

# Media Hopper

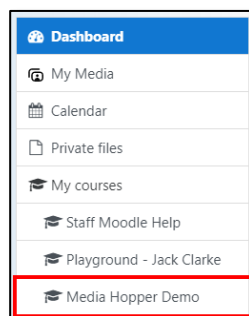
## Adding content from Media Hopper to a Moodle course

In this guide you will learn how to add media files from your Media Hopper account to a Moodle course, as well as upload files from your computer to Media Hopper and Moodle simultaneously.

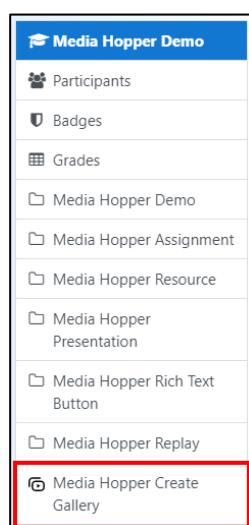
### Adding an existing media file to a course

Content already stored within your Media Hopper account can be added to a new or existing Moodle course. *If you don't already have content in your Media Hopper My Media area, follow the steps on page 4 of this document.*

1. From the left-hand Navigation menu navigate to your course.



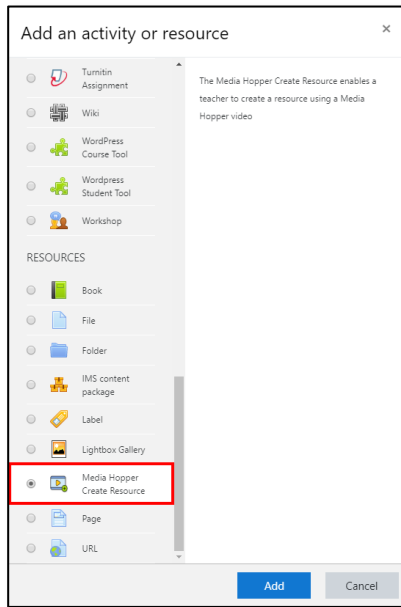
2. Once in the course a new menu will now be displaying with options for the course. From the left-hand menu, select *Media Hopper Create Gallery*.



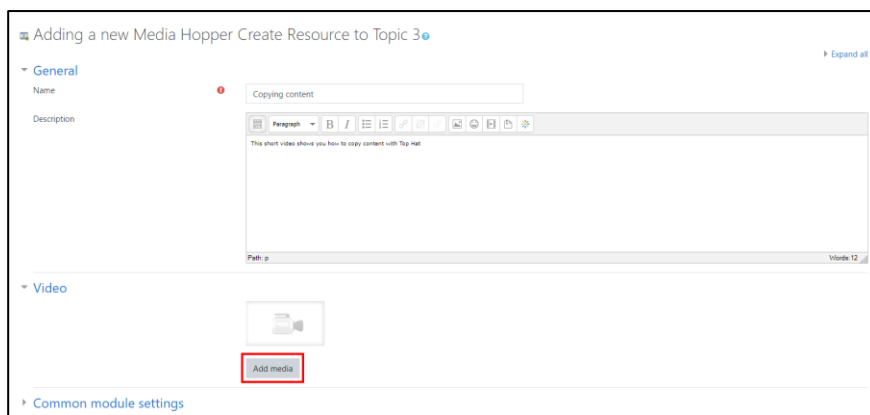
3. Open the Topic you intend to add the media file to and click on **Add an activity or resource**.



4. Select **Media Hopper Resource** from the **Add an activity or resource** window, and click **Add**.



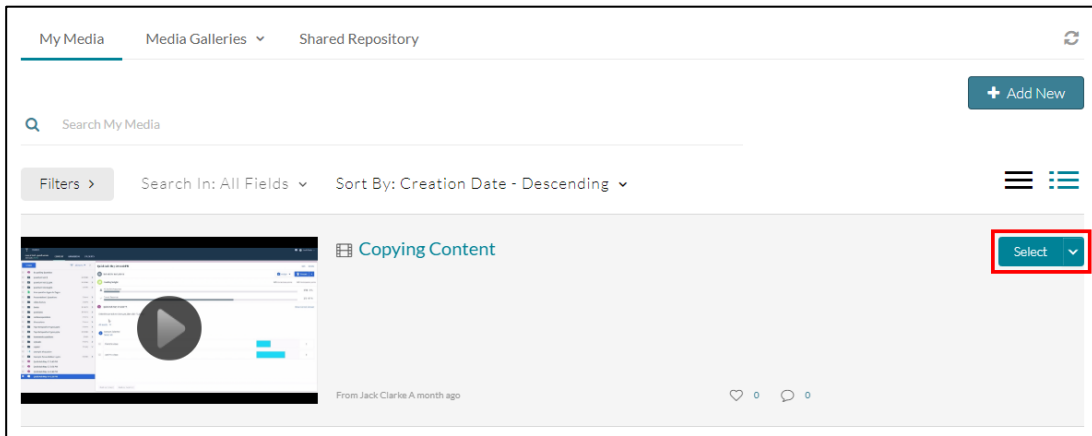
5. Enter information about the file and click on the **Add media** button.



