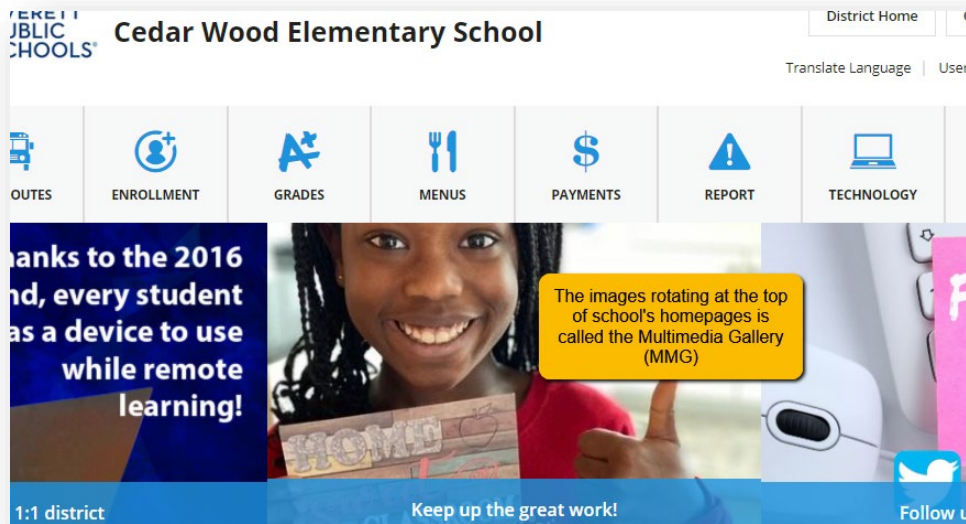
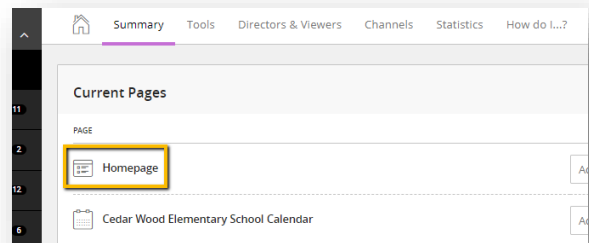
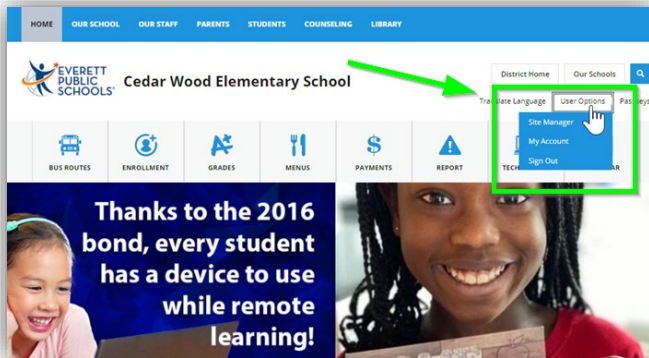


Multimedia Gallery App—Images, images with links, videos

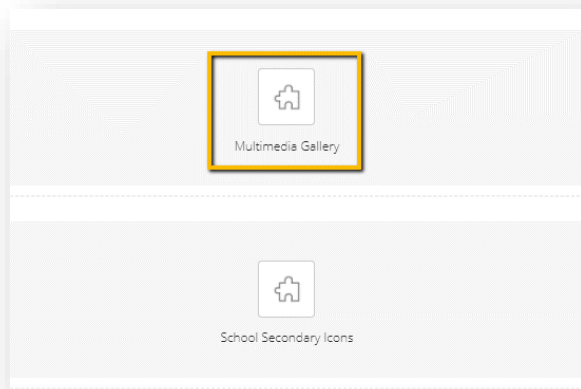
The images rotating at the top of school's homepages is called the Multimedia Gallery (MMG)



Log in, select Site Manager, and open your Homepage.



