Work with the Premium Video App

Schoolwires® Centricity2™

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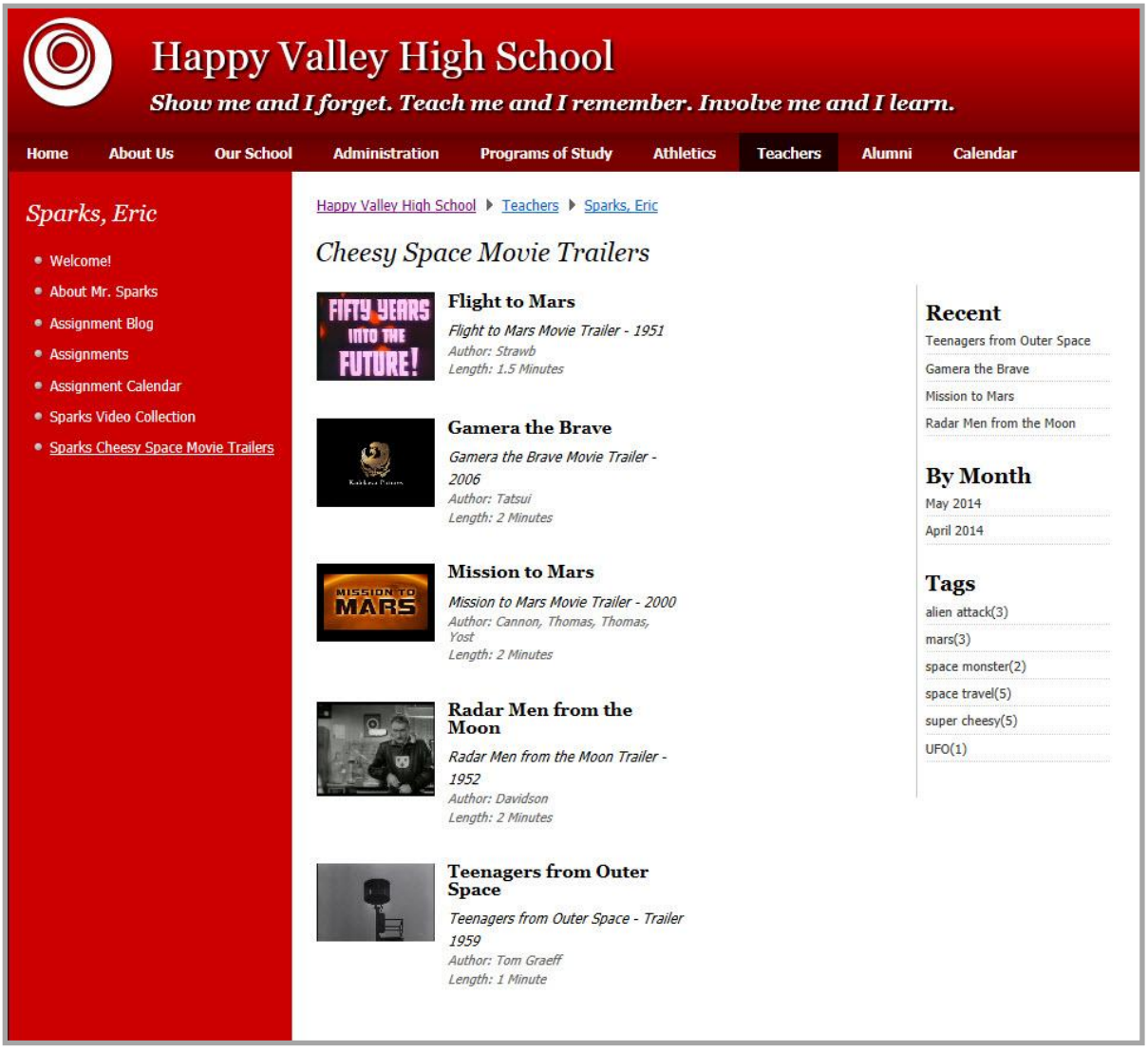
Table of Contents

Introduction 1
Add a Premium Video App 3
Manage Premium Video App Records 4
Add a Video 4
Edit a Video 6
Sort Videos 7
Delete a Video 9
Delete a Premium Video App from a Page 10
Permanently Delete a Premium Video App 10
Premium Video App Options 12
Access App Option 12
General Tab 13
Sharing Options 14
Social Settings 15
Commenting 15
Rating 17
Commenting Rights Tab 17
Sidebar 18
Tag Filtering 19

