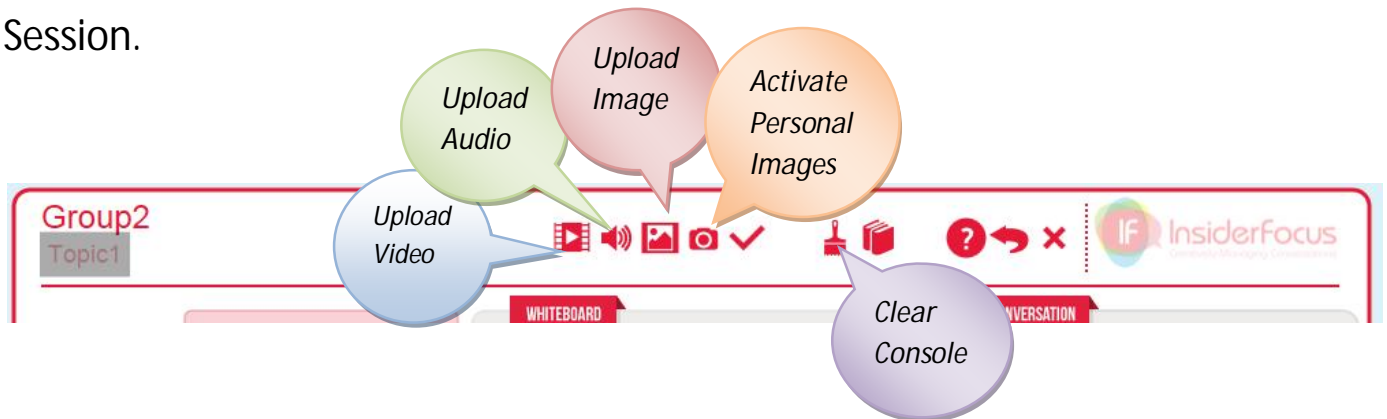


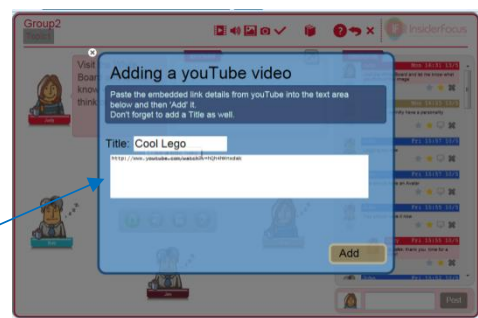
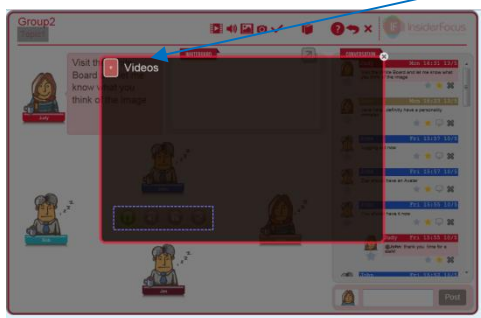
## Facilitator Only: Loading Multimedia

The Facilitator has access to a selection of menu items not visible to Participants or Observers. These tools upload the multimedia you need for your Session.



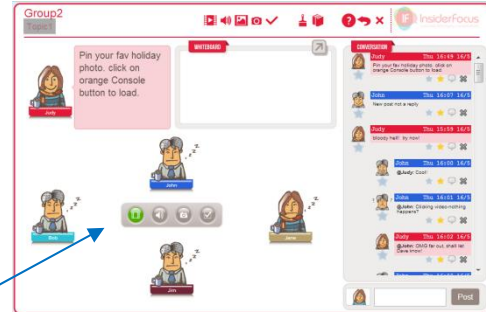
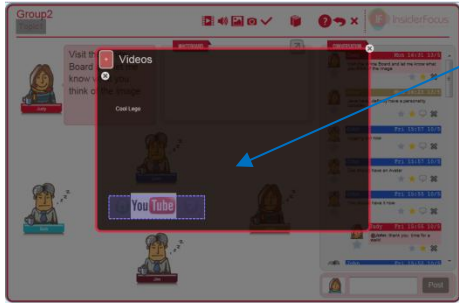
## Video

Video clips first need to be loaded to YouTube. Once you have your YouTube link, click/tap the Upload Video button. Now click/tap on the + symbol top left corner.



Enter your link into the dialogue box, and give it a title. Then click Add. Your video is now added. You can also add more videos that you want to use in other Topics.

When you are ready for Participants to view a video, go to the specific Topic, click on the Upload Video button again, then drag the video onto the Console.

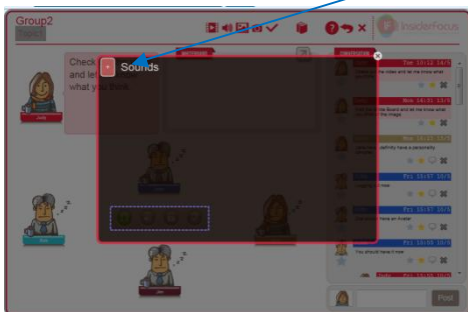


Once it is loaded onto the Console you will be returned to the main screen, see the Video button is now highlighted on the Console.