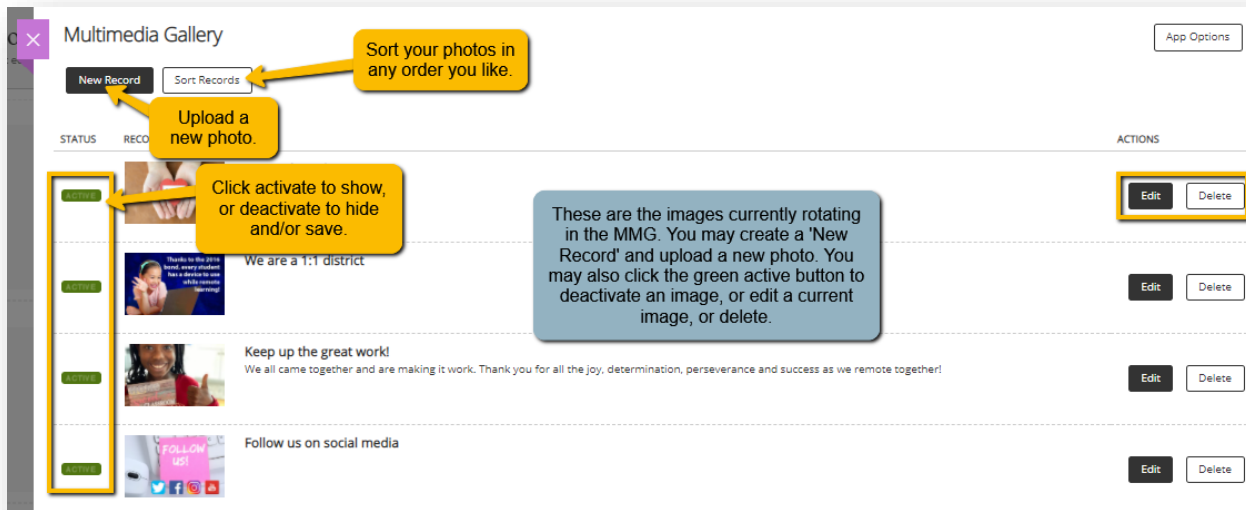
Click top section, the Multimedia Gallery and click green 'edit' pencil to open app.



What am I seeing?

These are the images currently rotating in the MMG. You may:

1. Create a 'new record' and upload a new image.
2. You can sort your announcements in any order you like.
3. You can click the green 'active' button to deactivate an image and hide or save.
4. You can edit the current image.
5. You can delete.



Creating a New Record – IMAGE WITH CAPTION ONLY, NO LINK

1. Select your image and crop to **1024x645px (no exceptions)** and have it ready to upload.
 - a. **Creating images | cropping and editing**
 - i. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a '[How to begin](#)' video showing how to create your image, upload photos, add text, etc.
 - ii. Go to [Adobe Spark](#) and bookmark. Open using school account, credentials are the same as logging into your computer.
2. In the Open Dialog Box:
 - a. Unclick the Hide button.
 - b. Enter a Title, keep it short.
 - c. Enter a caption, should be like a Tweet. 280 characters or less.
 - d. Upload your image (**make sure it is cropped and sized to 1024x645px**).
 - e. Describe the image and enter in Image Alt Text box
 - f. Click Save.

The screenshot shows the 'Add Record' dialog box with the following fields and callouts:

- Title:** 'Learning takes place anywhere!' (Callout: 'Keep title short.')
- Hide:** ☒ (Callout: 'Make sure this is unclicked.')
- Caption:** 'Thanks to the 2016 bond, we are a 1:1 district! So far, we have distributed 17,500 devices and 1,800 hot spots to students so they can connect and learn with their teachers and classmates.' (Callout: 'Caption should be like a Tweet, 280 characters or less.')
- Image:** 'SELECT FILE' button (Callout: 'Images MUST BE cropped to 1024x645px. NO EXCEPTIONS.')
- Image Alt Text:** 'Elementary student lying on carpeted floor with family dog' (Callout: 'Type a brief description of your image to help a person who cannot see well know what it is.')
- Link Record:** ☐
- Embed a video:** ☐
- Activate on my page:** ☒ (Callout: 'Be sure to click SAVE when you are finished.')
- Buttons:** 'Save' and 'Cancel'

Remember, entering Height and Width in the Image Upload Dialog Box does not automatically resize your image. You need to crop it to this size before you upload.

