

# Work with the Premium Video App



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This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

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## Introduction

You use the Premium Video App to build a collection of videos. You can choose to upload videos and save them to Schoolwires. Or, you can choose to copy and paste the embed code of videos posted on third party sites. Visitors to your website watch your videos without having to wait for them to download or having to navigate to a third party sites to view them.

With the Premium Video App, you can set a display duration for a video and indicate a time frame when it is available to watch. And, because *tag filtering* is available for this app, you can activate and display a Date Grouping and a Tag List. Visitors to the end-user website see videos indexed by month or by tags that have been assigned to each video within the app. App editors use tag filtering to select which tagged videos display on the end-user website. Visitors click a tag to display the videos associated with it.

The screenshot shows the Happy Valley High School website. The header includes the school logo and name, along with the motto: "Show me and I forget. Teach me and I remember. Involve me and I learn." A navigation menu contains links for Home, About Us, Our School, Administration, Programs of Study, Athletics, Teachers, Alumni, and Calendar. The "Teachers" link is active.

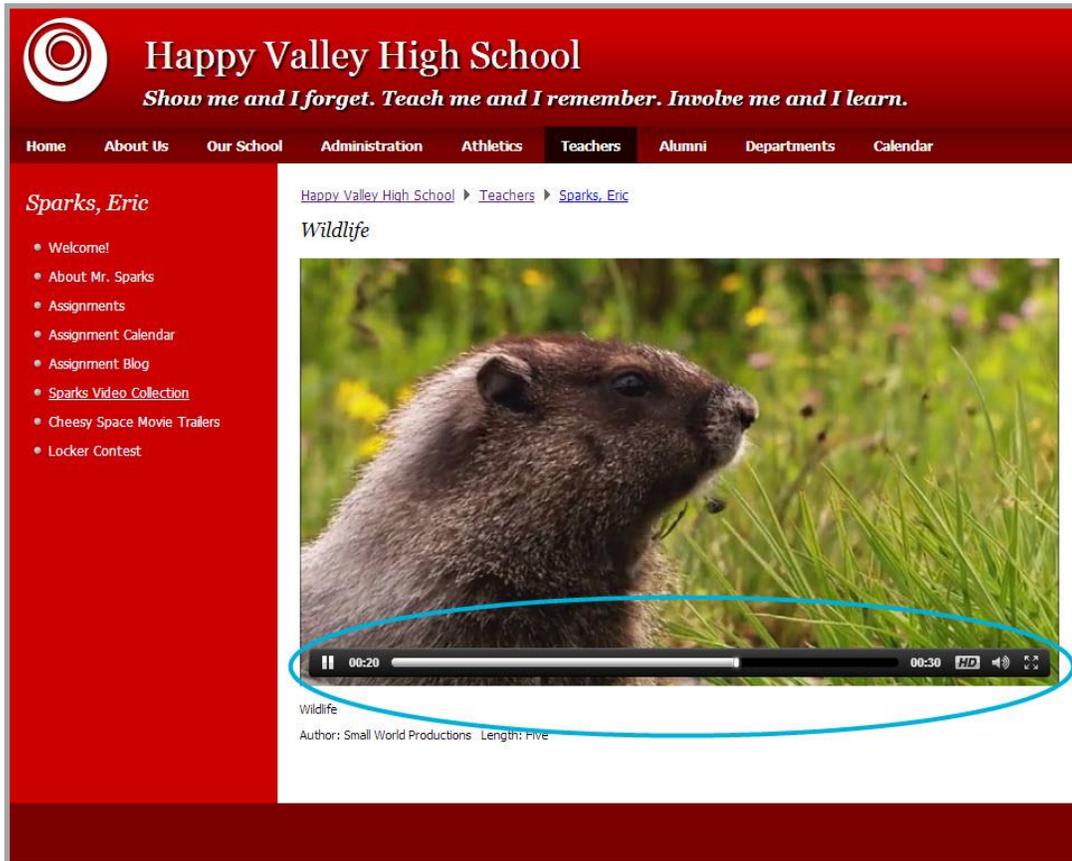
The main content area is titled "Sparks, Eric" and contains a list of links: Welcome!, About Mr. Sparks, Assignment Blog, Assignments, Assignment Calendar, Sparks Video Collection, and Sparks Cheesy Space Movie Trailers. The "Sparks Cheesy Space Movie Trailers" link is selected.

The page displays a collection of "Cheesy Space Movie Trailers":

- Flight to Mars**: Flight to Mars Movie Trailer - 1951. Author: Strawb. Length: 1.5 Minutes.
- Gamera the Brave**: Gamera the Brave Movie Trailer - 2006. Author: Tatsui. Length: 2 Minutes.
- Mission to Mars**: Mission to Mars Movie Trailer - 2000. Author: Cannon, Thomas, Thomas, Yost. Length: 2 Minutes.
- Radar Men from the Moon**: Radar Men from the Moon Trailer - 1952. Author: Davidson. Length: 2 Minutes.
- Teenagers from Outer Space**: Teenagers from Outer Space - Trailer 1959. Author: Tom Graeff. Length: 1 Minute.

On the right side, there are sections for "Recent" (Teenagers from Outer Space, Gamera the Brave, Mission to Mars, Radar Men from the Moon), "By Month" (May 2014, April 2014), and "Tags" (alien attack(3), mars(3), space monster(2), space travel(5), super cheesy(5), UFO(1)).

When visitors to your website play a video that has been uploaded to Schoolwires and they position their mouse pointers on it, a video control bar displays.

