Ballston Spa Educating Everyone Takes Everyone

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