

**Note change!** Due to budget issues, an SIEC van will visit your school **every other week** during the 2011-12 school year, provided there is a confirmed delivery or pick-up.

You can order videos, DVDs, and other items online from the SIEC. Go to the SIEC web site at <http://www.siec.k12.in.us> and click on [Media Catalog/Scheduling System](#). The following screen appears. You do not need to know your User Number. You can login the alternate way by entering your first initial and last name with no space in between in the User Number box. Then enter “media” (without the quotation marks) as your temporary password and click “Submit.”

The screenshot shows a Netscape browser window titled "Web/MAX Login - Netscape". The page content includes a "SIEC" logo, a "Web/MAX Login III" header, and a "Welcome to Web/Max!" message. Below the welcome message are two login options: "User Number" and "Password" with a "Submit" button, and "First Name" and "Last Name" with a "Guest" button. A "Close" button is located at the bottom right. Two callout boxes with arrows point to the "User Number" and "Password" fields, providing instructions on how to enter a temporary password.

*(If you do not have an SIEC User Number, you will need to call 812 482-6641 or email [video@siec.k12.in.us](mailto:video@siec.k12.in.us) so that your name and corresponding school can be entered into the media scheduling system.)*

After you are logged in and viewing the search screen, check to be sure your name and school are correct. (If not, try entering your first initial/last name again with an a, ab, or b behind your name. Contact the SIEC for assistance if the correct name and school still do not appear.)

You can now search the media catalog. However, you cannot place an online order until you set your own password. To do this, click “Password” on the left side of the search screen and follow the instructions. You might also want to click on “Email Address” in the left-hand column and enter your address, so confirmations can be emailed to you.

You are now ready to search and schedule items for delivery. Enter a key word in the search box. You will sometimes find better results when you enter a word or a portion of a word followed by an asterisk, so that you are searching for different word endings. An example is bully\* for bully or bullying. You can also select specific grade levels or media types.

***Special notes about online ordering:***

\*You must order at least two school days in advance of your shipping date by 3:00 PM – Eastern time. For example: if your shipping route is Wednesday, you can order online until 3:00 on Monday afternoon. If you need to order later on Monday or on Tuesday morning, you will need to call or fax your order.

\*You can order in advance, up to the end of the current school year.

\*To extend or special book an item (such as to pick-up an item from the SIEC instead of van delivery), you will need to contact the SIEC. This is not handled through online scheduling.

The search results will now appear. Click the select box in front of each item you might wish to order. Then click the "Order" tab at the top of the screen or "Order Form" on the left.

the reality of how most people actually look and how students can maintain a positive self-image. Examines the dangers of anorexia, bulimia, overeating, and steroids.

1 HEALTH - GENERAL 2 HEALTH - NUTRITION  
DVD D1160 (1 copy) Videocassette V4396 (1 copy)

**ESSENTIAL NUTRITION**  
DVD, J-S, 20 min, C, **VISUAL LEARNING**, 2010.  
Helps viewers learn why the body needs a wide range of nutrients to maintain itself. Nutrient types are illustrated through common examples of food. Special emphasis is placed on healthy eating habits. Includes on- screen quiz and vocabulary words. From the Amazing Human Body Series. (cc)  
1 HEALTH - GENERAL 2 HOME ECONOMICS 3 SCIENCE - NATURAL - HUMAN BODY  
DVD D1678 (1 copy)

**FOOD ADDITIVES**  
DVD, J-S, 24 min, C, **LEARNING SEED**, 2008.  
From the history behind preserving foods to new concepts in enriching foods, this program presents examples of the many additives that are used to flavor, color, and preserve so much of what we eat. Discusses which additives are healthy... which are not... and how we can make informed decisions about the food we eat. (cc)  
1 HEALTH - NUTRITION 2 HOME ECONOMICS  
DVD D1466 (1 copy)

**FOOD, HEALTH, AND EXERCISE**  
DVD, J-S, 24 min, C, **HUMAN RELATIONS MEDIA**, 2007.  
"Putting it All Together" - Follows a typical teen as he moves through his day of supersized fast food, a busy schedule, and little exercise. Contrasts this teen with the myriad of ways to improve our health including smaller portions, healthier foods, more exercise, dietary guidelines, and more. (cc)  
1 HEALTH - GENERAL 2 HEALTH - NUTRITION 3 PHYSICAL EDUCATION  
DVD D1527 (1 copy)

**FOOD SAFETY**  
DVD, J-S, 22 min, C, **LEARNING SEED**, 2007.  
The leading cause of food-borne illness is consumer ignorance. This program is preventive medicine -- helps viewers learn how to take simple ( but not always obvious) safeguards when storing and preparing food. (cc)  
1 HEALTH - NUTRITION 2 HOME ECONOMICS  
DVD D1316 (1 copy)

**FOOD SMARTS: MYPYRAMID FOR KIDS**  
DVD, P, 25 min, C, **DISCOVERY**, 2006.  
Join a group of campers as they discover the importance of eating right. Using the USDA MyPyramid food guidelines, they learn why some foods are better than others and why exercise is an important part of any healthful eating plan. Includes Spanish language track. (cc)

Each title you selected, along with the first date each will be available to ship by SIEC van to your school, will appear on the next screen.

