

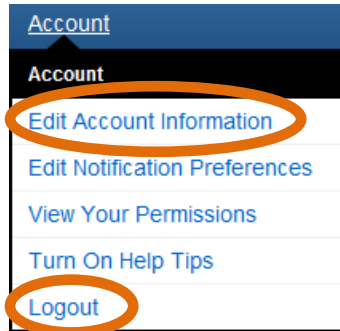
# MyBigCampus

\*\* this does not take the place of Discovery Education

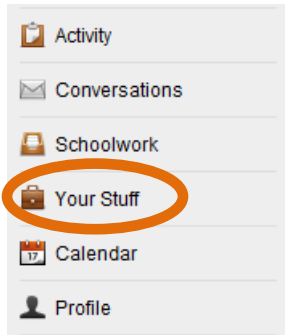
1. <http://www.mybigcampus.com/>

Login – firstclass username & pw

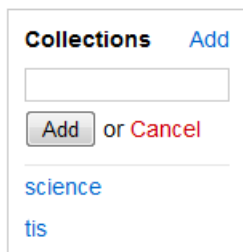
2. Click Account



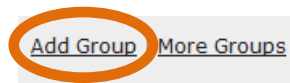
3. Click Home / Your Stuff



4. Under Collections box – click Add / type collection name (folder name) / Click Add



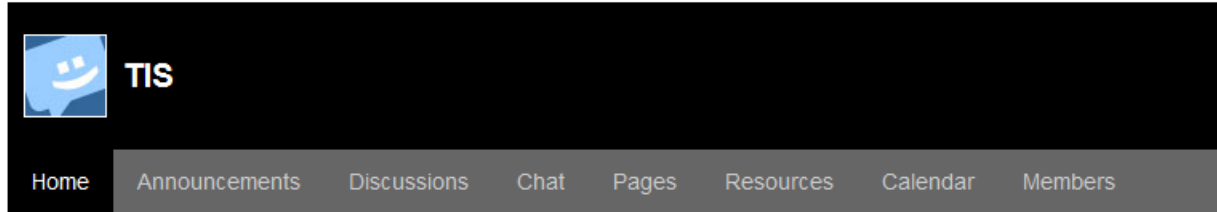
5. Left side – click Add Group / fill out information on page



6. Group information:

[Edit](#) [Maintenance](#) [Import](#) [Clone](#) [Delete](#)

Lockdown Status:



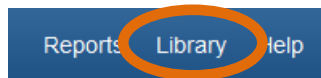
Edit – edit group information; privacy – checked (a must!!); once members are added creator can allow others to edit page content; homepage content – information that shows up on Home page (group description)

Maintenance – remove members & resources

Delete – deletes group

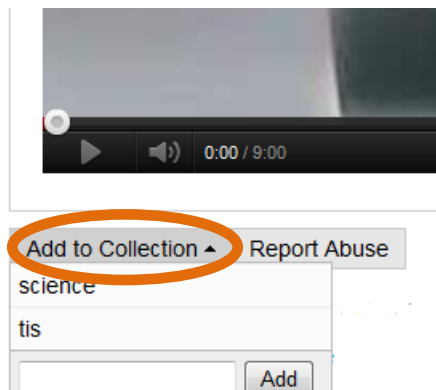
Announcements – share videos / websites with group members

Resources – share resources with group members (ppt, docs, items on your hard drive / server)



7. At the top – click Library

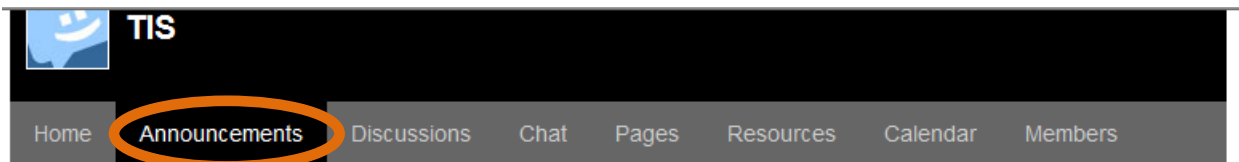
8. Preview & select video / click Add to Collection / select collection / click Add



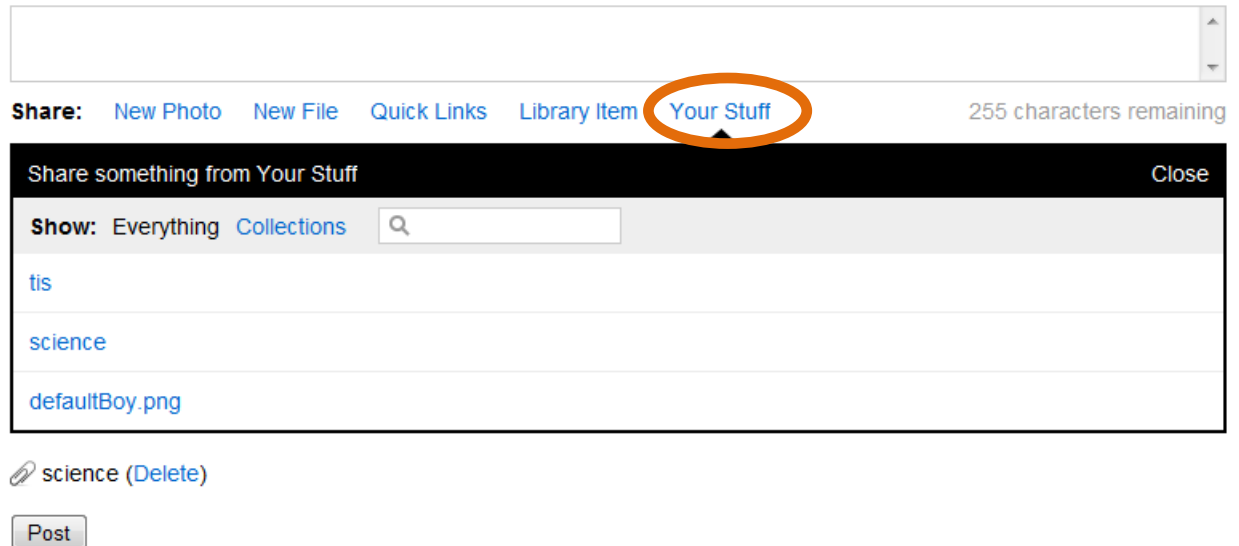
9. At the top – click Home



10. Click on a Group / Announcements tab / Your stuff (or Library item for single video)



## Announcements



11. Select folder of videos to post / write announcement (description of videos) / click post

### FYI only

12. Add a video to MyBigCampus Library (entire WWW can see it!) – must search Library to ensure it is not already there. \*\* It does take some preplanning. Videos are filtered through Lightspeed (internet filter). Do not add Discovery Education videos to this Library.

Eduphoria Helpdesk to add uTube videos to MyBigCampus Library / or /  
Click Add tab under Your Stuff / paste the video link