

# Update Video Library

- This article covers how to update the Mogul Learning [Video Library](#) page.
- The video library page is created by using a [Thinkific custom page](#) with a plugin called [Resource Library](#).
- Upload your videos to [Vimeo](#) before starting this process. The [mastermind@mogulrg.com](mailto:mastermind@mogulrg.com) e-mail has access.

### There are 3 main steps to add video to the Video Library:

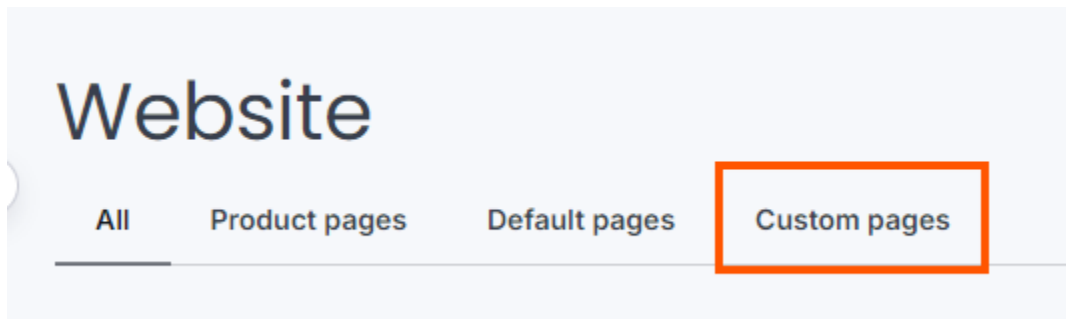
1. [Create a Custom Page](#)
2. [Embed Vimeo Video on Custom Page](#)
3. [Add the Custom Page to the Resource Library](#)

You can also tag videos with **Categories** to organize them when you add them to the Resource Library

1. [Tagging Videos with Categories and Keywords](#)
2. [Setting Categories for Users to Filter With](#)
3. [Adding Keywords to Help Users Search](#)

## Create a Custom Page

1. Login to your admin account at [mogullearning.ca](https://mogullearning.ca) or [https://learn.mogullearning.ca/users/sign\\_in](https://learn.mogullearning.ca/users/sign_in)
2. Open your [admin dashboard](#)
3. Select “**Channels**” from the side menu
4. Select “**Website**” and a list of all of the pages will be displayed
5. Select “**Custom Pages**” from the top menu



6. Select “**New Custom Page**” in the top right corner

## Embed Vimeo Video on Custom Page

7. Upload your videos to the [Mogul Vimeo folder](#).
8. To build the needed page sections quickly, you can copy over the sections you need on the page from another page. Select the copy page section button from the left side menu



- 8.1. Select the page you want to copy sections from the drop down menu

**Copy section(s) from another Site Builder page**

Only compatible sections will be available to be copied

Video Vimeo Example

Select sections

Selection required

- 8.2. Choose the sections you want to copy by selecting the “Select sections” drop down, then checking ☒ all sections you want to copy over, and selecting “Add sections”

**Copy section(s) from another Site Builder page**

Only compatible sections will be available to be copied

Video Vimeo Example

1 **Select sections**

Select page sections

2 ☒ Text & media

3 **Add (1) sections**

9. Alternately, you can add a “**Text & Media**” section.
10. Under content, select “Code View” to edit the code and embed a video.

#### Content

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, table, and code view.

The **Code View** icon (represented by `</>`) is highlighted with an orange box.

Video player showing a man speaking. The video has a duration of 06:00 and includes standard playback controls (play, progress, volume, captions, settings, full screen).

11. Copy and paste the embed code for the video from Vimeo

For example:

```
<div style="padding:56.25% 0 0 0;position:relative;"><iframe  
src="https://player.vimeo.com/video/952868724?badge=0&autoplay=0&  
mp;player_id=0&app_id=58479" frameborder="0" allow="autoplay;  
fullscreen; picture-in-picture; clipboard-write"  
style="position:absolute;top:0;left:0;width:100%;height:100%;" title="1  
Intro"></iframe></div><script  
src="https://player.vimeo.com/api/player.js"></script>
```

