

Media Hopper

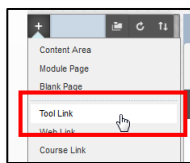
Adding content from Media Hopper to the Learn Media Gallery

The Media Gallery is a searchable gallery designed to allow instructors to manage all content associated with a specific Learn course. Both staff and students can submit content to this gallery, allowing others to access it. Instructors can create content groups to share with students or hide from view until required.

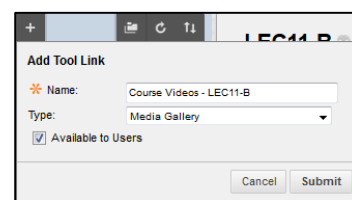
Creating a Media Gallery link

Before users can view a media Gallery, it must be added to the Course Menu.

1. In Learn, open the course you wish to add the gallery. You must be an instructor on this course
2. In the **Course Menu**, click on the **Add Menu Item** button at the top left and choose **Tool Link**.

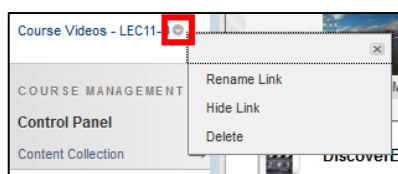


3. In the **Add Tool Link** box, enter a name for the gallery shortcut. From the **Type** list, choose **Media Gallery Media** and tick the **Available to Users** checkbox.
4. Click **Submit**.



The gallery link will now be added to the **Course Menu** and is accessible to all users enrolled on the course.

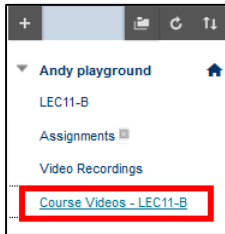
You can use the **Options** button (visible when hovered over) to rename, hide or delete the link.



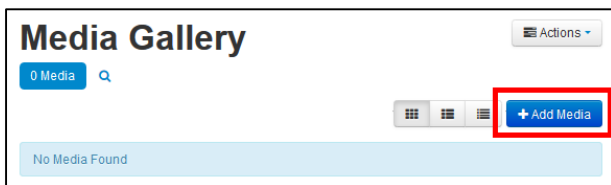
Adding content to the Media Gallery

The newly created Media Gallery will be empty until content is added to it.

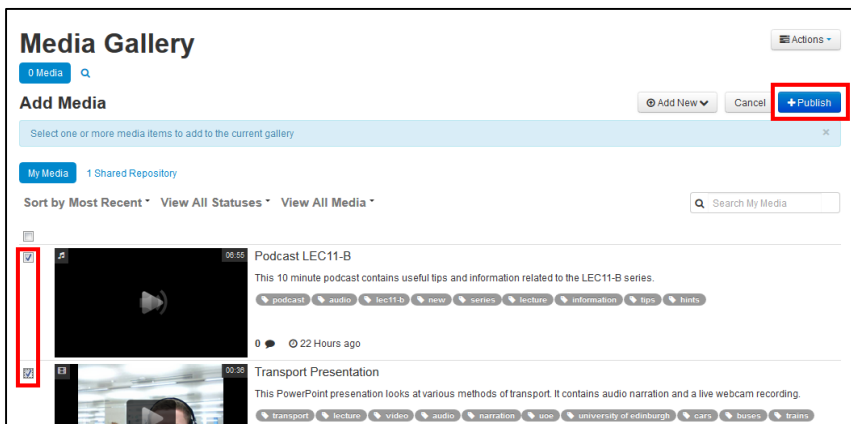
1. Open your gallery by clicking on the new link within the **Course Menu**.



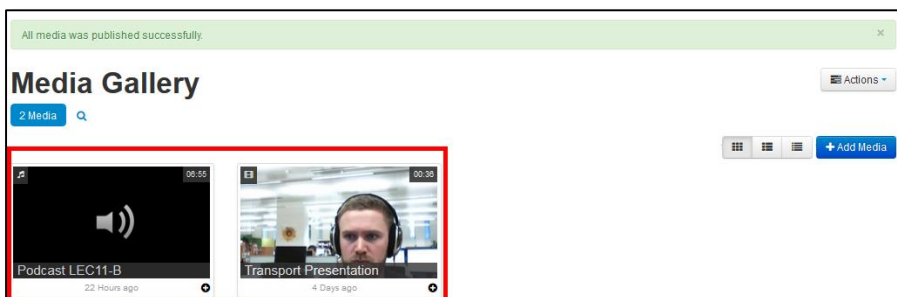
2. Click on the **Add Media** button to view your media files.



3. Select the media file(s) you wish to add to this gallery by ticking the checkboxes next to them. Once selected, click **Publish**.



