Ballston Spa Educating Everyone Takes Everyone

|  |
| --- |
| C e n t r a l S c h o o l D i s t r i c t |

**Safari Montage - Bulk Uploading**

1. Bulk Media Uploads
   1. Setting up your sheet
      1. Must be saved as a .csv
      2. Sheet must be set up as shown below
      3. Use media file validator before uploading

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Filename or Path** | **Grade From** | **Grade To** | **Expires** | **Copyright** | **Title** | **Description** | **Meta Data** |
| U:\Technology - Instructional\Video\Cohen\Consumerism.mp4 | 9 | 12 |  |  | Economics-Mcohen-Consumerism |  |  |
| U:\Technology - Instructional\Video\Cohen\Record High Debt.mp4 | 9 | 12 |  |  | Economics-Mcohen-Record High Debt |  |  |
| U:\Technology - Instructional\Video\Cohen\The Overspent American.mp4 | 9 | 12 |  |  | Economics-Mcohen-The Overspent American |  |  |
|  |  |  |  |  |  |  |  |

* 1. Uploading (Modules Tab)
     1. File
     2. Upload type (Headers with Metadata)
     3. Downloadable
     4. Home Access
     5. Share

1. Notes