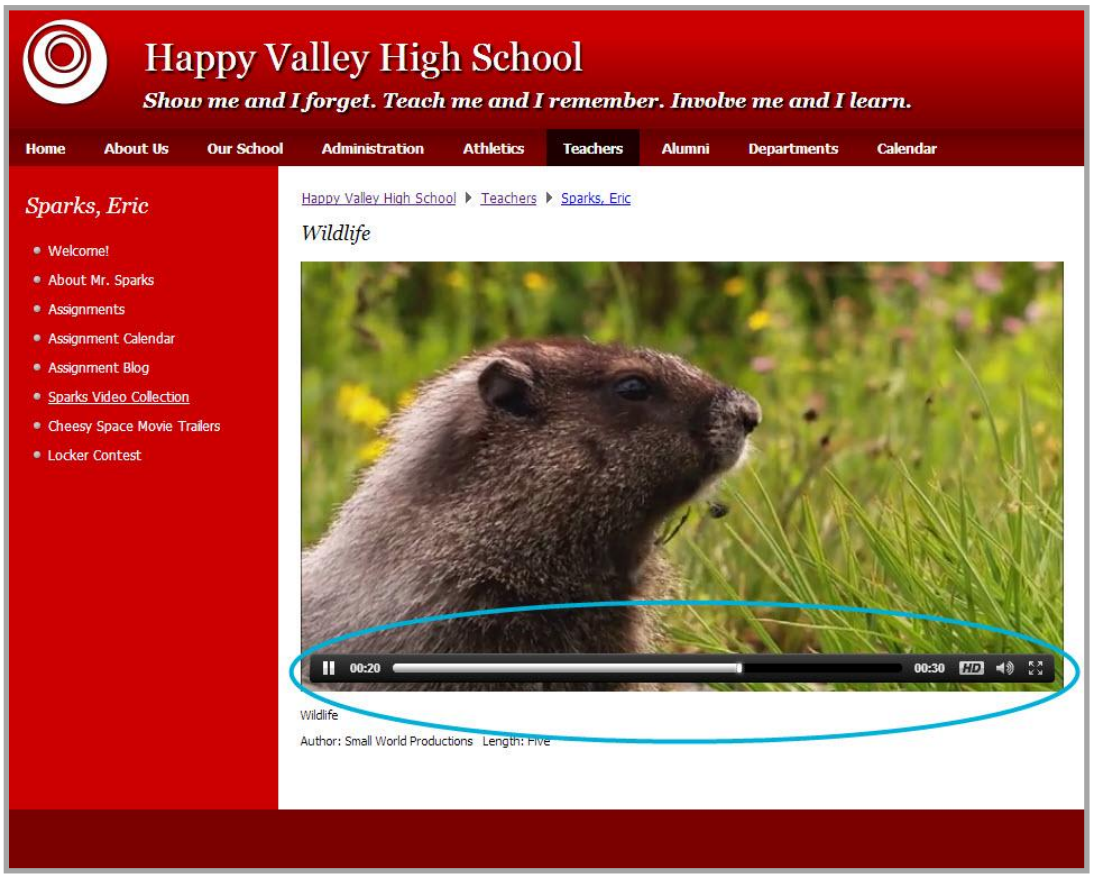
Introduction

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.



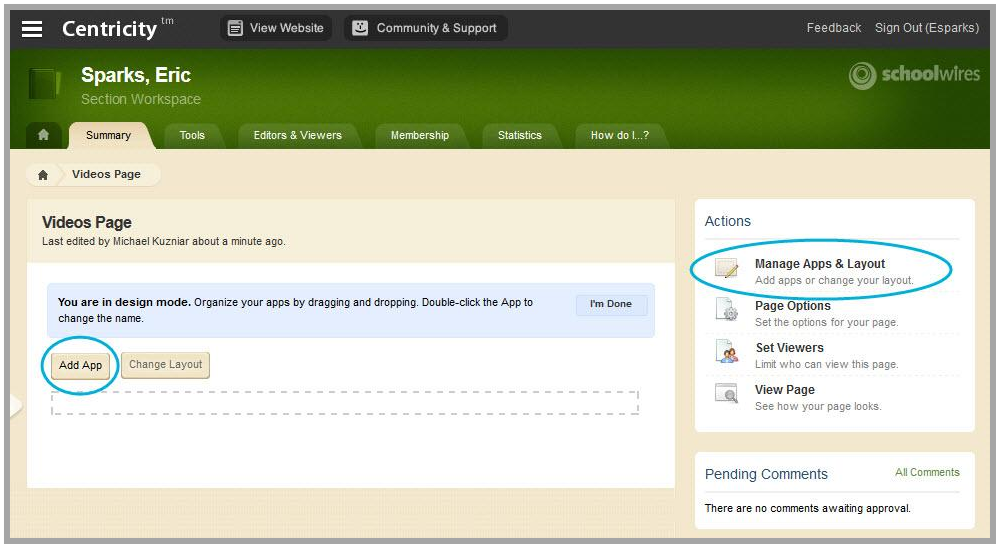
When visitors to your website play a video that has been uploaded to Schoolwires and they position their mouse pointers on it, a video control bar displays.



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.

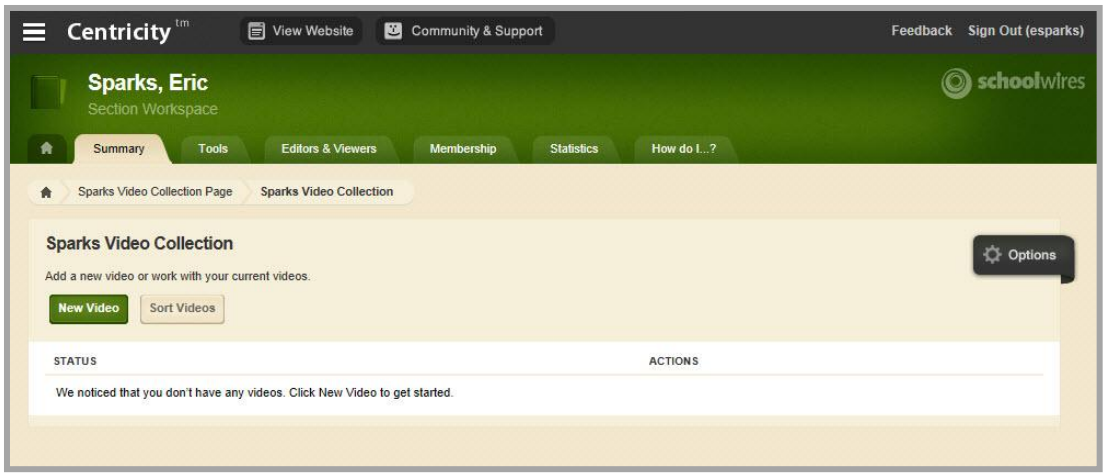
Here's how you add a Premium Video App to a page.

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.