Items are available for shipment on the Ship Date shown. Fill in the earliest date you would like to view the item and click **Submit**

**Resource Order Form**  
All items will be scheduled for: AMY GONNERMAN (10.10.2)

Order This	Title #	Title	Ship Date	View Date	Due Date	Earliest Use	Latest Use	Next Date	Length	Media	Extra Time
<input checked="" type="checkbox"/>	D1678	ESSENTIAL NUTRITION	27 Jul 11	27 Jul 11	28 Jul 11			<input type="checkbox"/>	20 min	DVD	NA
<input checked="" type="checkbox"/>	D1527	FOOD, HEALTH, AND EXERCISE	27 Jul 11	27 Jul 11	28 Jul 11			<input type="checkbox"/>	24 min	DVD	NA
<input checked="" type="checkbox"/>	D1315	HOW MUCH SHOULD I EAT?	27 Jul 11	27 Jul 11	28 Jul 11			<input type="checkbox"/>	21 min	DVD	NA

Submit

If you do not wish to order an item, **uncheck** the *Order This* column.  
Click **Submit** when ready to place your order.

Add additional catalog numbers here:

A confirmation will be sent to [agonnerm@siec.k12.in](mailto:agonnerm@siec.k12.in)  
View as [Catalog](#).

The due date will be two weeks after the ship date for each title you select (except when it schedules around a school holiday).

Another option for choosing a preferred date is to click on the blue calendar in each box.

You can adjust your preferred shipping date for each item by entering a new date in the Earliest Use box. One format you can use is month-day, such as 9-08 for September 8.

Another way to order items is to type order numbers in this box. You must include the complete title number (with a letter in front) such as V4397.

When you have entered your preferred dates, click “Submit” and learn if the titles will be available on the dates you selected. The new shipping and due dates will now be indicated. You can still clear titles from the form or make changes to the dates. Click “Submit” each time for an update. When you reach the point where you are satisfied with the order and no changes are made, click “Submit” again and the Final Resource Order will appear.

Click “Finish” to place your order or “Back” to go back and make changes. After you click “Finish,” you will see a Confirmed Orders screen. The items are now scheduled and you will receive a confirmation by email (if you provided an email address) or by SIEC van.

Items will be scheduled for: AMY GONNERMAN (10.10.2)

Final Resource Order Be sure to Finish!

Title #	Title	Ship Date	View Date	Due Date	Length	Media
D1678	ESSENTIAL NUTRITION	27 Jul 11	27 Jul 11	28 Jul 11	20 min	DVD
D1527	FOOD, HEALTH, AND EXERCISE	27 Jul 11	27 Jul 11	28 Jul 11	24 min	DVD
D1315	HOW MUCH SHOULD I EAT?	27 Jul 11	27 Jul 11	28 Jul 11	21 min	DVD

A confirmation will be sent to [agonnerm@siec.k12.in](mailto:agonnerm@siec.k12.in).

Instructions:  
The above list of titles will be reserved for you on the scheduled Ship Date for viewing on the View Date. Material should be returned, or be ready for pick up on the Due Date.  
If the messages "No Shipments" or "Not Available" appear instead of the shipping date, then the item will not be scheduled.

**Other options on the search screen:**

- \*Browse – This allows you to browse the SIEC Media Catalog in alphabetical order.
- \*On Order – This shows all items you have scheduled to be delivered.
- \*Past Orders – This shows items you have ordered previously (within the last year).
- \*When you are finished, close the scheduling system by clicking the “Close” tab in the upper right hand corner of the Search Screen or by clicking “Close” in the left hand column.

**Searching the Professional Video Library Catalog only:**

If you wish to search only the Professional Video Library (staff development videos/DVDs), click “Teacher Education” and “Adult Education” as the grade levels and “Videocassettes” and “DVDs” as the media types.

**If you have questions or need assistance, please contact:**

Southern Indiana Education Center  
 1102 Tree Lane Drive  
 Jasper, IN 47546  
 812 482-6641 (phone)  
 812 482-6652 (fax)  
[video@siec.k12.in.us](mailto:video@siec.k12.in.us)