How to use your Video Resource Centre

HERE'S A STEP BY STEP GUIDE TO UNDERSTAND HOW TO USE YOUR VIDEO RESOURCE CENTRE WITHIN YOUR PRIMARYSITE WEBSITE

PrimarySite

Welcome to our step by step guide for using the Video Resource Centre area of your website.

In this guide we will cover:

• How to log in to the video resource centre

• How to create and manage playlists

• How to upload a video

• How to upload a video – on the go
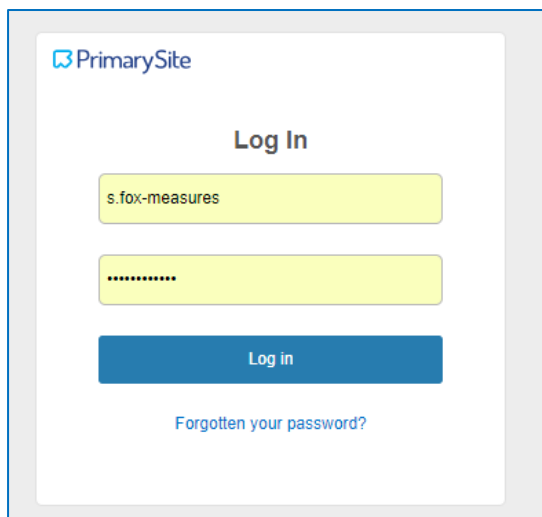
• How to manage and delete videos

This document will help you achieve these things in an easy step by step process. If you have any questions, please get in touch.

GETTING STARTED

Firstly, you will need to log into your website. This may be done by either clicking a padlock icon or it could be that the words 'log in' are situated on the homepage, either in a corner or at the bottom of the page.
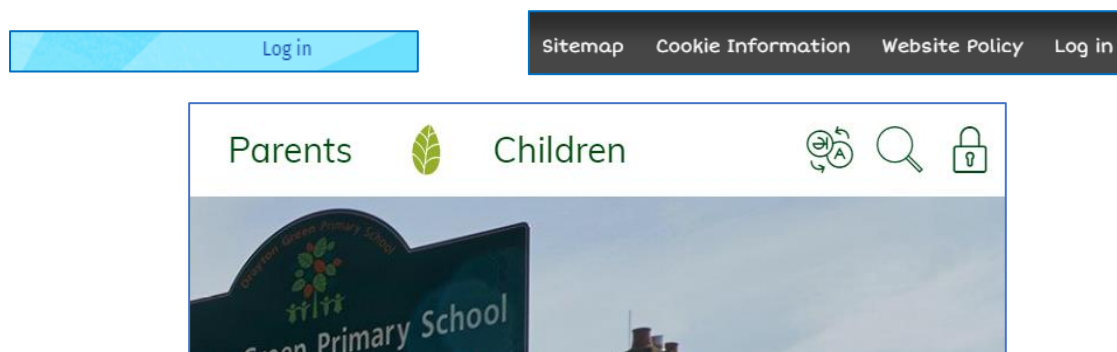
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A log in screen will then appear, for your details

Please remember that the Video Resource Centre can only be accessed by a person who has the role of 'Super user' assigned to their log-in for their PrimarySite website.

HOW TO LOG-IN TO THE VIDEO RESOURCE CENTRE

Once you have logged into your website, you will need to navigate to your Video Resource Centre, under the relevant navigation menu. The example used here is that the Video Resource Centre sits under the Children navigation.
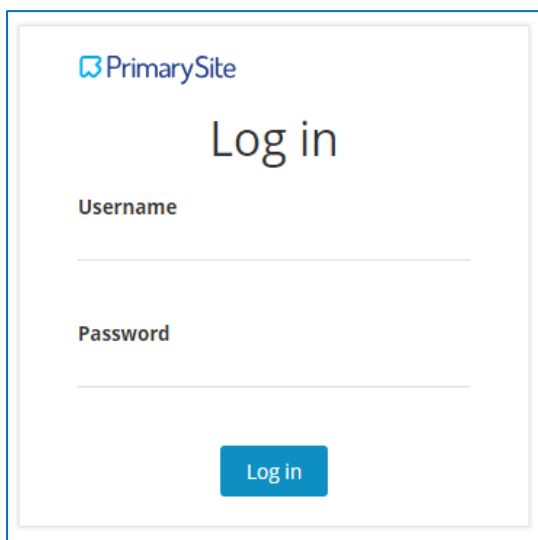
Once having clicked the Video Resource Centre, you will be taken to the homepage of the centre which will open in a new window.