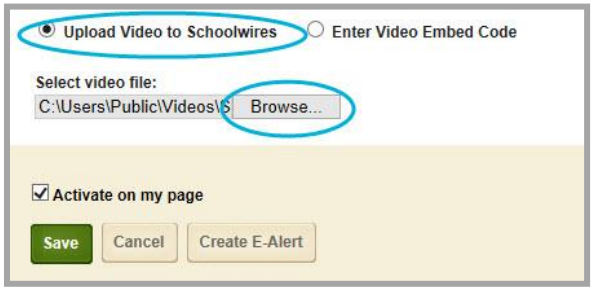


Add a Video

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 appears 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.

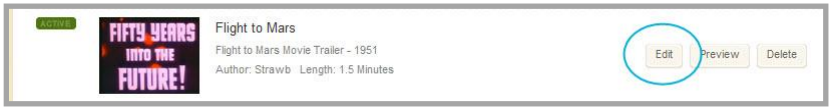
   To preview your video while in *Site Manager*, click **Preview**.

Edit a Video

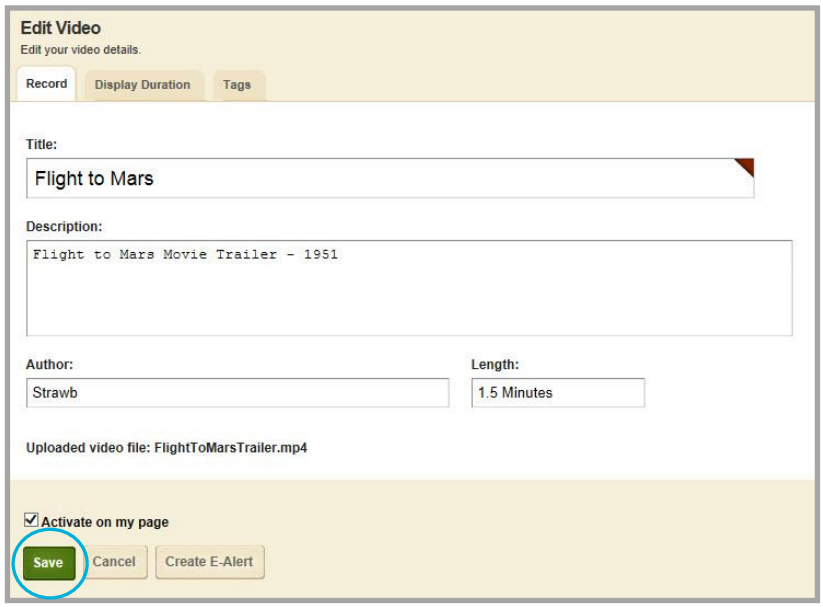
Here's how you edit a video.

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

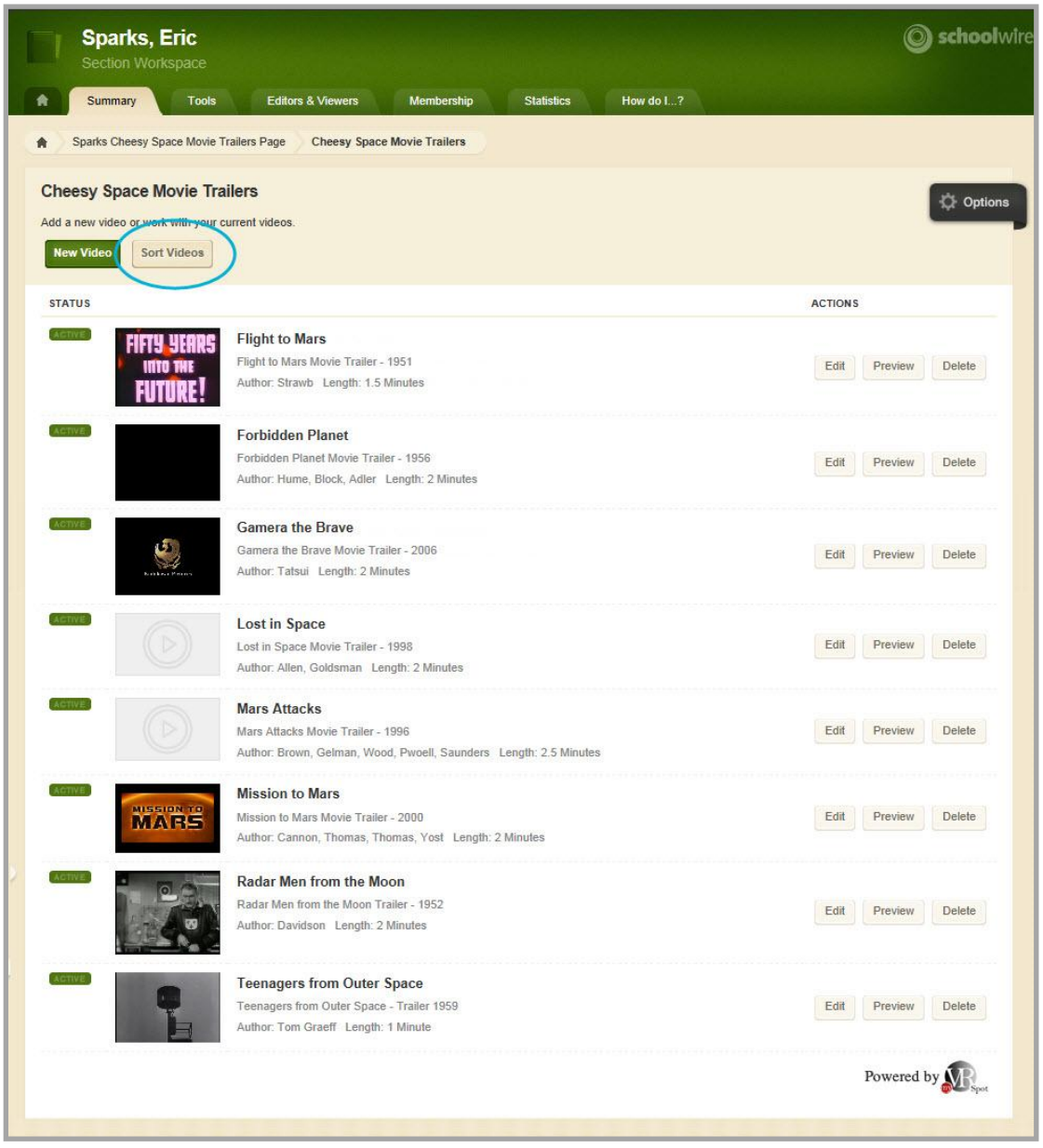


When you edit a record containing a video that you uploaded to Schoolwires, you cannot upload a different video in its place. In this instance you must delete the record and then add a new one.