## Audio

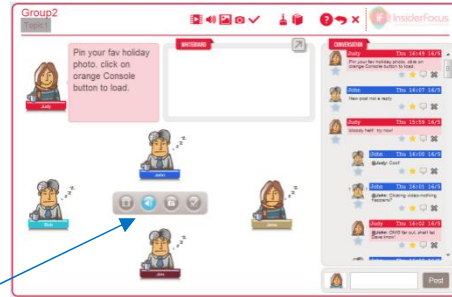
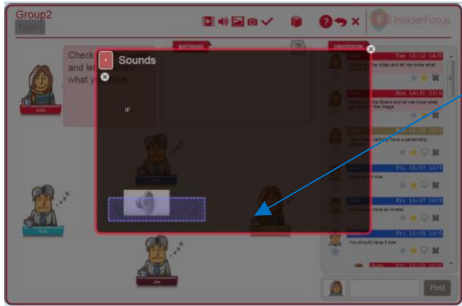
To upload Audio, your file needs to be in MP3 format and maximum 2MB in size.

Click/tap on the Upload Audio button; click on the + symbol top left corner.



Enter a title, then browse your hard drive to find the file. Then click Upload. Your file has now been saved.

If you want Participants to listen to the track, go to the specific Topic, open Upload Audio again, and drag the file to the Console.

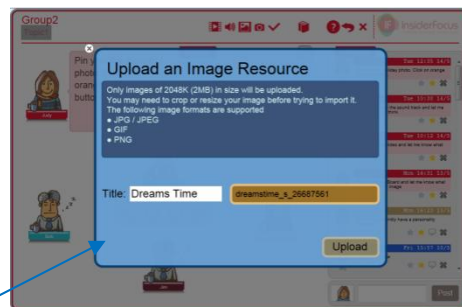
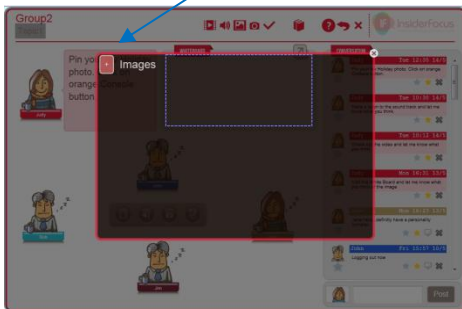


The Audio button on the Console will now light up.

## Image

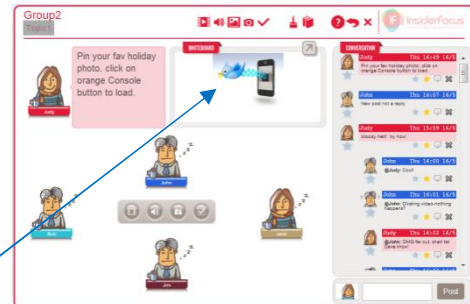
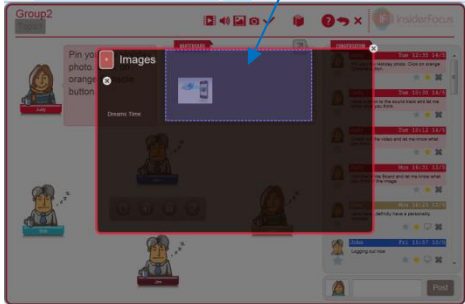
You can also load an Image for Participants to comment or draw on.

In the Topic, click/tap on the Upload Image button on the top menu, click on the + symbol.



Follow the directions for file size and type. Once entered, click/tap on Upload.

**If** Images are viewed on the Whiteboard, so drag it to inside the dotted line to make it visible.

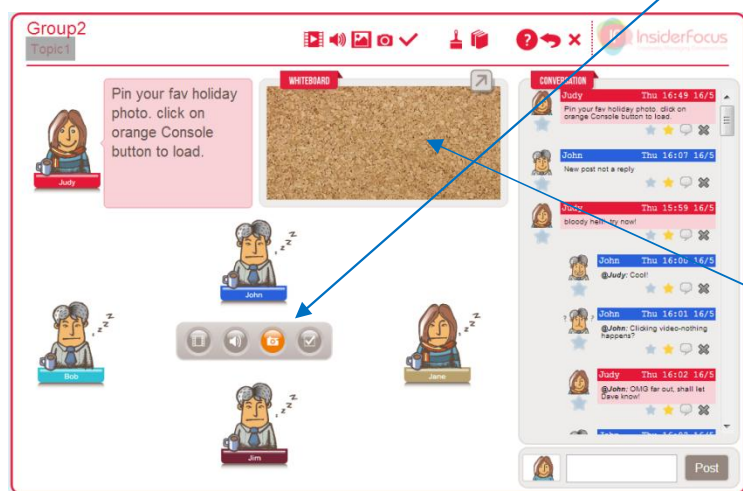


**If** Participants will now be able to draw on your image to highlight areas they like or dislike.

**If** *Note...all Participants have a different default colour, so you will be able to pick markings apart.*

## Participant Images

Another function on the Console is the ability to ask Participants to upload their own Images. All you have to do is click/tap on the Activate Personal Images button on your menu. The Console Image button is now highlighted.



*This means each Participant can load one Image on the Whiteboard which has turned into a Pinboard.*

If you want to deactivate this function, simply click/tap on the Activate Personal Image button again.

## Clear Console

If you have loaded any one of the Multimedia functions into a topic, but change your mind on the sequence or if it isn't needed at all, you can click on the Clear Console icon on the menu bar. You will be prompted before it is cleared.

**TIP...**make sure your Billboard message reflects what you want Participants to watch, listen or do!

For more tips on engaging Participants, see the Tutorial: Tips on running productive Sessions.