



Mt. Lebanon School District

7 Horsman Drive • Pittsburgh, Pennsylvania 15228-1107 • 412-344-2100

www.mtlsd.org

Accessing your Individual Multimedia Area

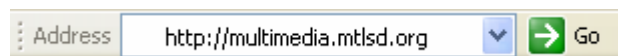
Each faculty and staff member with an individual user account will have their own space to store multimedia files. The multimedia can be easily linked to a website, blog, Dashboard, email, and any form of digital communication.

What is multimedia? Multimedia can be defined as the use of multiple forms of media to communicate, ie: audio, video, graphics, and so forth.

Communicate and distribute your multimedia by sending it from your computer to your multimedia area then linking it. This process is called **uploading and linking** and will be explained further in this tutorial.

Login

Access your individual multimedia area by navigating to <http://multimedia.mtlsd.org>



Note: You may be prompted to login to access multimedia.mtlsd.org if you are not within the district's internal network. Remember to login with your **Network Account** username and password prefaced with "mtlsd" as shown here.



Landing Page

Once you've reached your individual multimedia area, there are three main sections to point out.

Media Listing - The left side of the landing page will list any multimedia files that you have uploaded to your multimedia area.

Configuration Page & Most Popular - The right side of the landing page will display the Most Popular multimedia files and the most recently uploaded multimedia files from all users. This area will change to a configuration pane when a multimedia file is selected from the left column.

(Top) **Media Upload** - The top of the landing page (the only area not highlighted in the picture) is where multimedia files are selected for upload.





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Uploading Multimedia

Multimedia can be sent to your individual multimedia area by uploading it from your computer. Each piece of multimedia can be linked as a podcast, embedded video, and as a link on any digital form of communication.

Step 1: At the top of the landing page of multimedia.mtlsd.org, click the **Browse** button to search your computer for the multimedia you would like to upload.



Step 2: Select the multimedia file to upload to your multimedia area, and then click the **Open** button.



Step 3: The **Title** textbox gives you the ability to quickly add a title to the uploaded video. This can be changed later as well.



Step 4: Click the **Upload File** button to send the file to your multimedia area.
Note: Large files may take longer to upload.

Step 5: Once the file is uploaded, you can begin working with it by clicking "[Click here to begin working with the file](#)".

The multimedia file will be listed in the left column of your landing page.

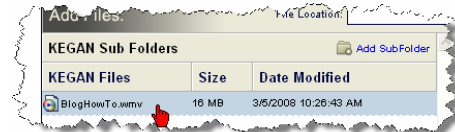




Add Title, Sub Title, and Description to Multimedia

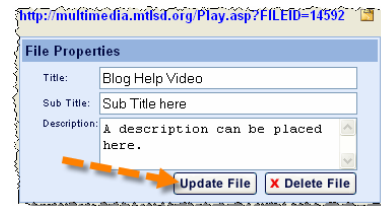
Each multimedia file that is uploaded to your multimedia area can be modified. A title, sub title, and a description can be added to the multimedia file.

Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

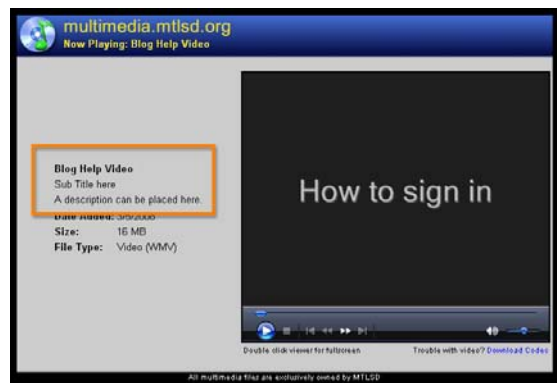


The configuration pane will appear on the right side of the landing page.

Step 2: Update the information in *File Properties* accordingly then click the **Update File** button.

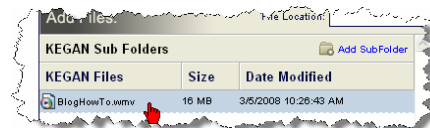


When a visitor views the multimedia file, they will see the changes appear to the left of the multimedia, as shown here.



