

Embedding Media

Any embedded media that you wish to display on your website must first be uploaded to a File Manager area. *The File Manager (Documents) area can be found in a Teacher's Section, Sports Section, Fine Arts Section, Clubs and Organizations, Community Service, Library, Guidance areas.*

Step One: Uploading File to the File Manager

Follow these steps in File Manager Area:

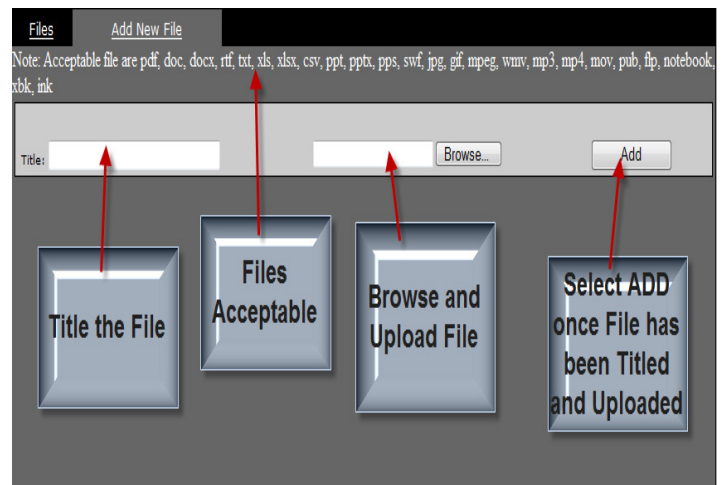
Add a New Category

Name the category- Select Next

Select Add New File (*Note: Here is where you can upload your video/movie files.*)

Title the file and then browse and upload file- Select ADD

(Note: In this area, you will notice the various types of files acceptable for upload.)



After file has been uploaded, you will notice at the top of the box two selections:

Edit Category and Files

Select Files. (*This will show you a list of all files uploaded to that category.*)



Step Two: Copying File Address (URL)

Find the file that you wish to insert into the text editor area.
Do not open it, but rather follow these steps:

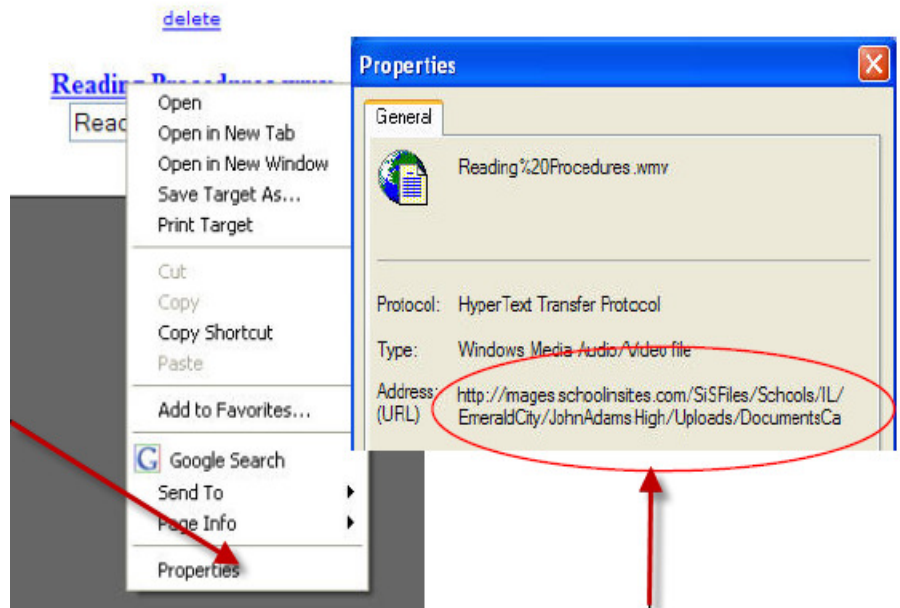
Right click on Name of File

Select Properties

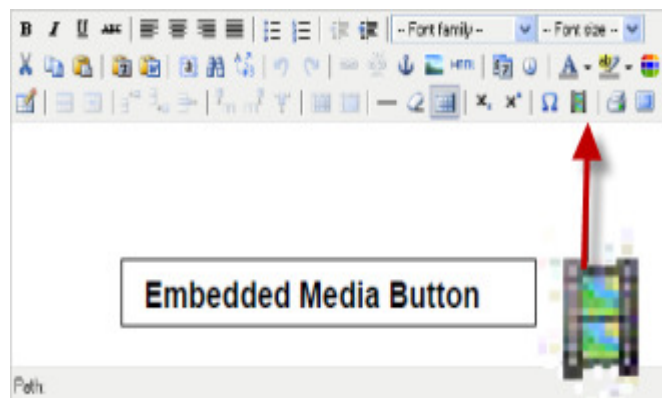
Copy the Address (URL)
(Note: This will be a long URL address, so be sure to copy entire URL.)

Click OK

You can now close out of File Manager



To display your media on the site, it can be added to any area where there is a text editor.
In the text editor, you will notice a 'film-strip' on the last row of the text editor menu.



Step Three: Embedding Media Into Text Editor

Follow these steps to insert the embedded Media:

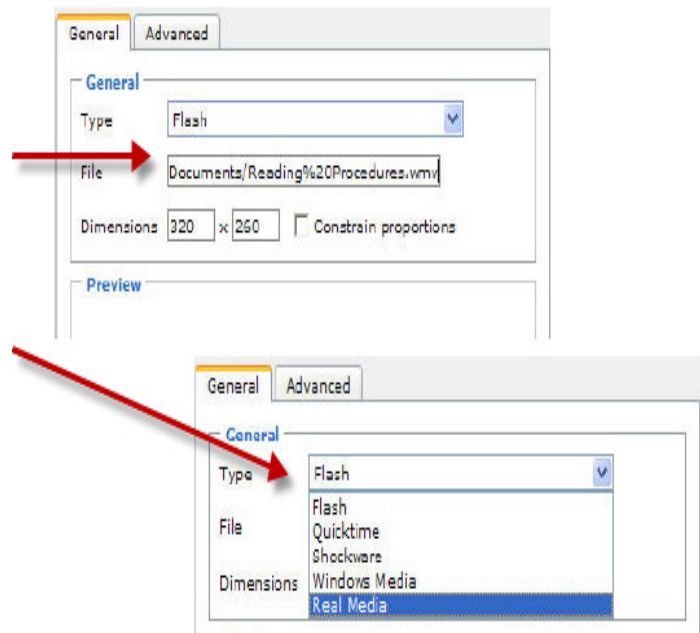
Select Insert/Edit Embedded Media option

In Pop-up box, select "Type" from drop down options

Remaining in Pop-up box, Paste URL that you copied from File Manager area in the next option called "File".

Set dimensions if desired, Media file should be displaying in the Preview box

Select Insert



You will now notice a 'yellow colored box' in your text editor area.

If you are finished in the text editor, you will now choose "Update" or "Save" in the area you are in.

When you go to your actual website, remember you may have to hit Ctrl F5 or Refresh before you see the media file playing on the website.