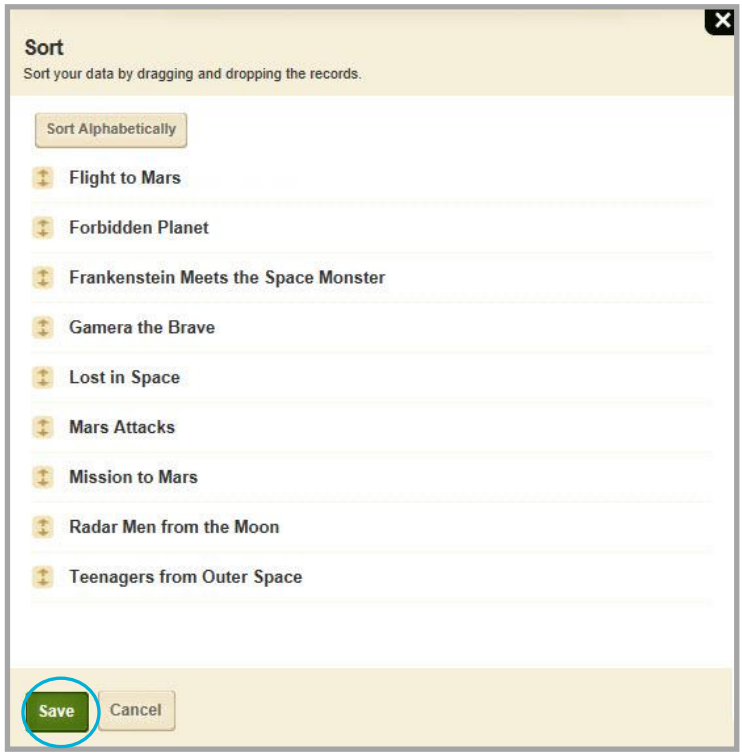
Sort Videos

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.



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.

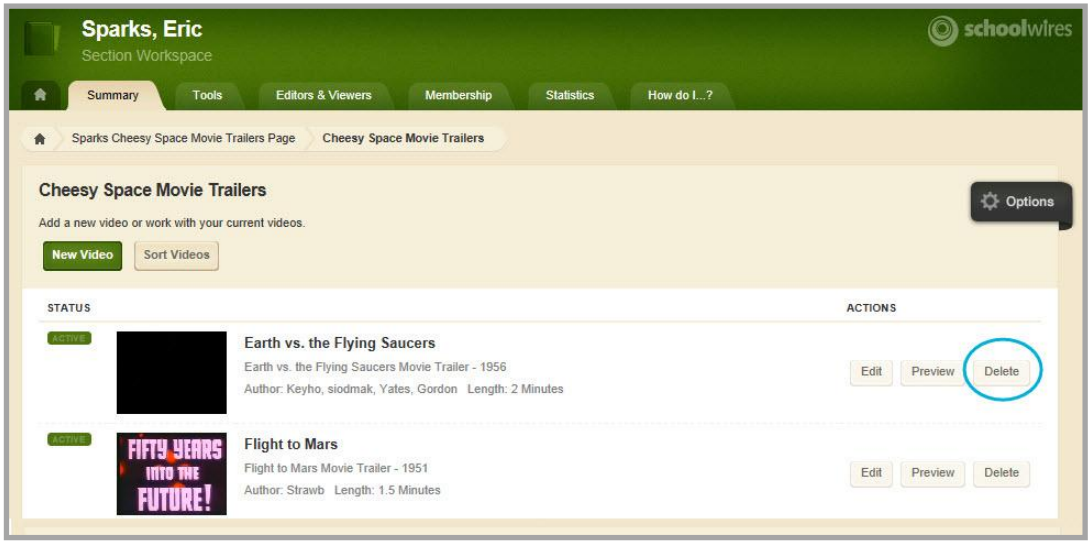


6. Click **Save**. You are returned to the workspace.

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.

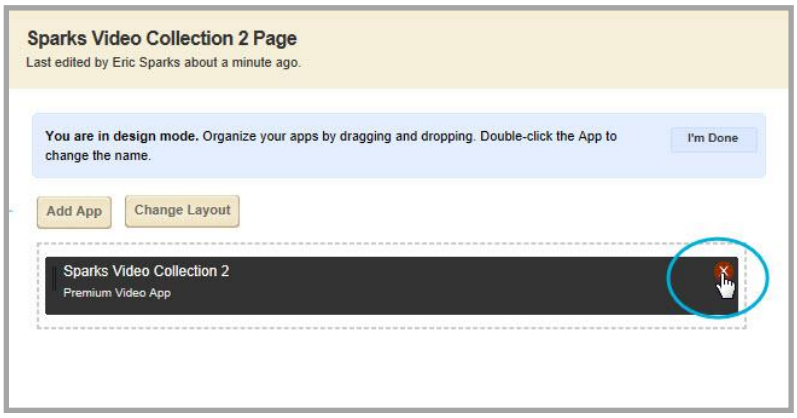


4. Click **Delete** to the right of the video record you wish to delete. A confirmation dialog displays.
5. Click **Yes**. You are returned to the workspace.

