Figure 1: Audio Shown in Editor

Figure 2: Audio Shown in Agenda

Figure 3: Video Tag Shown in Editor

Figure 4: Video Tag Shown in Agenda
(User Logged In)
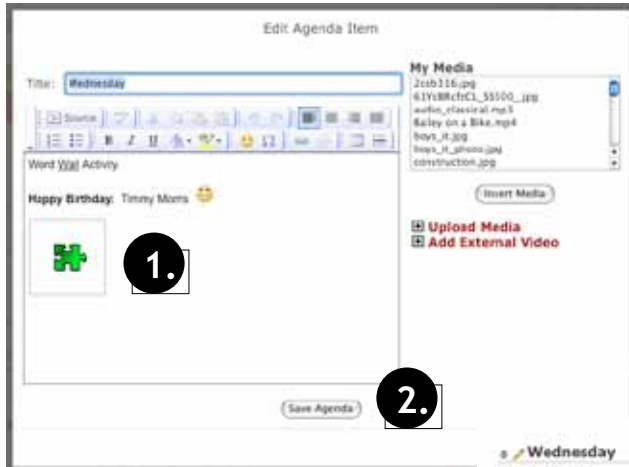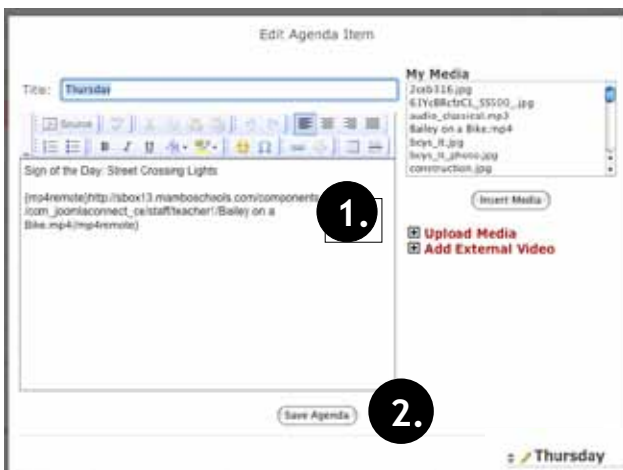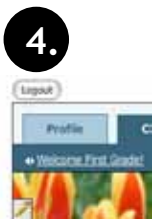

Figure5: Logout Button

Figure 6: Video Player in Agenda (User Logged Out)

Adding Audio and Video

Adding audio and video files to your agenda items and blog posts has become easier in teacherPlace v4.

Before uploading an audio or video file, review the tips presented in the HOW TO section in Lesson 7.

Audio Files

It is recommended that all audio files be converted to mp3 format before uploading. However, all major audio files are supported and accepted.

When an audio file is inserted into the editor window:

1. A green puzzle piece icon, representing a flash player will appear. (See Figure 1)

2. Click the "Save Agenda" or "Save Blog Post" button. The editor will close. (See Figure 1)

3. After the editor closes, you may review/play your audio file immediately. (See Figure 2)

Video Files

When a video file is inserted into the editor window:

1. A video tag appears. This tag is code used by the browser to call the video player. (See Figure 3)

2. Click the "Save Agenda" or "Save Blog Post" button. The editor will close. (See Figure 3)

3. After the editor closes, the tag *may* still be visible. You can type above or below this tag. *Don't edit or erase this tag.* (See Figure 4)

4. When completed with your editing, logout. The logout button is in the upper left corner of your page area. (See Figure 5)

5. After logout, you may review/play your video file. (See Figure 6)