## Content



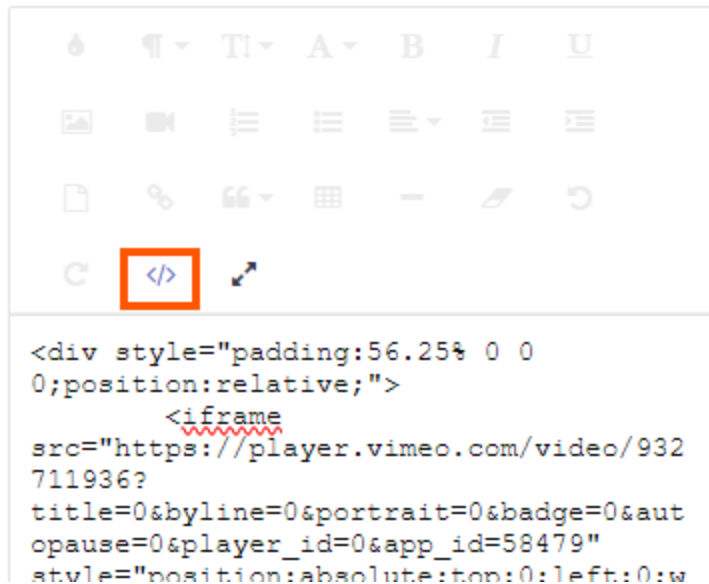
```
<div style="padding:56.25% 0 0 0;position:relative;">
  <iframe
src="https://player.vimeo.com/video/932711936?
title=0&byline=0&portrait=0&badge=0&aut
opause=0&player_id=0&app_id=58479"
style="position:absolute;top:0;left:0;w
idth:100%;height:100%;" title="17 wrap
up motivation" data-ready="true">
</iframe>
</div>
<script
src="https://player.vimeo.com/api/playe
r.js"></script>

<p>
  <br>
</p>

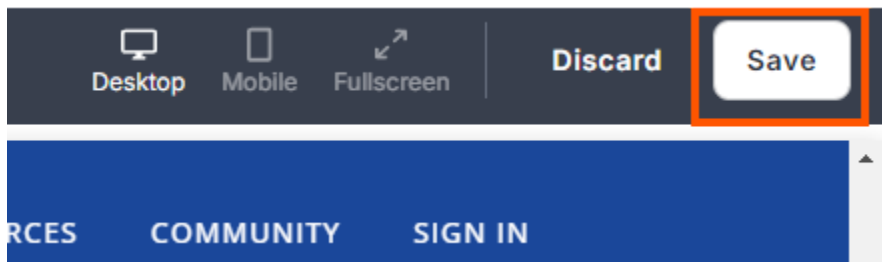
<p>The other sections are styled to
help you create beautiful, high-
converting pages. If you already know
exactly what you want, use this section
to add text, images, video, audio, etc.
```

12. **\*\*IMPORTANT\*\*** Select “**Code View**” again to register the code changes and return to the normal text editing view.

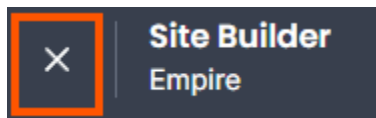
## Content



13. Adjust the text as needed. You can add a link to “Download PDF” if there are presentation slides. To upload files to Thinkific, follow the steps in [“Upload PDF Resources”](#)
14. Change the **Heading** and subheading as needed.
15. Select **“Save”** at the bottom on the left side menu to save changes to the Text & Media section.
16. Save the changes to the Custom Page by selecting **“Save”** in the top right corner of the site.



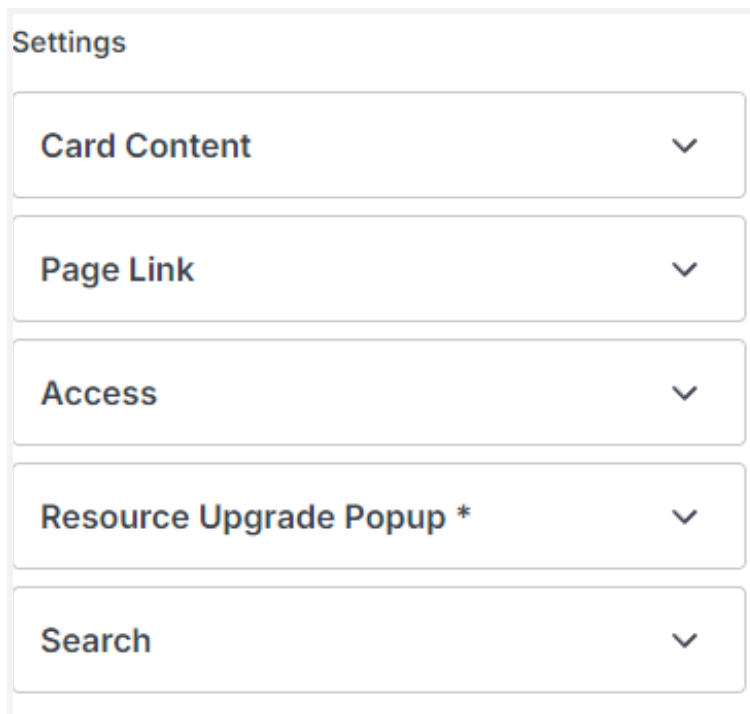
17. Return to the admin dashboard by selecting “X” in the top left of the screen.