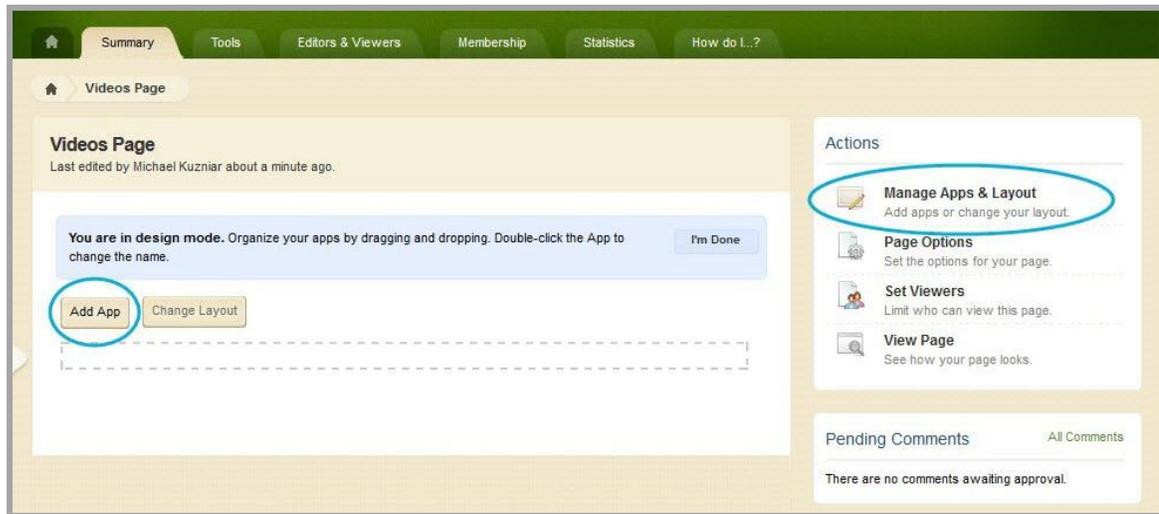


The control bar includes Play and Pause buttons, a time slider, an HD button you use to set video quality (Low, Medium or High), a Mute/Volume Button and a Full Screen Button.



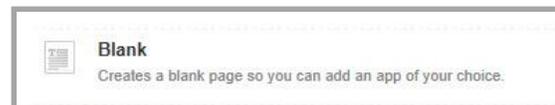
## Add a Premium Video App

You add a Premium Video App by creating a new page and selecting the *Blank* Page Type. This creates an empty page with a one-column page layout. Edit the page, select the *Manage Apps & Layout* Action and add a Premium Video App. Or, just edit an existing page and add the app there.



Here's how you add a page to a section workspace using the *Blank* Page Type.

1. In *Site Manager*, navigate to the workspace to which you wish to add a Premium Video App.
2. Click **New Page**. The Available Page Types dialog displays.
3. Click **Blank Page**. The Add Blank Page dialog displays.
4. Enter a name for the page. This is the name that users see when navigating the site.
5. Click **Save**. You are returned to the workspace.



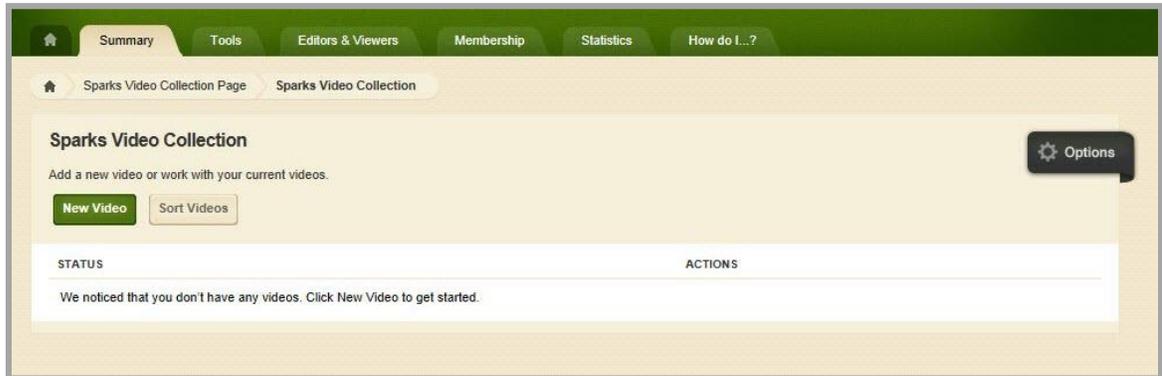
Here's how you add a Premium Video App to a page.

1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Premium Video App.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Select the Action *Manage Apps & Layout*. The page opens in Design mode.
4. Click **Add App**. The Available Apps dialog displays.
5. Click *Premium Video App*. Then click **Create New**.
6. Enter a name for your app.
7. Click **Create**. The page displays in Design mode.
8. Click **I'm Done**. The page displays in Edit mode.

Note that when you create an app, it resides in the workspace where you created it. You can only edit apps in the workspace where they were created.

## Manage Premium Video App Records

Once you add a Premium Video App to a page, you can to add video records to it. You can also edit, sort, tag and delete videos.

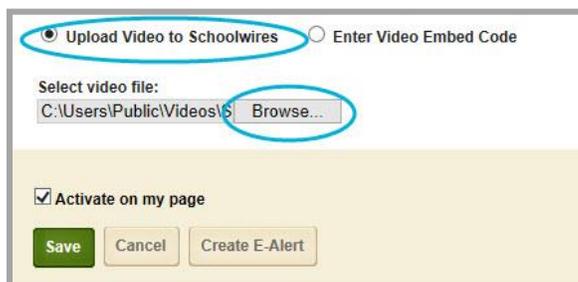


## Add a Video

Here's how you add a video to a Premium Video App. Note that you can upload your videos to Schoolwires or choose to copy and paste the embed code for a video posted on a third-party site.

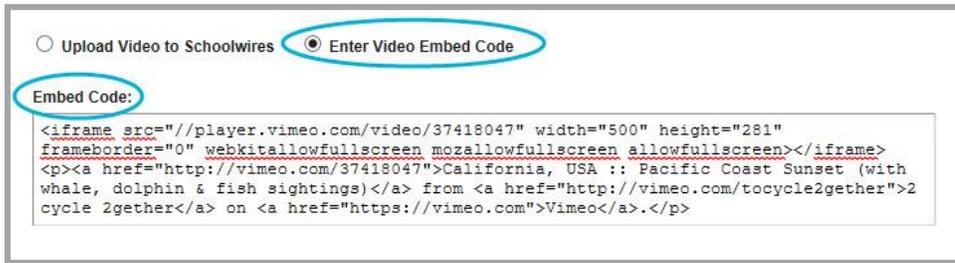
1. In *Site Manager*, navigate to the workspace containing the page with the app to which you wish to add a video.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. An edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Click **New Video**. The New Video dialog opens on the **Record** tab.
5. Enter a Title, Description, Author and Length for the video.
6. Choose one of two video options. Select the *Upload Video to Schoolwires* or the *Enter Video Embed Code* radio button.

If you select *Upload Video to Schoolwires*, click **Browse** and choose a video to upload.

