
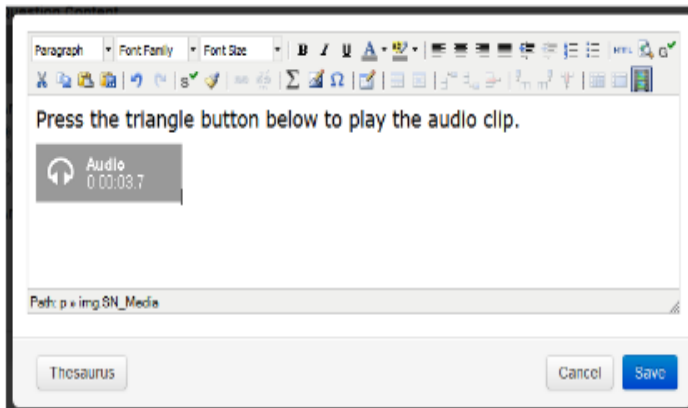


## How to Add Media (audio and/or video)

Places within Schoolnet where media may be added will be designated with an icon: 

1. Click on the icon
2. Click **Choose**
3. Choose a media file that has been saved on the computer and click **Open**. The media file must be saved in MP3 format
4. Click **Upload**
5. Once the file has successfully uploaded, click **Insert**
6. The media file will appear in the text editing window. TIP: Add text to instruct the students to press play. Click

**Save**



7. When students view a test item that has media incorporated into it, they will see the following:



8. Students are allowed to press play multiple times to repeat the media.