

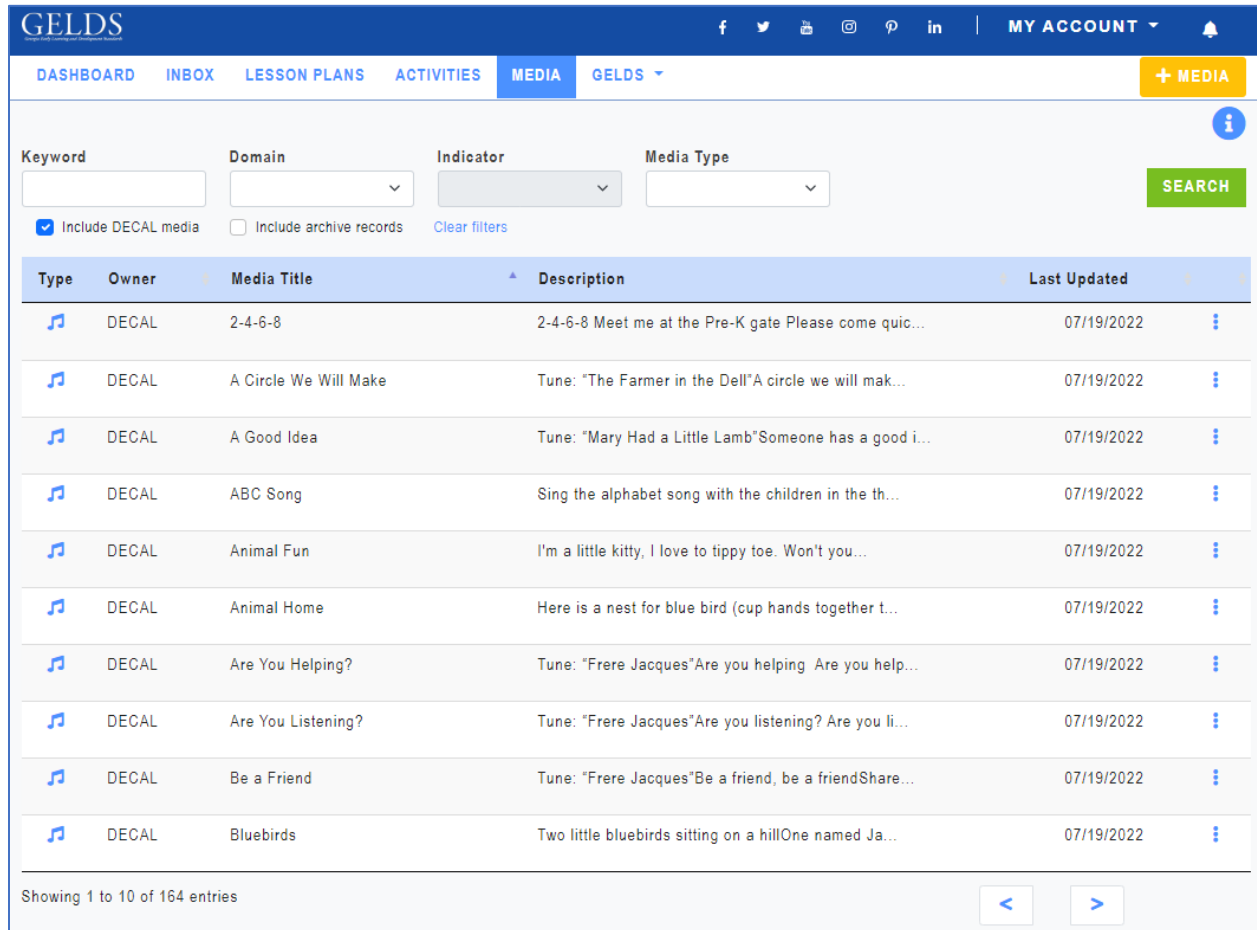


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Manage Media

On the Manage Media page, you can create custom media as well as view DECAL media. To access the Media page, log into the GELDS site and click on the **MEDIA** tab on the Portal menu.



The screenshot shows the GELDS Manage Media page. At the top, there is a navigation bar with tabs for DASHBOARD, INBOX, LESSON PLANS, ACTIVITIES, MEDIA (selected), and GELDS. A '+ MEDIA' button is visible in the top right. Below the navigation bar, there is a search section with filters for Keyword, Domain, Indicator, and Media Type. There are checkboxes for 'Include DECAL media' (checked) and 'Include archive records'. A 'SEARCH' button is on the right. Below the search section is a table of media entries.

