

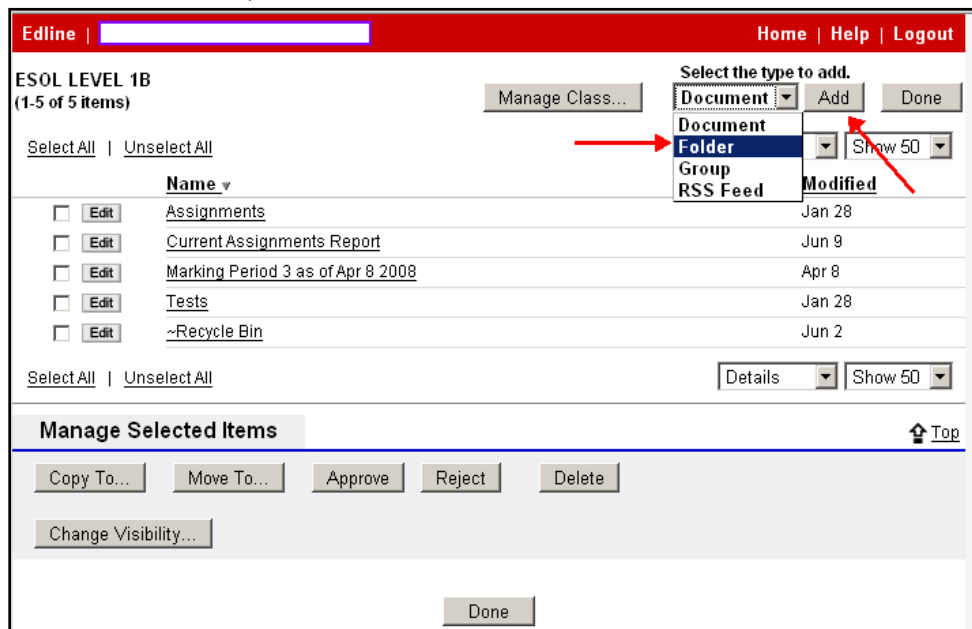
Publishing Audio or Video Files to Edline

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.



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

- 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.

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

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.

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

Summary Information

This document is in Audio Video Files to Share
Last Modified: 06/16/08

Document Title:

Category/Folder: [More Info](#)

Document Summary:
(This is displayed when the mouse is placed over the item.)

This document occurs on a single day.

Calendar Date: Enter date if you want to also display this on the calendar

Add Content

The file below will be attached/displayed in this document when viewed:

01 NPR HOURLY NEWSCAST.MP3

Multiple Posting

Select one or more groups and use the "Add" and "Remove" buttons.

Available Groups:

- A. Mario Loiederman Middl...
- Albert Einstein High Schoo...
- Argyle Magnet School for Ir...
- Ashburton Elementary Sch...

Additional Posted Groups:

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

Audio Video Files to Share
(1-1 of 1 items)

Manage Folder... | Select the type to add.

Select All | Unselect All

Details | Show 50

| Appears On Calendar | Name | Modified |
|---|--|----------|
| <input type="checkbox"/> <input type="button" value="Edit"/> 06/12/08 Thu | audio file This is a sample audio file created by NPR. | Today |

Select All | Unselect All

Details | Show 50