

## Using SML for School Broadcasts

Schools can now show morning announcements/broadcasts using SAFARI Montage Live! **This platform will not allow you to have all of the studio features you are used to having, but it will allow you to adequately share information real-time with your school and parents.**

### Equipment Needed

- Logitech HD Webcam and Clear One Chat 50/150 (issued to the principal, test coordinator and media specialist)
- Modern Laptop
- External monitor
- Data drop in the broadcast area
- 10' – 15' Ethernet cable
- TV cart (or something similar)

### Files Needed

In preparation for a training session, you will need to gather or create electronic files that are **less than 30 MB** in size (per file). Here are examples of these files:

- **Movie files** – Standard PowerPoints can be converted to jpeg files, imported into Windows Movie Maker, and (optionally) accompanied by music before publishing as a .wmv file. This might include transition “movies”, the Star Spangled Banner, school motto recitations, etc.
- **PowerPoint files** – some PPT files will need to remain in PPT format so that they can serve as a background for information that needs to be easily edited. This might include one-slide files of the lunch menu, weather, birthday list, etc.
- **Picture files** - These may be used as transitions between segments of the broadcast.
- **Audio files** – mp3 files are preferred.

Name the files according to the segment of the broadcast that each represents. Stay away from the very top, bottom and sides of the file when entering content. These tend to get cut off because of the screen resolution.

### Format Needed

Please also compose a scripted format for the broadcast to follow. For example:

#### **Introduction**

- Anchorperson: Good Morning! This is \_\_\_\_\_ from WSKY with your morning announcements for Monday, December 8, 2014.

#### **Star-Spangled Banner**

- Anchorperson: Please stand ....

#### **Pledge of Allegiance**

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#### **Moment of Silence**

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#### **Greetings from the Principal**

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#### **Lunch Menu**

- **Weather Report**

- **Birthday Recognitions**

- **Other School News**

- **School Motto/Slogans**

- Refer to your format when creating your needed files.

It's hard to conduct a training unless most of these items are (near) ready. Once they are ready, please schedule a 2 hour training session with Vanessa Wynn (contact by email at [vanessa.wynn@bcsdk12.net](mailto:vanessa.wynn@bcsdk12.net) or by phone at 478-765-8698).