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

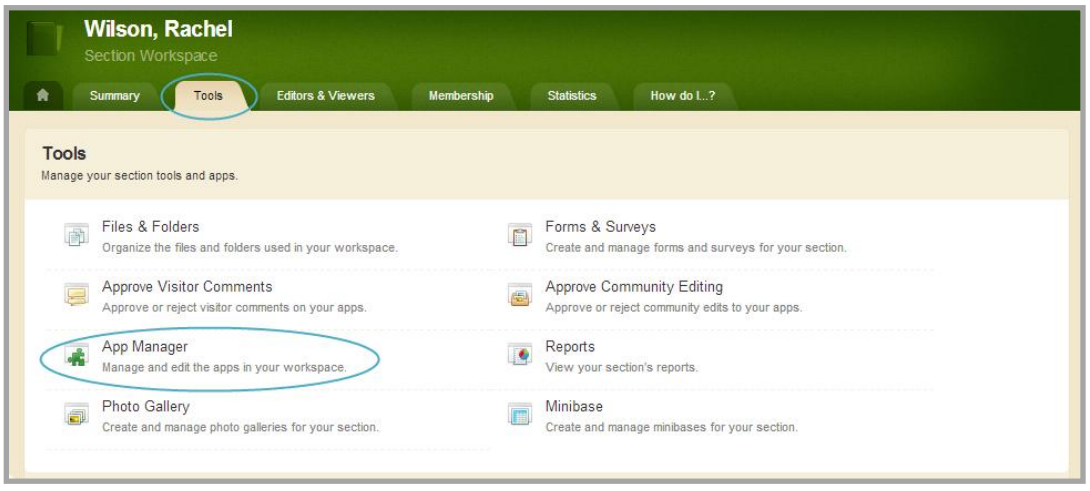


5. Click **Yes**. The app is removed.
6. Click **I'm Done** to return to the workspace.

Permanently Delete a Premium Video App

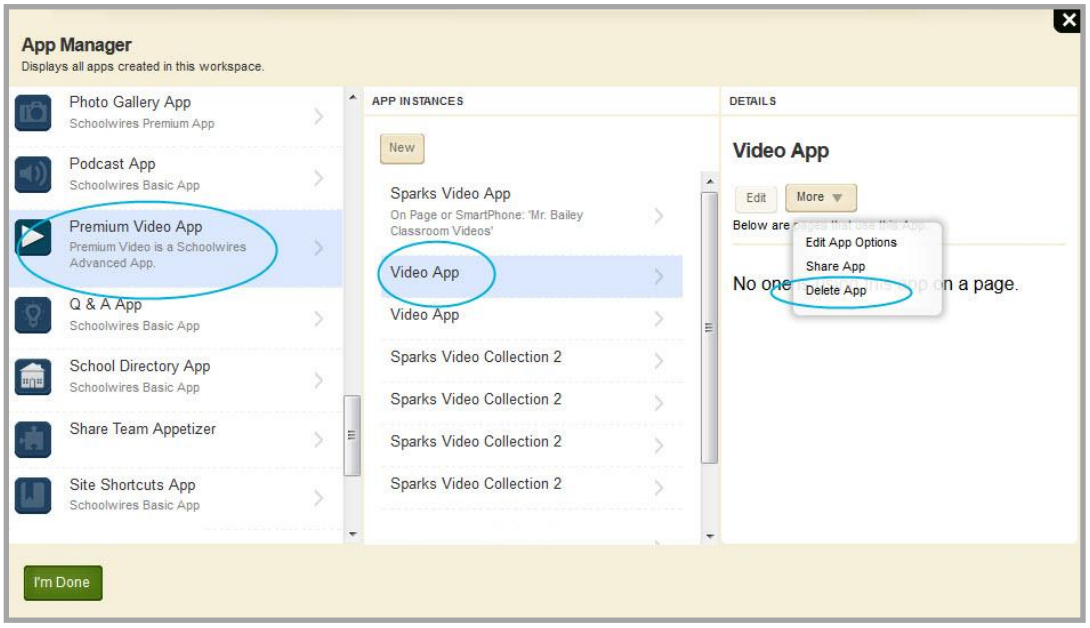
Here's how you permanently delete a Premium Video app.

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.

4. 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.



5. Locate and click the name of the app you wish to delete. Your selection is highlighted.
6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.
7. Click **Yes**. The app is permanently deleted from App Manager.
8. 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.

