Open Planet

How to use the Open Planet library

A guide for students and young people

About Open Planet

Open Planet is unlocking the power of storytelling by enabling everyone, everywhere, access to world-class, scientifically accurate footage of our changing planet. Its library features thousands of clips, freely available for use in creative visual content, such as short films, educational resources and digital content.

Open Planet is working with a network of visionary collaborators including students and young people from across the world who are using the library to share new stories, from new perspectives, to inspire change and optimism. Discover more about Open Planet here.

Contents

Please note: If you are an educator, there is a guide to accompany this resource on page 7.

Getting started

Reminder: You will need a laptop or desktop device with internet connection to use the Open Planet library.

Before you start using the library, take some time to think about what kind of film you want to make and the story you want to tell. Discussing your ideas with others can help to identify how you might approach the story.

- You might, for example, want to create a film talking about how climate change is affecting your community, using your own footage as well as footage from Open Planet to show and describe some of the impacts and solutions.
- Or you might want to share the story of how you and other people in your community (such as your school or university) are taking action to restore nature and wildlife.

To get started with planning your film, you can use our simple storyboard template in this guide. A storyboard is a helpful tool that some filmmakers use at the start of their creative process – it helps you to think about the shots you might want in your film, and other key elements that you might need, such as scripts or music.

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How to use the Open Planet library

This guide has been created to help you to use Open Planet to create your own film and share your story. Below we've provided some simple steps to get you started.

> To start using Open Planet, go to **www.openplanet.org**

Why sign up to Open Planet? While you do not need an account to browse the library, signing up to Open Planet for free will allow you to download footage and create and share your own collections.

As part of this guide, we've also created some useful resources to help you to create your film.

Film Checklist   **Storyboard Worksheet**

1) Sign up (new user)

- When you arrive on the Open Planet homepage, click on the button in the top right. A menu will appear with a button reading 'Log in / Sign up'. Alternatively, click the person icon top left of the homepage to find this.
- Click this button and a form will pop out. If you already have an account, you can enter your details to log in. If you are new to Open Planet, **click 'Sign up'**.
- **Complete the short sign-up form** with your details.

> **Please note:** If you are under the age of 14 years old, please check with your teacher, parent or guardian before signing up to make sure they are happy for you to use the site. You will need to confirm this as part of the sign up process.

- Once you have completed both steps of the short form, **click 'Sign up'**. You will then receive an email asking you to verify your account. **Click the button in the email to confirm your registration.**

> **Welcome to Open Planet!** After verifying your email address, you'll be a registered user of Open Planet, and will have full access to our library.

2) Log in (returning user)

To log into an existing account, click on the menu button in the top right, and then click on the 'Log In / Sign Up' button. You can also click the person icon top left of the homepage as above. Enter your details to log in.

> **Forgotten your password?** Click the 'Forgot password' link on the 'Log In' page to reset it. You can reset your password at any time.

3) Explore

- You can discover our featured **content collections**, which focus on different themes and stories about our planet, and include selections of footage from across the library for inspiration.
- Alternatively, use the search bar on the <u>homepage</u> or click on the search icon (a magnifying glass) in the top left. There is also a 'start your search bar' at the bottom of most pages. You can search by keywords, such as:
  - **Theme or issue** e.g. 'Climate' or 'Weather' or 'flooding'
  - **Country or area** e.g. 'India' or 'Brazil' or 'the Amazon'
  - **Habitat** e.g. 'forests' or 'oceans'
- You can keep adding keywords in the search bar when in browse to further refine your search.
- You can also use our helpful search filters when viewing the library. First click 'browse / search' from the main menu, then use the filter menu which hovers in the bottom centre of your screen.
- If you would like to **preview a piece of footage**, you can hover over it.
- You can also **click on a clip to watch in full and find out further information** about it. Information about each clip in the library is helpfully organised in tabs to make it easy to find what you need.

> **Looking for inspiration?** <u>Explore examples for how Open Planet footage has been used in films and other content</u>.