In the top left-hand corner, you will see a menu button, click this and then select the log-in button.
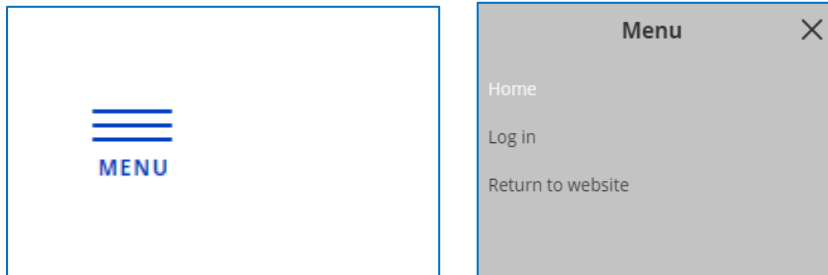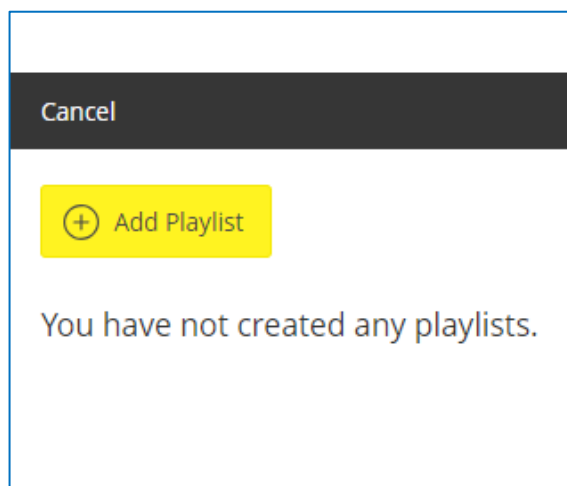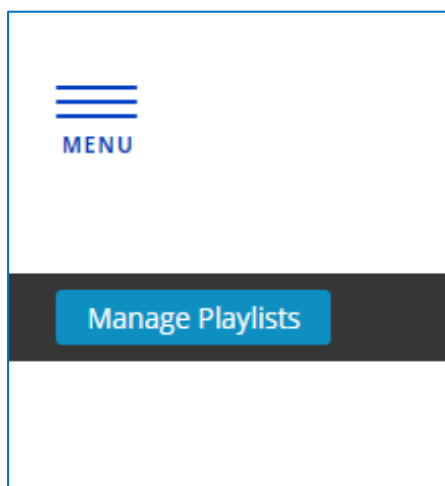

You will then need to enter the same log in details that you would use for the school website.

HOW TO CREATE AND MANAGE PLAYLISTS

Your playlist/s will need to be created before you can begin to upload any videos.

To create a playlist, simply select the blue 'manage playlists' button and then click the yellow 'add playlist' button.
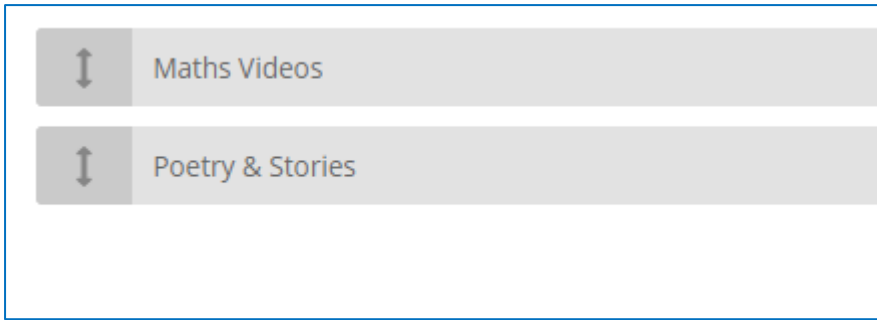

You can then create a title for your playlist, selecting 'done' once you're happy with the name.

Once you have created two or more playlists, you will have the option to rearrange the order in which they're displayed.

You can do this by dragging and dropping the playlist, into a new order. When you are happy, you will then need to click save in the top right-hand corner.

HOW TO UPLOAD A VIDEO

Now you have your playlists in place, you are now ready to add a video. On the homepage of the Video Resource Centre, you will need to click the blue 'upload' button located on the right-hand side of the page.
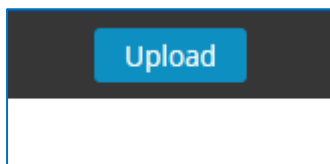

You will then be shown the area to upload a video or audio file.

