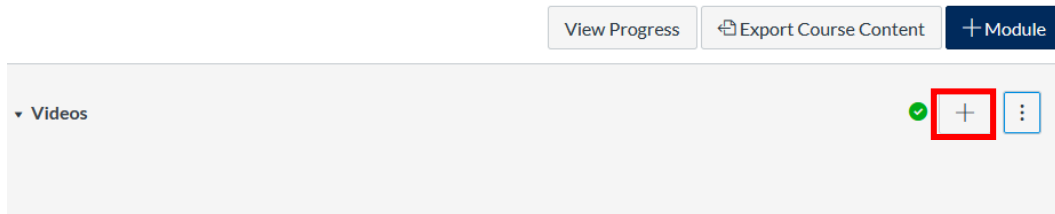


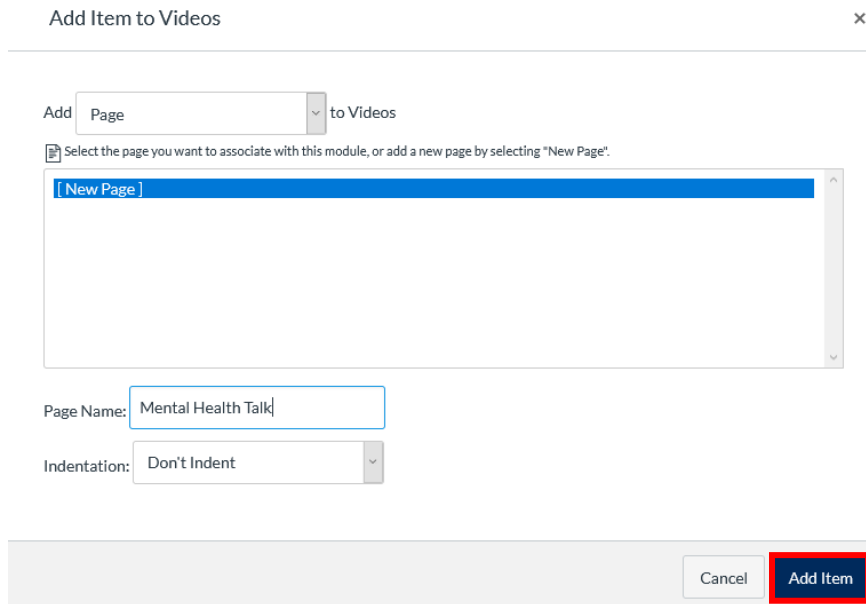
Inserting a MyMedia Link into a Quercus Shell

PLEASE NOTE: MYMEDIA WORKS BEST IN WEB BROWSERS SUCH AS CHROME, FIREFOX AND SAFARI. PLEASE AVOID USING MYMEDIA WITH INTERNET EXPLORER AS YOU WILL LIKELY EXPERIENCE ACCESS AND PLAYBACK ISSUES.

1. Log into Quercus at <http://q.utoronto.ca> and go into your course shell.
2. To insert a MyMedia link, you will need to create a new page in your shell to. Go into the section of your course shell that you want students to access the MyMedia link from and click on the plus sign at the top right to add a new page to the section.



3. Click on the drop down menu next to Add and select **Page**. Then click on **{New Page}**, give the page a name and then click on **Add Item**.



A screenshot of the 'Add Item to Videos' dialog box. At the top, it says 'Add Item to Videos' with a close button (x). Below this, there is a dropdown menu set to 'Page' and the text 'to Videos'. A small icon and text prompt the user to 'Select the page you want to associate with this module, or add a new page by selecting "New Page"'. A list box shows '[New Page]' selected. Below the list box, there is a 'Page Name:' input field containing 'Mental Health Talk' and an 'Indentation:' dropdown menu set to 'Don't Indent'. At the bottom right, there are 'Cancel' and 'Add Item' buttons, with the 'Add Item' button highlighted in red.

4. Go into the new page and click **Edit**.