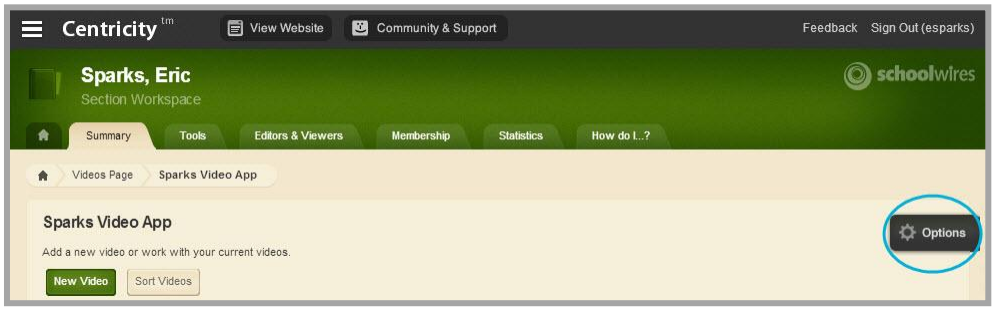
Premium Video App Options

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

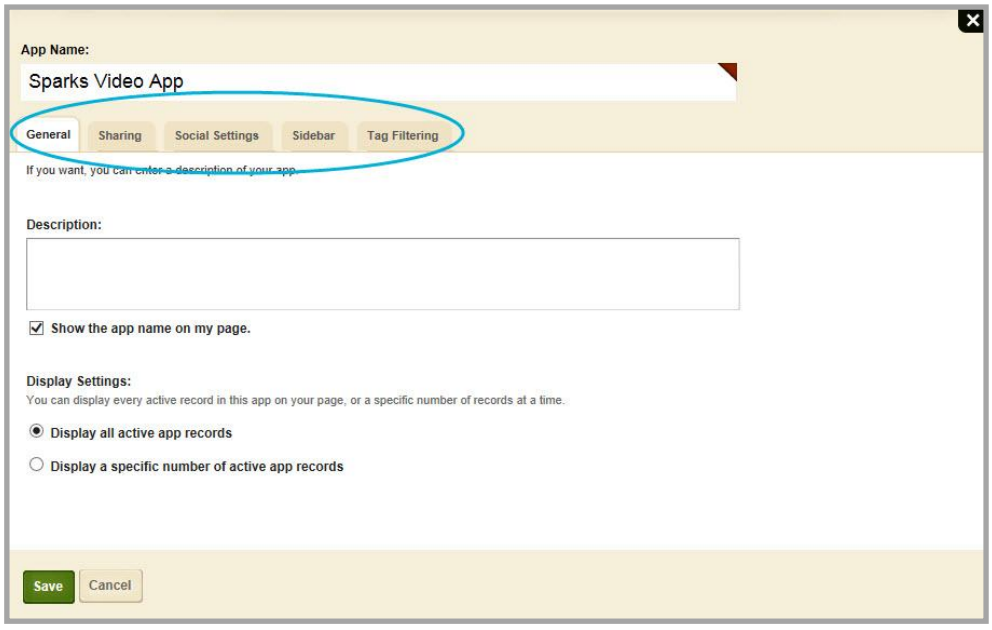
Access App Option

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.



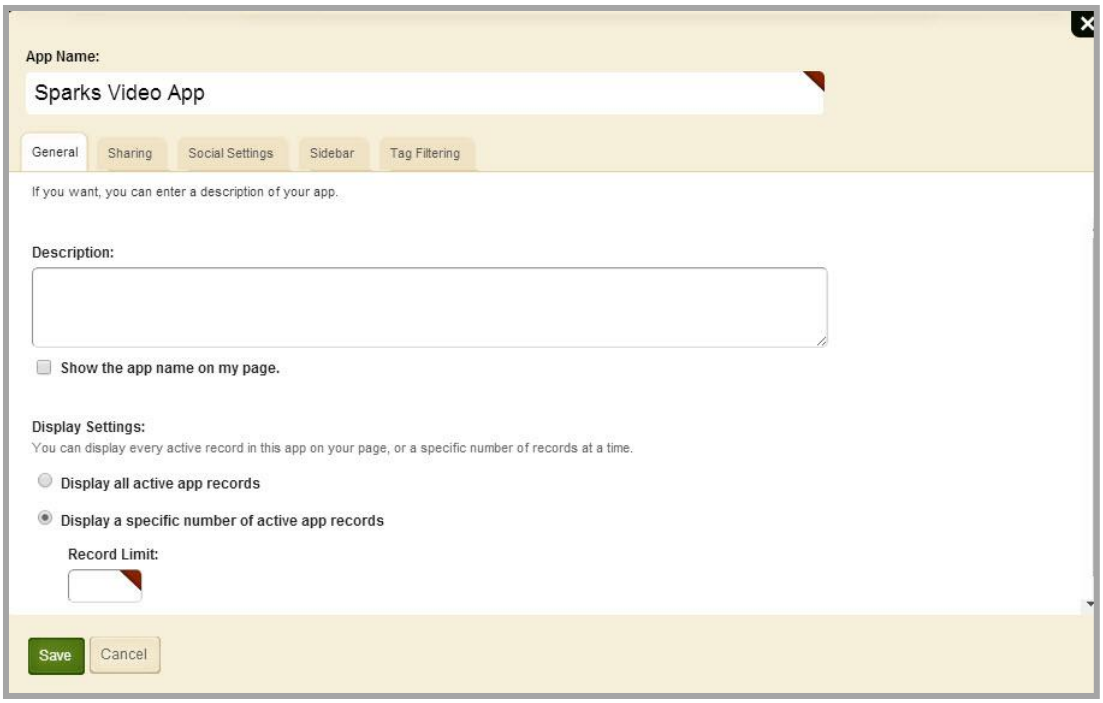
5. Make changes on each of the tabs as necessary.



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.

