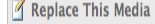LEHMAN COLLEGE

Add Media

ePortfolio
Guide 6 of 8

(Audio, video and images)

To add media to a **Rich Text** module:

1. Click on the **Edit** tab.
2. Click the **Insert Media** icon.
3. To upload media from your computer or portable drive, click **From My Computer,** then **Browse for Media**. To link to media on web, click **Media from Web,** choose service (YouTube, etc.), then enter the URL.
4. Click **Insert,** then **Save**.
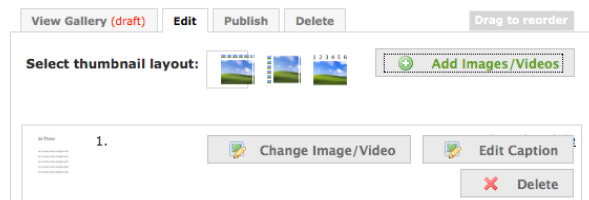5. To make changes available to viewers, click on **Publish** tab, then **Publish Changes.**

To add media to an **Image/Video** module:
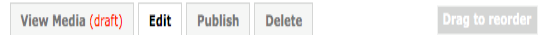
1. Click on the **Edit** tab.
2. Click **Replace This Image/Video.**
3. To upload media from your computer or portable drive, click **From My Computer,** then **Browse for Media**. To link to media on the web, click **Media from Web,** choose service (YouTube, etc.), then enter the URL.
4. Click **Done**.
5. To make available to viewers, click on **Publish** tab, then **Publish Changes.**

To add media to a **Gallery** module:

1. Click on the **Edit** tab.
2. Click the **Add Images/Videos.**
3. To upload media from your computer or portable drive, click **From My Computer,** then **Browse for Media**. If you're uploading a series of files, click on the first file, then, holding down the shift key, click on the last one. This will select them all. Or use ctrl + click to select only certain files. (See also **Guide 7 of 7, Insert a Powerpoint**).

4. Click **Done**.
5. To make available to viewers, click on **Publish** tab, then **Publish Changes.**