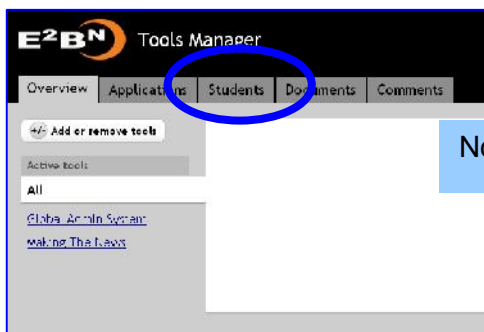
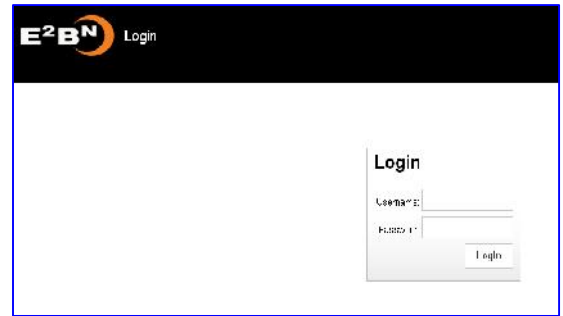
## Making the News 2

### How to log-in and create student accounts

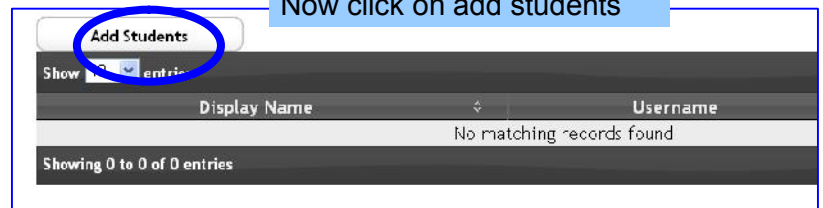
Click on the link <http://mtn2.e2bn.org/gasCentral/admin>

Proceed to enter your **Teachers Username** and **Password**

The following page will appear



Now click on students



Now click on add students

### Add Students

Add a single student

Upload a csv file

You can download an example CSV file [here](#).

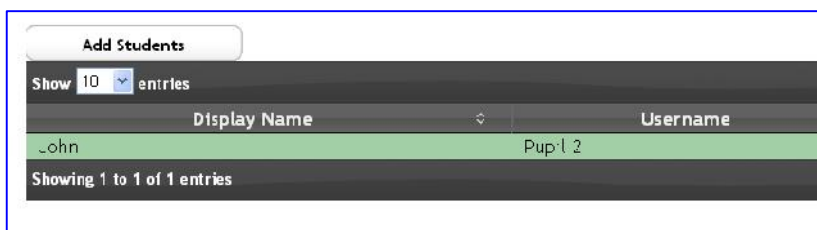
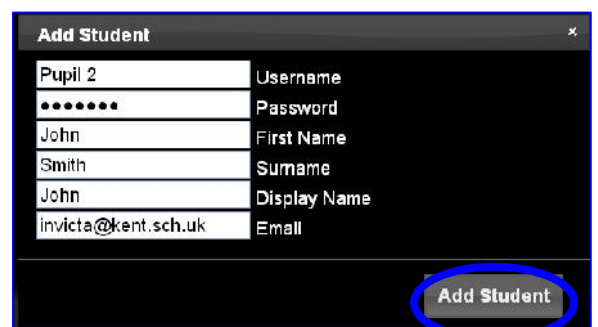
Proceed to add a single student or to upload a csv file