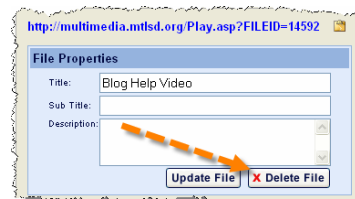
Delete a Multimedia File

Step 1: Click the multimedia file you would like to work with from your list of multimedia files.



The configuration pane will appear on the right side of the landing page.

Step 2: Click the **Delete File** button. You will then be prompted to confirm the deletion.





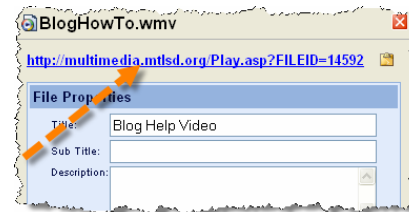
View a Multimedia File

Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

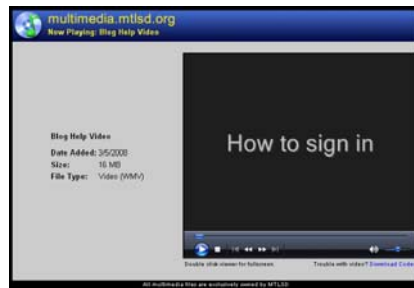
The configuration pane will appear on the right side of the landing page.



Step 2: Click the link at the top of the configuration pane.



The multimedia file will open in a new window. The new window displays what a visitor will see when they click on a link to the multimedia.



Make Multimedia Public or Private

By default, all new multimedia uploaded to your multimedia space is marked as Public. This means that anyone will be able to view it, provided they have a link to it, and search for it. It will also show up as a recently uploaded multimedia file to any users who login to their multimedia space.

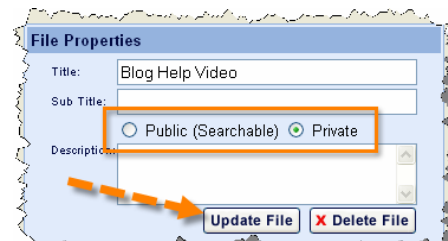
Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

The configuration pane will appear on the right side of the landing page.



Step 2: Click either **Public** or **Private** in the *File Properties* area of the configuration pane.

Step 3: Click the **Update File** button to save the changes.





Link Multimedia (Podcast or Video) in Webpage

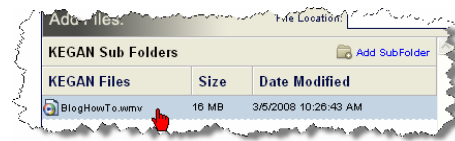
Linking to a podcast can be accomplished by first uploading the podcast to your multimedia area. For instructions on uploading, please refer to the **Uploading Multimedia** section of this tutorial.

Linking multimedia (such as a podcast or video) to a webpage will allow visitors to click the link displayed and open the multimedia.

Example: [Click here to view Blog Help Video](#)

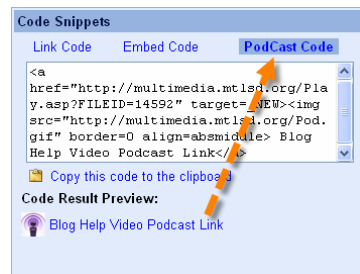
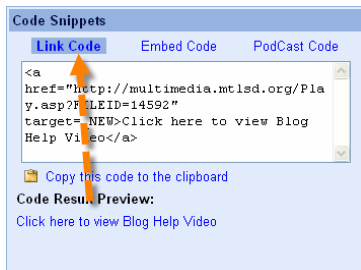
Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

The configuration pane will appear on the right side of the landing page.



Option 1:
To link to a video, click the **Link Code** tab under *Code Snippets*.

Option 2:
To link to a podcast, click the **PodCast Code** under *Code Snippets*.



Step 2: Click the **Copy this code to the clipboard** link underneath the textbox. This will copy the necessary HTML code and allow you to paste it in to your webpage.



Step 3: Login to your webpage and click the **Edit** button.



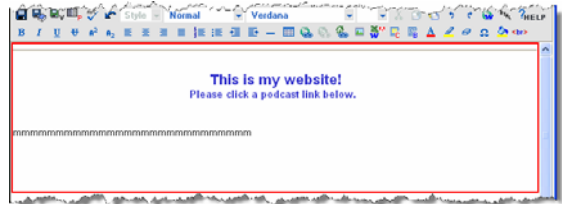


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Step 4: Place a long string of a single character in the area of your webpage where you would like to place the link. An example of this is shown here.



