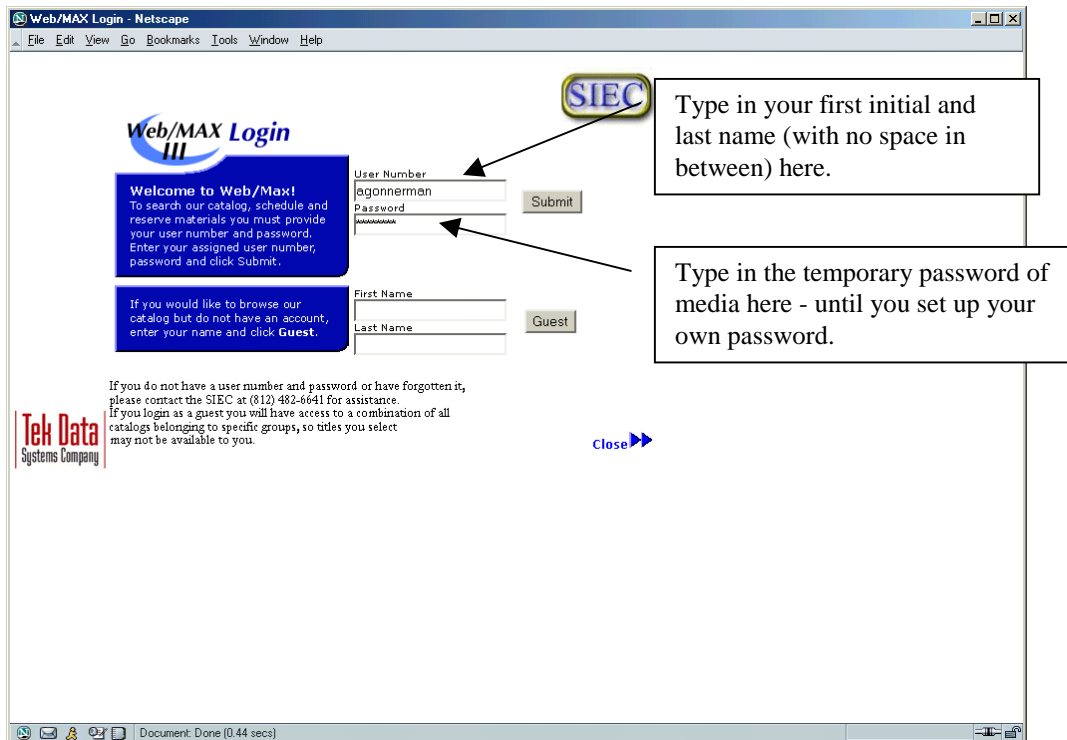


If you have ordered from the PVL previously, you have an account and can login. Please note that this will not be the same account or account number as you use when ordering items from your own ESC. After you click on: [PVL Catalog/Scheduling System](#) the screen below appears.

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.”



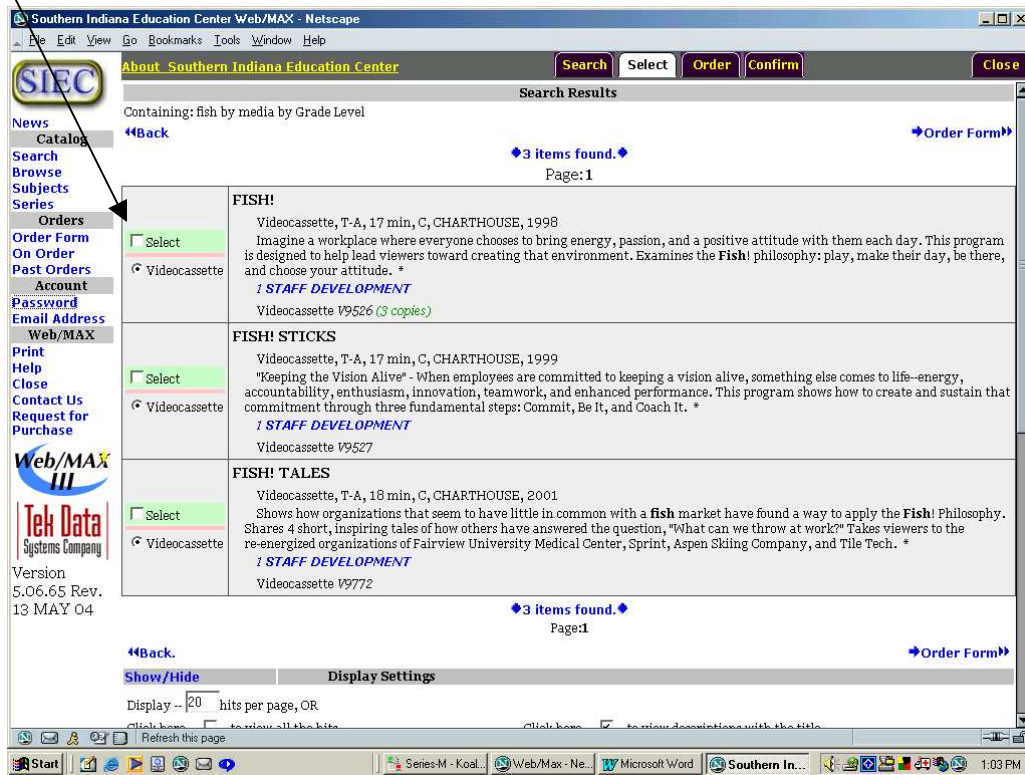
(If you have not ordered from the PVL previously, you will need to call 812 482-6641 or email video@siec.k12.in.us so that your name and corresponding school can be entered into the PVL scheduling system.)