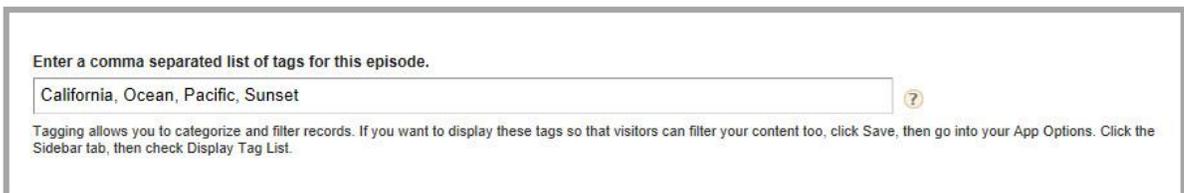


Videos you upload must be of file type avi, mov, mpr, 3gp, flv, m4v or wmv. You may upload videos with a maximum size of 2 GB.

If you select *Enter Video Embed Code*, the Embed Code field displays. Paste the embed code you copied for the video you wish to add to the app into the Embed Code field.



7. Click the **Display Duration** tab and specify dates when the video should appear on the end-user website, if you like.
8. Click the **Tags** tab and categorize the video by adding tags, if you like. Each tag can contain up to 20 alphanumeric characters.

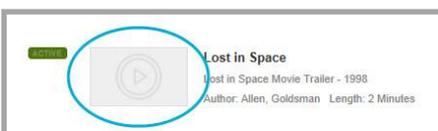


9. Click **Save**. If you are uploading the video to Schoolwires, a message window displays to let you know that the video is being processed. When completed, the message window is dismissed and you are returned to the workspace.

If you choose to upload a video to Schoolwires, the first frame of the video displays as the video record thumbnail in *Site Manager* and on the end-user website.



If you choose to enter video embed code, a default image displays as the thumbnail.



To preview your video while in *Site Manager*, click **Preview**.



## Edit a Video

Here's how you edit a video.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.
2. Click **Actions** to the right of the page you wish to edit and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. Note that when you position the cursor on the app, the background color changes and a pencil displays.



4. Click **Edit** to the right of the video record you wish to edit. The Edit Video dialog displays.



5. Make necessary edits.

- Click **Save**. You are returned to the workspace.

**New Video**  
Enter your video details.

Record   Display Duration   Tags

Title:  
Flight to Mars

Description:  
Flight to Mars Movie trailer - 1951

Author: Strawb   Length: 1.5 minutes

Upload Video to Schoolwires    Enter Video Embed Code

Select video file:  
Choose File   FlightToMarsTrailer.mp4

Activate on my page

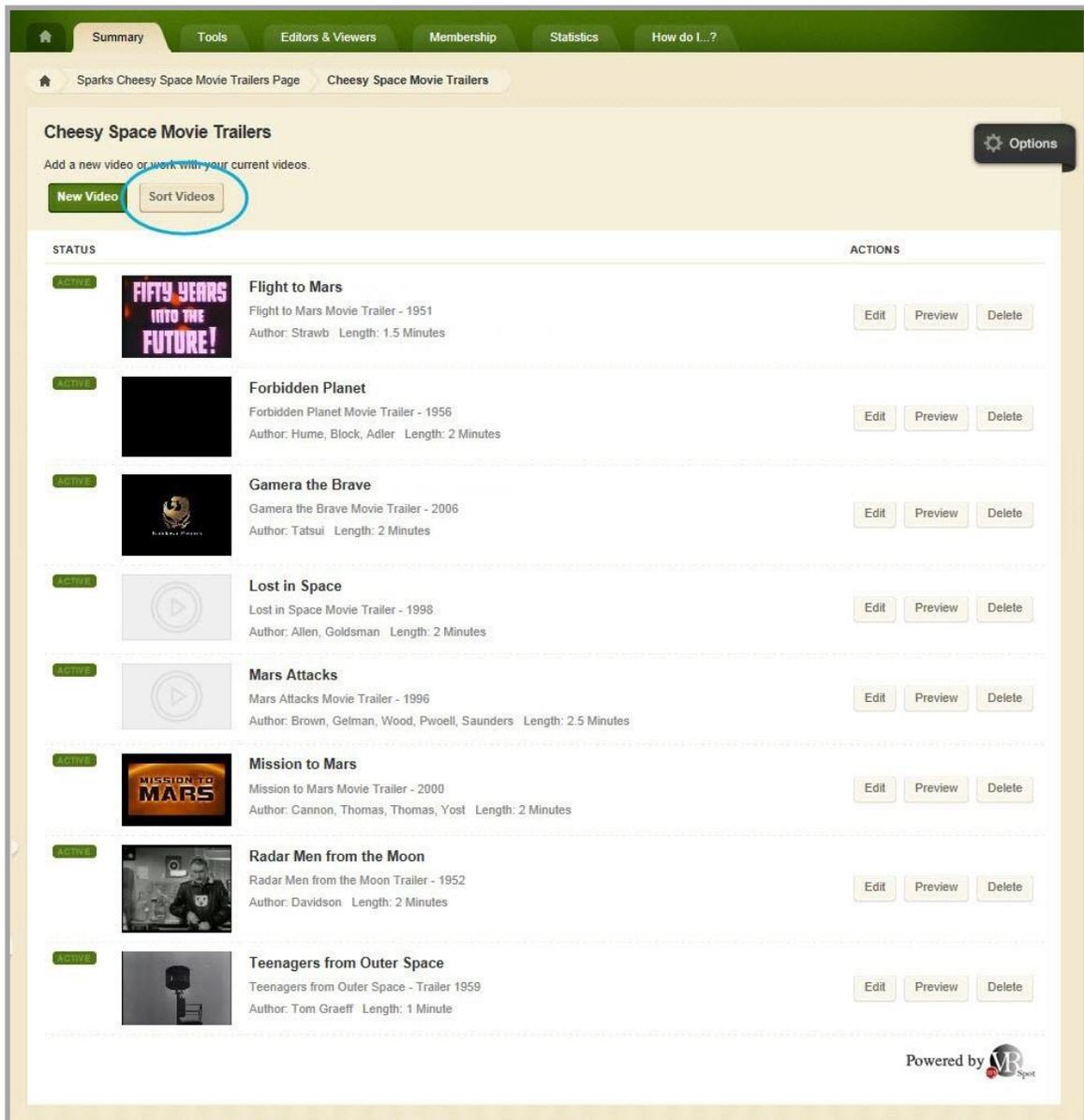
Save   Cancel   Create E-Alert

When you edit a record containing a video that you uploaded to Schoolwires, you cannot upload a different video in its place. In this instance you must delete the record and then add a new one.

