

Landro[®]

PLAY ANALYZER



Personal Edition - 2010
Administrator's Guide

Landro Play Analyzer 2010 Administrator's Guide

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Overview

Landro play analyzer is, by nature, for the *personal* study of video: finding for yourself the lessons contained within video recordings of your performance, whether you share those findings with others or simply benefit on your own. That can be a totally sufficient use of Landro, and many Landro users have absolutely no need for this *Administrator's Guide*.

But Landro is not restricted to individual use. As with many other uses of computers, multiple people using Landro may benefit from doing so cooperatively. A school curriculum for practicing technique and studying video of these practices can be strengthened when the students are all using Landro for this purpose, according to standard ways of tagging plays consistent throughout the class. And a sports program can improve player study of their own and their opponents' techniques and tendencies, where the players are using the same tools and looking for the same things emphasized by the coaching staff. In either case, Landro becomes more effective when there is some consistency in how it is used, between multiple users and multiple computers.

It is for these group uses of Landro that this *Administrator's Guide* has been written. We'll discuss setting up the catalog system, with a bit more detail than the *User's Guide* or the online help contains. We'll discuss how catalog systems can be synchronized between computers. We'll discuss ways to share video between Landro users. And we'll also discuss how you manage the licenses for a large number of users and computers.

The Catalog System

The catalog system refers to a collection of information about how Landro expects you to tag and analyze plays. The most important part of this information is the set of *fields* that define how you catalog a play (or the entire video). The *User's Guide* contains a chapter on "The Catalog System" which presents a quick overview of how you set up fields, and how you can save and load the catalog system as a way of transferring this information to a different computer.

A single installation of Landro has one or more **profiles**. From the standpoint of someone using Landro, a profile is just a "way I use Landro," so that if the same computer is used for more than one type of video analysis (say, two unrelated sports), there is an easy way to pick which way Landro should work. Technically speaking, a profile is simply a named catalog system: when you change profiles, you are telling Landro to use a different catalog system until further notice.

This distinction is important to anyone administering a set of Landro computers: you will almost certainly have multiple profiles in your Landro Personal Edition play analyzer. When you are configuring your catalog system, you are only affecting the current profile, *not* the entire operation of Landro.

A catalog system consists of the following information:

- The template upon which the catalog system is based
- The set of all fields for plays
- The set of all fields for videos
- The remembered values for list and text fields
- Any play summaries defined for this catalog system

When you save or load a catalog system, all of that information is included; when you switch profiles, you are switching to a different set of all of that information.

A profile is all of the information in the catalog system, plus just a bit more:

- The name of the profile (for choosing which profile you want)
- The folder(s) where Landro stores video

These extra pieces of information are *not* saved with the catalog system. The folders are associated with a profile so that different uses of Landro can store video in different places, but since these folders are probably specific to the computer, it doesn't make sense to save them with a catalog system.

About templates

Landro includes a number of “templates,” each of which represents basically a “starting point” for setting up a catalog system. A catalog system must be based upon some template. Each template is a plug-in to Landro which provides these details:

- A list of standard play and video fields, and remembered values for list fields
- Possibly a Quick Entry tagging screen specific to the template
- Standard play summaries, if any
- “Saved searches:” any pre-defined results for the Analysis Center, in addition to the Automatic Analysis results
- Some visual elements of Landro (the background graphic, the icon to display while running, etc.)

Landro includes templates for several popular sports. For example, Landro has a well-defined template for football (the first sport for which the original Landro play analyzer hardware systems were sold) which defines common play situation fields for that sport, a Quick Entry tagging screen with shortcuts specific to football situations, and so on. The “General” template is used for video analysis that does not relate to sports, and is the most general-purpose starting point.

About fields

A field is simply a place-holder for information that *might* exist for a play or for a video. If you think of each play as some sort of “form,” with blanks to fill in different information, a field is one of those blanks. Landro offers you a place to provide information, which you may or may not actually use.

Landro has these fields defined for a play:

- Name (free text)
- Keywords (free text)
- Highlight (a yes-or-no choice)
- Start position (the elapsed time within the video where the play begins)
- End position (the elapsed time within the video where the play ends)

These pieces of information are built into the Landro software and are always present, regardless of the template or catalog system setup.

