

Putting pictures and documents onto the RNLC website.

After you have logged in to the website, you should see the 'dashboard' on the left hand side of your screen. This is where you can create pages, posts, events and add 'media'. If the dashboard does not appear immediately, mouse over the image of the house or the line that reads 'RNLC: Redbridge Networked Learning Community'. Use the drop down menu to select 'dashboard'.

Media can be things like photos, audio, PDF and Word documents etc.

Once the items are in the 'Media Library', they are there for you to use anytime. You can also upload media 'live' as you are creating your blogs, pages and events. For example, if you are creating or editing a page, you have the opportunity to 'Add Media'. If the item is already in the library, just follow the links as they appear and click on the item you wish to use.

If it is not already in the library, you can upload via the link at then 'insert media into page'.

We hope you will be adding photos via Instagram, as well as using the media library.

You can also delete items from the library if you wish.

You also have some limited editing capabilities for photos. They can be rotated and resized, for example.

Photos bring posts, pages and events to life!