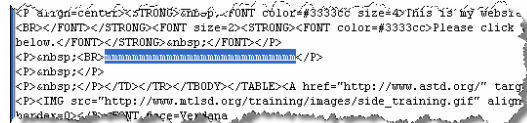
Step 5: Click the **HTML** button to view and edit the page's HTML content.



Step 6: Click the **OK** button on the popup that appears.



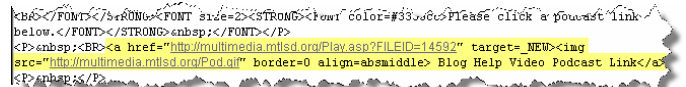
Step 7: Find the long string of characters that you placed on the page and highlight all of it.



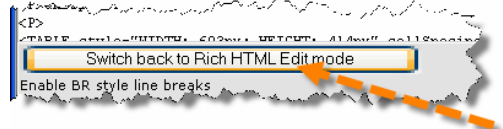
Step 8: Paste the link code from multimedia.mtlsd.org in here. To do this, hold down the **Ctrl** key on your keyboard, then tap the **V** key.



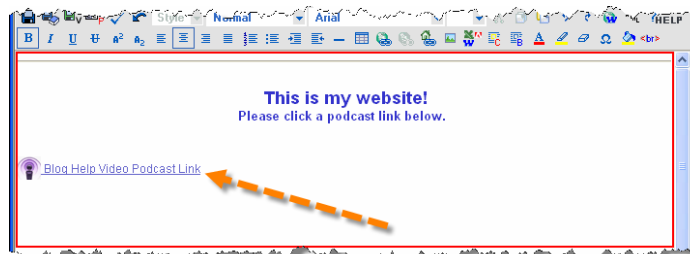
The resulting code should look similar to what is shown here.



Step 9: Click the **Switch back to Rich HTML Edit mode** to view the template.



The result will look similar to what is shown here.



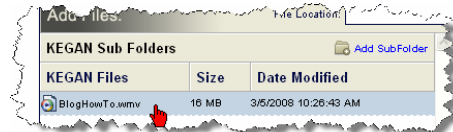


Link Multimedia (Podcast or Video) in a Blog Post or Comment

Linking to a podcast can be accomplished by first uploading the podcast to your multimedia area. For instructions on uploading, please refer to the **Uploading Multimedia** section of this tutorial.

Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

The configuration pane will appear on the right side of the landing page.



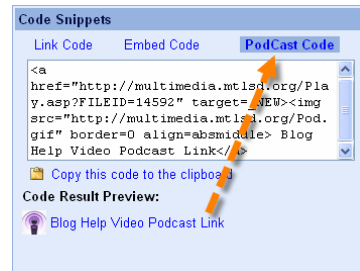
Option 1:

To link to a video, click the **Link Code** tab under *Code Snippets*.



Option 2:

To link to a podcast, click the **PodCast Code** tab under *Code Snippets*.



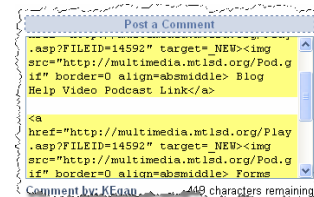
Step 2: Click the **Copy this code to the clipboard** link underneath the textbox. This will copy the necessary HTML code and allow you to paste it in to the blog post or comment.



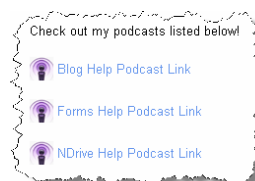
Step 3: Paste the link code from multimedia.mtlsd.org in to a blog post or comment. To do this, hold down the **Ctrl** key on your keyboard, then tap the **V** key.



Note: You can separate multiple podcast links by hitting the **Enter** key a couple of times between each one. For more information about MTLSD Blogs, check out [these](#) helpful tutorials.



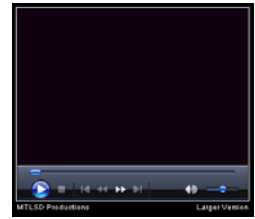
A submitted comment or post may look something like this...