Landro has these fields defined for a video:

- Name (free text)
- Date (when the event or game occurred)

Like the built-in play fields, these two video fields are always present for any video.

Beyond these built-in fields, the template your catalog system uses defines other fields. These template fields cannot be edited or removed from the catalog system using that template. You *are* able to modify the choices for lists for *some* of these template fields; others have fixed lists specific to the sport.

You are free to define other fields of your own, beyond those built into Landro and those that come with the template. You create fields to contain information that you know you or your students will typically catalog.

To **create a new play field**, click “Edit Catalog System” on the Tools menu. On the dialog that appears, click the “Customize” tab. Select the “Catalog fields” choice and click “Configure.” Landro shows you a tree of all the fields set up in your catalog system. Select the “Play Fields” folder in the tree, then click the “Add...” button.

The field *must* have a name. This is both how the field is displayed (in the All Fields tagging screen, in Automatic Analysis, and so on) *and* how Landro internally distinguishes one field from another.

You also choose the *type* of field: that is, what sort of input it expects. The possible field types are:

- List of choices (you can choose an item from a list)
- List of players (you can choose a player from the team roster)
- Text (you can type whatever you like)
- Numeric (you can enter a number, within some range that you define)

The “list of players” type only applies to sports templates, and is not available in the General template.

For the list of choices, or the list of players, you can check the “Multiple selection” box to the right of the types. When this is checked, the list displays with checkboxes next to each item, and you can pick zero, one or many choices for the field. When the multiple selection box is not checked, you can only pick a single item from the list, so the choices are mutually exclusive.

The “list of choices” type has another checkbox to the right: “Edit while tagging.” This determines whether you want people to make up new choices of their own. If you are setting up a fixed set of choices specific to your curriculum or program, you leave that box unchecked, meaning that people can only use the choices set up within the catalog system. If you want people to have the freedom to add other values to this field, check the “edit while tagging” box. For a single-pick list, Landro will allow free typing in the field, and simply prompt whether the user wants to add that choice. For a multiple selection list, Landro will include a choice at the bottom to edit the list of choices.

(Within Landro Personal Edition, even if a field has “edit while tagging” cleared, someone can still go into editing the catalog system to add their own choices. However,

Landro Student Edition doesn't have that ability, so Student Edition users are bound by your decision of whether they can add choices.)

The same abilities to set up fields exist for the video itself; this is just another section of the tree of fields you can set up. The process is the same. Also, for sports video, there are two other, related sections in the tree: play fields per team and video fields per team. If you've already used Landro for sports video analysis, you'll have seen this distinction within the All Fields tagging screen. Fields per team appear twice: once applied to the focus team, and once applied to the opposing team.

You can **arrange the order of fields** for tagging. The dialog for configuring the catalog system includes "Move Up" and "Move Down" buttons that let you rearrange the order in which the fields appear. (Previous versions of Landro did not have this ability, and it was difficult to get fields to appear in a particular order.)

Keep your field names **short**. Resist the temptation to be overly descriptive with your field names, because longer names take up more space on the screen. Landro tries to fit the whole name, which may leave little or no room for the field value itself!

A field name must be **unique** within the section of the tree where it appears. That is, you cannot have two play fields both named "Type," although there is no problem with having a "Type" field for plays and a "Type" field for videos. However, this rule can pose a problem with keeping field names short. For example, suppose that you have two different main fields, and you want *each* of them to be followed by a related field which is a "modifier." You can't call both fields "Modifier" even though that would be the obvious way to label them. What you *can* do is *hide* part of the field name. If your field name includes a tilde character ("~"), Landro doesn't show that or any subsequent part of the name on the Tagging screen. So if you have a field named "Modifier~Concern" and a field named "Modifier~Diagnosis," both will display on the Tagging screen as "Modifier" but Landro can tell them apart. (Some of the template fields in sports also use this approach.)

About play summaries

A play summary is a **report**, a table of play information. It essentially contrasts the values in one play field with the values in another play field. Landro can optionally break the report into sections on the basis of the values in a third play field.

The *User's Guide* describes the Play Summary screen, and how you can create your own play summaries. You can also set up play summaries while editing the catalog system; this takes you to the same "Configure Play Summaries" window. Click "Add" to create a new play summary, or choose an existing play summary and click "Edit."

There's not much to these. You provide a name for the play summary, and then select the field that defines the rows and the field that defines the columns. If you want to break the report into sections, also select the field that defines the groups.

You have the option to include the play summary in the Analysis Center. Ordinarily you would check this box; leave it unchecked only if you consider the play summary to be a “special case” that isn’t typically used.

Loading and saving the catalog system

Landro Personal Edition provides a simple mechanism for saving and loading a catalog system. On the Tools menu, choose “Save Catalog System,” then provide a name for the file and a folder in which to save it. This stores the catalog system information described previously in a file with a “.catsys” extension. Move that file to another Landro computer, whether by network, removable drive or e-mail (the file is not large). On the other Landro computer, choose “Load Catalog System” from the Tools menu, then browse to the catalog system file. That computer’s current profile is updated according to the loaded catalog system, and Landro restarts.

This provides a simple means of transferring a catalog system from one computer to another. The next chapter, “Groups and Synchronization,” discusses a different, more automated way to have multiple Landro computers keep their catalog systems matched.

Note that when you load a catalog system file, you are essentially *replacing* the catalog system you had. If, instead, you want to *add* the catalog system without replacing the one(s) you have, then you need to first make a new profile, choosing the same template as was used on the catalog system you want to load, and switch to that profile. Then load the catalog system.

Catalog information in video files

When you tag plays and catalog them, Landro is maintaining a record of everything you have marked for that video file. The start and end of each play is recorded, and any fields for which you have provided some information are also recorded. This information is all stored within the video file itself.

This design means that any Landro video file is self-sufficient. That is, if you move just the video file (in most cases an industry-standard file such as .MP4 or .WMV), all of the plays and field values go with it. Another Landro computer can see all of your information, and perform the Automatic Analysis in the Analysis Center.

The video file does *not* contain, or depend upon, the catalog system. That is, if you have set up a catalog system on one Landro computer, and tagged a file with that catalog system, any other Landro computer knows every value for every field that you filled in. However, the other Landro computer does *not* know about any fields you didn’t fill in, nor does it know what other choices might be valid for a field. So, if you go into the Tagging screen with a video file tagged on a different catalog system, the fields your computer knows about are editable like normal, while fields your computer *doesn’t*

recognize are *displayed* but are not editable. Simply put, Landro doesn't know what those fields are expected to contain, so it doesn't let you change them.

The point here is that a computer that views Landro files does *not* need to have a matching catalog system in order to understand the files. In fact, the Landro Presenter companion product doesn't have any provision for loading or syncing a catalog system, and it still fully understands the files and performs Automatic Analysis for you. The catalog system is primarily to aid in tagging and cataloging; if you plan to do that on multiple computers, *then* you should share the catalog system.

The video file *does* know the template from which its catalog system started. Landro assumes that if you open a file edited using a different template, it probably doesn't make sense for you to edit it. For example, Landro set up for basketball is probably not the right profile for editing a video previously edited in Landro set up for football. So if the templates don't match (between your current profile and the video you are looking at), Landro doesn't allow you to do any cataloging at all. Also, for any video whose template doesn't match yours, Landro displays a label at the end of that line on the Videos screen identifying the template used in that video.

These restrictions are meant to keep you from accidentally mixing up the tagging of a video between different computers or different profiles. However, Landro allows you to deliberately change the remembered profile in a file. Select a file in the Videos screen; then, on the Tools menu, choose "Allow Edits." This causes Landro to reassign the video file to your current template, so that you are free to edit it. (There may still be unrecognized field values that carry over from the old catalog system, but these won't keep you from editing the values that *do* apply to your current catalog system.)

You can also save out a table of the field information in a file. Select a file in the Videos screen, then click on the "All Plays" line at the top of the Analysis Center. One of the menu choices is "Save Play Data;" this saves out the plays and their catalog data as a spreadsheet. (Actually you can save out play data for any combination of plays offered by the Analysis Center; choosing "All Plays" simply means you get everything within that file.)

Landro does not provide a way for you to rename a field in the catalog system. This may seem like an odd oversight; however, this is by design. Simply put, since the value is stored according to the field name, if you were to change the field name, any videos with existing values for that field would suddenly become unknown fields to Landro, able to be displayed but no longer edited. This is in fact what happens if you delete a field from your catalog system. The important fact to take from this is: if you are going to create a catalog system for widespread use, give some careful thought to your field setup before you share it. Sure, you can change the catalog system at any time, and the techniques in the next chapter make it easy to give everyone your updates... but when you take a field away, you are taking away everyone's ability to modify, or even remove, any field values they had set before.

