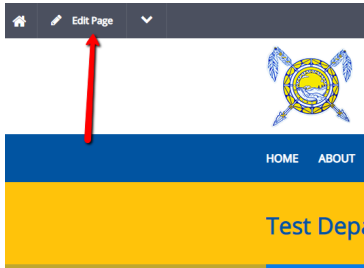# Adding Other Media

Make sure you are logged into **CampusSuite**, then, navigate to the page you wish to edit. .
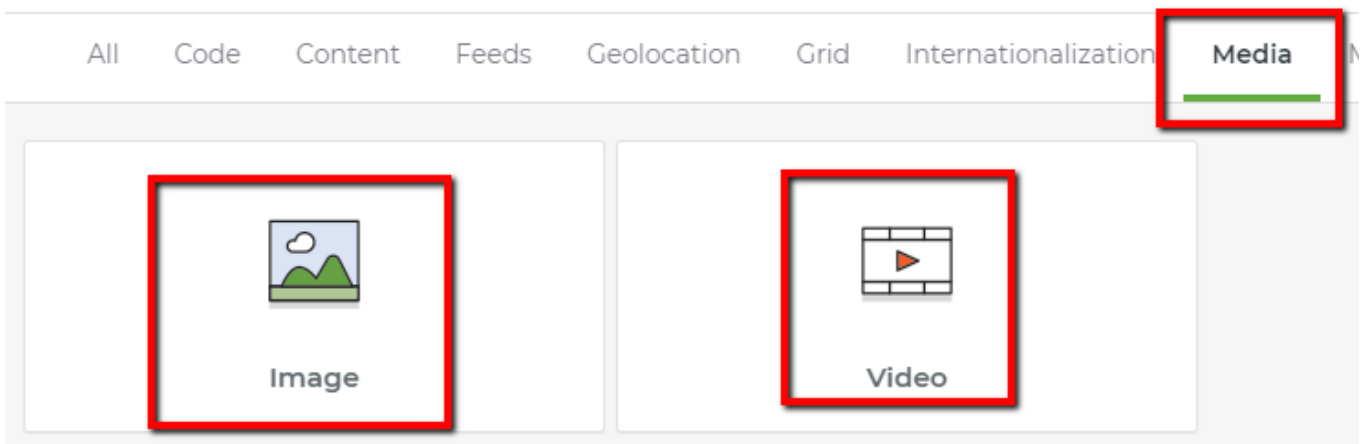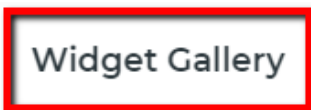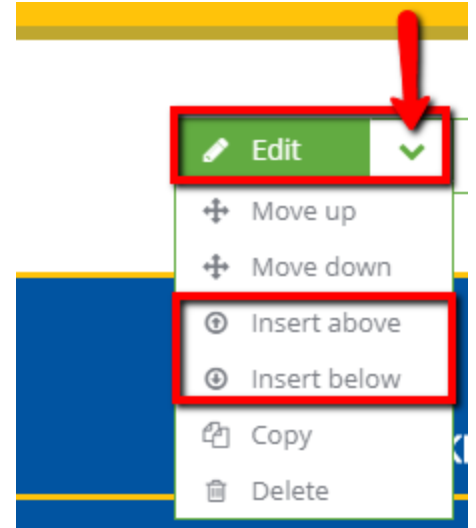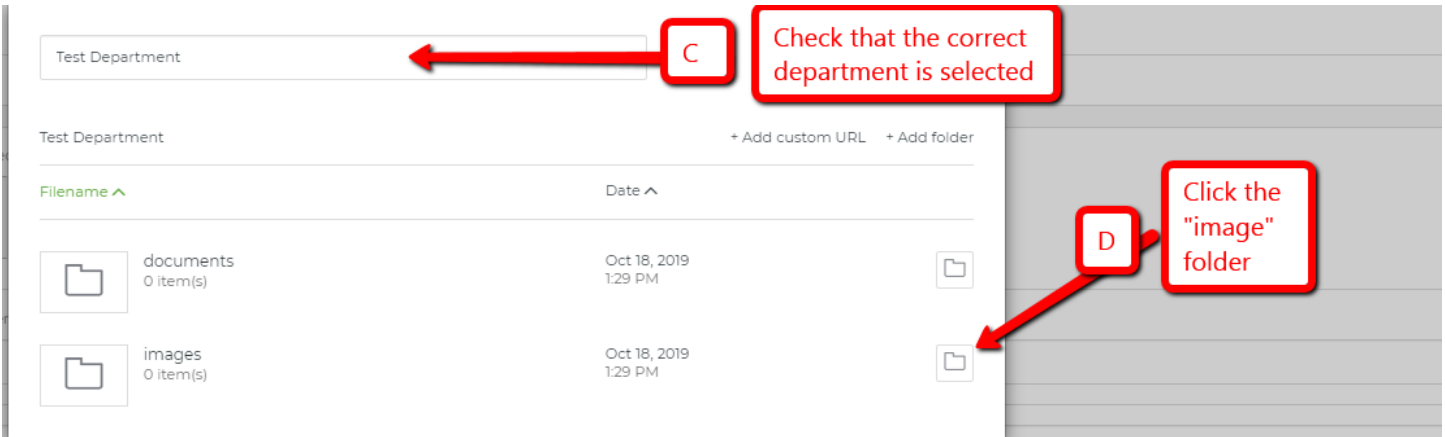
1. Click **Edit Page**

