



MCPS Content Management System (Episerver) Training

How to Add Videos

In this document:

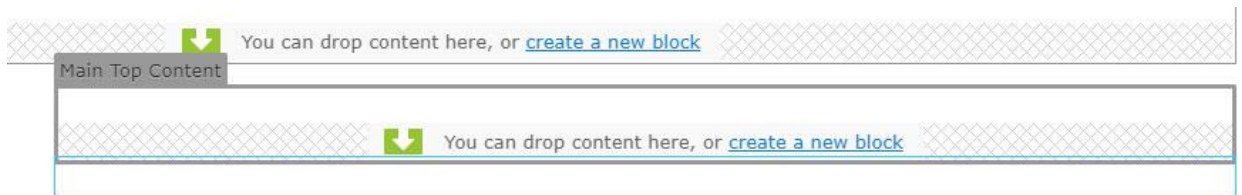
- How to Add a Video Block
- Embedding a YouTube Video
- Uploading a Video

How to Add a Video Block

- See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
- Navigate to your school's folder and select the page to which you want to add the Video.
- Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.

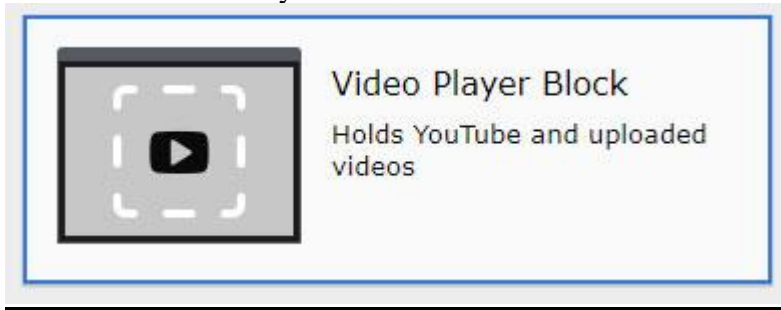


- Select an area where you would like your video to appear and click the **Create a New Block** link.



- Select **Video Player Block** and enter a **name**. Example: "Jones Lane Halloween Slideshow"

NOTE: This will only show in the editor.



6. Enter a **Title** for the video. Optional. This will appear on the page above the video.
7. Enter a **Summary**. Optional. The summary text will be displayed below the video.

Embedding a YouTube Video

8. Select “YouTube” from the drop-down for **Video Type**.

Get the YouTube Video ID

9. Open a new browser window and go to YouTube.
10. Go to the video’s page. Example: <https://www.youtube.com/watch?v=h3f1t7YH4OM>
11. In the URL, you will see “v=ID”. You will want to copy the ID and paste it into the **Video ID** field.

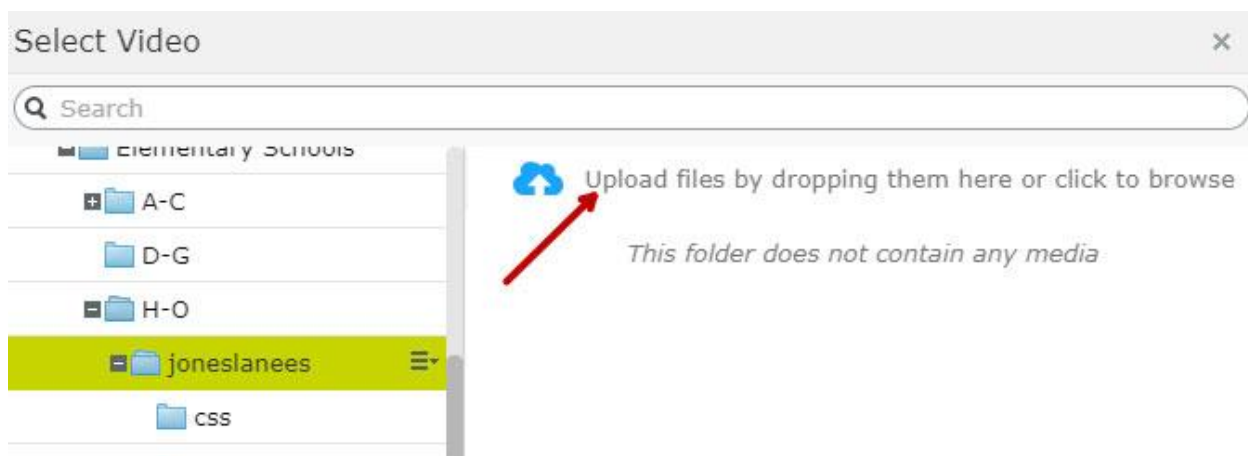
Additional properties

Title	<input type="text" value="Social Media Best Practice"/>
Summary	<input type="text" value="MCPS expects employees to model good digital citizenship."/>
Video Type	<input type="text" value="YouTube"/>
YouTube ID	<input type="text" value="h3f1t7YH4OM"/>

12. Click **Create**.
13. Click **Publish**.
14. You will see that your video takes up the width of the containing area.

Embedding a YouTube Video

1. Follow Steps 1 – 7 above.
2. Select “Uploaded” from the drop-down for **Video Type**.
3. Click on the ellipsis to browse for the video.
4. The Select Video window will open. Navigate to your school and select a folder for the video.
5. Click to browse for the video file on your hard drive or drag and drop the video file into the **Upload** area.
NOTE: You may upload file sizes up to 300 MB (.mp4 or .flv files only).



6. Click **OK** when your file is finished uploading.
7. Click **Create**.
8. Click **Publish**.
9. You will see that your video takes up the width of the containing area.