Next you will need to click the 'click to choose a file' button, this will allow you to access your video or audio file from your computer. You also have the option to drag and drop files into this area, should you wish.
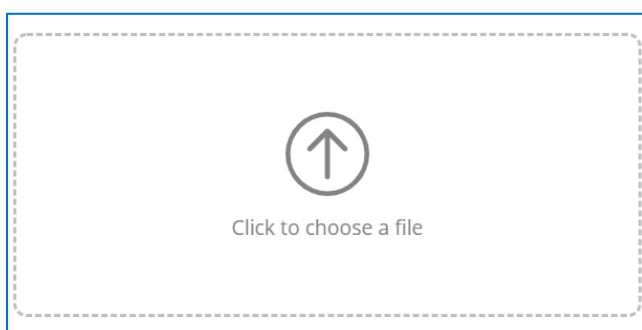
We would recommend checking that any video is saved as an .mp4 file and any audio is saved as an mp3 file.

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Once you have selected your file, it will appear within the file area, you will then need to either click the blue 'upload' button if you are ready to post or you can select the 'change file' button should you have selected the incorrect file.

clipcanvas_14348_H264_320x180.mp4

Upload

or change file
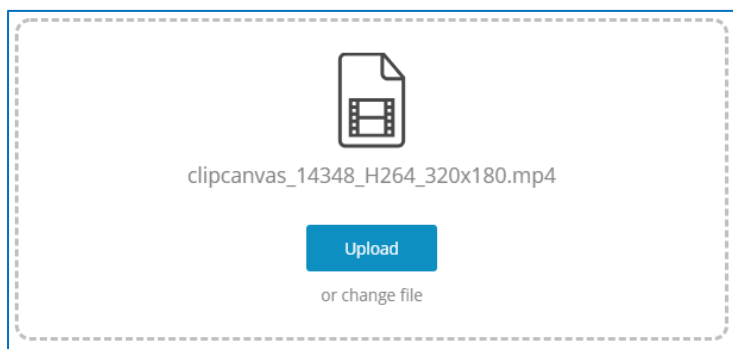
Once the video has uploaded, you will then see the below screen. This is where you will need to give your video a title, there is also the option to add a description. Lastly you will need to select the playlist that the video is to sit under from the drop-down box.

Once you have done this, you will need to click the blue 'save' button located on the right-hand side.

Cancel   Save

Title (required)

Description (optional)

Select a playlist (required)

Learning

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Please note, you cannot have more than one video with the same title. This Video Resource Centre will not allow this to upload.

You are also only able to upload one video at a time, and it may take a few seconds for your video to be displayed, depending on the file size. The bigger the file, the longer it will take to upload.

Once your video has been uploaded and saved within the playlist of your choice, you will be able to see this. The example of the video uploaded here, was 'The Sea' within the 'Learning' playlist.
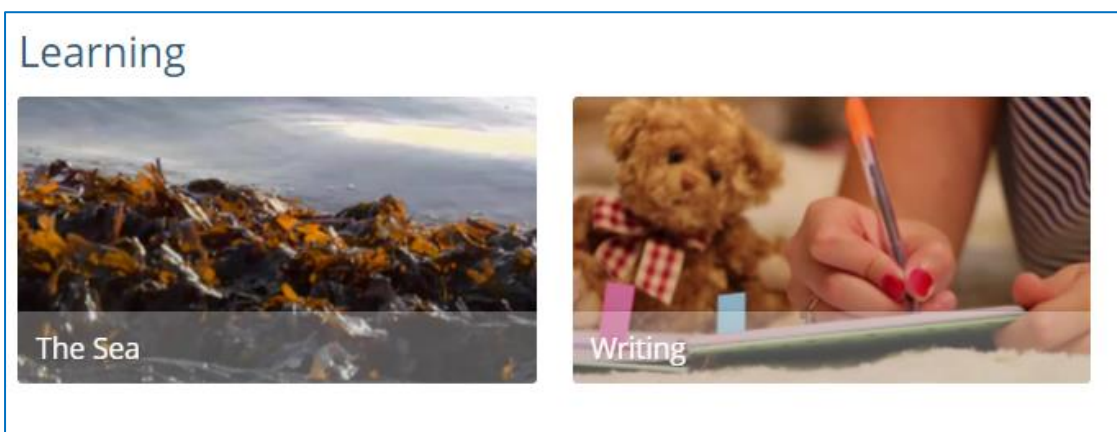
You have the ability to add an audio file in the exact same way as a video, the only difference that you will see, is instead of a picture for the video, you will see a speaker icon to denote it is an audio file.