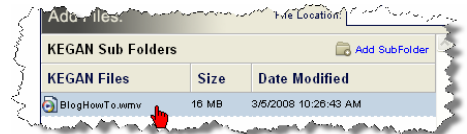
Embed Multimedia (Podcast or Video) in to a Webpage

Embedding multimedia will allow users to play a video or listen to a podcast straight from a multimedia player on your webpage. There will be no link to the podcast or video, it will be a player that will look similar to the one shown here.

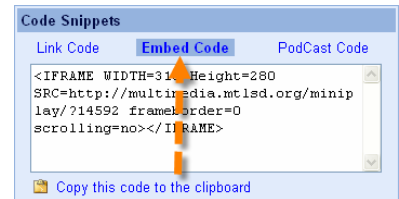


Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

The configuration pane will appear on the right side of the landing page.



Step 2: To embed a video or podcast, click the **Embed Code** tab under *Code Snippets*



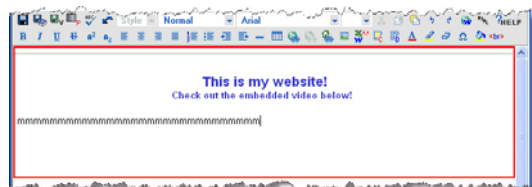
Step 3: Click the **Copy this code to the clipboard** link underneath the textbox. This will copy the necessary HTML code and allow you to paste it in to your webpage.



Step 4: Login to your webpage and click the **Edit** button.



Step 5: Place a long string of a single character in the area of your webpage where you would like to place the player. An example of this is shown here.



Step 6: Click the **HTML** button to view and edit the page's HTML content.





Step 7: Click the **OK** button on the popup that appears.



Step 8: Find the long string of characters that you placed on the page and highlight all of it.

```
<P align=center><STRONG>&nbsp;</FONT color=#333366 size=4>This is my website!</STRONG></FONT></STRONG><FONT size=2><STRONG><FONT color=#333366>Please click below.</FONT></STRONG>&nbsp;</FONT></P><P>&nbsp;</P><BR></P><P>&nbsp;</P></TD></TR></TBODY></TABLE><A href="http://www.ahstd.org/" target="ahstd"><IMG src="http://www.mtlds.org/training/images/side_training.gif" align="center" border="0" style="font-face: Verdana"/>
```

Step 9: Paste the link code from multimedia.mtlds.org in here. To do this, hold down the **Ctrl** key on your keyboard, then tap the **V** key.



The resulting code should look similar to what is shown here.

```
</FONT></STRONG>&nbsp;</FONT></P><P>&nbsp;</P><IFRAME WIDTH=315 Height=280 SRC=http://multimedia.mtlds.org/minisplay/?14592 frameborder=0 scrolling=no></IFRAME></P>
```

Step 10: Click the **Switch back to Rich HTML Edit mode** to view the template.



The result will look similar to what is shown here.



Note: You can center the embedded player by clicking on it and clicking the Center align button from the toolbar.





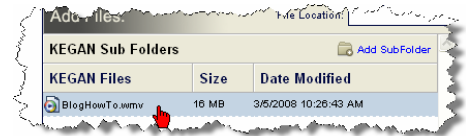
Embed Multimedia (Podcast or Video) in to a Blog Post or Comment

Embedding multimedia will allow users to play a video or listen to a podcast straight from a multimedia player on your blog post or comment. There will be no link to the podcast or video, it will simply be a player that will look similar to the one shown here in a blog post.

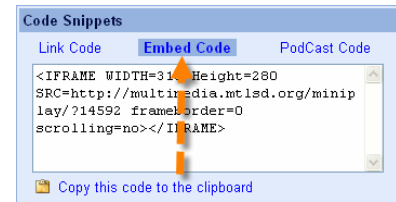


Step 1: Click the multimedia file you would like to work with from your list of multimedia files.

The configuration pane will appear on the right side of the landing page.



Step 2: To embed a video or podcast, click the **Embed Code** tab under *Code Snippets*



Step 3: Click the **Copy this code to the clipboard** link underneath the textbox. This will copy the necessary HTML code and allow you to paste it in to the blog post or comment.



Step 4: Paste the link code from multimedia.mtisd.org in to a blog post or comment. To do this, hold down the **Ctrl** key on your keyboard, then tap the **V** key.



A submitted comment or post may look something like this...