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 on the screen.

You can now search the PVL 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 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 (or words) in the search box. You will sometimes find better results when you enter a portion of a word followed by an asterisk, so that you are searching for different word endings. An example is differentiat* for differentiation or differentiated or differentiating instruction. Since all PVL titles are staff development videos or DVDs designed for teachers and administrators, it is not necessary to select grade levels. Click “Go” to begin your search.

The search results will now appear. Click the select box in front of any items you might wish to order. Then click the “Order” tab at the top of the screen or “Order Form” on the right.



Each title you selected along with the first date each will be available to ship 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 **Next**

All items will be scheduled for: AMY GONNERMAN
Items scheduled for AMY GONNERMAN will be shipped to SOUTHERN IN. If this is not where material should be sent, please contact Southern Indiana for ordering.

The due date will be 15 school days after the ship date for each PVL title you select.

Another option is to click on the blue calendar in each box to select your preferred dates.

You can adjust your preferred shipping date by entering a new date in the Earliest Use box. One format you can use is month-day, such as 11-30. If you have a preferred “no later than” date, enter it in the Latest Use box.

You can also order items by typing order numbers in this box. (Each order number is a letter followed by four digits.)

Order This	Title #	Title	Ship Date	View Date	Due Date	Earliest Use	Latest Use	Next Date	Length	Media	Extra Time
<input checked="" type="checkbox"/>	V9526	FISH!	26 AUG 04	26 AUG 04	1 SEP 04				17 min	Videocassette	NA
<input checked="" type="checkbox"/>	V9772	FISH! TALES	10 SEP 04	10 SEP 04	16 SEP 04						

Enter additional title numbers to check here: _____

Click **Next** when ready to place your order.

If you do not wish to order an item, **uncheck** the **Order This** column.

Reset Form

are shown on this form. The earliest available date has already been filled in. The Ship and Due dates are correspond with your delivery schedule.

order the item. If you choose not to order an item, uncheck the **Order This** column. If you have a preferred “no later than” date, enter it in the Latest Use box. Dates are entered in the format MM-DD-YY. If you have a preferred “no later than” date, enter it in the Latest Use box. Dates are entered in the format MM-DD-YY. If you have a preferred “no later than” date, enter it in the Latest Use box.

If the shipping date is shown in red, the item cannot be shipped that date. The “No Ship” message means that no copies of the title are available for that date.

When you have entered your preferred dates, click “Next” 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 “Next” each time for an update. When you reach the point where you are satisfied with the order and no changes are made, click “Next” again and the Final Resource Order will appear.

The screenshot shows the Southern Indiana Education Center Web/MAX interface. At the top, there are navigation buttons: Search, Select, Order, Confirm, and Close. A message states: "These items are available for the dates shown. Review the entire order and then press Finish." Another message says: "Items will be scheduled for: AMY GONNERMAN. Items scheduled for AMY GONNERMAN will be shipped to SOUTHERN INDIANA EDUCATION CEN in Jasper, IN. If this is not where material should be sent, please contact Southern Indiana Education Center before order." The main heading is "Final Resource Order Be sure to Finish!". Below this are "Back" and "Click here to Finish" buttons. A table lists items:

Title #	Title	Ship Date	View Date	Due Date	Length	Media
V9526	FISH!	26 AUG 04	26 AUG 04	1 SEP 04	17 min	Videocassette
V9772	FISH! TALES	10 SEP 04	10 SEP 04	16 SEP 04	18 min	Videocassette

Below the table, there are "Back" and "Click here to Finish" buttons. A confirmation message says: "Your confirmation will be sent to agonnerm@siec.k12.in.us". At the bottom, there are logos for Web/MAX III and Tek Data Systems Company, along with the version number 5.06.65 Rev.

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 mail.

Special notes about online ordering:

- *You can order in advance, up to the end of the current school year.
- *To extend an item, you will need to contact the SIEC at 812 482-6641. This is not handled through online scheduling.

Details regarding the shipment of PVL videos/DVDs:

- *The items will be shipped via UPS to your school. The scheduling process allows 15 school days from the ship date to the due date.
- *Some videos/DVDs will have an accompanying manual.
- * Effective November 1, 2006, a UPS return label will accompany each shipment. The Indiana Association of Educational Service Centers will cover this return shipment cost.
- *A fee of \$5.00 per day may be charged to your school, however, for items not returned by the due date. Please call Peggy at (812) 482-6641 if you need to check on a possible extension. These videos and DVDs are loaned to schools throughout Indiana and are often scheduled back-to-back. Please be courteous and return the items promptly.

IAESC Professional Video Library

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