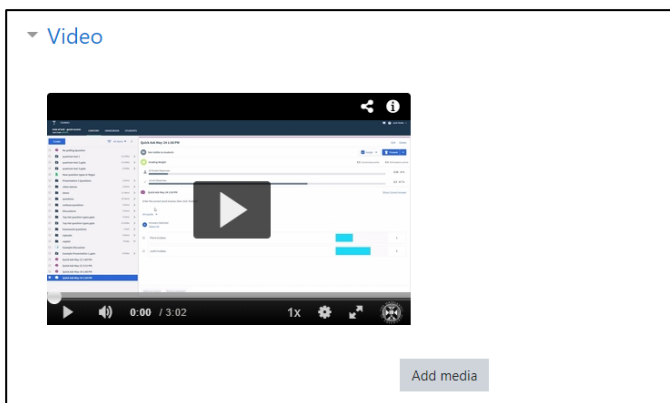
The **My Media** area of your Media Hopper account will open. This is a repository for all of your media files. The filter options and search box can be used to help you find specific files within this area.



6. Click on the **Select** button next to the file you wish to add to your course. The down-pointing arrow allows you to select the size of the video being inserted.



Your media file can now be previewed within the **Video** section.



7. Finish entering information for the media file and click **Save and return to course**.



The file will now be added to your course. You can view it by clicking on its title or use the Edit button to make changes to it.



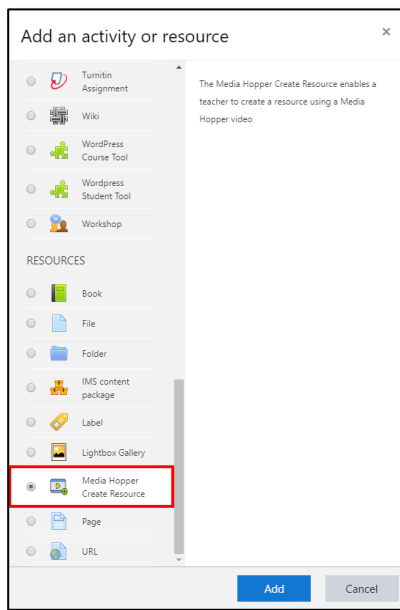
# Uploading content from Moodle to Media Hopper

If you don't already have content in the My Media area of your Media Hopper account, you can upload content stored on your computer to both your Moodle course and your Media Hopper account simultaneously via Moodle.

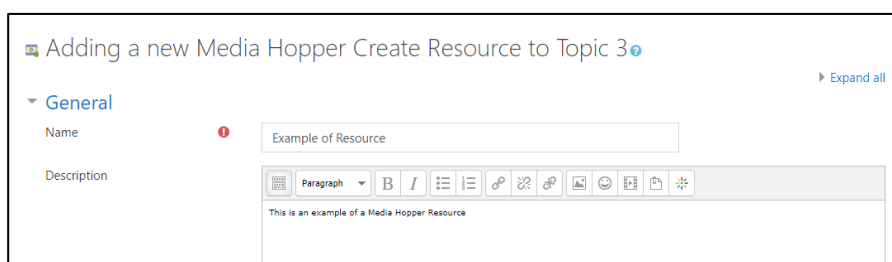
1. Open the Topic you intend to add the media file to and click on **Add an activity or resource**.



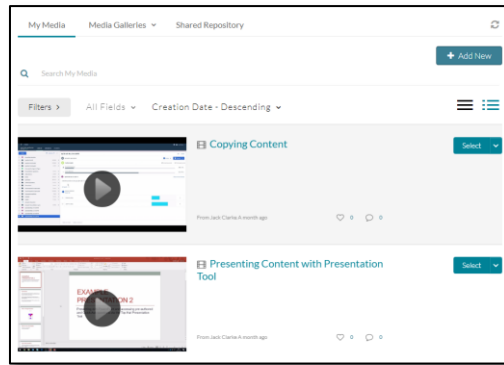
2. Select **Media Hopper Resource** from the list and click **Add**.



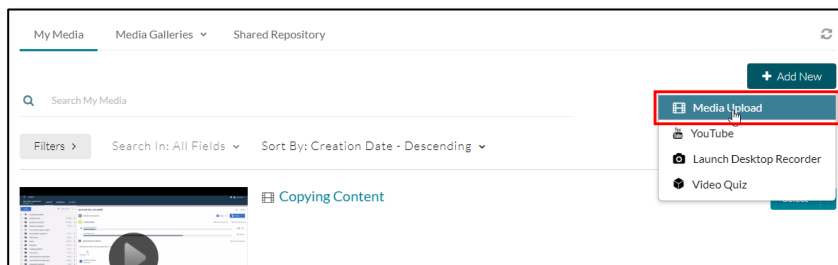
3. Enter information about the file you are uploading.