## Add the Custom Page to the Resource Library

18. From the admin dashboard, select **“Channels”** from the side menu

19. Select “**Website**” and a list of all of the pages will be displayed
20. Select the custom page “**Video Library**”
21. To add a resource, select “**Add Section**” on the left side menu (you may need to scroll down past all of the resources)
22. A modal window will appear called “Add a new section”. **Type “Resource” into the search bar** and all of the options for types of resources to add to the Resource Library will display.
23. Select “**Page Resource**” to add a new page resource to the library.
24. A new Page Resource section was created and added to the page. By default it will appear at the end of the list of sections and resources.
25. Select the newly added Page Resource in the left side menu to edit it. A list of section options will be displayed.



The image shows a 'Settings' modal window with a list of section options. Each option is in a separate box with a dropdown arrow on the right. The options are: 'Card Content', 'Page Link', 'Access', 'Resource Upgrade Popup \*', and 'Search'.

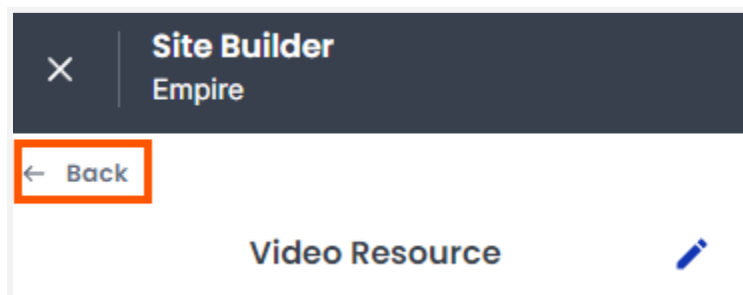
Settings	
Card Content	▼
Page Link	▼
Access	▼
Resource Upgrade Popup *	▼
Search	▼

26. Select “**Card Content**”
  - 26.1. Under Heading, enter the video title you want to display
  - 26.2. Under Sub Heading enter a description of the video
  - 26.3. Under Categories, enter the category you would like the video to be organized by\*. Categories are case sensitive, double check spelling and only enter one category per line.
    - 26.3.1. \*The categories that users can sort with can be changed in the Resource Library section on the page

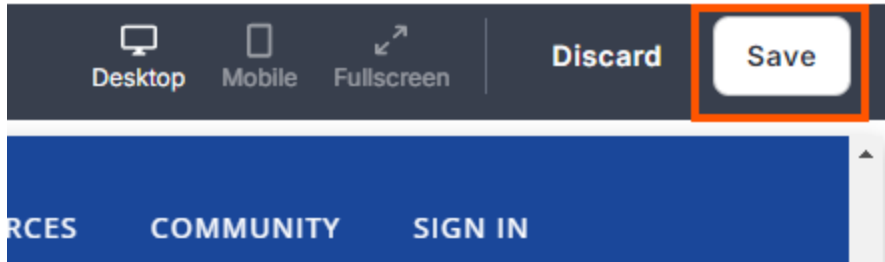
- 26.4. You must set a thumbnail image here, thumbnails from Thinkific videos are not automatically displayed.
- 26.5. You can set overlay text if you want for example “NEW” or “FEATURED” to be shown in a ribbon at the top of the card.
- 27. Select “**Page Link**”
  - 27.1. Under the Link dropdown, select “**Another Page...**”
  - 27.2. Under Page, select the custom page where the video is embedded
- 28. Select “**Search**”
  - 28.1. Enter keywords that you want to index the video for when users search the resource library. Enter only one keyword per line. For example:  
  
Rent increase  
Property Management  
Tenant management
- 29. To make it easier to identify and organize later, rename the section to match the video title by selecting the pencil icon at the top right of the side menu. Select save after renaming.