HOW TO UPLOAD A VIDEO – ON THE GO

A benefit of the Video Resource Centre is that it will work on any mobile or tablet. This allows you to work without having to wait until you have access to your main computer.
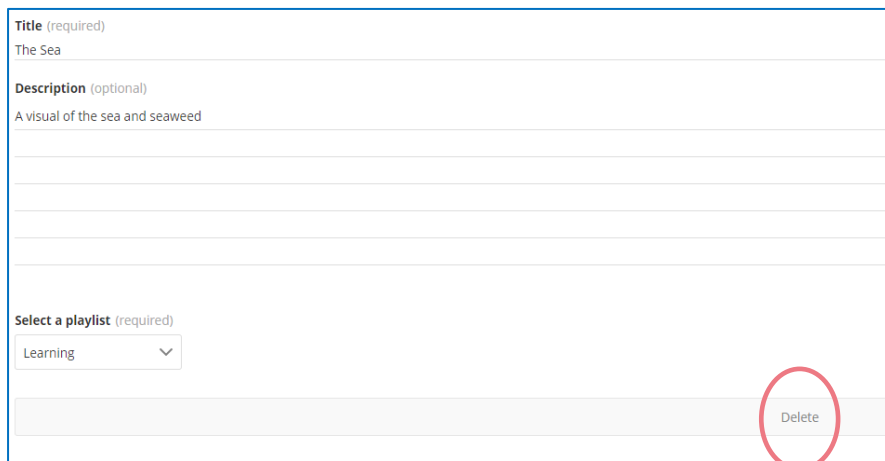
You will need to make sure that your video or audio file is saved to the device you are using before you try and upload. Then follow the above steps.

MANAGING AND DELETING VIDEOS

To edit or delete a video, click on the video/audio file itself and select the blue 'Edit Media' button. In this area you can rename a video, change the description and alter the playlist that the video is in.
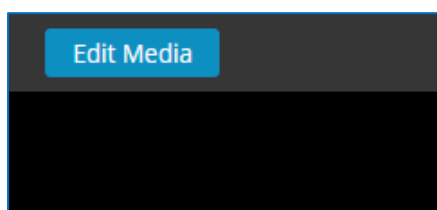
You also have the option to delete in this area by selected the delete button located in the bottom right corner of the editing screen.


You are also able to edit the order in which the video/audio files appear under the playlist itself. To do this you will need to go to the homepage of the Video Resource Centre and select the title of the playlist you wish to reorder the videos under. You will then see the blue 'edit this playlist' button appear. The image below, shows that the Learning playlist has been selected.
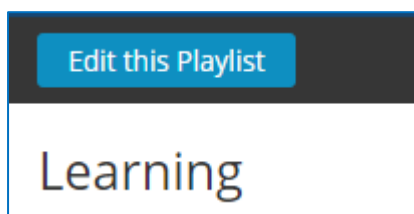
Once you have clicked the blue 'edit this playlist' button you will see the below screen.
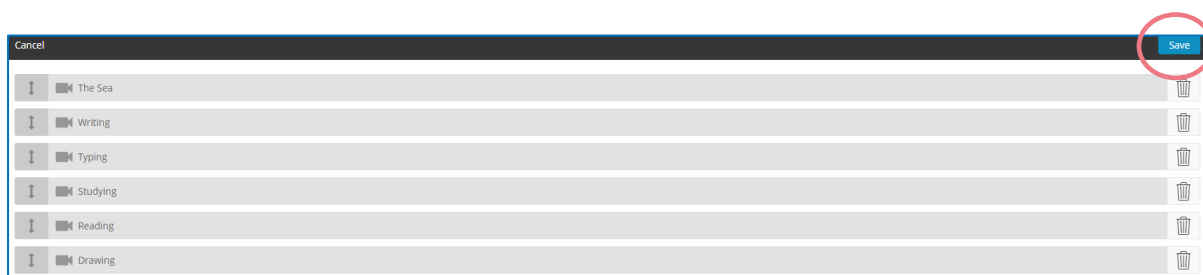
A list of all your video files under the chosen playlist will appear, this is where you can drag and drop the files to reorder them. Once you have done this you will need to click the blue 'save' button in the top right-hand corner.