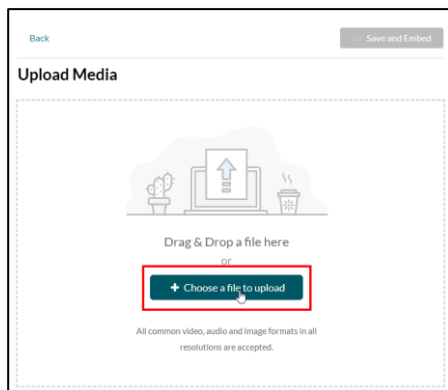
4. Expand the **Video** section and click on **Add media**. The **My Media** area of your Media Hopper account will now open.



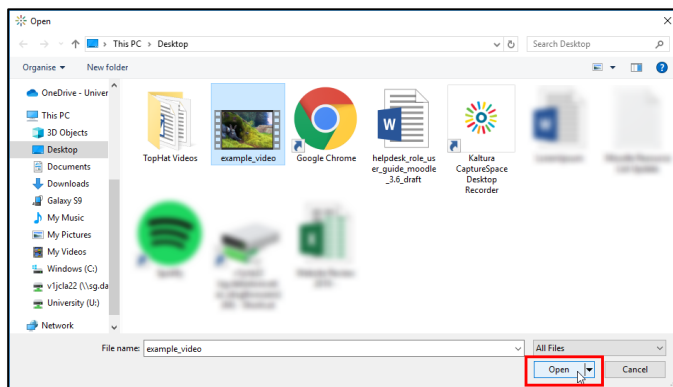
5. Click on the **Add New** button and select **Media Upload**.



6. Read the information about file uploads and click on the **Choose a file to upload** button.

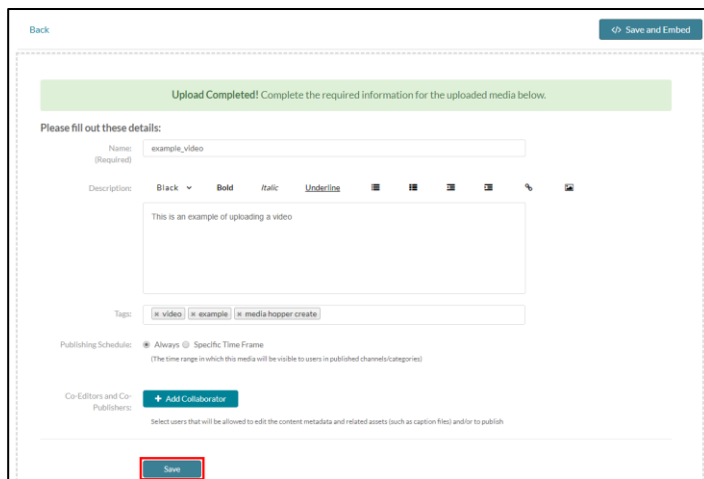


7. Locate and select the file you wish to upload and click **Open**.

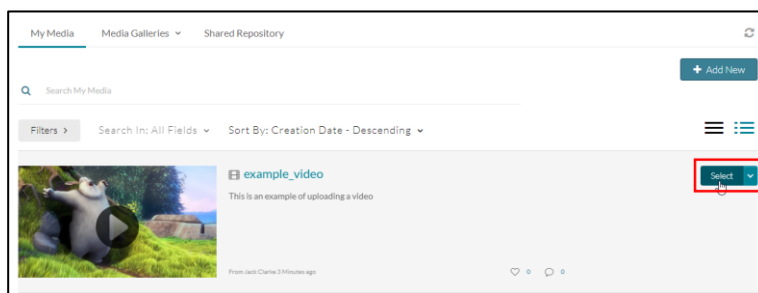


8. As the file uploads, you can fill out the details section.

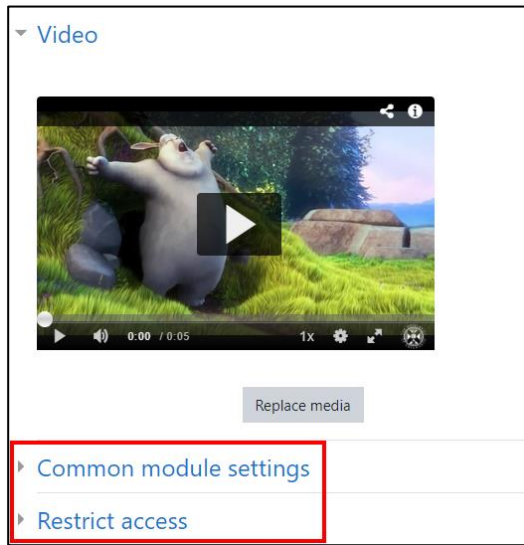
9. Once the upload is complete, click **Save** then select **Back** in the top-left.



10. Click on the **Select** button next to the file to add it to your course.



Further options for the resource can be found under the *Common module settings* and *Restrict access* menus.



11. Click *Save and return to course* when finished.