Type	Owner	Media Title	Description	Last Updated
🎵	DECAL	2-4-6-8	2-4-6-8 Meet me at the Pre-K gate Please come quic...	07/19/2022
🎵	DECAL	A Circle We Will Make	Tune: "The Farmer in the Dell" A circle we will mak...	07/19/2022
🎵	DECAL	A Good Idea	Tune: "Mary Had a Little Lamb" Someone has a good i...	07/19/2022
🎵	DECAL	ABC Song	Sing the alphabet song with the children in the th...	07/19/2022
🎵	DECAL	Animal Fun	I'm a little kitty, I love to tippy toe. Won't you...	07/19/2022
🎵	DECAL	Animal Home	Here is a nest for blue bird (cup hands together t...	07/19/2022
🎵	DECAL	Are You Helping?	Tune: "Frere Jacques" Are you helping Are you help...	07/19/2022
🎵	DECAL	Are You Listening?	Tune: "Frere Jacques" Are you listening? Are you li...	07/19/2022
🎵	DECAL	Be a Friend	Tune: "Frere Jacques" Be a friend, be a friend Share...	07/19/2022
🎵	DECAL	Bluebirds	Two little bluebirds sitting on a hill One named Ja...	07/19/2022

Showing 1 to 10 of 164 entries

Search Media

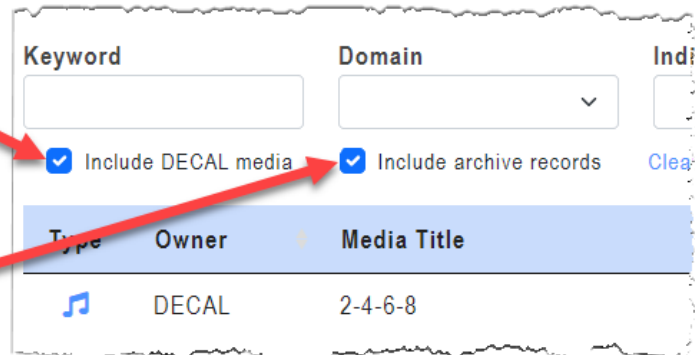
By default, the Media grid displays DECAL media as well as media owned by the user sorted by the Media Title. To search for media:

1. Enter one or more of the following search criteria:
 - **Keyword** – enter a keyword to view all media having a title or description with characters matching the keyword entered
 - **Domain** – select a GELDS domain to filter for media related to that domain
 - **Age Group** – select one or more age groups to view media associated with the selected age groups

- **Media Type** – select the media type you are searching for
2. Click **SEARCH**. If any records match your search criteria, they will populate in the media grid.
 3. Only ten (10) media records display per page. Use the paging control at the bottom of the grid to navigate through the search result pages.
 4. You can filter the results further by unchecking or checking the following:

- **Include DECAL records** – when checked DECAL media display in the media list. To show only your custom media, uncheck this box.

- **Include Archive records** – when checked archived media display with a gray background.



5. To reset the grid to display the default media view, click the **Clear filters** link below the search fields.

Sort Media

By default, the media displays alphabetically in ascending order by the Media Title. To change the sort order:

1. Click on the column header you wish to sort on. You can sort the media by the Owner, Media Title, Description, or Last Updated date in ascending (▲) or descending (▼) order.

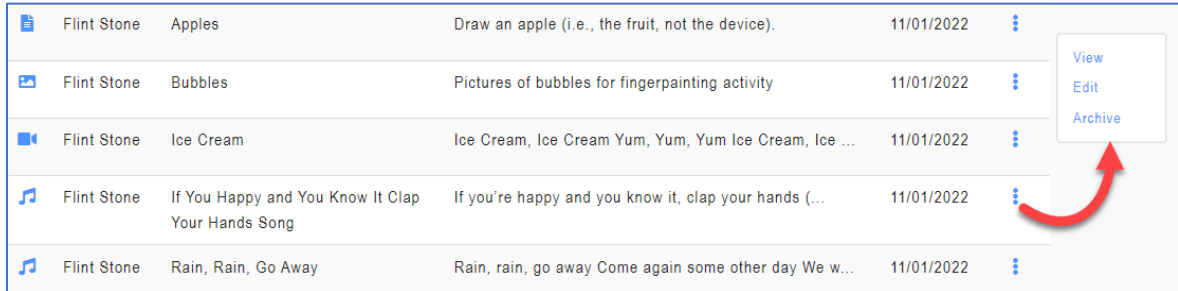
Type	Owner	Media Title	Description	Last Updated
🎵	DECAL	2-4-6-8	2-4-6-8 Meet me at the Pre-K gate Please come quic...	07/19/2022
🎵	DECAL	A Circle We Will Make	Tune: "The Farmer in the Dell" A circle we will mak...	07/19/2022
🎵	DECAL	A Good Idea	Tune: "Mary Had a Little Lamb" Someone has a good i...	07/19/2022