## Sort Videos

Here's how you sort videos within a Premium Video App.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. Then page opens in Edit Mode.
3. Click on the app that you wish to edit. The app opens.

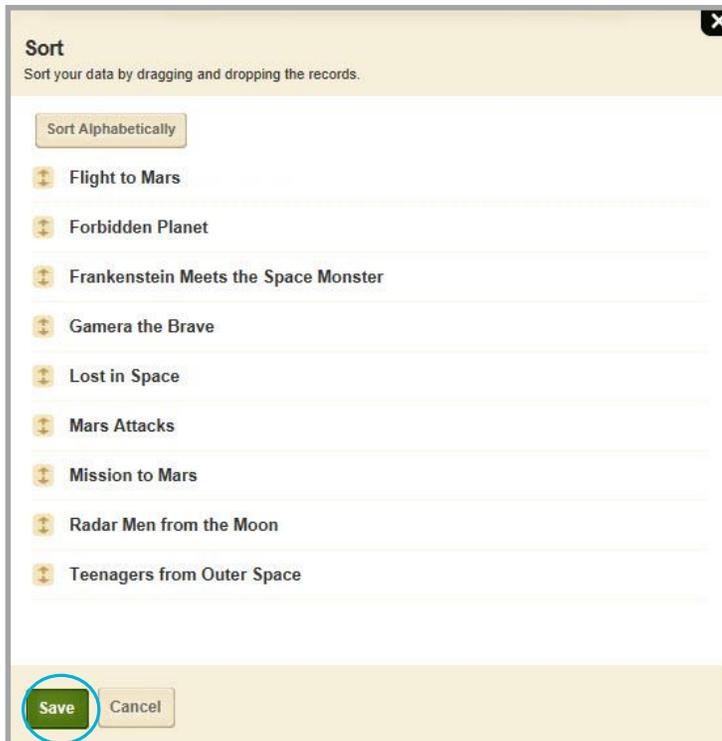


The screenshot displays the 'Cheesy Space Movie Trailers' app interface. At the top, there are navigation tabs: Summary, Tools, Editors & Viewers, Membership, Statistics, and How do I...?. Below these, the page title 'Cheesy Space Movie Trailers' is shown, along with an 'Options' button. A message reads 'Add a new video or work with your current videos.' Below this message are two buttons: 'New Video' and 'Sort Videos', with the 'Sort Videos' button circled in blue. The main content area is a table with two columns: 'STATUS' and 'ACTIONS'. The table lists several movie trailers, each with a thumbnail, title, description, author, length, and a set of 'Edit', 'Preview', and 'Delete' buttons.

STATUS		ACTIONS
ACTIVE	<b>Flight to Mars</b> Flight to Mars Movie Trailer - 1951 Author: Strawb Length: 1.5 Minutes	Edit Preview Delete
ACTIVE	<b>Forbidden Planet</b> Forbidden Planet Movie Trailer - 1956 Author: Hume, Block, Adler Length: 2 Minutes	Edit Preview Delete
ACTIVE	<b>Gamera the Brave</b> Gamera the Brave Movie Trailer - 2006 Author: Tatsui Length: 2 Minutes	Edit Preview Delete
ACTIVE	<b>Lost in Space</b> Lost in Space Movie Trailer - 1998 Author: Allen, Goldsman Length: 2 Minutes	Edit Preview Delete
ACTIVE	<b>Mars Attacks</b> Mars Attacks Movie Trailer - 1996 Author: Brown, Gelman, Wood, Pwoell, Saunders Length: 2.5 Minutes	Edit Preview Delete
ACTIVE	<b>Mission to Mars</b> Mission to Mars Movie Trailer - 2000 Author: Cannon, Thomas, Thomas, Yost Length: 2 Minutes	Edit Preview Delete
ACTIVE	<b>Radar Men from the Moon</b> Radar Men from the Moon Trailer - 1952 Author: Davidson Length: 2 Minutes	Edit Preview Delete
ACTIVE	<b>Teenagers from Outer Space</b> Teenagers from Outer Space - Trailer 1959 Author: Tom Graeff Length: 1 Minute	Edit Preview Delete

Powered by MR Spot

4. Click **Sort Videos**. A Sort dialog displays. There are two methods to sort records.
  - Click **Sort Alphabetically** to auto-sort your videos in ABC order.
  - Click on a video in the list, hold and drag-and-drop it at a new location within the list.
5. Place the videos in the desired order.

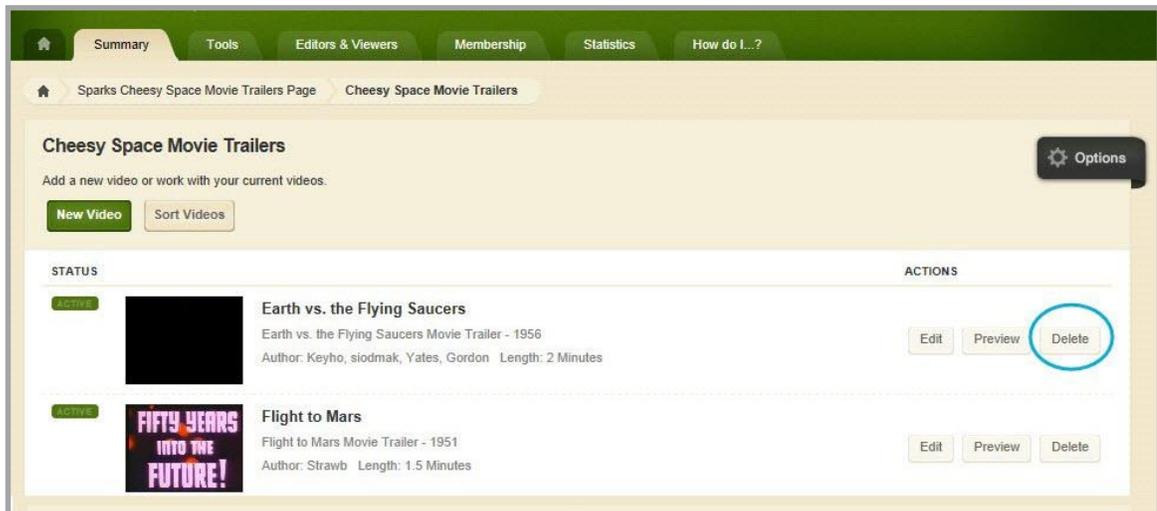


6. Click **Save**. You are returned to the workspace.

## Delete a Video

Here's how you delete a video from a Premium Video App.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.
2. Click **Actions** to the right of the page containing the app you wish to edit and select Edit Page from the drop-down list. The page opens in Edit Mode.
3. Click the app that you wish to edit. The app opens.

