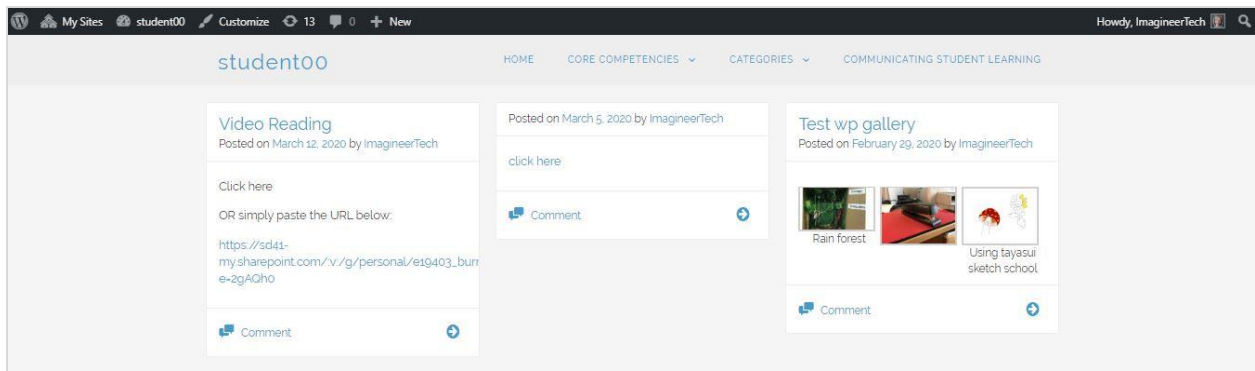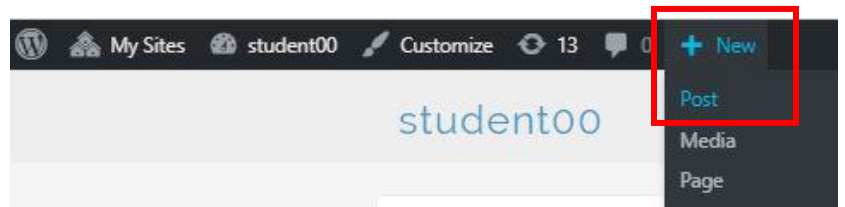# Uploading Media Files to BlogFolios

BlogFolios have two views (frontview – Parents see this; Dashboard view – where all work is done)



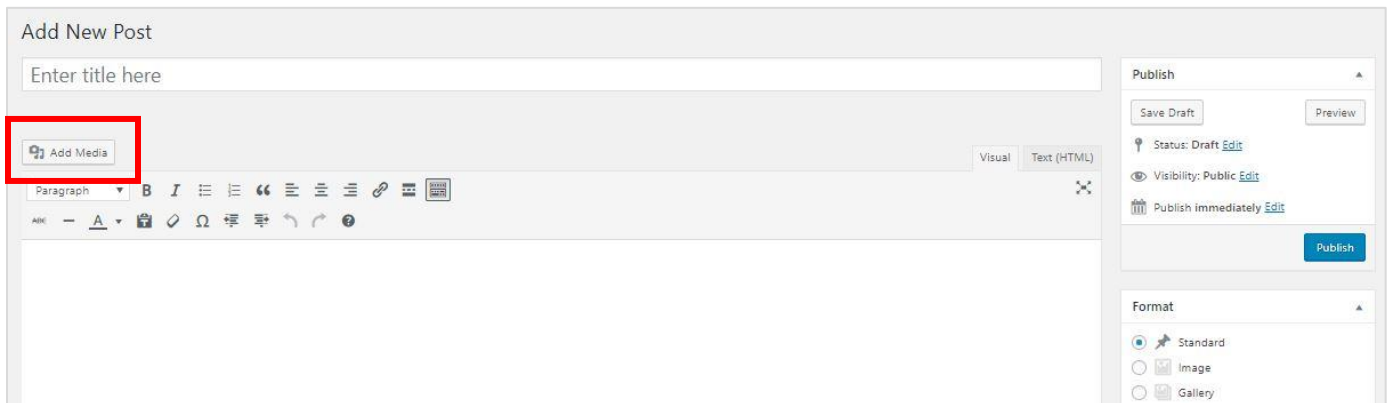To access the **DASHBOARD**, **LOG IN** with the student id/pw.