2. Click the header again to change the direction of the sort.

Media Options

To view the options available for a media record:

1. Click on the actions menu (☰) to the right of the media. A sub-menu displays.



	Flint Stone	Apples	Draw an apple (i.e., the fruit, not the device).	11/01/2022	☰
	Flint Stone	Bubbles	Pictures of bubbles for fingerpainting activity	11/01/2022	☰
	Flint Stone	Ice Cream	Ice Cream, Ice Cream Yum, Yum, Yum Ice Cream, Ice ...	11/01/2022	☰
	Flint Stone	If You Happy and You Know It Clap Your Hands Song	If you're happy and you know it, clap your hands (...)	11/01/2022	☰
	Flint Stone	Rain, Rain, Go Away	Rain, rain, go away Come again some other day We w...	11/01/2022	☰


2. Select one of the available options displayed in the sub-menu.

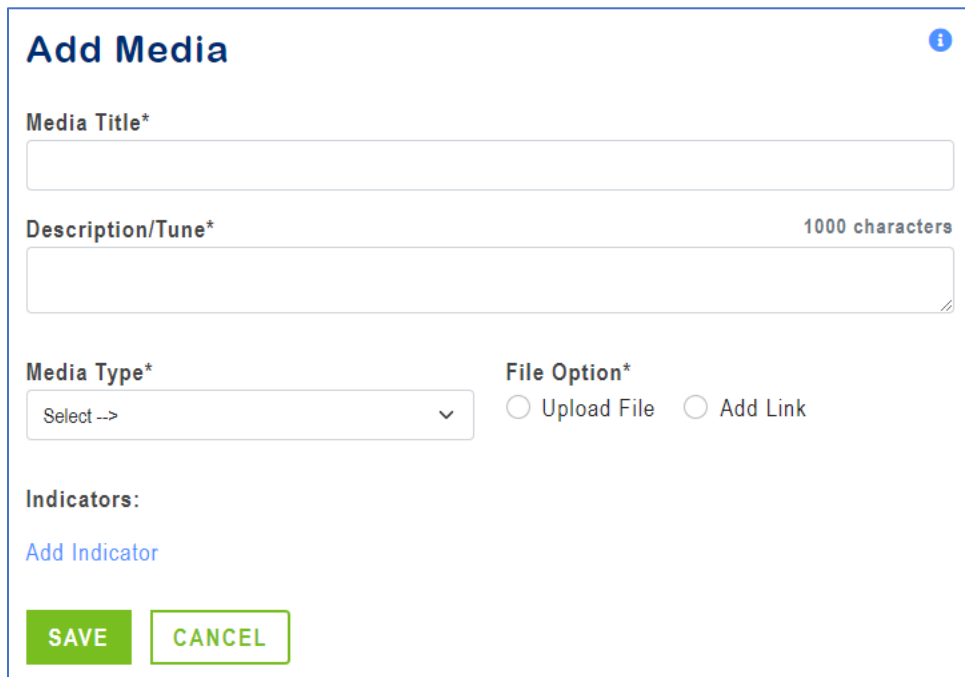
		Availability by Media Type		
Menu Option	Definition	DECAL	Custom	Archived
View	Displays media details in read-only mode.	✓	✓	✓
Edit	Displays media details in edit mode allowing you to update the selected record.		✓	
Archive	Stores media not currently used. Archived media do not display in your active media list. When you check Include Archive records , the archived media will display with a gray background in the grid.		✓	
Unarchive	Restores archived media as active. Unarchived media display in your active media list. You can add the unarchived media to Activities or Lesson Plans.			✓

Important Notes: You cannot add Archived media to Activities or Lesson Plans.

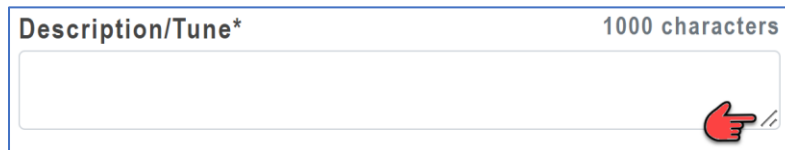
Add Media

To create a new media item:

1. Click the  button in the top right corner. The Add Media screen displays where you can enter the new media details.



2. Complete the following required fields as indicated by an asterisk (*).
 - A. **Media Title** – enter a name for the media. The maximum field length is one hundred (100) characters.
 - B. **Description/Tune** – enter a description for the media. For an audio file, the description may be the words to the song.
 - The maximum field length is one thousand (1000) characters.
 - Click on the bottom right corner of the description field to enlarge.