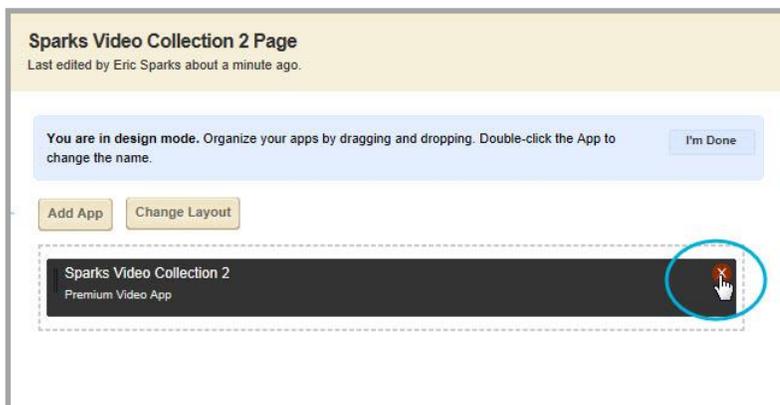


4. Click **Delete** to the right of the video record you wish to delete. A confirmation dialog displays.
5. Click **Yes**. You are returned to the workspace.

## Delete a Premium Video App from a Page

Here's how you delete a Premium Video app from a page.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Select the *Action Manage Apps & Layout*. The page opens in Design mode.
4. Position the cursor on the app you wish to delete. Note the background color changes. Click the  to delete the app. A confirmation dialog displays

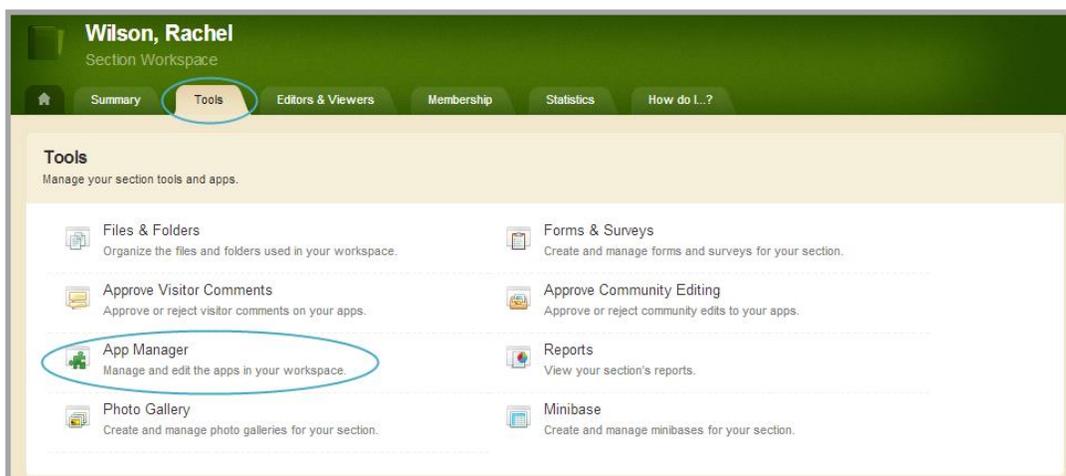


5. Click **Yes**. The app is removed.
6. Click **I'm Done** to return to the workspace.

## Permanently Delete a Premium Video App

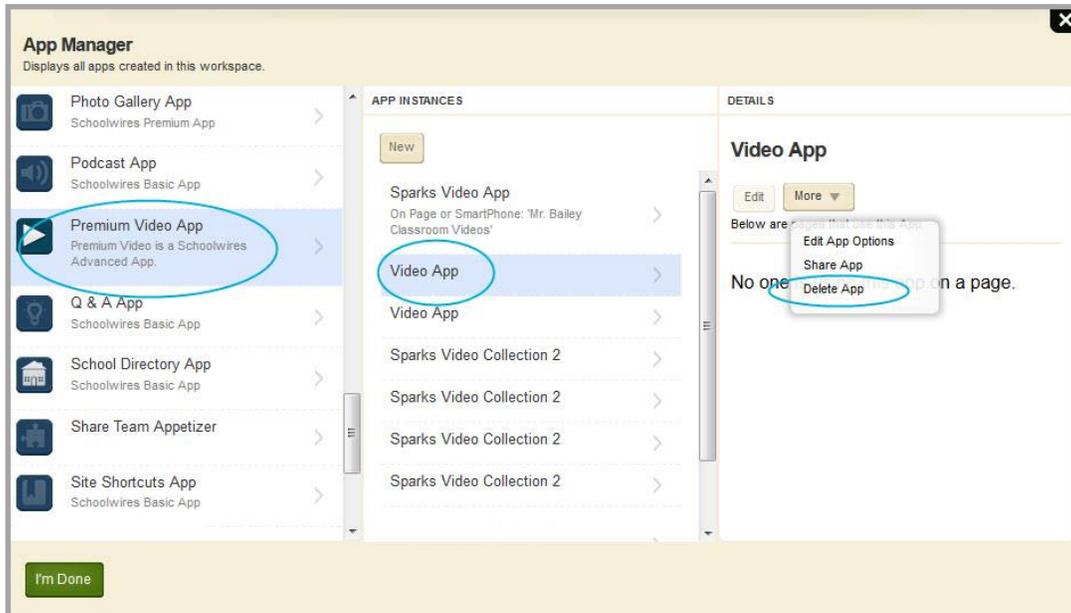
Here's how you permanently delete a Premium Video app.

1. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.
2. Click **Tools**. The Workspace Tools display.



3. Click *App Manager*. The App Manager displays.

- In the first column, select the type of the app that you wish to delete. In this instance, select Premium Video app. All apps of this type within the current workspace display in the second column.



- Locate and click the name of the app you wish to delete. Your selection is highlighted.
- In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.
- Click **Yes**. The app is permanently deleted from App Manager.
- Click **I'm Done**. You are returned to the **Tools** tab.

Note that when you permanently delete an app from App Manager, it is removed from your pages and the pages of any user with whom you shared the app. Those users receive an email indicating that you have deleted the app.