### To add a new student to the Class Folder

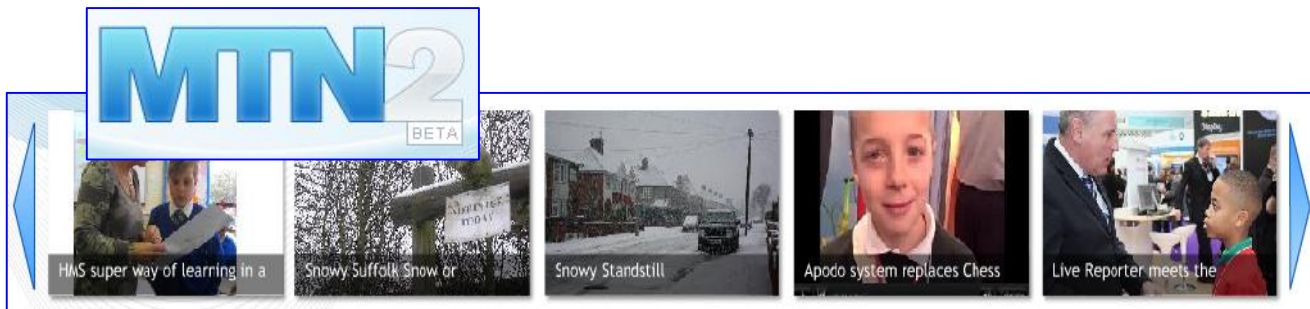
Fill in all fields

Then **click on Add Student**

The student's details will now be added to the Class Folder



To add additional students to the class folder repeat steps 4 to 7.



## Making the News 2

### How to create an article

Click on the link <http://mtn2.e2bn.org/mtn/>

Log-in using your **username** and **password**

The page below will appear



Click on My News

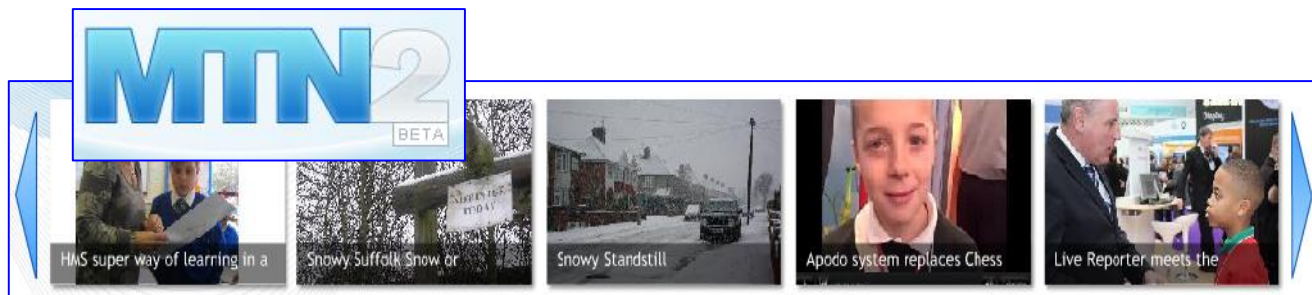


Select start a new article



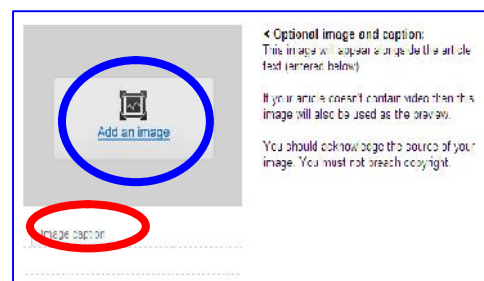
Enter a title for your article

To add text either type in the box below or Copy and paste from a Word document



## To add an image

- Click on add an image
- Next click on browse and then upload to display an image
- Now add a caption (title)



- The chosen image will now appear on the screen



## Comments Box – Reviewing our Learning

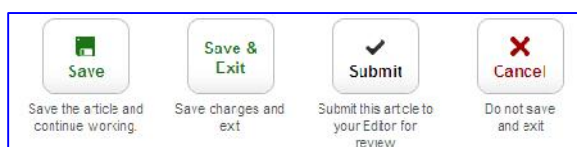
- Pupils can use this box to comment on the ICT skills they used and how well they completed the learning task.
- Pupils viewing the published article will be also able to use this box to post a reply.

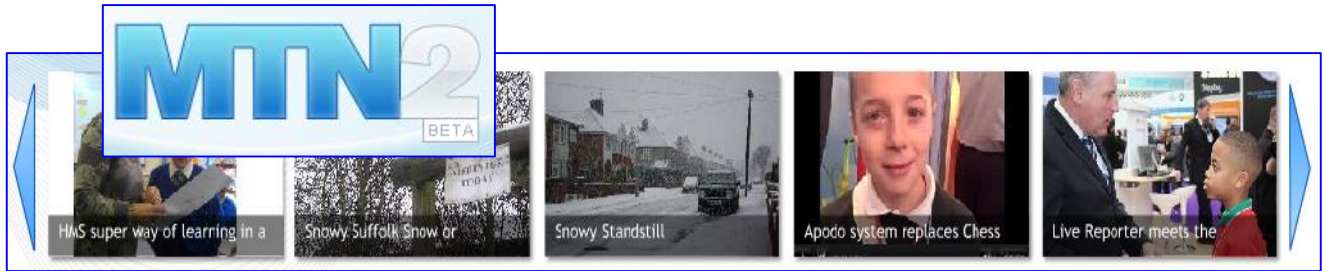


## Remember before you save your work to select a category

### Now to **save** and **submit** your work for publication

- Click on the appropriate icon in the box at the foot of the page.
- Pupil's work will be published once it has been viewed by the moderator.



