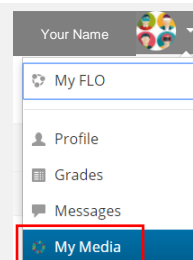


OVP Help for Students and Teachers

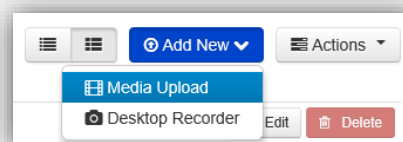
Upload to My Media from an Android or Apple iOS Device

Uploading to My Media from a phone or tablet is similar to uploading from a desktop. 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 *My Media*, found in the menu under your name



- 2 Click Add New > Media Upload

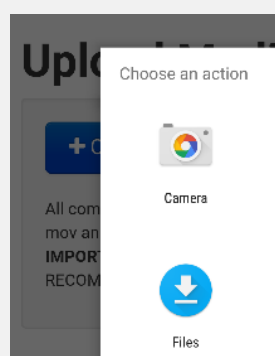


- 3 **To record directly into My Media**
(Android) select the *Camera* action
(Apple) select *Take Photo or Video*

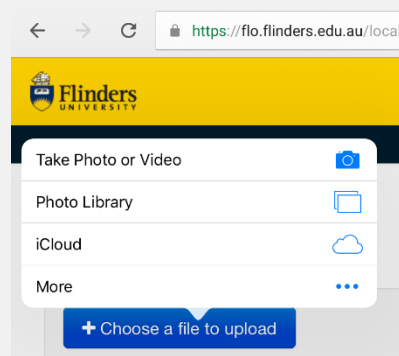
Or

To upload an existing file

(Android) select the *Files* action
(Apple) select *Photo Library*



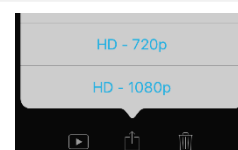
 **Android**



 **Mac**

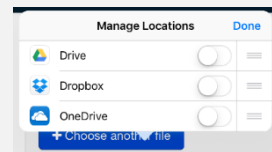
All common audio and video formats are accepted. For example: mp4, mp3, avi, wmv, mov and flv. The recommended maximum file size is 150MB.

Can't locate your media? Media created in apps on your device need to first be exported or saved to your *Photo Library/Files* or *cloud storage*.



Upload from Cloud Storage

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.



- 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. To increase the opportunity for reuse put dates or lecture information in the textbox where you embed it in FLO rather than the title or description.

Please fill out these details:

Name:
(Required) Enter a short, meaningful name

Description: Black ▾ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]


If the media is taking an excessive amount of time to upload check if the file size and format is suitable.


100% of 44Kb

- 5 [Save Changes](#)

- 6 The teaching team need to refer to instructions to first publish to a Media Vault before embedding it on a FLO site.

- ☒ **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.

- 7  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.

- 8 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.



For more help see the help documents on uploading and embedding 