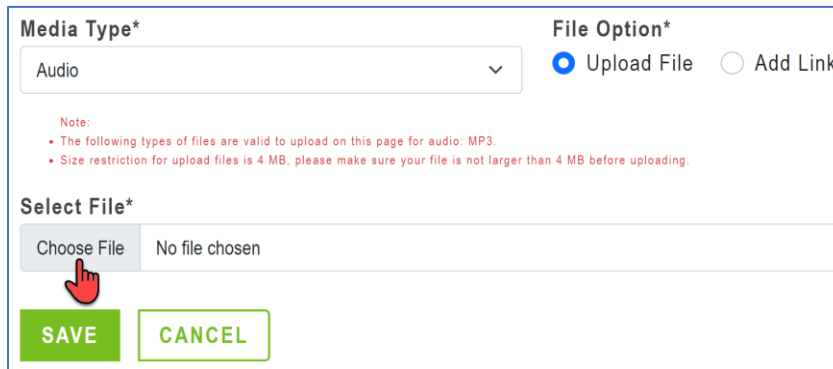


- C. **Media Type** – select the appropriate type from the dropdown list: Document, Audio, Video, or Image.

D. **File Option** – select one of the file options below:

- **Upload File**

- (1). Click the **Upload File** radio button if you wish to upload a file to the system.
- (2). Next, click on **Choose File**. A file dialog window opens.



- (3). Navigate to the location on your computer where you stored the media and select the file you wish to upload. The file upload requirements are as follows:

Type	Format	Size
Audio	MP3	The maximum file size allowable to upload an audio, a document, or an image is 4MB .
Document	PDF	
Image	BMP, GIF, JPEG, JPG, PIC, PNG, TIF, TIFF	

Note: You cannot upload Videos. To add a video, select **Add Link**.

- **Add Link**

- (1). Click the **Add Link** radio button if you wish to link to an audio, document, image, or video.
- (2). In the displayed **Media URL** field, enter a valid URL for the item you wish to link to.

E. **(Optional)** To select an indicator related to the media:

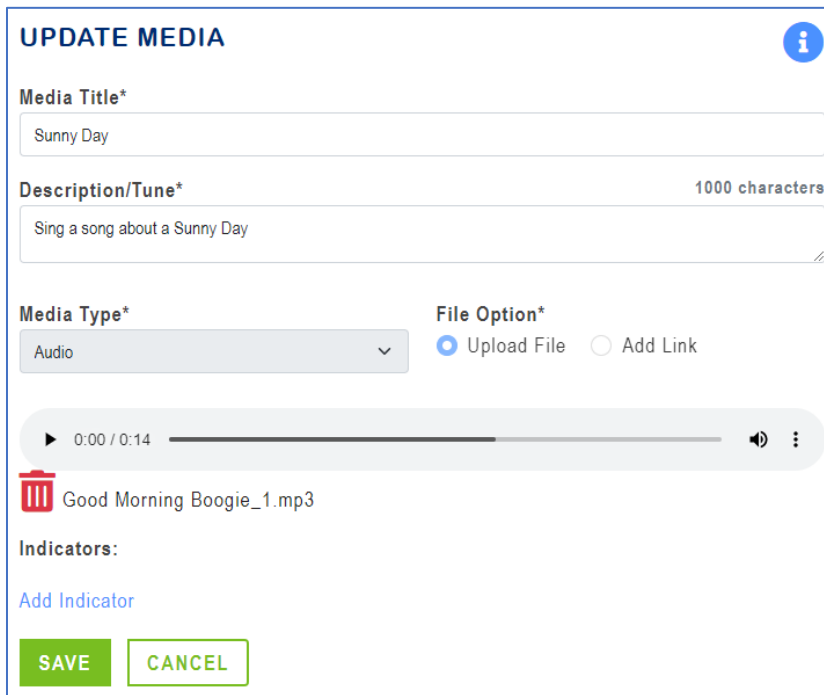
- (1). Click **Add Indicator**.
- (2). Select a **Domain**. The indicator field activates.
- (3). Click on the **Indicator** dropdown and select an indicator.

- (4). Click **Add**.
 - (5). Repeat to add additional indicators for the media.
3. After completing the entries, click **Save** to save the new media or click **Cancel** to exit the screen without saving.

Edit Media

You can edit custom media which you have created. To edit a media:

1. Click on the actions menu (ⓘ) to the right of the item in the media list and then select **Edit**.



2. On the Update Media page, you can change the verbiage or selections for any of the fields.
3. To change the uploaded file, complete the following steps:
 - A. Click the **Delete File** (🗑️) icon and confirm that you want to remove the file.
 - B. Click **Upload File** > **Choose File** to select and upload a new media item.
 - C. Alternately, click **Add Link** to switch from a file upload to a link and then enter the new media URL.
4. Once the media updates are complete, click the **Save** button or click **Cancel** to exit the screen without saving the changes.