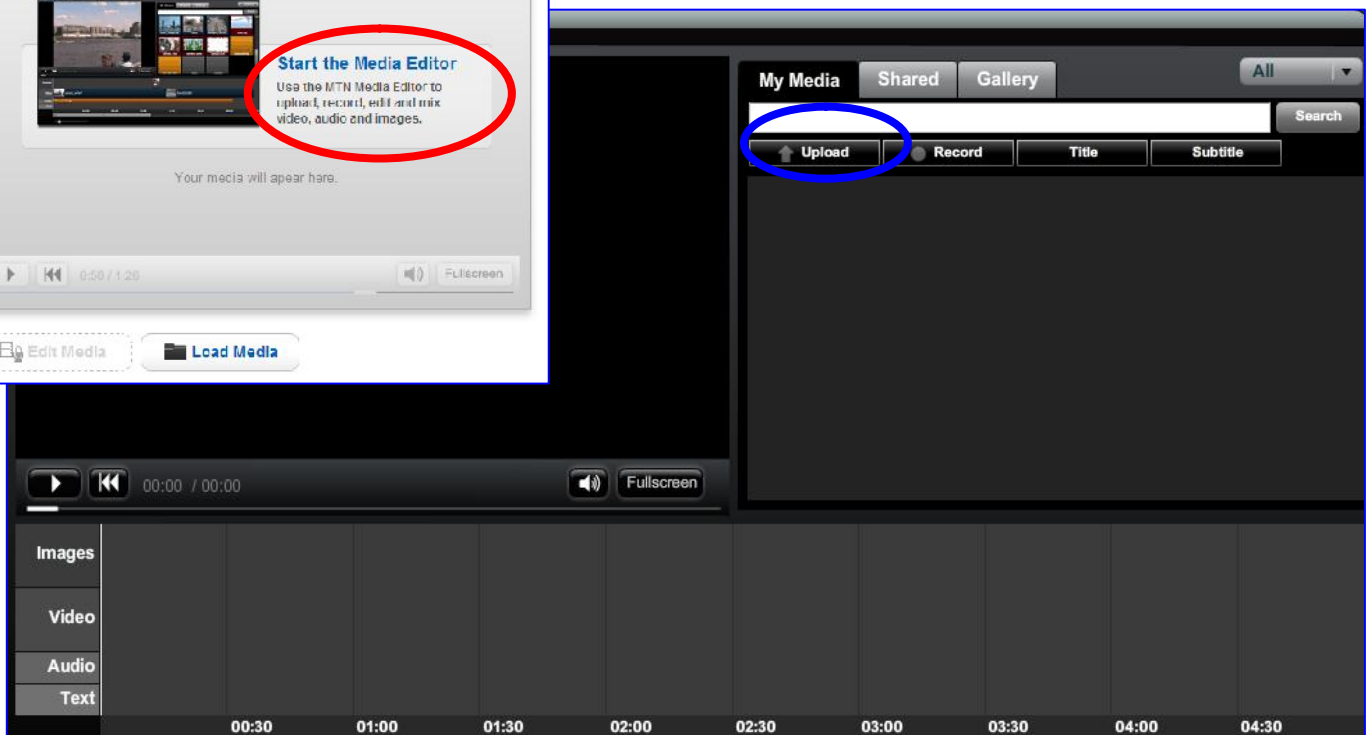
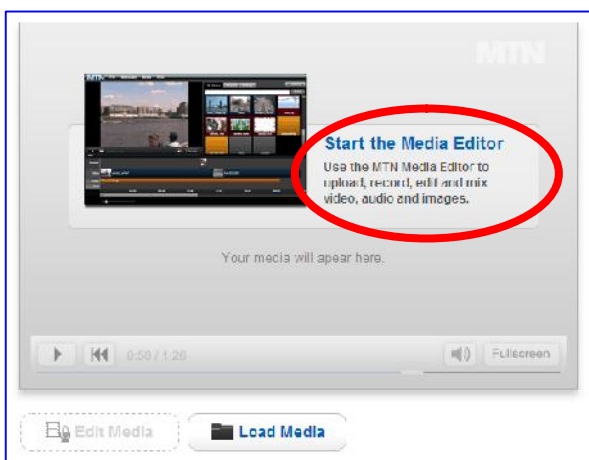


