# How to upload an Asset/your video to Eduvision so it will show on the school webpage:

- 1. Go to our school webpage and click community and choose our school's video page.
- 2. Log in with your Eduvision username and password.
- 3. Go to Admin→Asset Management→Upload Asset
- 4. Choose the channel and sub channel to which you want to upload the video. Note the other options like keywords, naming the asset, password protection, adding an icon. Do NOT mark to make it the Default video. Name the video with Your school initials-Name of Video.

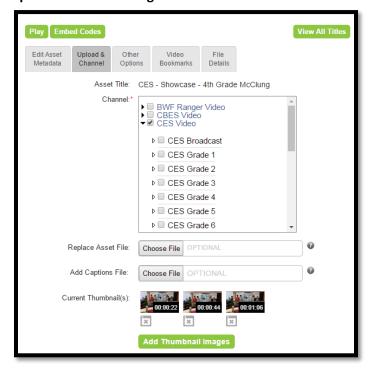
#### To Edit a Video you have uploaded: Go to

Admin→Asset Management→Upload

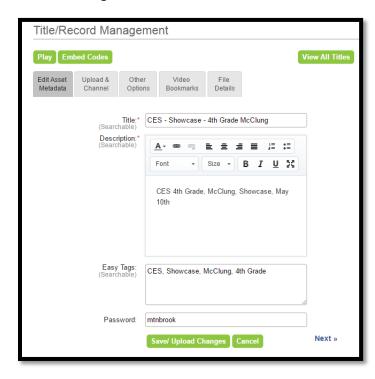
Asset→Review/Approve Asset (Choose Edit next to a video you have added.

- a. You can filter by channel.
- **b.** You can preview video.
- c. You can approve video.
- d. You can delete video.

#### **Upload & Channel Image 2:**



### Edit Asset Image 1:



## Other Options Image 3:

