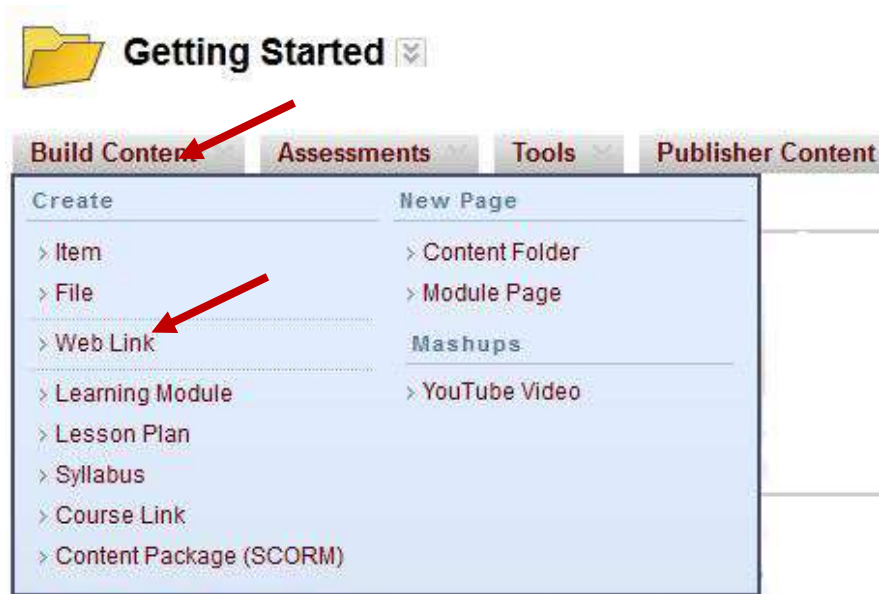
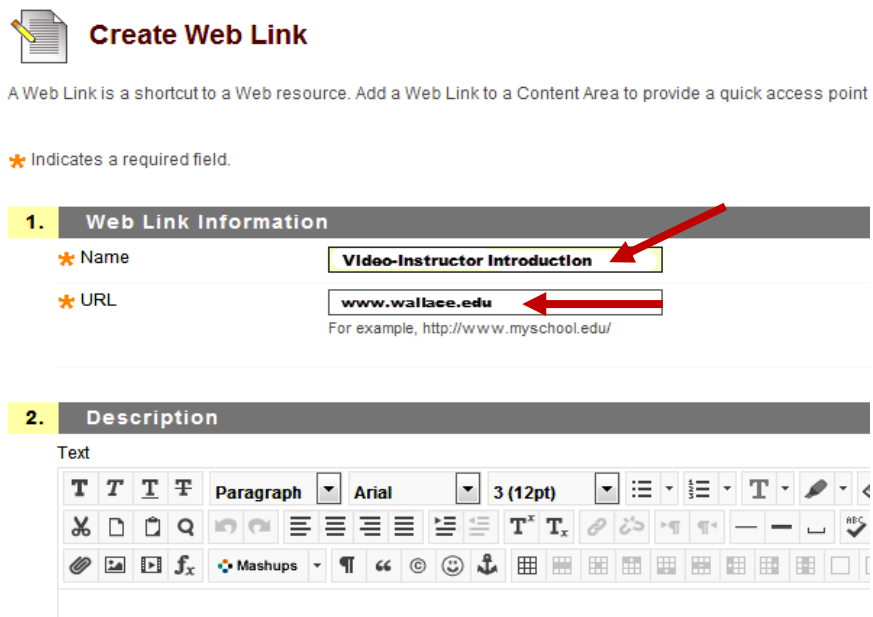


Instructor Introductory Video

1. Contact CIE for instructions on where to store the video on the server.
2. Complete a WMV format of your **Introduction**.
3. Store video on the video server.
4. On the **Getting Started Page**, click on **Build Content** tab, and click on **Create Web Link**.



5. **Name** the video, copy, and paste the **URL** from video server.



The screenshot shows a form titled 'Create Web Link' with a document icon. Below the title is a description: 'A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point'. A note below reads: '* Indicates a required field.' The form has two sections: '1. Web Link Information' and '2. Description'. In the 'Web Link Information' section, there are two fields: 'Name' with the value 'Video-Instructor Introduction' and 'URL' with the value 'www.wallace.edu'. A red arrow points to the 'Name' field, and another red arrow points to the 'URL' field. Below the 'URL' field is a small text example: 'For example, http://www.myschool.edu/'. The '2. Description' section shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion.

6. Click on **Submit**.