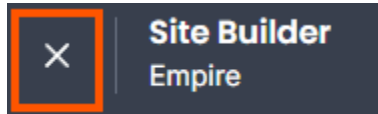
- 30. When you're done editing the resource, select “**Save**” at the bottom of the left side nav to save the Video Resource section.
- 31. To go back to editing the page and add another resource, select “← Back” at the top left of the side menu above the section title.



- 32. When done, save the changes to the page by selecting “**Save**” in the top right corner



33. Return to the admin dashboard by selecting “X” in the top left of the screen.



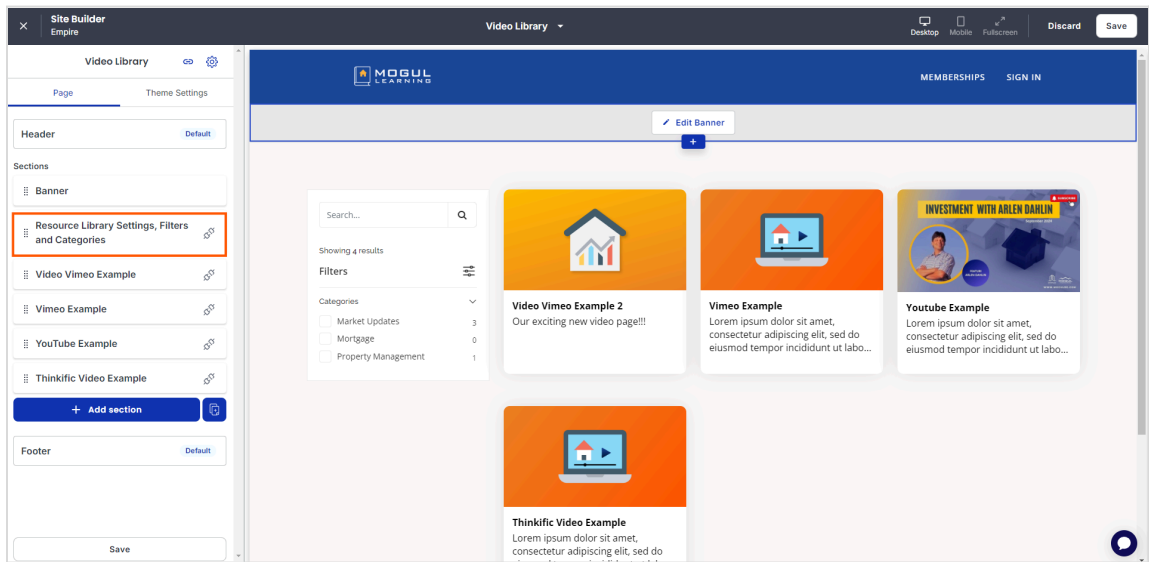
## Tagging Videos with Categories and Keywords

1. Go to edit the Video Library page following the [instructions above](#)

## Setting Categories for Users to Filter With

2. Select the “Resource Library” section at the top of the left hand menu (I renamed Resource Library Settings, Filters, and Categories on this page to make more

obvious)



3. Select **“Search, Filter & Categories”**

← Back

## Resource Library Settings, Filters a...



[Help Guides](#)

Section Name: Resource Library

### Settings

Search, Filter & Categories



Cards



Resources



Library Upgrade Popup



Font Awesome Icons



All Products/Student Dashboard Pages



Tally Popups



Who should see this section?




Section



 Delete section

4. You can set the Categories in the text box as shown below

[← Back](#)

Resource Library Settings, Filters a... 

