

## How to upload an Asset/your video to Eduvition 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 Eduvition 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.

## Edit Asset Image 1:

Title/Record Management

Play Embed Codes View All Titles

Edit Asset Metadata Upload & Channel Other Options Video Bookmarks File Details

Title: CES - Showcase - 4th Grade McClung

Description: CES 4th Grade, McClung, Showcase, May 10th

Easy Tags: CES, Showcase, McClung, 4th Grade

Password: mntbrook

Save/ Upload Changes Cancel Next »

## Upload & Channel Image 2:

Play Embed Codes View All Titles

Edit Asset Metadata Upload & Channel Other Options Video Bookmarks File Details

Asset Title: CES - Showcase - 4th Grade McClung

Channel: BWF Ranger Video, CBES Video, CES Video

Replace Asset File: Choose File OPTIONAL

Add Captions File: Choose File OPTIONAL

Current Thumbnail(s): 00:00:22, 00:00:44, 00:01:06

Add Thumbnail Images

## Other Options Image 3:

Play Embed Codes View All Titles

Edit Asset Metadata Upload & Channel Other Options Video Bookmarks File Details

Asset Title: CES - Showcase - 4th Grade McClung

Approve:

Make Private:

Embedded Autoplays:

Embed Share:

Set Pretuned Link: Select Channel

Syndication: Syndicate to Other Sites

Available From: Clear

Available To: Clear

Site Default:

Embed Player Pop up Description:

Bookmark:

Video Quiz:

Prev Save/ Upload Changes Cancel Next »