Groups and Synchronization

The previous chapter talked about the catalog system, and the related concept of profiles. In this chapter we'll talk about Landro group codes, which provide a means of letting a number of related Landro computers keep catalog systems and profiles in common.

A group code is nothing more than a short identifier for some related Landro users. This is made up of no more than eight letters (typically a useful abbreviation of the school or group to which it applies), followed by four digits, such as "MYSCHOOL1234." If you purchased a Landro system package or a discounted quantity of Landro licenses, we assigned a group code to your school at the time of the purchase, and included that information in the e-mail that included your activation codes.

A group code is an *opportunity* to keep all the computers using that code in sync with a common set of profiles. You don't have to do this, of course; nobody with a single license for Landro would bother with this, and we don't even issue group codes with single purchases because there's no point.

In this chapter we're going to use an example to help explain group codes and synchronization. In this example, *you* are the administrator of the MYSCHOOL1234 group code. In your school, Example University, Landro is used as part of the curriculum in the Juggling class and also in the Knife Throwing class, in both cases to study technique from video. Generally speaking, there isn't much overlap between people in the Juggling class and people in the Knife Throwing class, and each class has different things they are looking for while studying video.

Now, if only one Landro computer were being used for these tasks, you might reasonably assume that you should create both a Juggling profile and a Knife Throwing profile, to keep these tagging situations distinct. So far, so good. But your school has half a dozen lab computers running Landro Personal Edition, and there are dozens of student computers with Landro Student Edition... and now you have a problem. Because to get the catalog system to everyone, you need to save out a Juggling catalog system file and save out a Knife Throwing catalog system file, and then get those files loaded onto every lab computer (creating the two profiles and loading the saved .catsys files into each as appropriate), *plus* get either or both file to every student computer and support them through the creation of profiles and the installation of the file. And then when the curriculum for either class changes and the catalog system is updated, you suddenly have to do it again. And that's not even counting the challenges any time a new student enters the program with a new computer, or a computer has Landro reinstalled after repairs. With all of this work to do, Landro suddenly does *not* look easy from your standpoint!

Well, this is what group codes are all about. Basically, we're going to set things up so that any computer that installed Landro with the MYSCHOOL1234 group code

automatically gets both the Juggling and Knife Throwing profiles, without you having to manage it... and if you update one of those profiles, all the computers will also get the update.

Working with group codes

First, you need to have a group code. Again, if you bought Landro in a package we already assigned a group code to you. If you don't have one, or don't want to use the one we gave you, you can make another.

Group codes are stored on the Internet. You access your group code(s) through the Landro web site. In your web browser, go to the Landro web site at <http://www.landro.com> and click on the "Sign In" link in the upper right corner. You sign in using your e-mail address, and a password you created. To use a group code we assigned, you need to sign in using the same e-mail address to which the licenses were originally sent when you purchased Landro. If you have not yet selected a password for accessing Landro with your e-mail address, Landro asks you to choose a password.

Once you are signed into the Landro web site, several pieces of account information are displayed: whatever personal information we have for you, any Landro products you own (that we have associated with that e-mail address), your e-mail subscription choices, and so on. At the bottom of this list is a mention of whether you are part of any groups, and a link to "manage groups." Click this link.

The Landro web site then lists any groups with which your e-mail address is associated. (You may not be part of any groups, especially if you are using an e-mail address we didn't previously know about.) There is also a link to "Create a new group." If you want a new group code, use that link; Landro will ask you for a name for the group (such as "Example University" in our example) and an abbreviation of no more than eight letters. (Landro randomly assigns the number portion of the group code.) If you create a new group code, then it will be added to the list of groups on this page.

In our example, you would click on the "MYSCHOOL1234" group.

There's not a lot you can *do* with a group, besides change the name if you like. The important part of the group is that it can contain profiles that you want to sync with all computers in the group.

Profiles in groups

In our example, you want there to be a "Juggling" profile, and also a "Knife Throwing" profile, both automatically shared with any computers associated with this group. The first thing to do is create each catalog system.