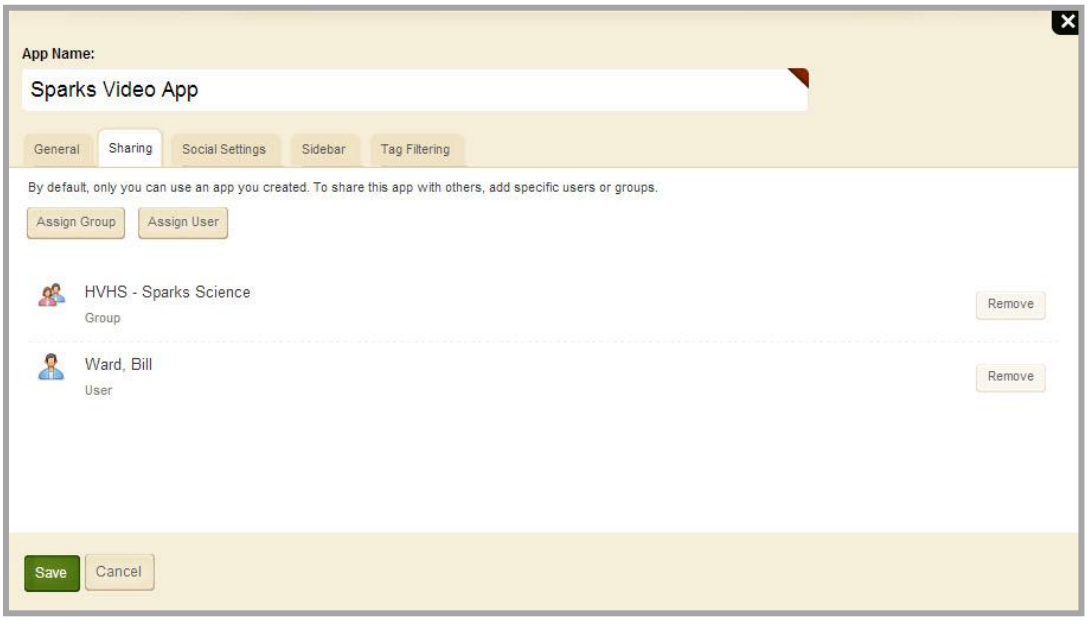


If you click the *Show the app name on my page* check box, the app name displays as a title on the end-user website.

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

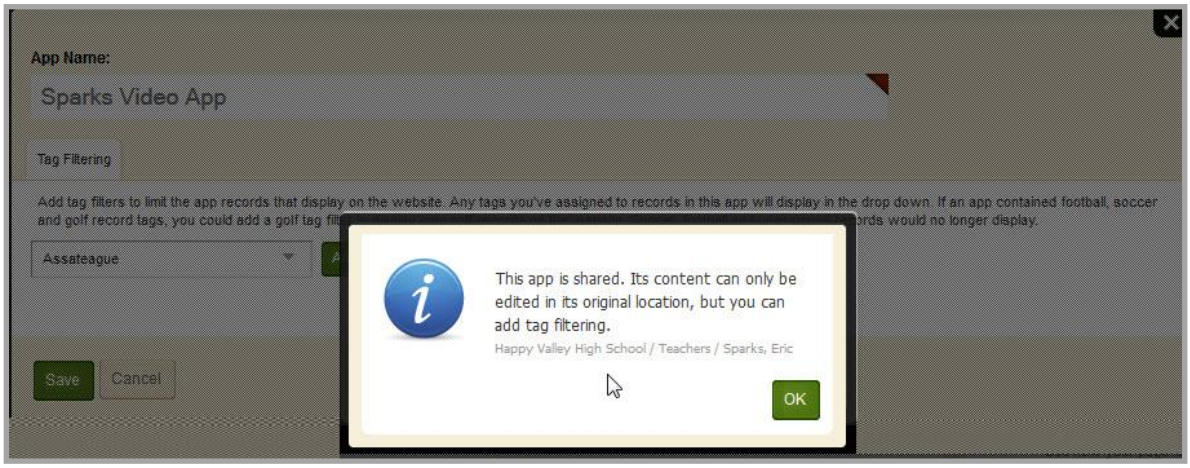
By default, only you have access to an app that you create. If you would like other editors to be able to display your app on their pages, use the **Sharing** tab options and share the app with them.



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.

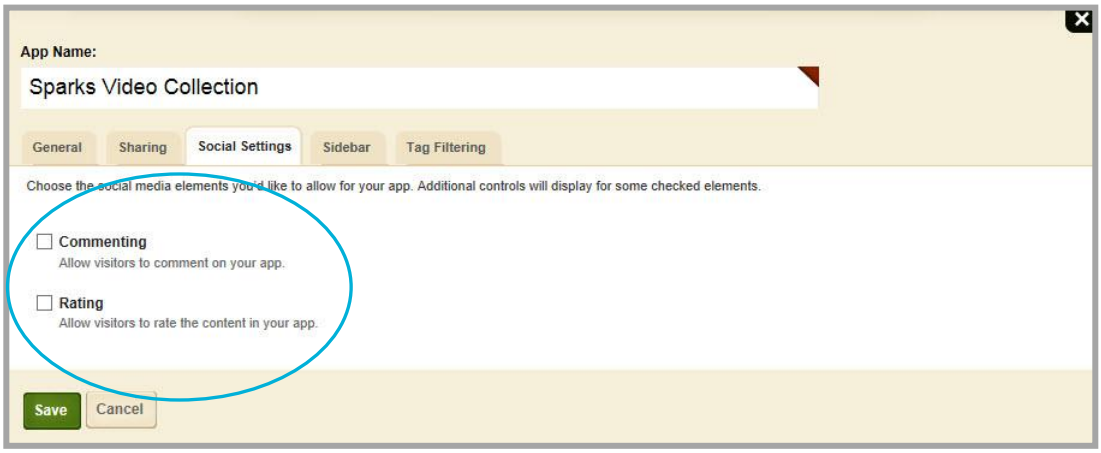
If you are a multiple workspace editor, share the app with yourself so that you can place it in on pages in your other workspaces.

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.