## Making the News 2

### How to add a media presentation to an article

Click on Start the Media Editor

The screen below will appear

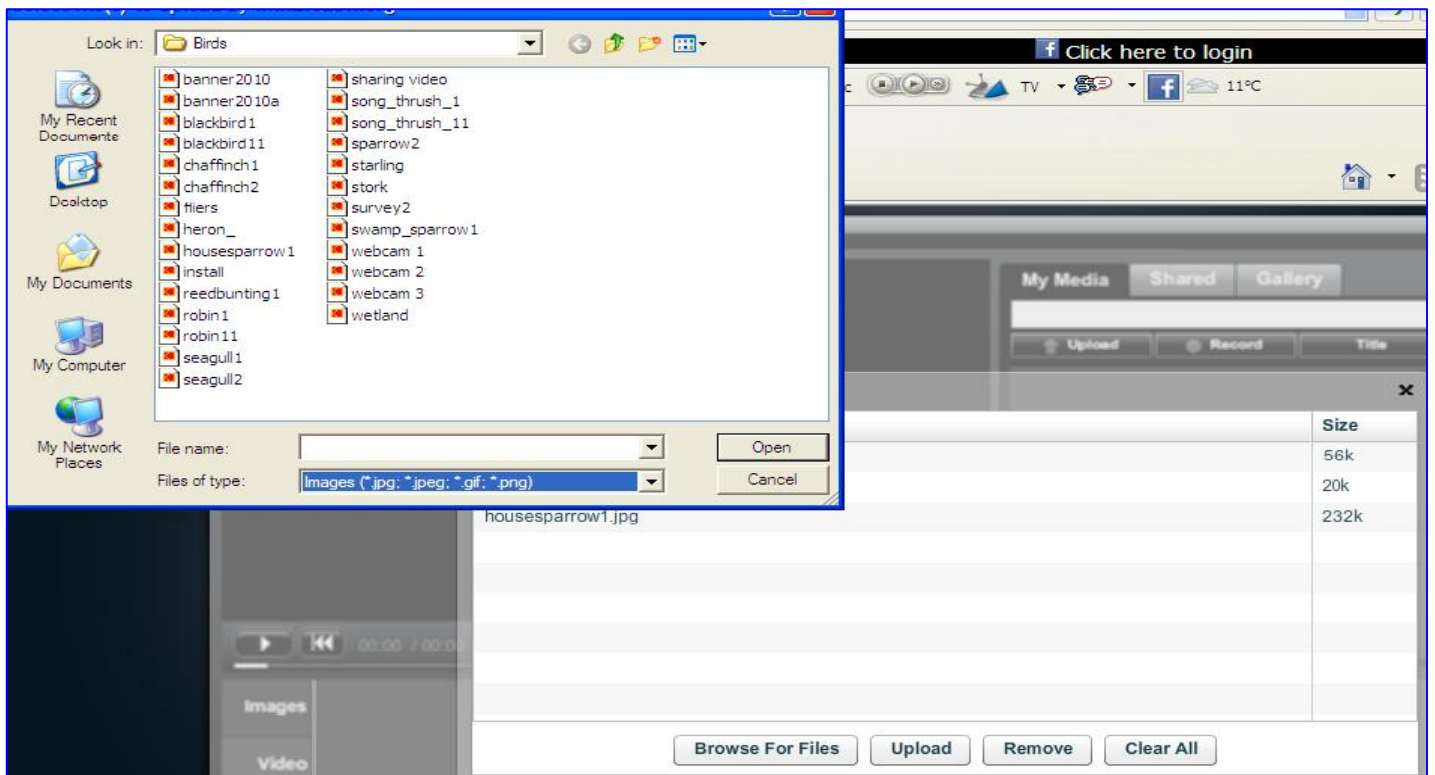


Proceed now to click on upload to add video, audio and digital images to your MTN media presentation

