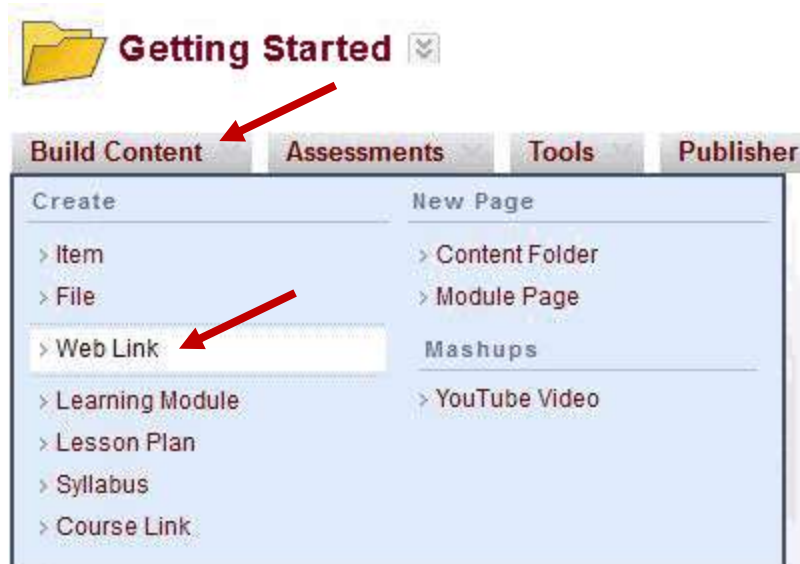


How to Add a Video

1. Contact CIE for information on where to store your 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 <Build Content> tab and click <Create Web Link>.



5. Title the video link on the page, cut, and paste the URL from video server.

A screenshot of 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 to relevant materials. [More Help](#)'. Below this is a note: '* 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 text 'Video-Instructor Introduction' and '* URL' with the text 'www'. Below the URL field is a note: 'For example, http://www.myschool.edu/'. The '2. Description' section has a 'Text' label and a rich text editor toolbar with various icons. Two red arrows point to the 'Name' and 'URL' fields.

6. Click <Submit>.