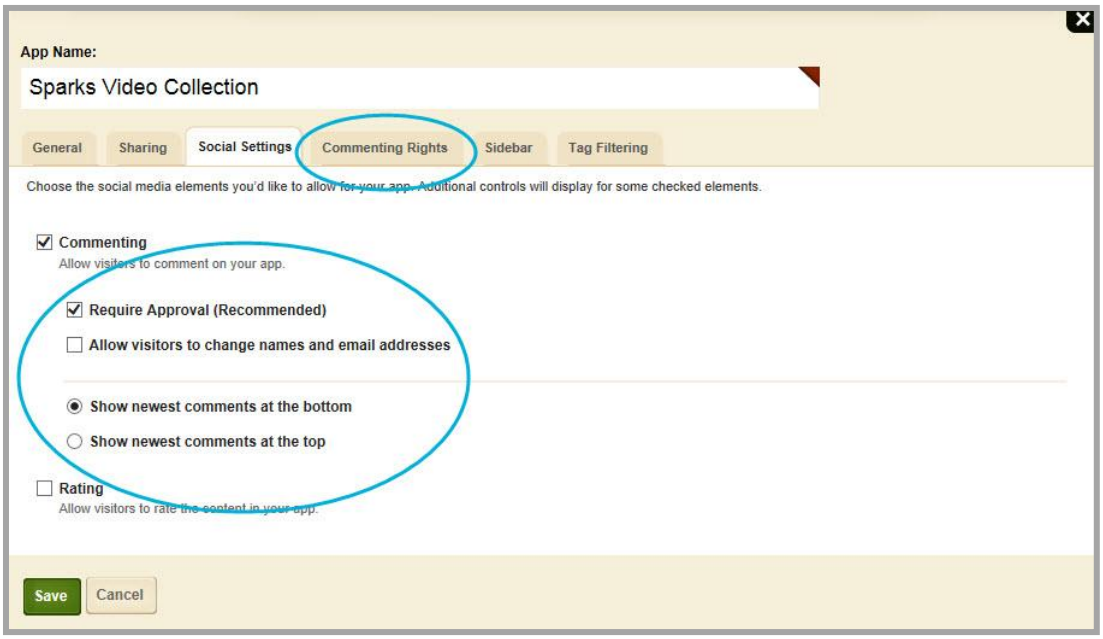


Commenting and Rating can be applied to the Premium Video App. This allows visitors to comment on and rate the videos in the app.

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.

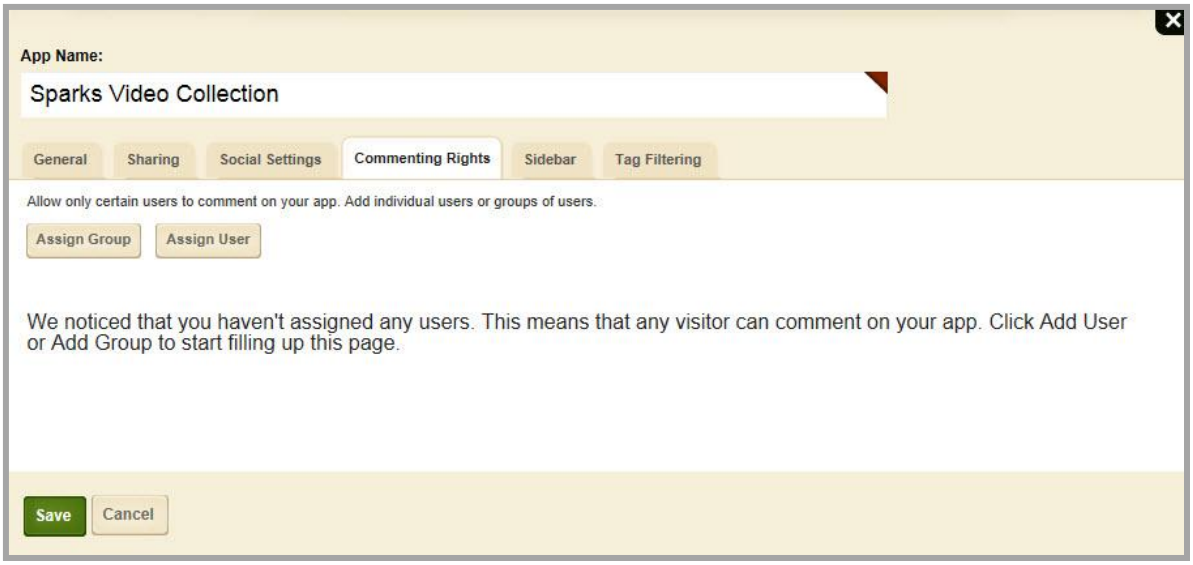
You may also choose to have newest comments post at the top of the list within your app by selecting the *Show newest comments at the bottom* radio button.

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.

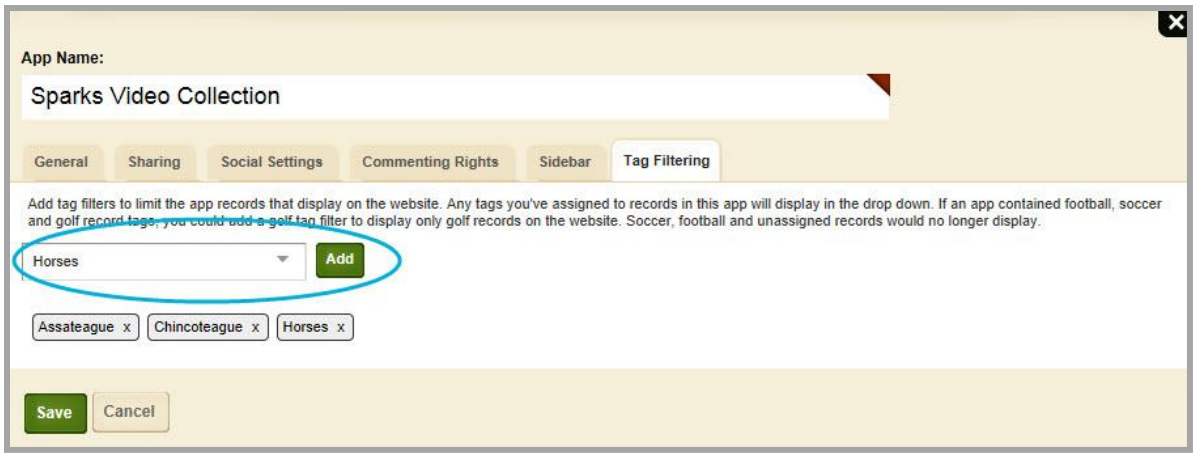
If you select the *Display Date Grouping* option, you see a *Recent* heading on the end-user website. The last ten active records that were added to the app displayed below it. Click an item in *Recent* to navigate to the video.

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.