4) Collections

- As you explore Open Planet, you can start to **create a 'Collection'** by simply selecting a clip and clicking the heart icon to 'add to collection'. This is a helpful way to bring together any clips that you might want to use in the same film, so you can find them quickly later on. You can also name your collections, for instance by the name of the project or film you are working on.

- You can find your collections at any point in your account, by selecting on the 'Collections' tab from your account menu on the left hand side.

5) Downloads

- **As you explore the library, you can download single clips or full collections of footage to use.**
  - For collections, as above you can view and download your collections by visiting your account. On the left hand side on the account page, you will see a menu – select 'collections' from this menu to see all of your collections.
  - Choose the collection you would like to download, and click on the button that says 'Download this collection'.
  - For single clips, you can download clips as you explore the library – hover over an asset and you will see three buttons appear. Choose the first button with the downward arrow to download.

  When you have clicked to download footage or a collection, an 'Order Summary' page will appear..
  - **Select the format** you would like for each piece of footage, and your **intended use**. If you would like to apply the same format and intended use to all, use the dropdowns at the top of the page to apply to all.

  - On the next page, you will need to accept our terms of use for Open Planet – please read these carefully. Once confirmed, you will reach a 'Success' page and be able to download your files through your account.

> **You are now ready to start creating your film!** Thank you for using the Open Planet library to tell your story. We would love to hear how you are using the library – please <u>get in touch</u> to let us know!

Creating your film

With your footage ready, and your storyboard prepared, it is time to get started with creating your film!

There are many different ways to approach creating a film – below we've suggested some ideas for getting started, but you might want to use a different process to tell your story. **If at any point you are unsure or have questions, check with your teacher or youth leader.**

Reminder: Keep saving your work! Some software will automatically save your film as you progress, but some may not. Make sure to double check you are saving your film file so you don't lose your work and have to start from scratch.

Your film checklist

☐ **Find your software.** Your laptop might already have some software you could use to edit your video installed by your school (for example iMovie). If not, there are many free tools available that can help you – like Miro or Vimeo. Most tools have a quick tutorial to get you started with basic editing if you haven't used it before.

☐ **Decide on the order of your footage.** This can always change as you go, but it is helpful to start with a structure. Import or add the Open Planet footage into your software, and you will be able to start ordering the footage.

☐ **Edit your footage.** You might want to 'trim' certain clips down to reduce their length, or use some of the other tools available through your software to edit the flow of your film. This is where your story will start to come to life – you can make decisions in the editing stage to change the flow and look of your film.

☐ **Add your audio.** You might have audio from the clips already (for example background noise or sounds from the footage). If this isn't a crucial part of your story, you will be able to remove the audio from the footage, or reduce the noise of it using your software. You can add other audio to tell your story, like a voiceover (for example if you are using a script) or music.

☐ **Add subtitles or text.** If you want to add subtitles or text to your video – your software or tool should have the option for this. You might want to add this instead of music or a voiceover, or you could add both.

☐ **Credits.** When you watch a film, at the end there is often a section for credits where a list of names of people and organisations who've been involved in the film are shown. Your credits could be a simple black or white background that you add text to with this information.

Reminder: You should credit Open Planet and the author/s of the footage you use in your film.
- You can credit Open Planet by saying 'All images are freely available at OpenPlanet.org'. If you are restricted on space, at minimum please reference OpenPlanet.org as a source.
- You can find the crediting information about the author/s by clicking on each piece of footage and looking under the 'Information' section.

☐ **Share your film.**
- If you are a student at a school or university, you could organise a movie night with your institution to show the film you have made. If you are part of a youth network, you might want to show your film in an upcoming meeting or event.
- If your institution or network has a YouTube or Instagram channel, or a website, you might want to share your film there.

Thank you for using Open Planet to share your story! We would love to know how you are using the library for impact please get in touch with the team at **enquiries@openplanet.org**.

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Create your own storyboard
A worksheet for students and young people

This worksheet will guide you through the process of creating a storyboard for your film. We've suggested using 10 footage clips here, but you might want to include more or less than this. Use this resource to get creative and start exploring how you want to tell your story.

Reminder: Your film may change as you start to create it! This worksheet will be a helpful starting point for you, but don't worry if your final film is a bit different.

