

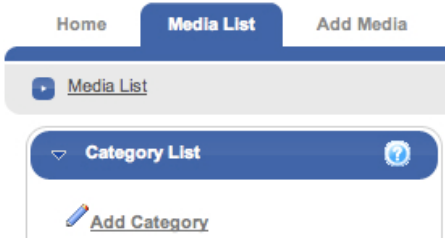
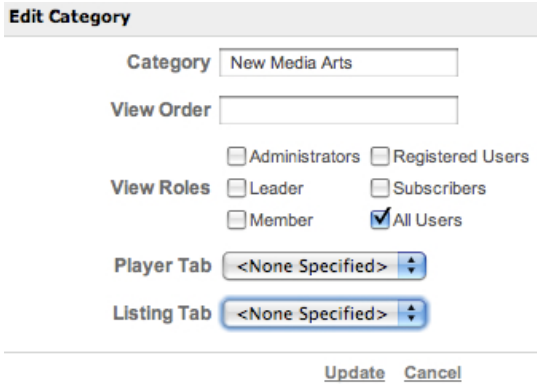

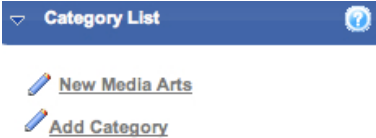
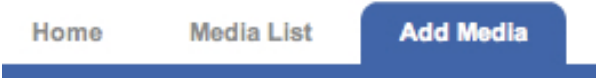
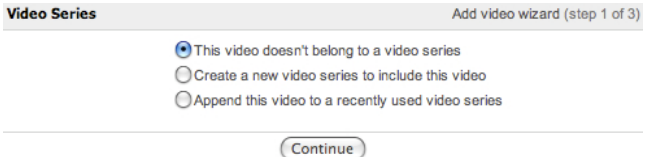




Media Library

<p>Step 1</p> <p>Click Show Media Library in Group Controls.</p>	
<p>Step 2</p> <p>Media Library now displays in the Group Tools panel. Click the Media Library icon.</p>	
<p>Step 3</p> <p>Click Media List on the Media Library menu.</p> <p>Click Add Category to organize the audio and video you will add to your Media Library. A category is similar to a file folder.</p>	
<p>Step 4</p> <p>Enter a name for the Category.</p> <p>Choose the Roles that you want to be able to view media in the category.</p> <p>Click Update to save the category or Cancel.</p>	
<p>Step 5</p> <p>The category now displays in the Category List.</p> <p>Click  to edit a category at any time.</p>	
<p>Step 6</p> <p>Click Add Media in the Media Library menu.</p>	
<p>Step 7</p> <p>Choose whether to add a single video or a series of related videos.</p>	

Media Library

Step 8-a

To add a video stored in a file on your computer, click **Upload a video from my local computer**.

Click **Choose File** to find the video on your computer.

Click **Continue**.

Video Source Add video wizard (step 2 of 3)

Upload a video from my local computer
 Add a video in flv format from an internet url
 Add a video or other media from a piece of html code

Video: Hello You...orld.mov

Series: This video doesn't belong to a video series

Supported formats: 3g2, 3gp, asf, avi, flv, m4v, mov, mp3, mp4, mpe, mpeg, mpg, m, mmb, swf, wm, wmv, vob

Optional: Step 8-b

To add a video from an Embed code provided by a website such as YouTube, click **Add a video or other media from a piece of html code**.

Enter the **Embed Code** provided by the website.

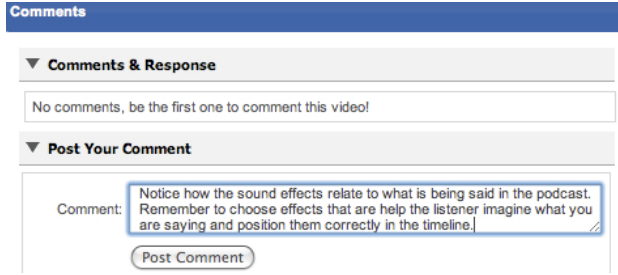
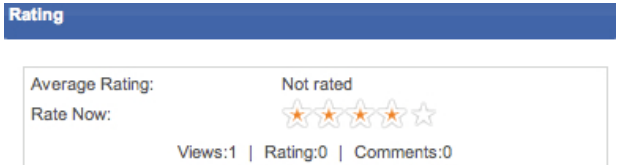
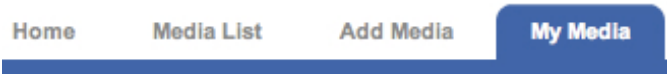
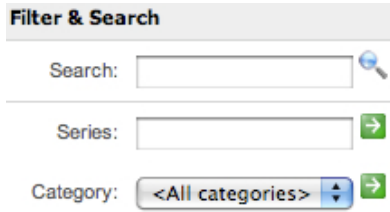
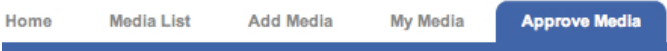
Click **Continue**.

Video Source Add video wizard (step 2 of 3)

Upload a video from my local computer
 Add a video in flv format from an internet url
 Add a video or other media from a piece of html code

Embed code:

Media Library

<p>Optional: Step 11</p> <p>You can post a Comment on the video to provide further information about the purpose of the video. You may want to post a question to which students can reply.</p> <p>Click Post Comment.</p>	
<p>Optional: Step 12</p> <p>You can give a Rating to a video (from one to five stars) by clicking on the appropriate star.</p>	
<p>Step 13</p> <p>Click My Media.</p>	
<p>Step 14</p> <p>Enter keywords to Search for a video.</p> <p>Enter the name of a Series to see all videos in the series.</p> <p>Choose a Category to see all videos in the category.</p>	
<p>Step 15</p> <p>Click Approve Media to see videos that have been added to the Media Library by you or your students but not approved for viewing.</p>	
<p>Step 16</p> <p>Click Play to preview media added by students.</p> <p>Click the checkbox to select a video and click Approve to add the video to the Media Library or Reject to delete the video from the Media Library.</p>	