2. Click either **+ Content** (if no content has been inserted on the page) or the **Settings** icon (down facing arrow) which will be located to the right of **Edit** where you will need to select either **Insert before** or **Insert after**
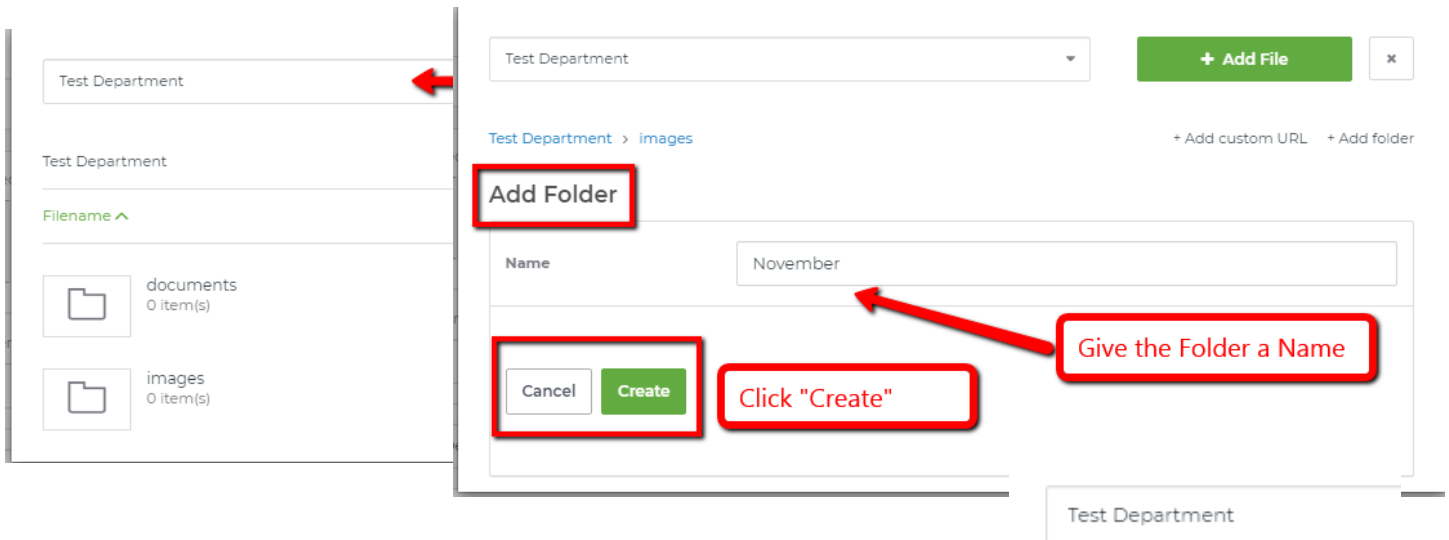
3. In the **Widget Gallery** menu
   a. Click "**Media**"
   b. Click "**image**" or "**video**"

Widget Gallery

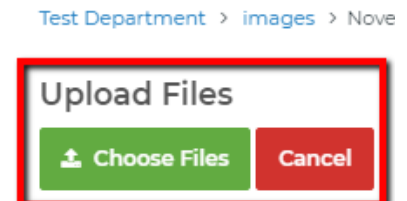| All | Code | Content | Feeds | Geolocation | Grid | Internationalization | Media |

Image

Video

4. To **add an image**:
   a. Click **"image"**
   b. Click the **"+"** sign
   c. Confirm the correct department is selected.
   d. Select the **"image"** folder

WIDGET
Image

Settings   Container

Image

Select an image from the file manager.