Directions Questions and prompts to get you started.	Visuals What do you want to show here? In this column you can draw or describe what footage you would like to use.	Text / Script In this column, you can write down any text you might want on screen, and / or create a script for a voiceover.
Starting your film How do you want to start your film? You might want a powerful opening shot, or text-on screen with your film title.		
Set the scene Now it's time to start telling your story. You might want to provide some key information to start off, such as describing your community or the topic of your film.		

Dive deeper
Now you've set the scene, you can dive deeper into your story. For example, you might want to share how climate change is having an impact on your community.

Share final thoughts
Now you've set the scene, you can dive deeper into your story. For example, you might want to share how climate change is having an impact on your community.

Ending your film
You might want to end your film with your favourite piece of footage, or add credits on the screen for those who were involved (such as members of your community)

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A guide for educators and facilitators

About Open Planet

Open Planet is an online library of footage about our changing planet, covering a wide range of environmental issues, impacts and solutions from across the world. The library allows everyone, everywhere, to be able to tell stories that will raise awareness of the major challenges and solutions, and can help inspire action.

Open Planet works with filmmakers, scientists and other experts to make sure our library includes high quality footage and reflects diverse stories from many different countries.

Getting started

This guide has been developed to provide educators with information and materials to support young people to create their own film using Open Planet footage. This resource can be used alongside the guide for youth.

If you need support, or have technical questions related to Open Planet at any stage, you can reach out to enquiries@openplanet.org for help.

Looking for inspiration? Find exciting examples of how Open Planet footage has been used in a variety of content through our Inspiration page.

Activity 1: Storyboarding

Before your group start to use Open Planet, you could run a storyboarding activity which introduces them to the idea of planning a film, and provides time for reflection on the story they want to tell.

Storyboards are used by filmmakers to plan out the shots they want to use for films, and establish other things like use of music or audio. The storyboard worksheet explains the process of planning a film for young people. They could discuss their ideas and work through the storyboard together in groups of 2-4.

You can find a **Storyboard Worksheet** in the youth guide, which offers a template for your group to get started.

Activity 2: How to use the Open Planet library

This activity will allow time for your group to explore and use Open Planet. Ahead of this activity, it might be helpful to familiarise yourself with Open Planet, so that you can demonstrate how to use the library. We've provided a step-by-step process for using Open Planet in the youth guide that you can follow.

To start using Open Planet, visit **www.openplanet.org.**

Activity 3: Creating your film

Now that your group has collected the footage from Open Planet, this activity will guide them through creating their own film. If your organisation or institution has specific tools or software available (for example iMovie or Clipchamp) you could suggest using this software. Alternatively, there are free tools available online to edit videos – like Vimeo or Miro. Your group might need to register in order to access these tools – or you could create an account for the whole group or institution to use.

Reminder: We've included a checklist in the youth guide to help provide the steps for producing their film, and a note on the dos and don'ts for using the library.

Activity 4: Sharing your film

You might want to run a short activity with the group to discuss how they will use and share their films. You could ask them to discuss ideas in groups, and come together to present their thoughts, or encourage a wider group discussion.

There are different ways you might want to showcase the films made by your group – if your institution or network has a website they could be shared there, or on social media including YouTube.

You could even suggest hosting a movie night or event to bring your wider community together to see the films and spark discussion.

Reminder: Open Planet footage cannot be used for commercial purposes, so it would not be possible to collect donations or charge entry for any event at your school where Open Planet footage is shown.

While using this guide, there are a number of helpful resources included in the youth guide – including a checklist, storyboard worksheet and useful guidance. These could be used as a template or springboard for your activities.

If you have questions, or need technical support with the site at any point throughout the process, please do reach out to the team for help at enquiries@openplanet.org.

Thank you for using Open Planet, and helping the next generation to share their stories.

It's never been more crucial to share new stories about our changing planet.

By using this guide, you're helping to educate the next generation of changemakers about the planetary emergency and empower them to create change.

We'd love to know how you are using Open Planet! You can reach out to the team at enquiries@openplanet.org to let us know.

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