## Premium Video App Options

You can set options for the Premium Video App. Click *Options* to display the **General**, **Sharing**, **Social Settings**, **Sidebar** and **Tag Filtering** tabs.

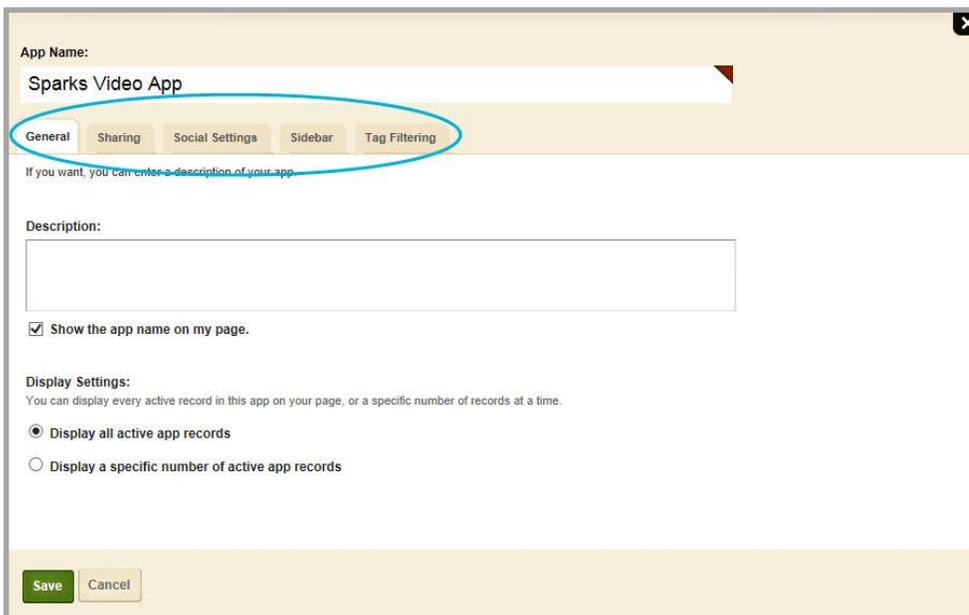
### Access App Option

Here's how you access options for a Premium Video App.

1. In *Site Manager*, navigate to the workspace containing page with the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app you wish to edit.
4. Click **Options**. The App Options dialog displays.



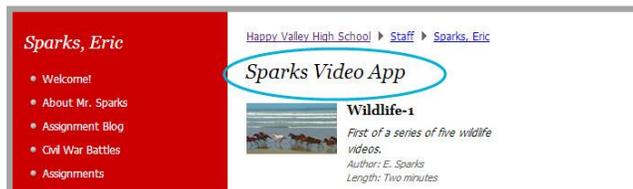
5. Make changes on each of the tabs as necessary.
6. Click **Save**. You are returned to the workspace.



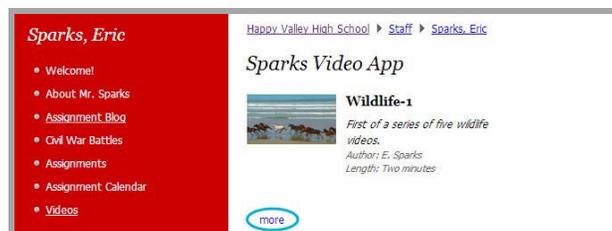
## General Tab

Use the **General** tab options to change the name of the app and to add or edit an app description.

If you click the *Show the app name on my page* check box, the app name displays as a title on the end-user website.

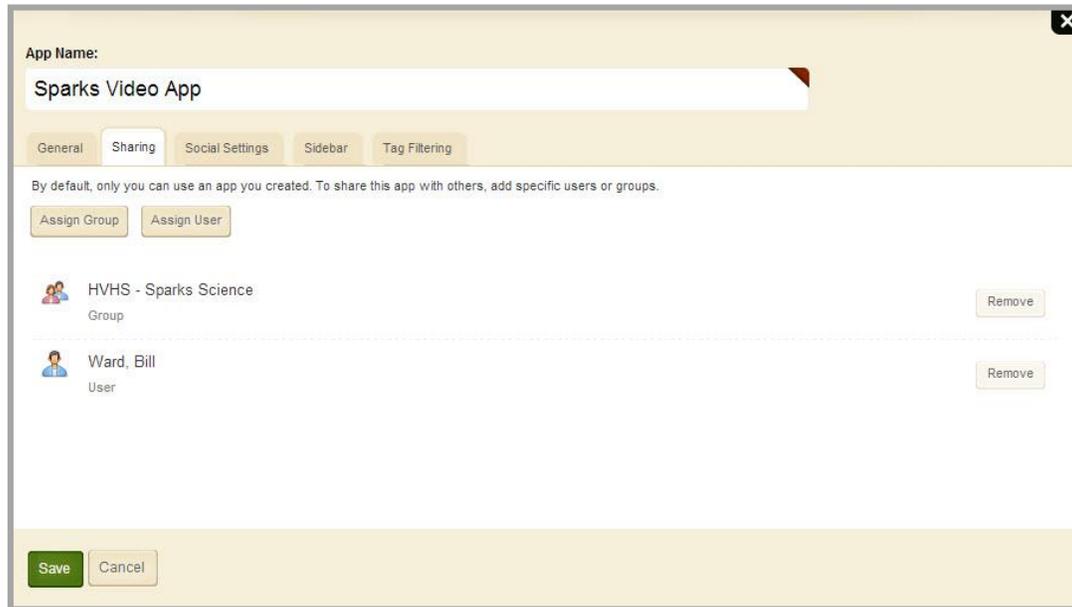


All active app records automatically display on the end-user website for the app. Click the *Display a specific number of active records* radio button and enter a Record Limit to control the number of records that first show when visitors view the page. Once the limit specified is reached, click the *More* link that displays to see all of the active records.