Start by making a profile on your Landro Personal Edition with a name like "Juggling test." We suggest including something like "test" in the name because it's the profile where you *work on* the catalog system, a distinction that will make more sense shortly.

Either create a new profile, or edit your existing profile, to have such a name. (The “Juggling test” profile would be based upon the General template.) Set up your catalog system with whatever fields and values are useful for the Juggling class curriculum. Save the catalog system to a .catsys file as described in the previous chapter.

Now, go back to the Landro web site, sign in and go to your group code. You want to have a Juggling profile in that group code. If you just *created* the group code, the page will say “Profiles: 0” and you’ll need to create one. However, if we assigned the group code when you bought Landro, the page *may* say “Profiles: 1” and list a standard profile (perhaps “(General),” meaning an unnamed profile for the General template), and you would need to edit it.

In either event, whether you create it or edit it, you want MYSCHOOL1234 to have a profile named “Juggling” that uses the General template. Type in the name, make sure the template is correct, and click the “Save Changes” button.

At this point, the Internet already knows that you want everyone in the MYSCHOOL1234 group to have a profile named “Juggling.” In fact, if a second later some computer started up Landro with that group code, Landro would immediately download this information and make sure that such a profile exists. (There’s more about this in the next section.)

But you don’t just want the profile to exist, you want it to match your saved catalog system. So the next step is to go edit the Juggling profile in MYSCHOOL1234 again. This time, on the line that says “Catalog system file,” pick the name of your .catsys file (the Browse button makes it easier to find, although you could type the full path to the file yourself). Click the “Upload” button to transfer your catalog system file into the Juggling profile.

At this point, the Internet not only knows that everyone in MYSCHOOL1234 is to have a profile named “Juggling,” but also knows the entire catalog system that is to go with that profile. The next time a computer starts up Landro with that group code, it will immediately download the catalog system along with the profile.

And of course, in our example, we want to do the same thing for the Knife Throwing class. Create a “Knife Throwing test” profile on your Landro Personal Edition computer, set up the catalog system, save it to a .catsys file, go to the MYSCHOOL1234 group on the Landro web site, create a new profile named “Knife Throwing” using the General template, then edit it to upload the .catsys file.

Synchronized profiles

What you have done by these steps is created the knowledge within the Internet of two profiles, and their catalog systems, for the MYSCHOOL1234 group code.

Every time Landro starts up, it checks in with the Internet, to see if there are any automatic software updates needed, and also to see if there are any new profiles or catalog systems needed.

When Landro Personal Edition or Landro Student Edition was installed, the setup process asked for a group code. If MYSCHOOL1234 was used at that time, then that Landro already knows that it is a part of that group. Beyond that, you can always add another group code if you need to: on the Tools menu, choose “Group Codes,” a simple window where you can add (or, if you like, remove) a group code. That is, if you created a new group code of your own, you’ll need to tell people to add it to their Landro in order to be a part of that group.

So, between the initial install and any manual additions of group codes, Landro knows what groups it “belongs to.” When Landro checks with the Internet, it automatically finds out if there are new profiles or catalog system updates that it needs for its groups. Landro downloads and sets up this information silently (unless it happens that there is an update to the catalog system for the profile that you are currently using, in which case Landro has to restart).

The profiles downloaded from the Internet look and behave just like profiles you created yourself, with one minor exception: the group name is built into the profile name. So, the computer that has synced to MYSCHOOL1234 would have a profile named “Juggling - Example University” and a profile named “Knife Throwing - Example University.”

Now, assuming that the computer where you originally set up the profiles is also part of the MYSCHOOL1234 group, it too will receive these new profiles the next time Landro starts. Which means you would end up with these *four* profiles:

- Juggling - Example University
- Juggling test
- Knife Throwing - Example University
- Knife Throwing test

The profiles ending in “test” are, of course, the ones we created, while the ones ending in “Example University” are the synced profiles from the Internet.

Now, this would seem a bit redundant, since at the moment the two Juggling profiles are identical, and the two Knife Throwing profiles are also identical. But what this does is allow you to work on further updates to either profile, using the “test” versions, *before* you are ready to share those updates with the rest of the group. In the previous chapter we mentioned some problems with changing and removing fields after you’ve defined them. So when you are working on changes, it is probably best to be able to “play with” a profile and see how you like the changes, yet still be able to switch over to the “official” version of the profile any time you need to do work within the catalog system that everyone else has.