Search, Filter & Categories ^

Style

Sidebar (Full) ▼

Category Tree

Categories

\*Market Updates

\*Mortgage

\*Property Management

Start a new category grouping on a newline followed by the categories starting with an asterisk

5. Select the Resource you want to categorize and tag

Header

Default

Sections

⋮ Banner

⋮ Resource Library Settings, Filters  
and Categories



⋮ Video Vimeo Example 2



⋮ Vimeo Example



⋮ YouTube Example



⋮ Thinkific Video Example



+ Add section

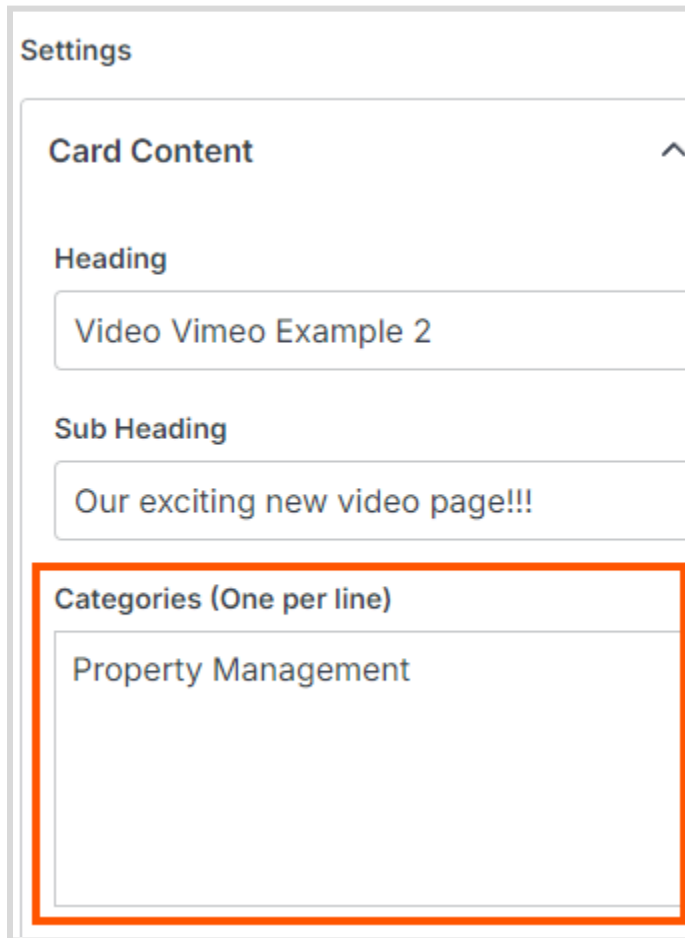


Footer

Default

Save

6. Select **Card Content**. Enter the Category in the text box as shown below. It must be spelled correctly, exactly as you set it in the main Resource Library Categories (Step 4 above).



Settings

**Card Content** ^

Heading

Video Vimeo Example 2

Sub Heading

Our exciting new video page!!!

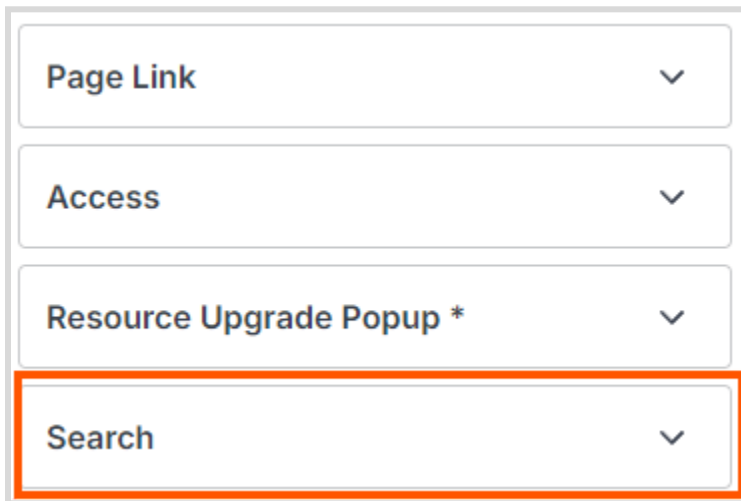
**Categories (One per line)**

Property Management

## Adding Keywords to Help Users Search

You can also add keywords to each Resource which will help make it easier to find if the user prefers to search, kind of like a hashtag.

