

Teaching Team: Add Media to a Media Vault



Each FLO topic site has its own *Media Vault*. Once you have uploaded your media to *My Media* you can add it to a topic Media Vault, then anyone who can edit the FLO site can embed it on a page for students to view.

1 Log into FLO. Start by uploading your file to  *My Media*. See My Media on help page.

2 Media is automatically saved to your private My Media repository. To share media with the teaching team or embed it in FLO it first needs to be added to a topic's Media Vault.

There are **three** ways to add media to a Media Vault:

A) When uploading a video to My Media you can add it to a Media Vault by selecting *Published*.



B) When in a specific FLO site you can add multiple videos directly to the Media Vault.

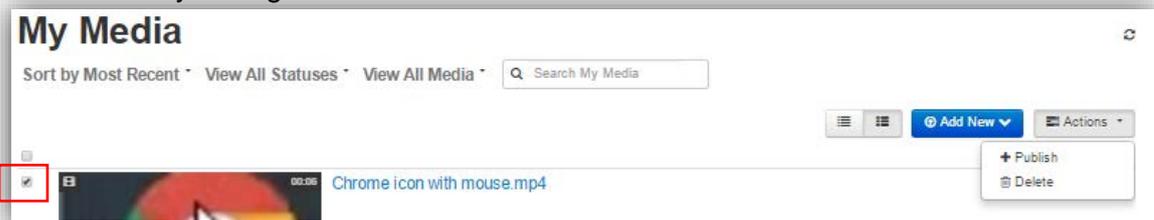
- Open your Navigation menu
- select Media Vault
- click +Add Media



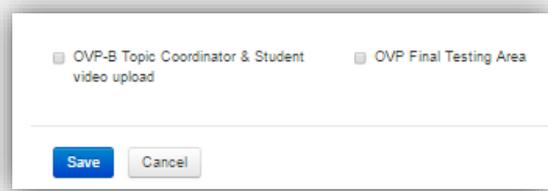
Hint: Media Vault will only appear once when the topic is open. The topic code will appear bold when open.

OR

C) When in My Media you can add multiple videos to one or more Media Vaults. Select videos by ticking the boxes on the left and click Publish from the Actions menu.



3 Select the Media Vaults you would like to add your video to and save your changes.



4 The next step is to embed your media in FLO. See Embed on help page.

 Look for the help button throughout Media Vault and My Media for specific support.