

Coronavirus Lockdown Archive

Add a video or audio file using Planet Stream

There are links on Firefly on the US Library page, the PS Library page and Archives.

Click on Create (top of the page) – Upload - Upload Video or Audio files. You will need to complete the media options below before you confirm.

The screenshot shows the 'Add Media Options' form. A blue arrow points from a text box above to the 'Use filename for title' checkbox, which is checked. Another text box above the form says 'Untick this box and add your own title: Pupils use Name and Year Group, Staff use Name and Department'. On the right side, a text box says 'Click on Archives and select Coronavirus Lockdown 2020', with a blue arrow pointing to the 'Select Categories' dropdown menu. At the bottom of the form, a 'Confirm' button is highlighted with a box.

Use filename for title

Details

Title

Description

Rating

Staff Only
 Yes No

Additional Information

Options

Select the Publishing Policy for the Recording to be added to.

Select to make the content private
 Private

Select Categories to add this item to

Select to mark this item as under the ERA Licence (ERA Licence)
 ERA Content

Retain Source Media
Check this option to archive a copy of the original file
 Retain Source media

Set expiry date for media

Confirm

[Create a Blog on the Bedford School Archives page on Firefly](#)

Click on Coronavirus Lockdown Blog and create blog post. For post title:

Pupils use Name and Year Group

Staff use Name and Department

If you prefer blogs video and audio files can be sent direct to lharrison@bedfordschool.org.uk.

Please note that all pupil files and blogs added direct to Planet eStream and the Blog will be moderated before publication.