

Pictures / Videos

Description

Pictures / Videos provides the management tools for you to upload, edit, delete, and rank pictures and/or Avatar images and videos to be displayed on your Public ePortfolio. Use Access Keys to limit viewing.

Purpose

The purpose of Pictures / Videos is to allow you to customize and personalize your Public ePortfolio by adding pictures and videos you would like to store and/or share with selected visitors.

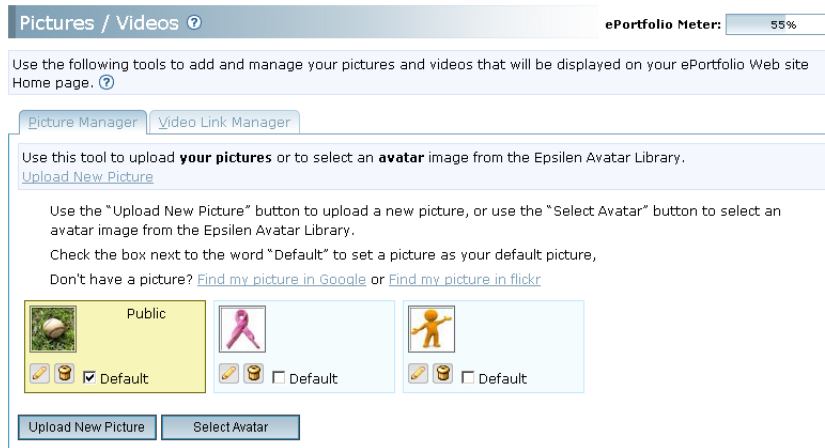


Figure 1

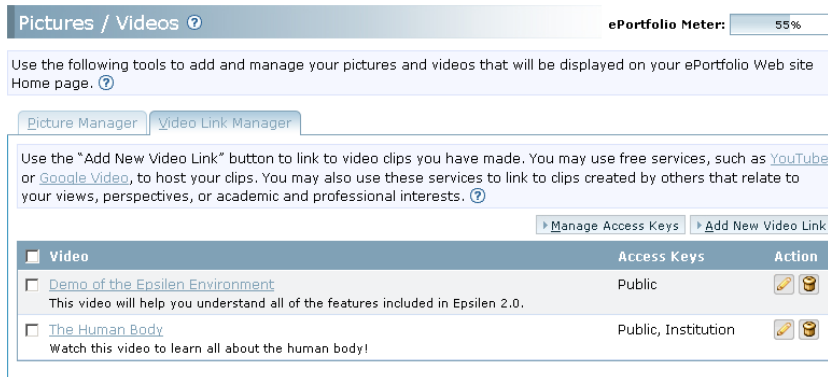


Figure 2

Definitions

Picture Manager allows you to upload, edit and delete pictures and/or Avatar images to be displayed on your Public ePortfolio.


Default allows you to set one Picture/Avatar as the default picture to be displayed on your Public ePortfolio and throughout Epsilon.

Upload New Picture allows you to upload a new picture from your computer to your Epsilon Picture Manager and assign permissions.

Select Avatar allows you to select an image from the Avatar Library to include in your Picture Manager and use to represent yourself.

Video Link Manager allows you to add, edit, delete and rank links to your favorite videos.

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for any or all of your Video Links.

Edit: Clicking the  button allows you to edit a Picture or Video Link as well as the Access Key permissions assigned.

Delete: Clicking the  button allows you to delete a Picture or Video Link.

Ranking Video Links: "Drag-and-Drop" Video Links to change the order in which they display on your Public ePortfolio.

Uploading a New Picture

To Upload a New Picture

1. Click the **Upload New Picture** link/button
2. Complete the fields/choices as described in the following table:

Field	Function
Picture	Use the Browse... button to select a picture from your computer's hard disk.
Reflection/Caption	The reflection/caption will display with your picture on your Public ePortfolio and describes the picture or conveys your thoughts about the picture.
Viewable By	Choose which Access Keys can view this particular picture. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this picture.
Picture Uploading Policy	Checking the box to confirm your understanding of the picture uploading policy is required to upload an image/photo/video.

3. When you have finished filling out the information, click the **Upload** button. You will be returned to the **Picture Manager** page where you will see a new entry for your new picture.

Figure 3 displays the Upload Picture screen.

The screenshot shows a web form titled "Upload Picture" with a "» Close Window" link in the top right. The form contains the following elements:

- Picture:** A text input field followed by a "Browse..." button with a red asterisk.
- Reflection/Caption:** A large text area with a vertical scrollbar.
- Viewable By** (with a help icon): A section containing a light blue box with instructions: "Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be 'Private' and not displayed to anyone." Below this are checkboxes for "Select All", "Faculty", "Institution", "Public", "Advisor", "Employer", and "Epsilon".
- Picture Uploading Policy:** A section with a checkbox and text: "By checking this box, I certify that this image/photo is not pornographic, does not violate any local, state, or federal laws, and that I have the right to distribute it. I understand that this image/photo can be removed without notice to me if it violates the Epsilon [Terms of Service](#)." Below this is an "Upload" button.

Figure 3

Selecting an Avatar

To Select an Avatar

1. Click the **Select Avatar** button
2. Click the Avatar that you would like to add to your Picture Manager. You will be returned to the **Picture Manager** page where you will see a new entry for your Avatar.


Figure 4 displays the Select Avatar screen.



Figure 4

Editing a Picture

To Edit a Picture

1. Click the  button for a picture
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection/Caption	The reflection/caption will display with your picture on your Public ePortfolio and describes the picture or conveys your thoughts about the picture.
Viewable By	Choose which Access Keys can view this particular picture. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this picture.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Picture Manager** page where you will see a modified entry for your picture.