## Sharing Options

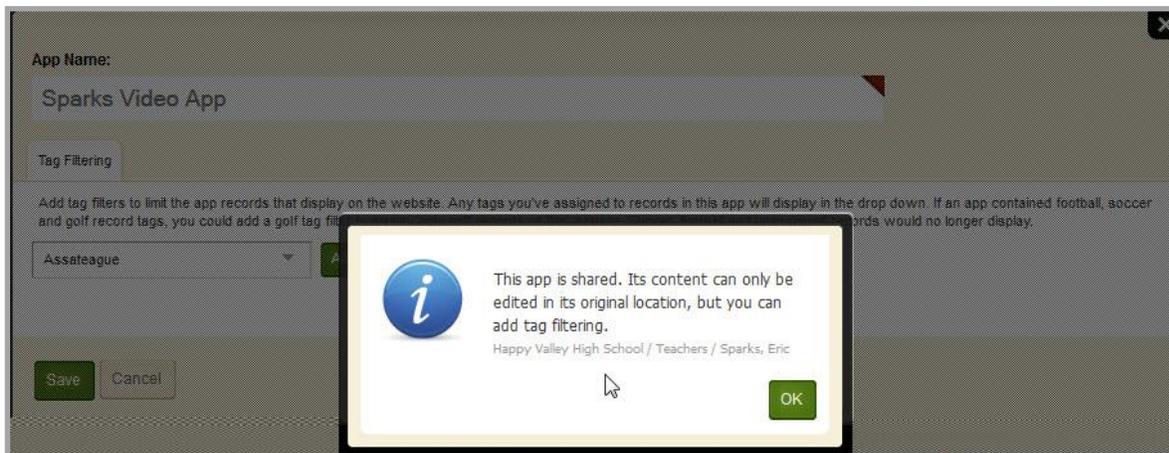
By default, only you have access to an app that you create. If you would like other editors to be able to display your app on their pages, use the **Sharing** tab options and share the app with them.



On the **Sharing** tab, click **Assign Group** or **Assign User**, search for and select specific groups and users with whom you would like to share your app.

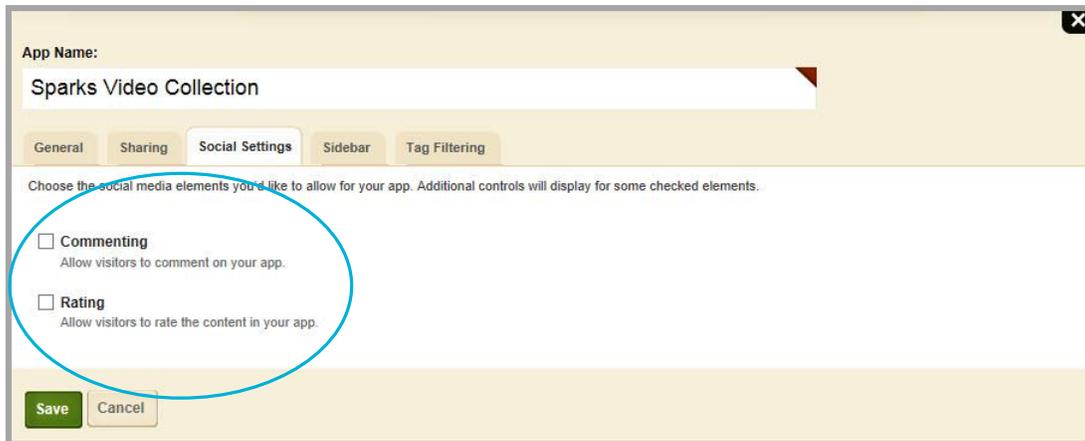
If you are a multiple workspace editor, share the app with yourself so that you can place it in on pages in your other workspaces.

If you attempt to edit an app that is shared with you, a warning message displays indicating that the app is shared and it can only be edited in its original location. You can however, add tag filtering to it.



### Social Settings

If you have Social Media Framework, you may be able to add social media elements to the app.



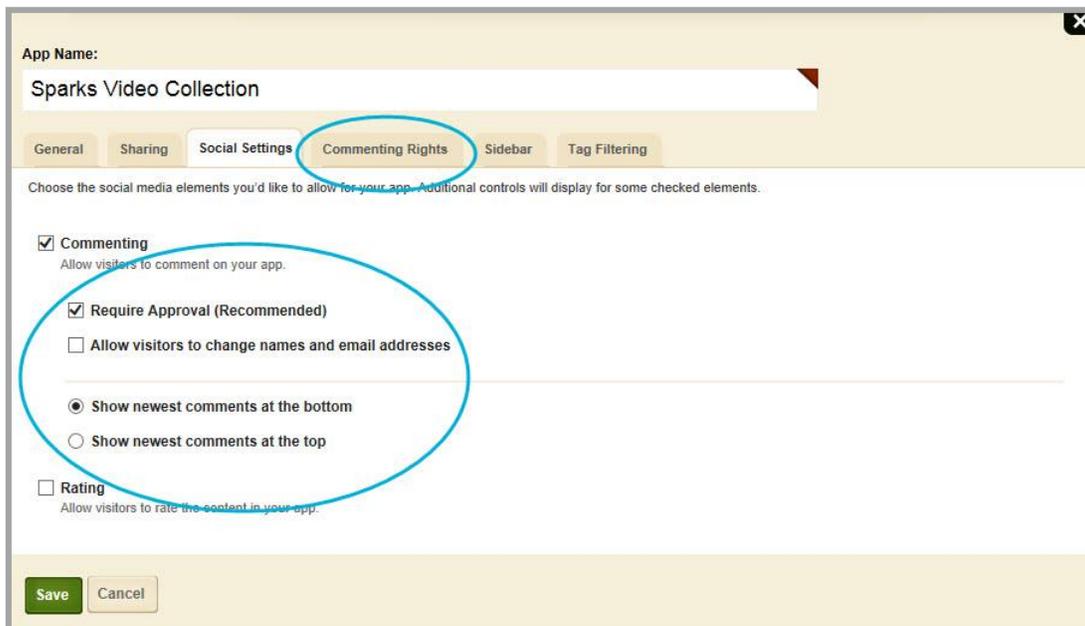
Commenting and Rating can be applied to the Premium Video App. This allows visitors to comment on and rate the videos in the app.

### Commenting

**Commenting** allows visitors to the end-user website to add their comments about videos in the app. Visitors can also reply to comments left by other visitors.



When you activate the *Commenting* check box, two additional check boxes, two radio buttons and the **Commenting Rights** tab display.



We recommend that you select the *Require Approval* check box. With this activated, you must approve all visitor comments before they display on your website.



If a visitor posts a comment and is not signed in, the name associated with the post is *Anonymous*.

If a visitor posts a comment and is signed into your website, the name and email address of the visitor is pulled from the visitor's user account.

