



Using the New Multimedia Manager to Develop Photo Slideshows For Your School



The “**Multimedia Manager**” Module allows curators to post photos as slideshows to their school website quickly and easily. Each school’s home page will have a media button like the one above on it that when pressed will automatically open up the latest set of photos uploaded and show them as a slideshow.

Log onto the Finalsite Admin area with your username and password.
Click on the “Site Manager” tab and then click on “**Multimedia Manager**” on the left side.

This window appears. YOUR school name will show here.
Click on your school name.

Multimedia Manager Dashboard
Channel Manager
☐ Districtwide Activities
☐ Chestnut Hill
System Messages

Multimedia Manager Dashboard

Welcome to the Finalsite Multimedia Manager. Currently you have .

Quick Start

Create Photo Slideshow

Create MP3 Playlist

Create Video Playlist

My Last Modified

You have not created or modified any media objects.

Most Recent Additions

Title	Type	Hits	Last Updated
Navigator Testimonials summer 09	Video	95	Aug, 14 2009
HS West Graduation 2009	Photo	338	Aug, 05 2009
HS East Graduation 2009	Photo	366	Aug, 05 2009
2009 invite to Career Day	Video	27	Aug, 05 2009
K Orientation 2009	Video	11	Aug, 05 2009

Most Popular

Title	Type	Hits	Last Updated
Fran Greenspan Center Dedication	Video	684	Jul, 15 2009
Relay for Life Activities	Photo	536	Jun, 09 2009
Fourth Grade teacher, VA	Audio	397	Dec, 09 2006
HS East Graduation 2009	Photo	366	Aug, 05 2009
HS West Graduation 2009	Photo	338	Aug, 05 2009

After you click on your school name, this window appears:



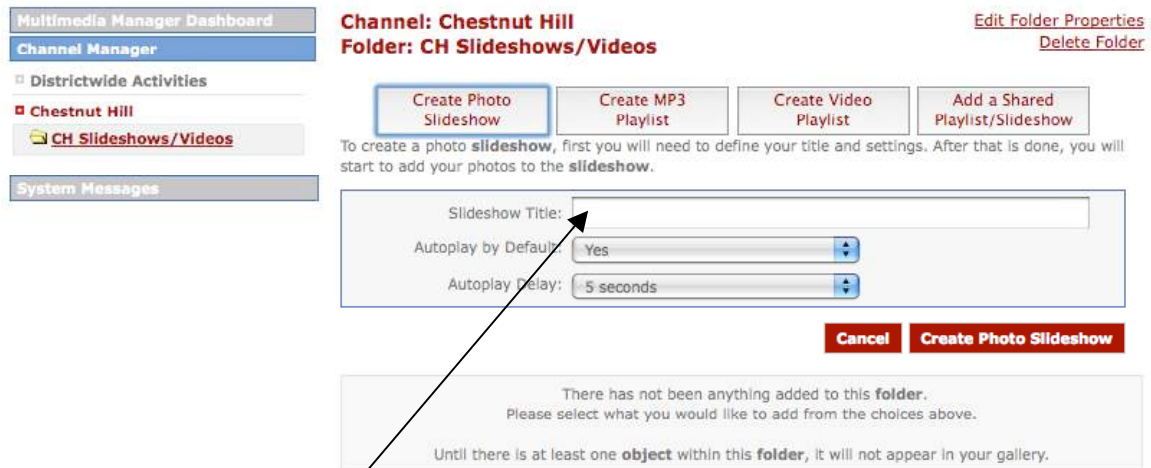
Now click on this folder

This window now appears:



Click on “Create Photo Slideshow”

This window now appears:



- Give the show a title (be descriptive, i.e., “Chestnut Hill PARP Celebration June 10, 2009”)
- Choose if you would like it to play automatically
- Determine the length of each slide
 - By default, the slideshow will play automatically with a 5 second delay.
- Click “Create Slideshow”

Now upload your images

- After creating a new slideshow title, click “Browse”
- Select the file(s) you wish to upload from a CD and/or from your Finals site folder
 - You may choose one or more .jpg files to upload at one time.
- Click the red “Upload” button
 - If you selected more than one to upload at a time, it may take some time to upload.
- Preview your uploaded images; add a title; and create a description on the next screen—“Edit Uploaded Item Information”.
- Click “Update Photo”

To edit uploaded images

- Click the gold “e” to the right of the image
- Make desired changes
 - It is best to keep the descriptions brief.
- Click “Update Photo”

To preview slideshow

- Click “Preview Folder”
- The Media Gallery will pop-up in a new window with the contents of the folder displayed.

TEST how it all works by clicking the media player icon on your new school homepage.

*****To create subsequent slideshows at any time:***

- Log on and go to the “**Multimedia Manager**”
- Click on your school name
- Click on the folder “Your school Name slideshows/Videos”
- Click on the “Create Photo Slideshow” button and repeat directions above for making a slideshow.
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- when you complete making the new slideshow, drag your latest slideshow to the top of the list---this will make it play first when a viewer clicks on the media gallery link in your home page.
- ****NEVER** click on the +folder link (never add a folder since the media player link on your school home page is set to open up only the slideshows in “Your school Name slideshows/Videos”).