The screen on the next page will appear

Proceed to click on browse for files

Select files from your hard drive or flash pen

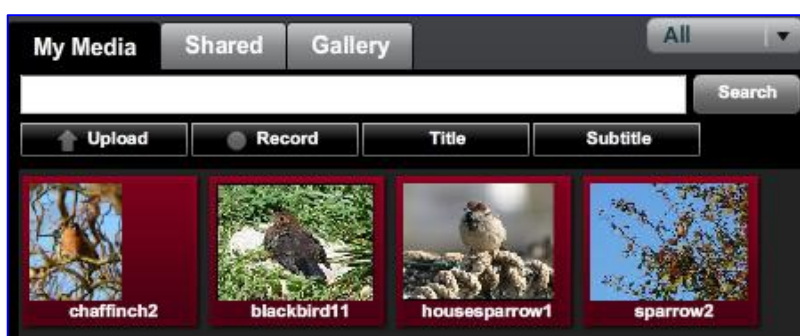


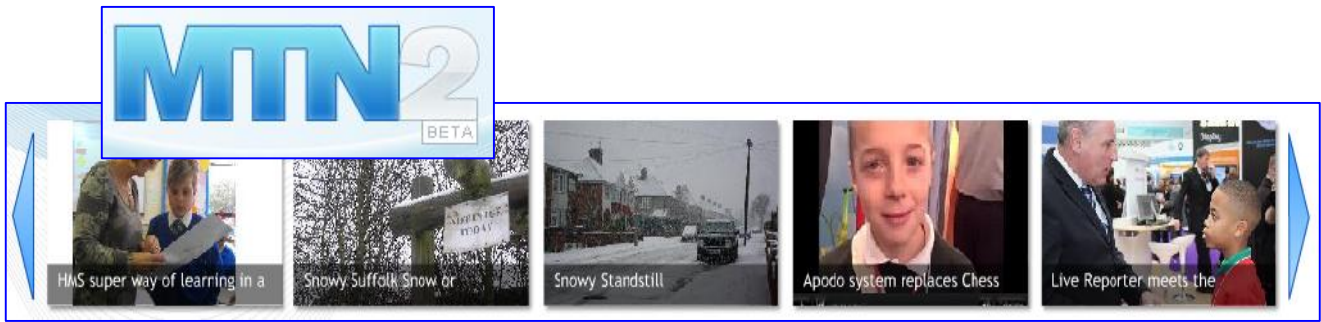
Click on upload to successfully display your files in your MTN2 Media Gallery

The following message will now appear



Files uploaded successfully will now appear on the screen





## Creating a Storyboard

### • Adding an Image

- Double click on an image
- The image will appear on the screen.

### • Drag the arrow along the:

- **Zoom** line to enlarge the image
- **Opacity** line to adjust the brightness
- **Rotate** and **flip** lines to link slides



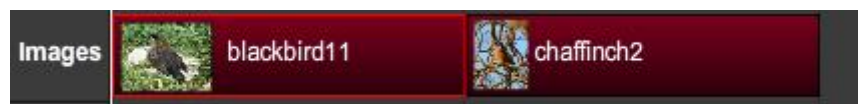
- Now set the **duration** (i.e. 5 seconds)
- To permanently save your changes now click on **Finished**
- The image will now be added to the timeline.



- To **remove an image** from the storyboard click on the delete tab



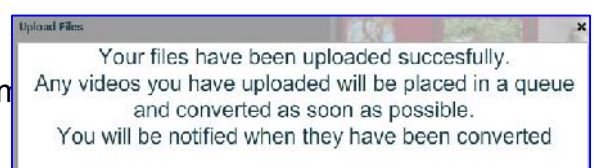
- To **reposition an image** first highlight and then drag the clip to a new point on the storyboard



- To **save your work** click on **Finished**.

### Uploading a video file

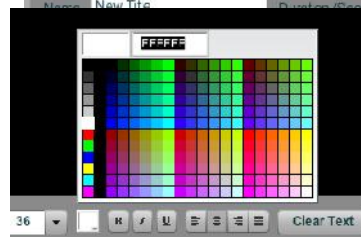
- MTN2 will accept and convert most common file formats (mp4, wmv and avi)



- To **upload a video** follow the instructions above for uploading a digital image
- Once a file has been **successfully uploaded** the following message will appear
- Uploaded files will appear on the clipboard once they have checked by the site moderator

**Adding a Title or text to a frame**

- To **introduce your presentation** click on the Title tab
- The following box will appear
- To **change the text** (“The Title”) position the cursor on the screen next to the existing text
- To **change the font type and size** click on the drop down arrows
- To **select a different font colour** click on the circled box to display the palette
- To confirm your selections and to add the title to the storyboard click on Finished.