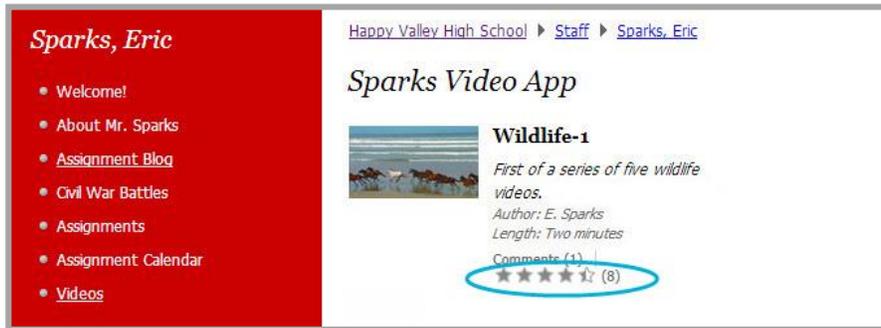
If you select the *Allow visitors to change names and email addresses* check box, visitors who are signed in to your website may modify their posting name and email address.

Note that the email address associated with a post never displays on the end-user website.

You may also choose to have newest comments post at the top of the list within your app by selecting the *Show newest comments at the bottom* radio button.

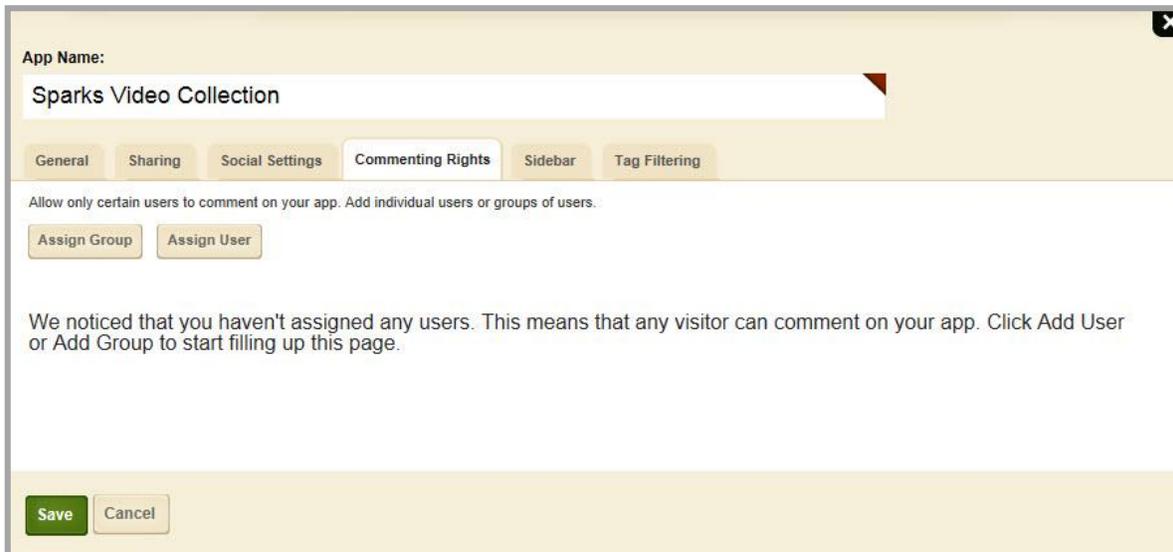
### Rating

**Rating** allows visitors to rate the videos in your Premium Video App. The rating system consists of a series of five stars that display for each video in your Premium Video App. You click on a star to rate the video. Note that you can specify half values by positioning the mouse pointer on the first half of a star. As a video is rated, the stars display the average rating and you also see the number of times it was rated.



### Commenting Rights Tab

When you enable Commenting for your app, the **Commenting Rights** tab displays. By default, all visitors to your website may comment on the videos in your Premium Video App. If you would like to limit who may comment, click **Assign Group** or **Assign User**, search for and add specific users and groups.



## Sidebar

**Sidebar** tab options allow you to set display preferences for the app on the end-user website.



App Name:  
Sparks Video Collection

General   Sharing   Social Settings   Commenting Rights   **Sidebar**   Tag Filtering

Display Date Grouping

Display Tag List

Save   Cancel

If you select the *Display Date Grouping* option, you see a *Recent* heading on the end-user website. The last ten active records that were added to the app displayed below it. Click an item in *Recent* to navigate to the video.



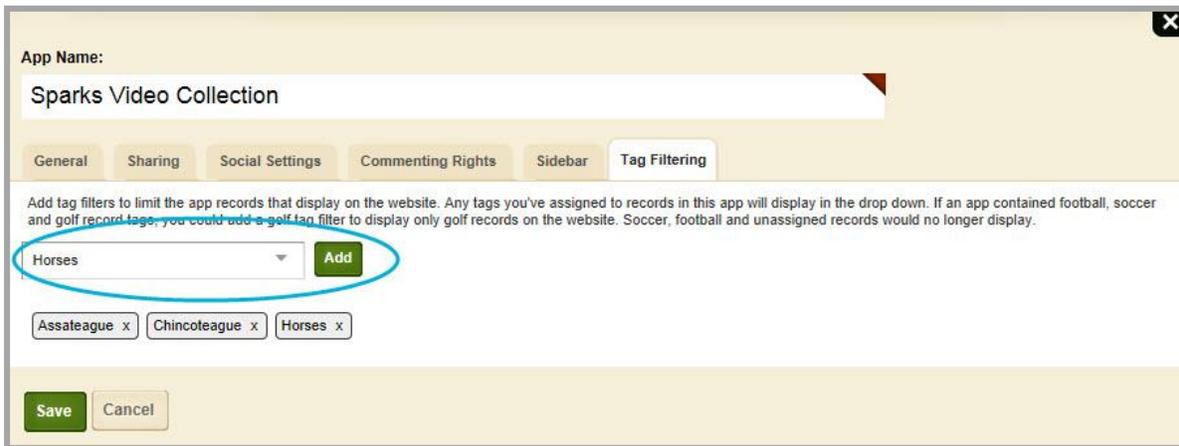
You also see a *By Month* heading. Click a month in *By Month* to display the videos posted that month.

If you select the *Display Tag List* option, you see a *Tags* heading on the end-user website. Click a tag to display the videos associated with it. Note that the tags that show in the list are those selected as filters on the app options **Tag Filtering** tab.



### Tag Filtering

**Tag Filtering** allows you to select which videos display on the end-user website, based upon the tags you assigned to each video. The drop-down list includes all the tags you assigned to the videos in the app. The tags you select and add determine the videos that display on the end-user website.



To remove a tag from the Tag Filtering list, click x.

