This tutorial will provide an overview of the following features available through Digital Tutors.

• To create a Digital Tutors Account go to page 2.

• If you already have an account, skip to page 3.
Creating a Digital Tutors Account

(if you already have an account, skip to page 3)

1. From any computer on or off campus, go to the Library’s website.
2. Look for Digital Tutors in the Online Resources and click on the link.
3. Under Don’t have an Account? click on Sign Up.

4. Enter your name and stu.aii.edu email address - do not use your gmail or yahoo address.
5. An email will be sent to you with your password.
6. Once you have created your account, log in from the Library’s webpage from on or off campus using your stu.aii.edu email address and password

Need help? Contact your local librarian.
From the main screen of **Digital Tutors**, click on the **Sign In** link.
After you have logged in to Digital Tutors with your stu.aii.edu email address and your password, click on Start Training.

If a seat is available, click on Start Training. If no seats are available, you will be placed in the Queue – a line for the next available seat for Digital Tutors.

Need help? Contact your local librarian.
Finding Tutorials: **Browse** available software tutorials on the left or **Search** for tutorials at the top of the screen.

After you select the content you want to watch; it will appear in the **Digital Tutors Video Player**.

Need help? Contact your local librarian.
Digital Tutors Video Player

Current Lesson
Photoshop CS6 for Beginners
Introduction and Project Overview

Playlists, Tags, Notes and Clips
Related Content to what you are viewing.

Pause and Play Video

Forward and Back Buttons

Play Head

Need help? Contact your local librarian.
Using the Video Player

• You can pause/play/ adjust the volume/ go to full screen on the bottom of the player.

• The forward and back buttons show the lessons in the course. The forward button will show the next lesson in the course and the back button will show the previous lesson.

• The current lesson will be displayed in the top bar when you scroll your mouse across the top.

• On the lower right side of the screen there is a Related Content Area: Digital Tutors will try to find related data in the video you are watching and display it there.

• The upper right side of the screen will show the Playlist, Tags, Notes and Clips.

Need help? Contact your local librarian.
Creating and Applying Tags

• Creating and applying tags is like folding a page in a printed book.

• It helps you to organize content, manage data and customize the experience.

• This tool is great if you want to come back to one moment in the video without re-watching the whole thing.
To Create a Tag

First, click on the Play Head to activate the tag option.

Then, click on the Tag option.

A Marker will appear wherever you Tag material.
Creating Notes for a Video

• If you want to write yourself a note or a reminder in the video, click on the Play Head and select Note.

• You can add a Note that is as long as a paragraph in length.

• You can view your Note from the My Content section of your Homepage or on the right side of the screen.
To Create a Note

First, click on the Play Head to activate the Note option.

Then, click on the Note option.

You can create a Note that is up to a paragraph in length.

Need help? Contact your local librarian.
Creating a Clip

• Speeds up work flow so that you do not need to re-watch an entire video again. You can just watch the part of the video you extract for later use.

• Highlights the content as a reference so that you can go back and watch the video.
To Create a **Clip**

First, click on the **Play Head** to activate the **Clip** option.

Then, click on the **Clip** option.

The **Clip** will allow you to save that section for later use.

Need help? Contact your local librarian.
Creating **Custom Playlists**

• You can create your own playlists in Digital Tutors for projects or for additional education on a software application

• You can create a playlist from a video you are watching or from the list of tutorials.
To Create a Playlist

First, click on the Add to... button.

Create a title for your Playlist and click the + button.

The video will be stored in the Playlist for later use.

Need help? Contact your local librarian.
To Choose Video Favorites

• If you are using Digital Tutors and something catches your eye and you want to go back to it later, use the Favorites system.

• Any video can be added to your Favorites folder so that you can come back to view it whenever you have the time.

• The Favorites folder is located in the same locations as the Playlist option.
To Choose Video Favorites

First, click on the Add to... button.

Click on the Favorites option.

The video will be stored in the Favorites folder for later viewing.

Need help? Contact your local librarian.
From the Homepage, browse tutorials, watch helpful videos to assist you in navigating through Digital Tutors, and get the My Content section.
Monitoring Your Viewing Progress

• When you are browsing and searching content in Digital Tutors you will see a circle with a pie chart.

• The pie chart will show you what percentage of that video has been viewed.

• As you watch a video the pie chart is updated.