
2. Scroll down and select *FMG Video On Demand*.

3. Use your usual STJ log on information. (Our database license is for only the STJ community.)
4. Anyone within STJ can view all the e-titles we currently license from this page. *(My Videos).*

5. Click on the film title you would like to view. You will see a reduced viewing screen, a description of the film’s contents and, to the right, a list of the film’s segments. Click on the *play* button for either the title or a segment.

6. Playback can be viewed in two sizes, reduced or full screen. *(Hit Esc to return from full screen.)*

   Note: The reduced screen is the clearer. Be sure to take this into consideration before projecting.

Small screen viewing is ideal for class assignments, research, review and catch-up.
Playlists & Passwords

A playlist is a grouping of video titles you can compile and which can be accessed by any STJ user by clicking the My Playlists tab at the top of every FMG page and selecting a professor’s name from the list on the left.

A password is necessary in order to create a playlist. Send your full name, department and e-mail address to Prof. Barbara Appleby, applebyb@stjohns.edu. Your FMG-generated password will be e-mailed to you. (You can change your password later.)

a. Once you have your password, click on the FMG logo in the left top corner.

This new screen will ask you to log onto your individual user account. Use your STJ e-mail address and your new password and click Go.

b. You are now on your personal site from where you can set up playlists customized for your classes.
c. Creating Playlists:


2. Write in your choice of playlist name, eg course number, subject. Click Save Changes, pause and click again. Your new playlist should now be listed.

d. Adding Film Titles To Your Playlist.

1. To fill your playlist, click on the My Videos tab to see all the titles STJ subscribes to. You can either scroll through the full list or use a subject folder.
2. Click a title you would like to add to your playlist and/or preview. Do NOT use Create Playlist.

3. Select full film and/or segments for your playlist, then scroll down to bottom of page and click Add to a Playlist.

4. A drop-down menu will pop up. Select the appropriate playlist name and click Go.
5. Return to *My Playlists* tab and make sure your new title selection is listed on the appropriate playlist.

To see how your playlist will appear to your students, click the red URL.

At this point, you can add to this playlist and/or create additional playlists for this or other courses.

e. Be sure to log out.

f. Now, when your students log into the Libraries’ FMG database, they can access their course video assignment(s) by clicking the *My Playlists* tab and, then, your name. **They do not need a special password.** A 2-page guide sheet is provided for their use.