Figure 5 displays the Edit Picture screen.

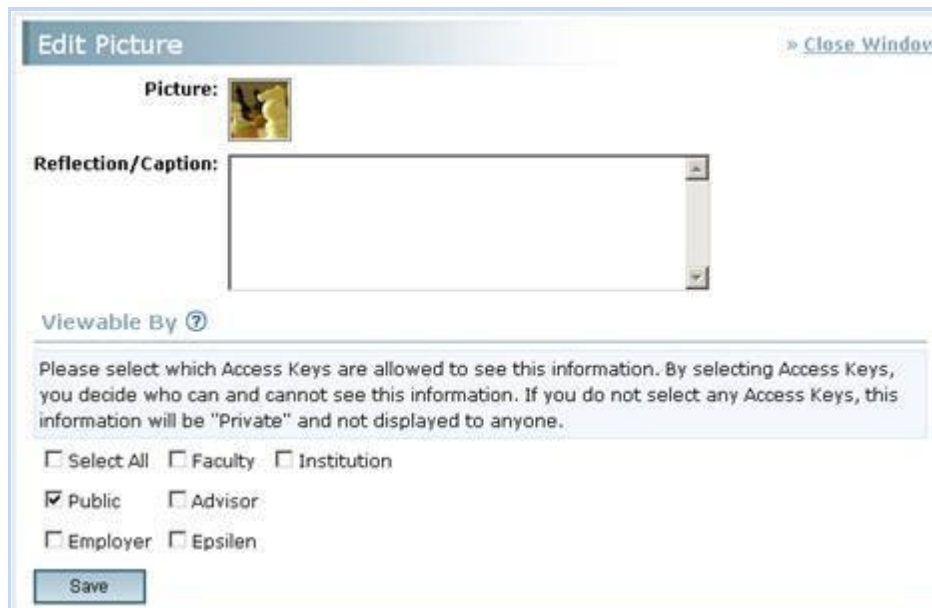


Figure 5

Adding a New Video Link

To Add a New Video Link

1. Click the **Add New Video Link** button
2. Complete the fields/choices as described in the following table:

Field	Function
Video Link/Web Address	The video link/Web address points to the video you would like to display on your Public ePortfolio.
Description	The description of this video link will display to viewers of your Video Links.
Reflection	The reflection of this video link includes your thoughts about the video and will display to viewers of your Video Links.
Viewable By	Choose which Access Keys can view this particular video link. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this link.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Video Link Manager** page where you will see a new entry for your video link.

Figure 6 displays the Add New Video Link screen.


The screenshot shows a web form titled "Add New Video Link" with a "Close Window" link in the top right corner. The form contains the following elements:

- Video Link/Web Address:** A text input field with a dropdown menu currently showing "http://".
- Description:** A large text area with a vertical scrollbar.
- Reflection:** A text area with a vertical scrollbar.
- Viewable By:** A section with a help icon (?) and a text box containing instructions: "Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be 'Private' and not displayed to anyone." Below this are several checkboxes:
 - Select All
 - Faculty
 - Institution
 - Public
 - Advisor
 - Employer
 - Epsilen
- Save:** A button at the bottom left.

Figure 6

Editing a Video Link

To Edit a Video Link

1. Click the  button for a Video Link
2. Complete the fields/choices as described in the following table:

Field	Function
Video Link/Web Address	The video link/Web address points to the video you would like to display on your Public ePortfolio.
Description	The description of this video link will display to viewers of your Video Links.
Reflection	The reflection of this video link includes your thoughts about the video and will display to viewers of your Video Links.
Viewable By	Choose which Access Keys can view this particular video link. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this link.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Video Link Manager** page where you will see a modified entry for your video link.

Figure 7 displays the Edit Video Link screen.

Figure 7

Managing Access Keys

To assign Access Keys for multiple Video Links

1. Check the box next to one or more Video Links
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected Video Links
4. Click the **Assign** button. You will be returned to the **Video Link Manager** page where you will see modified entries for your links.

To remove Access Keys for multiple Video Links

1. Check the box next to one or more Video Links
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to remove for the selected Video Links
4. Click the **Remove** button. You will be returned to the **Video Link Manager** page where you will see modified entries for your links.

Figure 8 displays the Manage Access Keys screen.

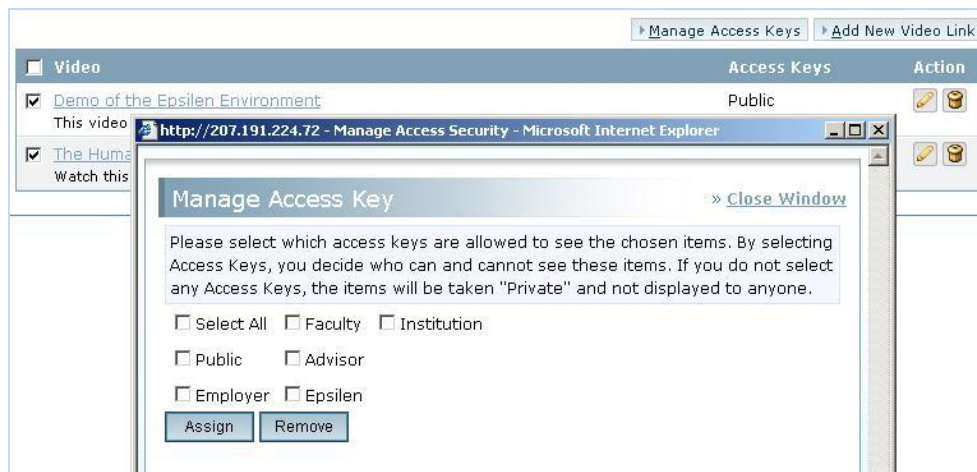


Figure 8