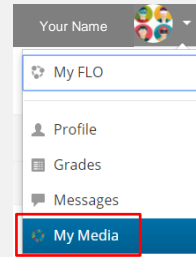


# Upload an Audio or Video File to FLO using My Media

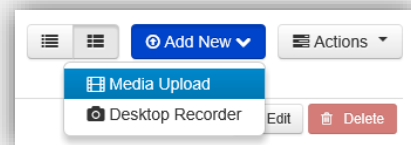


My Media is your private audio and video repository in FLO where you can upload, store and view your media. Your media can only be viewed by you until you publish or embed in a FLO topic site.

- 1 Log into FLO. Open the menu under your name and select My Media.



- 2 Click Add New > Media Upload.



- 3 Select and upload the media from your computer or device. All common audio and video formats are accepted. For example: mp4, mp3, avi, wmv, mov and flv. The recommended maximum file size is 150MB.



Uploading from a cloud location with a mobile device is the same process as uploading a file. Access your cloud locations under *File* on android or *Manage Locations* on Apple iOS

**Hint:** If working with iMovie or Window Movie Maker use the export option to produce a small export delivery file.

- 4 To help with searching and sharing give your media a name and detailed description. These are required to publish or embed media on FLO. Tags are also useful for sorting your files.

**Hint:** To enable reuse avoid specific dates in the title for example, 'week 1'.

**Please fill out these details:**

Name:   
(Required) Enter a short, meaningful name

Description:   
Black **Bold** *Italic* Underline [List icons] [Share icon] [Image icon]


- 5 **Important:** typical upload time for a fast home network is 10MB per minute. If the media is taking an excessive amount of time to upload check if the file size and format is suitable.





- 6

- 7 Private is the only option available to students.  
The teaching team need to publish media to a Media Vault before embedding it on a FLO site. Unless the media requires editing it can be published at this point.

- Private** - Media is only visible to the owner until they publish or embed it.
- Published** - Teaching team need to publish media to a topic Media Vault before embedding it on a FLO Site.

- 8  Return to My Media and review your uploads. This thumbnail will appear while your video is transcoding for viewing from a range of devices and bandwidths.  
**Important:** Wait until this thumbnail disappears before submitting a video assignment or embedding in FLO.

- 9  Edit Edit your media if required and save changes. Edit features include how to add slides, chapters and closed captions.

- 10 The next step is to embed your media in FLO. To add media find the  *Add Media* button in the text editor box featured throughout FLO. You can add video to forums, discussions, assignments and feedback. See instructions on the Online Video Platform Help Page.



-  Look for the help button in My Media and the video player for specific support.