If you don't want or need the repeats, delete the profiles you created. (Don't delete the profiles that came from syncing with the Internet. You *can*, of course, but as long as those profiles are on the Internet, next time you restart Landro they will come right back.)

Sharing Video

If you are managing a number of people using Landro, one of the issues that you'll probably need to consider is how they share video. We're not talking here about the "Share" feature within Landro, which is really mostly about *converting* selected plays or video into some form more convenient for giving to someone else. Rather, we're talking about how one Landro user gives video to another user.

This chapter presents a number of approaches; the best method(s) depend upon the particular needs and capabilities of your school.

Transfers via USB sticks

The method we've been recommending for longest with Landro is to use a USB stick or a USB hard drive as a temporary location for video being moved between computers.

In this model, video files typically live on the hard drive of each Landro computer, where they are used most often. This works well for Landro Student Edition, where the primary user of the video is the primary or only user of the computer. In those cases where the video file needs to go to someone else, it is copied onto a USB drive, and that drive is moved to the other computer.

The simplest way to do this is to use the "Copy Video" function within Landro. With the USB drive connected to your computer, select the video to be copied in the Videos screen. From the menu, choose "Copy Video" (or press Ctrl+C). Landro prompts for where you want the copy to go; choose the "External drive" option and select the appropriate drive (if there is more than one choice). Landro transfers the selected file to the USB drive, storing it automatically within a "Landro Videos" folder on that drive. When the copy is complete, use the Windows mechanism for safely removing the drive, then plug the USB drive into the other Landro computer.

If the second computer was running Landro when you plug in the USB drive, it will ask you about this action: you could view the video(s), or you could copy the video(s) to that Landro computer. If you only want to briefly watch the video, *and* the USB drive is fast enough, the first choice is good, and Landro will show the available video(s) on the Videos screen. But if you want the second computer to retain the file (or if the USB drive is not fast enough for smooth playback), choose to copy the file(s) into Landro. (Landro will next ask where the video(s) should go, defaulting to your usual video file location.)

Note that this automatic behavior depends upon the video files being in a "Landro Videos" folder on the external drive. If you simply transferred the videos into a different folder or the root of the drive (say, using Windows Explorer), Landro won't automatically offer to do anything. However, you can still manually open a file on an external drive. From the File menu choose "Open" (or press Ctrl+O) and browse to the

file you want; Landro will ask whether you want to copy the file in to your normal file locations, or play it where you found it.

Keeping files on USB sticks

A variation on the previous approach is where an external drive (USB stick or USB hard drive) is the *normal* place where video files live. That is, video files don't typically reside on the computer's hard drive at all, and the drive containing files is handed around as needed. This is one approach for a "lab computer" where different users work on the same computer but have no need (or perhaps no right) to see each others' videos.

The only tricky thing about this approach is that when importing (or recording) video, the external drive has to be connected to the Landro computer, and you have to manually choose the external drive as the place where you want the import (or recording) to go. But Landro not only displays options when you plug in an external drive, as mentioned in the previous approach, but you can also pick an external drive at any time from the folder list on the Videos screen as a place to select video. (You don't have to use "Set up folders" for this to be true; Landro automatically adds external drives with a "Landro Videos" folder to the list of folder choices.)

Reaching across a network

One approach to accessing videos from another computer is to use a network, where the computer containing the videos is set up with a "share" that allows its files, in specified folders, to be readable across a local network.

In this approach, when you want to access a file from another user, you use the "Open" command on the File menu (or Ctrl+O) and browse to the network location where the file lives on the other computer. As always, Landro asks whether you want to copy the file or play it where it is. Playing a file across a network is usually a bad idea unless you have a nice fast network connection (ideally *not* wireless).

Unlike previous versions, Landro 2010 takes steps to safely lock files on a network against concurrent alterations. That is, if someone is tagging a video, another user on a network will not be able to begin tagging the same video. (The second user is, however, still able to *view* the video being used.)

Do not use the approach of sharing Landro videos across a network unless you want people on the network to freely see each others' videos. That is, if confidentiality is any part of your management concerns, then this is *not* the way to go. Further, make sure that the shares set up for this purpose only allow *reading* files, not writing; a writeable share is unnecessary if you're just viewing and copying, and it presents a security vulnerability for the computer if arbitrary computers (possibly containing a computer virus!) are free to modify files.