You will see a black toolbar across the top.



To upload any digital media (eg. picture of drawing or writing, video, audio, pdf document)
click **+ NEW > POST**

You are taken to the **ADD NEW POST** screen.

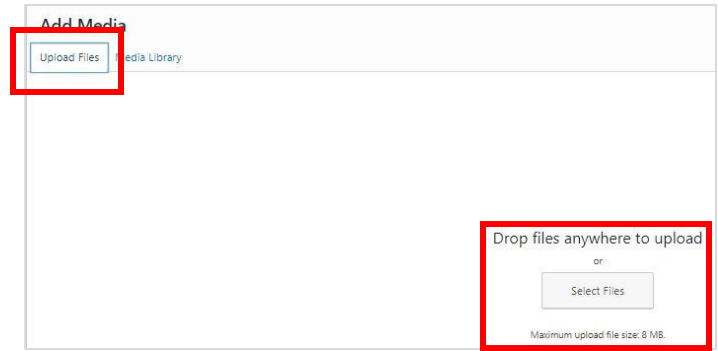Select **ADD MEDIA button** to upload.

# Uploading Media Files to BlogFolios
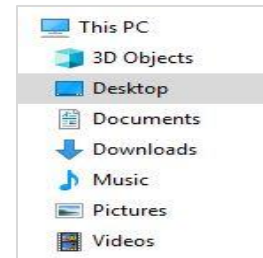
Select the tab **UPLOAD FILES**

Click **SELECT FILES**

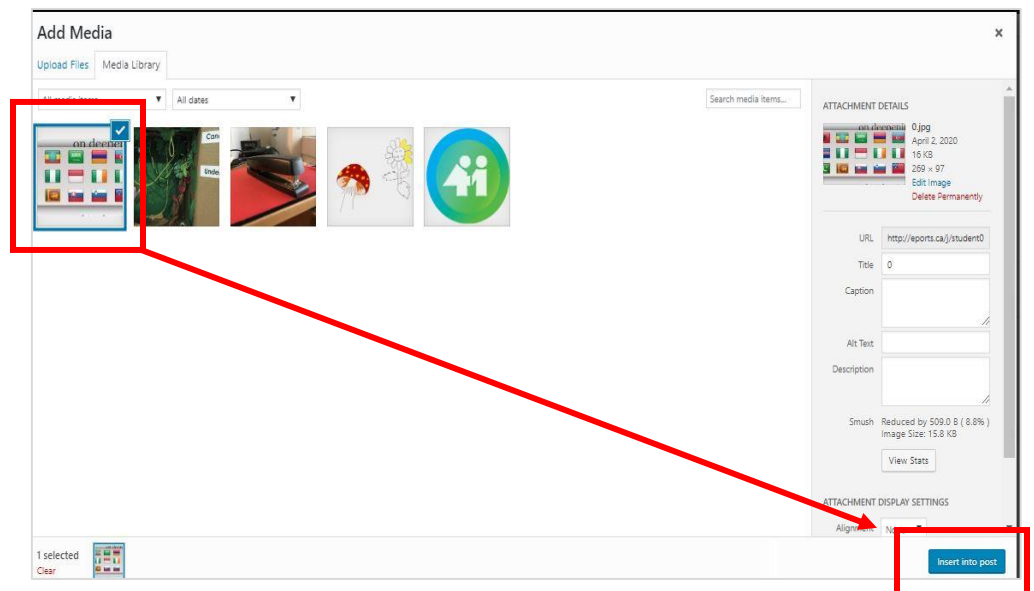(OR if you are on a computer, you can hold your media files and drag them into the center area.)

(NOTE: Be aware that there is an **8MB maximum file size upload** to the site. This affects video – dividing them in multiple files is an option.)



From your device, locate your files and select them.



When it is finished uploading, click the button **INSERT INTO POST.**



In this example, the image (flags) has been uploaded to the POST CONTENT BOX. You can write in the box if you wish or you can simply publish by clicking **PUBLISH**.

Congratulations, you've just posted to the frontview.