b

+

Test Department

C

Check that the correct department is selected

Test Department   + Add custom URL   + Add folder

Filename ∧   Date ∧

documents   Oct 18, 2019
0 item(s)   1:29 PM

Click the "image" folder

D

images   Oct 18, 2019
0 item(s)   1:29 PM
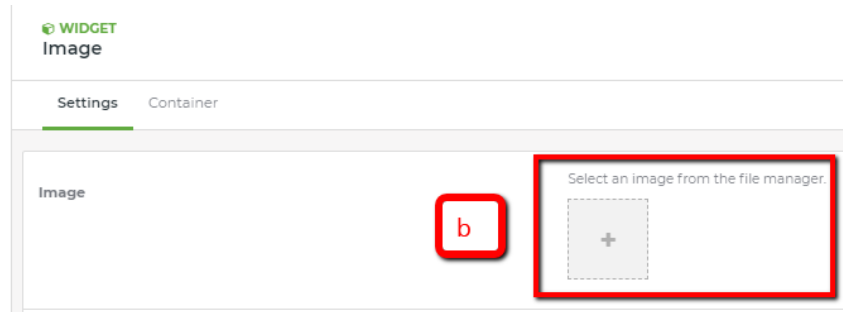
   e. Click **"Add File"**,
      ■ Notice you can also **"add folder"**. You may consider adding a folder for each month or event that you are uploading pictures for. This is not necessary but may help keep things organized.

      ■ To **add a folder**:

Test Department

Test Department

Filename ∧

documents
0 item(s)

images
0 item(s)

Test Department   ▼   **+ Add File**   ×

Test Department > images   + Add custom URL   + Add folder

Add Folder

Name   November

Give the Folder a Name

Cancel   Create   Click "Create"

Test Department

   f. Click **"Choose Files"**, then navigate to wear the image file is saved on your computer.

Test Department > images > Nove

Upload Files

± Choose Files   Cancel

9. Select the image then click **open**

  ■ You can select **multiple** images at once to upload

  ■ When done selecting images, click "**upload**"
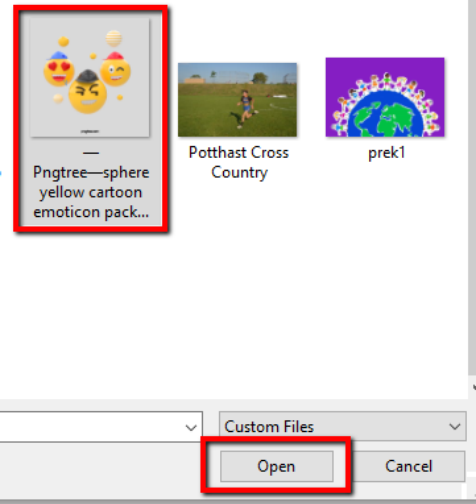
Upload Files

Uploaded Files:	0
Total Files:	3
Uploaded Bytes:	0
Total Bytes:	4885392

—Pngtree—sphere yellow cartoon emoticon pack_5046499.png
602440 bytes   ⊘

IMG_0016.JPG
2550757 bytes   ⊘

IMG_0021.JPG
1732195 bytes   ⊘

☐ Replace existing file(s)

⬆ Upload   **⬆ Choose Files**   **Cancel**

---

h. Select the size of the image to import

| Test Department ▼ | **+ Add File** | ✕ |

Test Department › images › November   + Add custom URL   + Add folder

IMG_0021.JPG
1.65 MB   Nov 5, 2019   Select size ⌄
                                  11:11 AM

Full (Optimized)

320px width

360px width

400px width

480px width

600px width

720px width

800px width

3

i. Fill in the **"Alt Tag"** box with a simple description

j. Choose a **"style"**

k. Choose whether or not you want the image to have a border

l. Choose how you want the image aligned

m. Add a caption if desired

n. Click **"Create"**

o. When you have added the desired content, click **"Publish"**

5. To add a video

   a. Click **"video"**

b. Give the video a **Title**

c. Copy and Paste the **"share"** link of the video from YouTube

d. Click **"Create"**

WIDGET
Video

Settings   Container

Title	Provide a meaningful title for this video. This title
	My Video Example

b

Video Link	Enter the URL of the video.
	Must be uploaded to youtube first

c

Aspect Ratio	Default ▼

Autoplay	

Cancel   **Create**   d

WIDGET
Video

Settings   Container

Title	Provide a meaningful title for this video. This title is not displayed but necessary for screen readers.
	Library Rules

Video Link	Enter the URL of the video.
	https://youtu.be/q1WRP7yEJIY?list=PLXq82iktJ6TvoM9WH66LrYQEBWLR7ahjd

Aspect Ratio	Default ▼

Autoplay	

Cancel   **Create**