Network folders

Since you can set up your own choice of folders where Landro stores (and looks for) video, you have the ability to make a network location be a “standard place” for Landro... or even *the* preferred location.

In this approach, you might have a departmental or school file server set up with a share for “dropping off” videos for someone else (say, where students put video they want their instructor to review). In the folder pick list on the Videos screen, choose “Set up folders” and add a new folder using the network path to this share. (Network paths take the form “\\servername\sharename,” possibly with additional folders following the share name.)

As noted for the previous method, networks are not always a good way to watch video, because of speed issues. (Most networks don’t reliably run anywhere near their rated speed, because traffic from other users can reduce the speed. This is especially true with wireless network connections.) For this reason Landro includes an option for folder setup for slow connections. If you check the “slow connection” box on a folder setup, Landro will still list the videos when you choose that location, still perform Automatic Analysis on the play data, list the folder as a copy destination and so forth, but will *not* preview, play or tag video in that location (or allow you to record to it). That is, Landro treats the folder *only* as a drop-off; to do any work with the file, you need to transfer it to another folder that *isn’t* a slow connection. (Which Landro offers to do.)

Of course, if you have a high-speed wired network that doesn’t bog down with traffic, then there is no problem with a network folder being used for playback as well. Just recognize that this *may* be a problem, and we can’t support performance issues when you are using a network location for playback.

Network drives per user

If your network can handle video transfers despite traffic, and if your network includes school-defined user accounts and access policies, then one transfer option is to set up network storage for specific user accounts, then set up the login policies for that user account to map a drive letter to their specific network storage location, and set up a Landro folder to use that drive letter.

Suppose that a school has set up such a share per user in a department. User account JSMITH has a private network storage location in \\TRAINING\VIDEOS\JSMITH, while other users have similar locations. The JSMITH login on school lab computers maps drive letter U: to \\TRAINING\VIDEOS\JSMITH, while mapping drive U: to other users’ locations as appropriate. Knowing this, you could set up Landro to use drive U: as the first (preferred) folder location. Each different user login would use the same drive letter to reach a different, user-specific storage location.

This approach requires more Windows administration to accomplish, but allows a shared “lab computer” to be used by different people while never providing any user with unauthorized access to the videos of someone else.

Meanwhile, if an instructor is authorized to see *any* student’s video within that department, the instructor’s computer might be configured with a Landro folder that points to \\TRAINING\VIDEOS and includes sub-folders, which would immediately provide the instructor with access to any student’s videos simply by choosing a folder from the pick list.

These suggestions are by no means exhaustive; rather, it is our intent to provide suggestions of how videos can be shared within Landro, so you can make the choices best for your school or facility.

We can tell you one approach to *not* bother trying, though: e-mail. Video files are much too large to work well as e-mail attachments, it’s very slow, and most mail systems will disallow attachments above certain size limits (which game or session video can easily exceed).

Managing Licenses

If your school has purchased a number of copies of Landro Personal Edition, Landro Student Edition and/or Landro Presenter, or students at your school have purchased Landro Student Edition copies associated with your school group code, it can be hard to keep track of everything.

The Landro web site provides the tools to help you manage this. Sign in with your e-mail address through which the Landro licenses were originally purchased, and in the account information page, click on "View Landro products." This page presents a list of the products and their activation codes.

Where applicable, the products page also includes "Download" buttons to retrieve the download file for a particular product. If you want to do the download on a different computer, you can simply copy and paste the link associated with the button; you *don't* need to be signed into the Landro web site or be on a particular computer to use these links.

Further, each activation code shows whether it is "available" or "in use." Each Landro license can only be used on a single computer, and once it is installed it shows as "in use" until it is uninstalled. (Once uninstalled, the license can then be used to install on a different computer.) If you bought several licenses, this screen tells you at a glance which codes are still available to be installed.

When a license is in use, it may also display a brief line about *who* used that license last, and when. As part of the "check in" Landro does with the Internet to find out whether there are version updates or group code sync changes, Landro also saves the user login and the computer name to the Internet. This is what is being displayed here; this information should help you to identify which particular computer and/or user has a particular license in use.