**Adding a sound commentary to a Multimedia Presentation**

- Attach your web cam or microphone

- Click on the **record tab** 

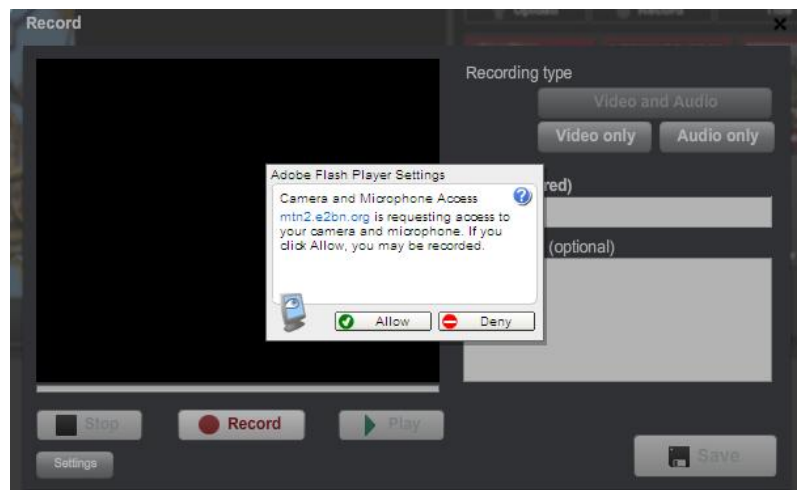
- The following screen will appear

- **Click on allow to enable MTN2** to access your camera/microphone

- Select a recording type

Video and audio  
Video only  
Audio only

- **Click on record**







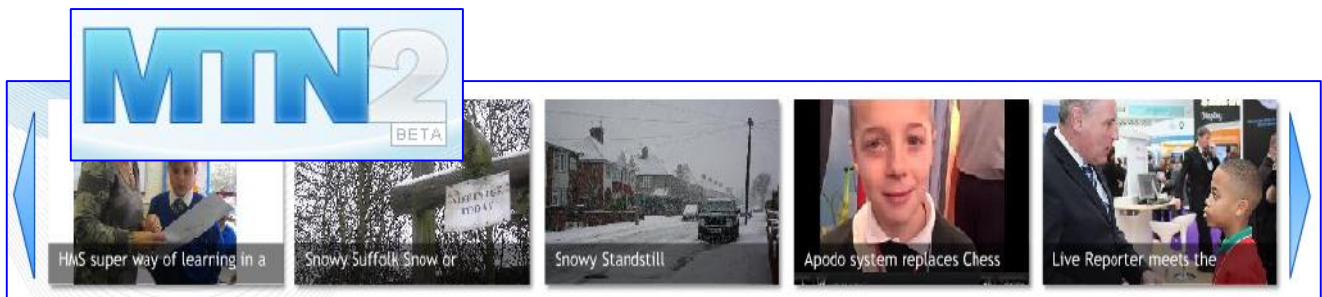
- Click on **stop to end message** and **play to view**
- Now **click on add a title**
- To **upload the recording** to the gallery **click on save**

### Viewing Your Finished Video

- Return to the Edit Article page
- To view the video click on the play button in the middle or in the bottom left corner



- To stop the video click on 
- To return to the start of the video click on 



## Making the News 2

### How to publish an article – Notes for Teachers

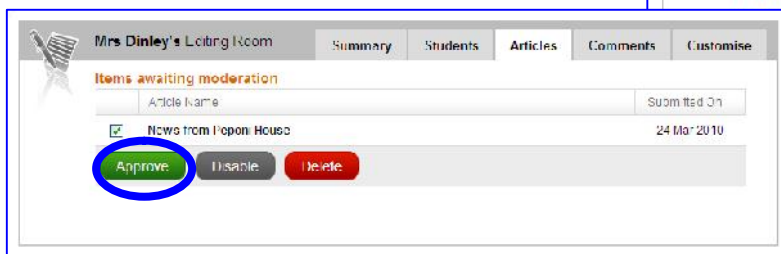
- To submit an article for publication pupils should click on the tab at the bottom of the screen



- The **submitted article** will now be “**locked**” and saved in the **Editing Room**
- Click on **My Editing Room**

My Editing Room | My School's Page

- The page opposite will appear
- Click on the **articles tab**



- Highlight the article to be published
- Then click on **Approve**

*The following box will appear*

- Now click on **yes** to approve this action



- You will now be able to view the published article on the school home page

### How to withdraw an article

Visit the Editing Room. Click on the article. Highlight the article to be deleted or withdrawn and click the appropriate box. The selected article will no longer appear on your school home page.