Publishing Audio or Video Files to Edline

- 1. Log onto Edline.
- 2. Select a class where students will post and/or access audio or video files.
- 3. In the **Contents** region, click **Edit** button.



Creating a new folder ...

4. It is recommended that you create a folder where you and your students can store audio or video files. From the drop-down menu, select **Folder** and click the **Add** button.

Edline		Home Help Logout
ESOL LEVEL 1B (1-5 of 5 items)	Manage Class	Select the type to add. Document Add Done Document
<u>Select All</u> <u>Uns</u>	elect All	Folder Show 50 🔽
	Name v	Group RSS Feed <u>Modified</u>
Edit	Assignments	Jan 28
Edit	Current Assignments Report	Jun 9
Edit	Marking Period 3 as of Apr 8 2008	Apr 8
Edit	Tests	Jan 28
Edit	~Recycle Bin	Jun 2
<u>Select All</u> <u>Uns</u>	elect All	Details 💌 Show 50 💌
Manage Se	lected Items	ਊ <u>Top</u>
Сору То	Move To Approve Reject Delete	
Change Visib	ility	
	Done	

5. In the Folder Infomraiton region, enter a folder name and a folder description. Then click the **Folder Policies** button under Folder Management region.

Edline			Help Logout
Create Folder	Save & Return Sa	/e & Add Another Cancel	
	Folder Inform	ation	
	This folder is in ESOL	LEVEL 1B	Name the folder
	Folder Name:	Audio Video Files to Share	
	Folder Description:		
		(This is displayed when the m	ouse is placed over the item.)
Folder Management			
	Folder Policies	Member Permissions	
	Folder Visi	bility	
Everyone (including guest users) can see this fold		est users) can see this folde	er.
	Change Visibility		
	This folder can be directly accessed by the following URL: https://www.edline.net/pages/Wheaton_High_School/Classes/1211_3301/ Audio_Video_Files_to_Sh		
	Save & Return Sa	ve & Add Another Cancel	

6. If you want students to post their audio or video files in this new folder, you will need to give them permission by selecting the check box next to Students. Then click the **Update** button.

Folder Policies	Folder F	olicies	
	superuser approv	roles to submit documents to th val before they are visible to oth required for users who already such as teachers on their own	her users. / have permission to
		tors on the school home page	
	Students	Teachers	Staff
	Parents	Administrators	Alumni

7. You will return to the Create Folder page. Click the **Save & Return** button to save the record.

Edline Help Logout					
Create Folder	Save & Return Save & Add Another Cancel				
	Folder Information				
	This folder is in ESOL LEVEL 1B				
	Folder Name: Audio Video Files to Share				
	Folder Description:				
	(This is displayed when the mouse is placed over the item.)				
	Folder Management				
	Folder Policies Member Permissions				
	Folder Visibility				
	Everyone (including guest users) can see this folder.				
	Change Visibility				
	This folder can be directly accessed by the following URL:				
	https://www.edline.net/pages/Wheaton_High_School/Classes/1211_3301/				
	Audio_Video_Files_to_Sh				
	Save & Return Save & Add Another Cancel				

8. The new folder will appear in the Contents region of the selected class.



Posting an Audio or a Video file to the Folder...

- 9. Click the newly created folder link under the Contents region.
- 10. Select **Document** from the drop-down menu and click the **Add** button.

	Home Help Logout	
Select the type to add.		
Manage Folder	Document Add Done	

- 11. In the Summary Information area, enter Document Title and Document Summary.
- 12. In the **Add Content** area, click the **Browse** button to locate an existing file on your computer.
- 13. (optional) In the **Multiple Posting** area, choose any additional groups/classes that you wish to multi-post the document to, and add them to the "Additional Posted Groups" box.
- 14. Click the Save & Return button to save the record.

Create Document	Save & Return Save &	Add Another Cancel		
	This document is in Audi Last Modified: 06/16/08			
	Document Title:	audio file		
	Category/Folder.	Audio Video Files to Share 💌	More Info	
	Document Summary:	This is a sample audio file create (This is displayed when the mouse		
	This document occurs on a single day.			
	Calendar Date:		te if you want to also display he calendar	
	Event Recurrence			
	Add Conte	nt		
	The file below will be attact 01 NPR HOURLY NEW	hed/displayed in this document whe SCAST.MP3 Delete	en viewed:	
	Multiple F	osting		
		and use the "Add" and "Remove" b		
	Available Grou		Additional Posted Groups:	
	A. Mario Loiederman Albert Einstein High S		(7.62) •	

15. The file you posted will appear in that folder. Click the **Done** button.

Edline			Home Help Logout
Audio Video Files to Share (1-1 of 1 items)		Manage Folder	Select the type to add. Document Add Done
Select All Unselect All			Details 💽 Show 50 🛐
	Appears On Calendar	Name	Modified
Edit 0	06/12/08 Thu	audio file This is a sample audio file created by NPR.	Today
Select All Unse	elect All		Details 💌 Show 50 💌