Creating a New Record – IMAGE WITH LINK

1. Select your image and crop to **1024x645px** (no exceptions) and have it ready to upload.
 - a. **Creating images | cropping and editing**
 - i. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a '[How to begin](#)' video showing how to create your image, upload photos, add text, etc.
 - ii. Go to [Adobe Spark](#) and bookmark. Open using school account, credentials are the same as logging into your computer.
2. In the Open Dialog Box:
 - a. Unclick the Hide button.
 - b. Enter a Title, keep it short.
 - c. Upload your image (make sure it is cropped and sized to 1024x645px).
 - d. Describe the image and enter in Image Alt Text box
 - e. Click Link Record
 - i. Link Text is the same as a caption, so it needs to be like a Tweet, 280 characters or less.
 - ii. Enter link in Web Address.
 - f. Click Save.

Add Record
Enter your record information.

Record Tags D

Adding an image with link.

☒ Hide

Title:
We are here for you

Caption:

☐ Hide

Image:

Image Alt Text:
Wood wall with plastic letters spelling SUPPORT held up w

☒ Link Record

Link Text:
The shift to 100% remc

Web Address:
<https://www.everettsd.>

☐ Open link in new window

☐ Embed a Video

☒ Activate on my page

Make sure it's unclicked

Same as instructions above.

1. Click Link Record. Link Text is the same as Caption, so keep it short, like a Tweet (less than 280 characters).
2. Add your link.

Be sure to save!

Creating a New Record – VIDEO

1. You will need an image and an embed code.
2. Select your image and crop to **1024x645px** (no exceptions) and have it ready to upload.
 - a. **Creating images | cropping and editing**
 - iii. **Adobe Spark** is a program Everett Public Schools uses in the classrooms but can be used for creating your homepage announcements (286x198px) and MMG images (1024x645). One of our Tech Specialists, Camlynn Tafa, created a '[How to begin](#)' video showing how to create your image, upload photos, add text, etc.
 - iv. Go to [Adobe Spark](#) and bookmark. Open using school account, credentials are the same as logging into your computer.
3. In the Open Dialog Box:
 - a. Unclick the Hide button.
 - b. Enter a Title, keep it short.
 - c. Upload your image (make sure it is cropped and sized to 1024x645px).
 - d. Describe the image and enter in Image Alt Text box
 - e. Click Embed a Video
 - i. Video Link Text is the same as a caption, so it needs to be like a Tweet, 280 characters or less.
 - ii. Enter Video Embed Code *see below for how to find this code.
 - f. Click Save.

Edit Record
Enter your record information.

Adding a video

Title: First day of kindergarten! ☐ Hide

Caption: ☐ Hide

Image: /cms/lib/WA01920133/Centricity/Domain

Image Alt Text: Kindergarten holding photo of himself in preschool

☐ Link Record

☒ **Embed a Video**

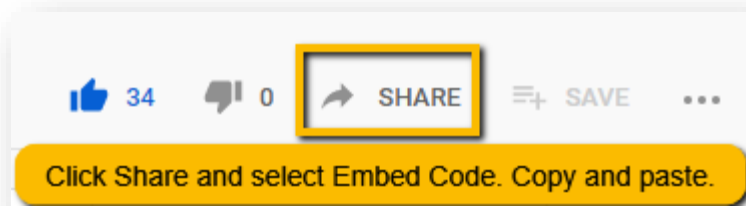
Video Link Text: (Link that opens the video)
First day of kindergarte

Video Embed Code: (iframe)
<iframe width="568" height="315" src="https://www.youtube.com/embed/jstCV8X0gY" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>

1. Click Embed a Video. This is the same as Caption, so keep it short, like a Tweet (less than 280 characters).
2. Add your embed code. If you have uploaded your video to YouTube, that is where you will find the Embed Code (see below).

☐ Activate on my page

Click Activate to show on your page, click save.



*If you've uploaded your video to YouTube, you get the Embed Code there. Go to YouTube, open your video, click SHARE. Select Embed Code and copy the code. Paste into the box above.