7. In the Resource, scroll down to **Search**



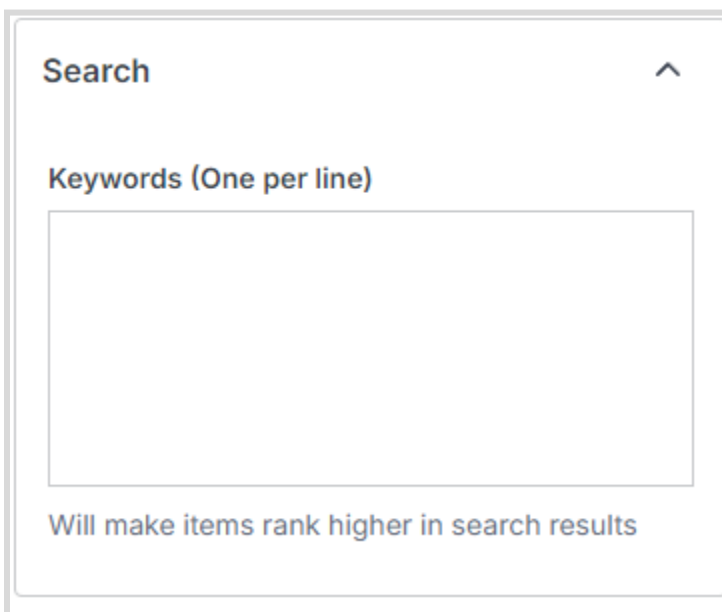
Page Link

Access

Resource Upgrade Popup \*

**Search**

8. Enter any Keywords you want in the text entry box. Only enter one per line, press enter to make a new line.



Search

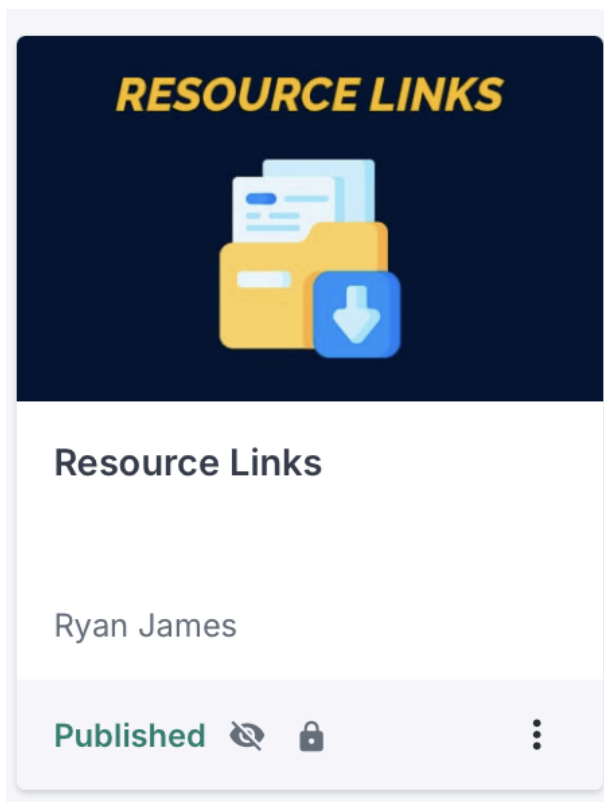
Keywords (One per line)

Will make items rank higher in search results

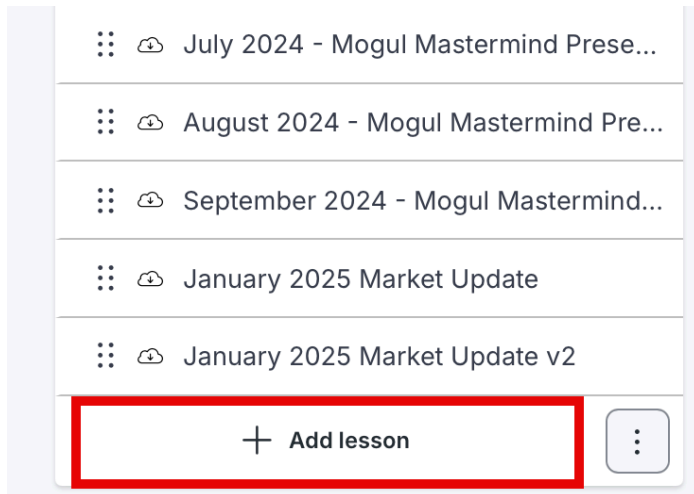
Upload PDF Resources (Presentation  
Slides etc.)