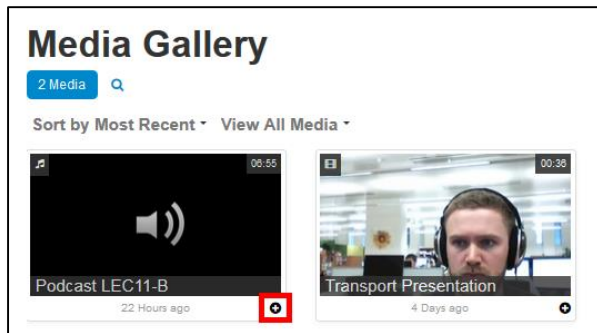
Your file(s) will now appear in the **Media Gallery**.



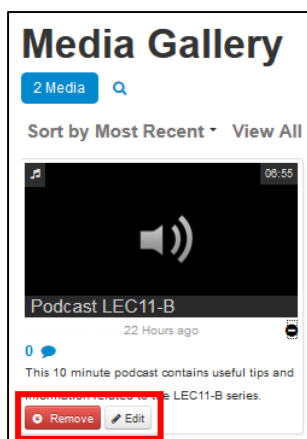
Removing content from the Media Gallery

Content added to a gallery can also be removed.

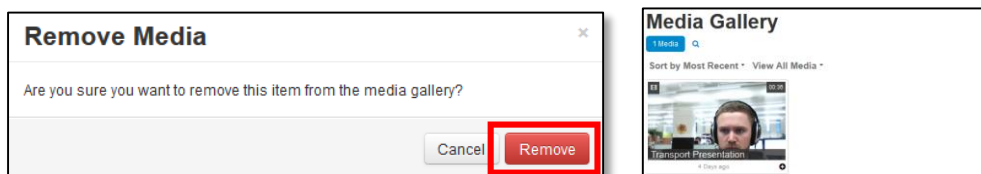
1. Click on the link from the **Course Menu** to load the **Media Gallery**.
2. Under the file you wish to remove, click on the **Options** button.



3. Click **Remove** button to remove the file from the Media Gallery, and **Edit** to alter its properties.



4. When the **Remove Media** dialog appears, click **Remove**. Your file will no longer be part of this gallery.



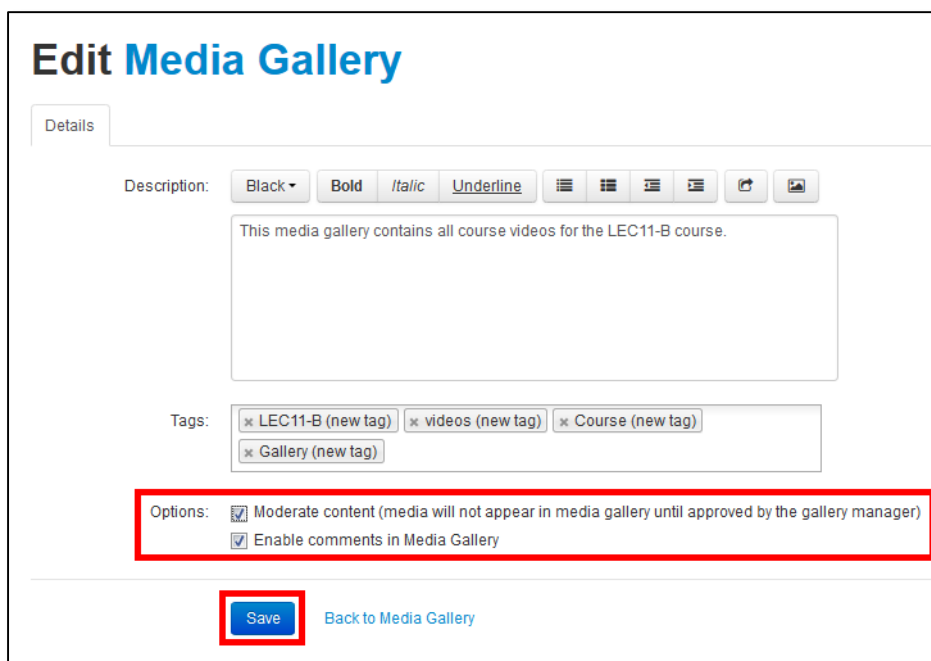
Media Gallery options

The gallery options allow you to add a description, tags, enable/disable comments, and choose whether or not to moderate submitted content.

1. Click on the link from the **Course Menu** to take you to the **Media Gallery**.
2. Click on the **Actions** button and select **Edit**.



3. Use the **Edit Media Gallery** page to add further information about the gallery and set restrictions.



The **Moderate content** option allows you to decide if content submitted to the gallery by others needs to be approved before it appears. If this option is not checked, any content submitted to the gallery (including content submitted by students) will become visible.

Enable comments in Media Gallery allows viewers to add comments to the media content within the gallery.

4. Click **Save** to save and apply your settings. You will be informed when your changes have been saved.