## Upload PDF Resources (Presentation Slides or other Documents)

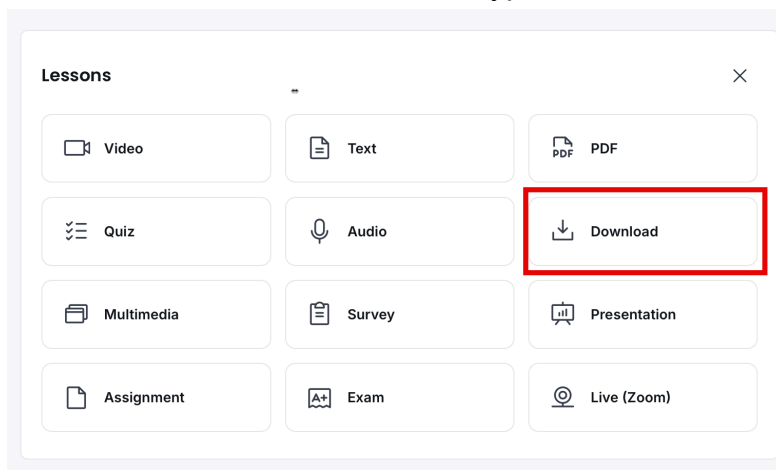
1. Login to your admin account at [mogullearning.ca](https://mogullearning.ca) or [https://learn.mogullearning.ca/users/sign\\_in](https://learn.mogullearning.ca/users/sign_in)
2. Open your [admin dashboard](https://learn.mogullearning.ca/manage) at <https://learn.mogullearning.ca/manage>
3. Select “**Products**” from the side menu
4. Select “**Courses**” and a list of all of the pages will be displayed
5. Select “**Resource Links**” from the available options



6. You'll see a list called “Downloadable Resources”. Scroll down and select “**Add Lesson**”



7. Select “**Download**” as the lesson type



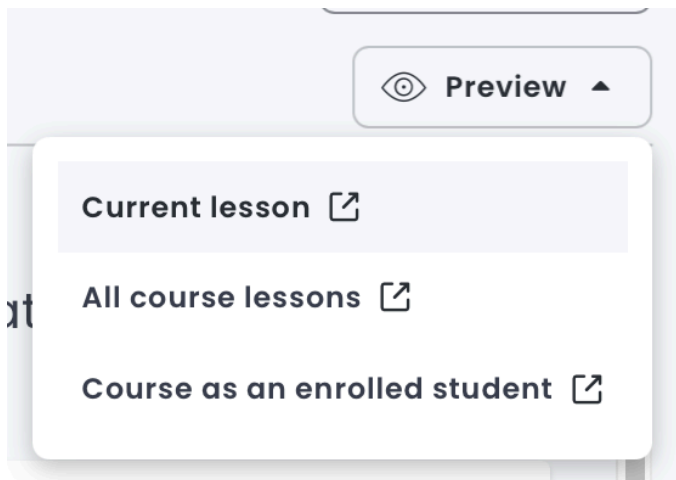
## 8. Upload and Save Lesson

- 8.1. Add a descriptive title for the file upload with the format “Month 202X - Title” (For example: **November 2024 - Mogul Mastermind Presentation Slide Decks**)
- 8.2. Select “**Browse files**” and upload the PDF from your computer

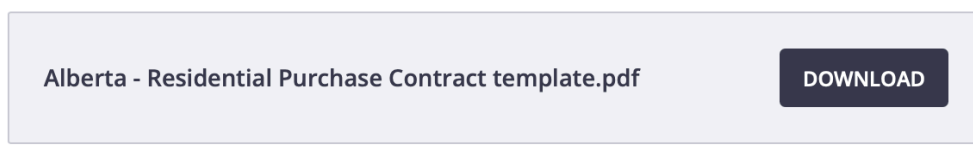
### 8.3. Select “Save lesson”

The screenshot shows a lesson creation interface. At the top, a text input field for the title is highlighted with a red box and the number 1. Below it is a content editor with a toolbar and a text area. Further down, the 'Upload files' section shows 'No file selected' and a 'Browse files' button, which is highlighted with a red box and the number 2. At the bottom, the 'Lesson settings' section contains a 'Save lesson' button, highlighted with a red box and the number 3.

9. Select “**Preview**” > “**Current Lesson**” in the top right corner



10. Right click “**Download**” and copy the link to your uploaded file



11. Add the link to any page.