

Gallery

The Gallery offers a place for teachers to store and post images and videos relevant to their class or group site.

- [Enable the Gallery](#)
- [Create a New Album](#)
 - [Change the Name of an Album](#)
 - [Change the Date of an Album](#)
 - [Remove an Album](#)
- [Upload Images and Videos to an Album](#)
 - [Remove Images and Videos from an Album](#)
- [Caption an Image or Video](#)
- [Change the Date \(Display Order\) for an Image or Video](#)

Photo Albums

[+ ADD ALBUM](#)



Space
March 2016



Pets
March 2016



Mr Largos Field Trip
March 2016

Enable the Gallery

To activate the gallery:

- Find or [create a class class site](#).
- If you didn't enable Gallery when creating your class site click **Settings** in the Utility links.
- Select **Site Features** from the drop-down menu.
- On the **Setup** tab, select **Media Gallery**, then click **Update**. If the Media Gallery option is not listed please [contact support staff](#).
- Once the changes have been applied a **Gallery** link displays on the navigation bar of your class site.



Dewey's Grade 4 Learning



Create a New Album

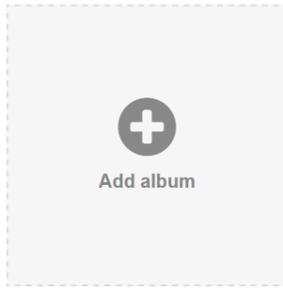
Once you have added the Gallery, you can post images and videos into albums.

To create a new Photo Album:

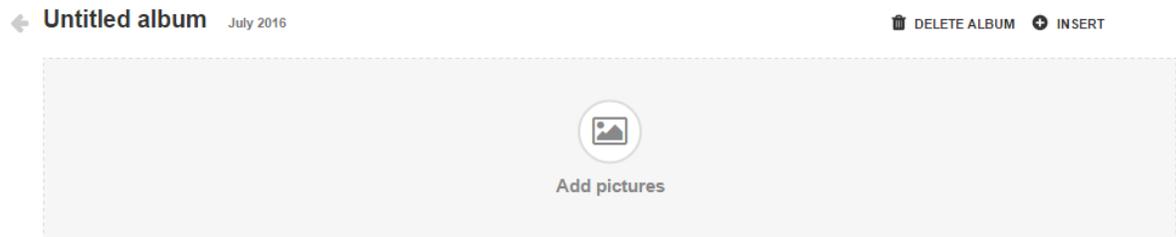
- On the navigation bar, click the **Gallery** link to open the Gallery page.

Photo Albums

 ADD ALBUM



- Click the **ADD ALBUM** button on the right side of the page, or the **Add album** link to add a new album.
- A new album titled Untitled album displays.



Change the Name of an Album

To name, or rename, and album:

- From within the open album, click the **album title**.
- Enter a new name for the album.

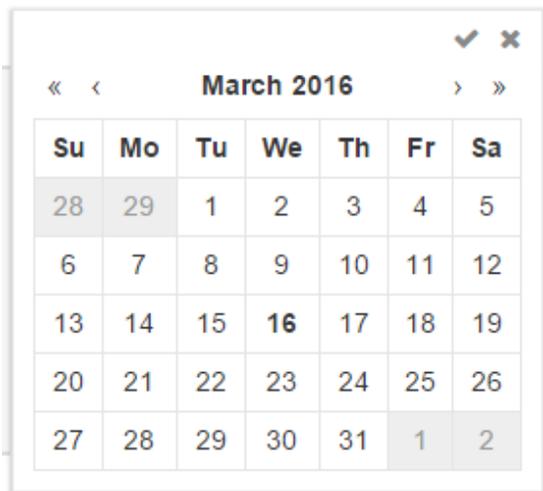


- Click the **checkmark** button to save your changes.

Change the Date of an Album

To change an album's date:

- From within the album, click on the **date** to access the date picker.



- Choose a **date** from the calendar.
- Click the **checkmark** icon to save your changes.

Remove an Album

To remove an album:

- From within the Gallery, open the album.
- Click the **DELETE ALBUM** button.

Upload Images and Videos to an Album

To upload images and video:

- From within the album, click the **Add pictures** icon or the **UPLOAD PHOTOS** button.
- Select which images you'd like to upload and click the **Open** button.

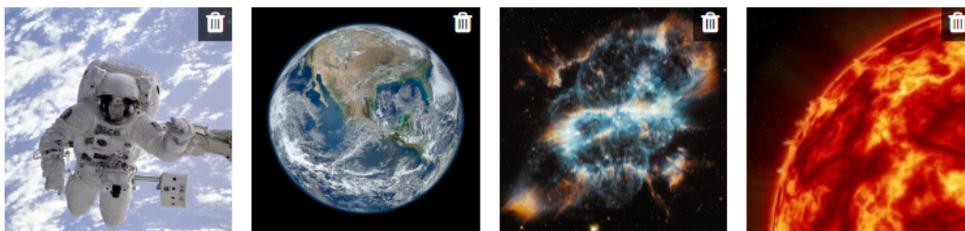
Upload Multiple Photos

Hold down the **Ctrl** key while you select your photos to upload multiple photos at once.

- The images and videos display in the Album. Click on an image to view it.

← **Space** July 2016

🗑️ DELETE ALBUM ➕ INSERT



Videos

There are no stills available for videos. Instead, a plain video icon shows as in the image above. However, you can add a caption, see [Caption an Image or Video](#), below.

Remove Images and Videos from an Album

To remove images or videos from within an album:

- Open the album.

- Click on the **trash** (delete) icon beside the image you wish to delete.

Caption an Image or Video

To caption an image:

- From within the album, click on the image (or video) you wish to caption.
- Click the word **Caption** (or the existing caption name, if applicable) to access the edit feature. The pencil (edit) icon displays.



- Type in a new caption.
- Click the **checkmark** icon to save your new caption.



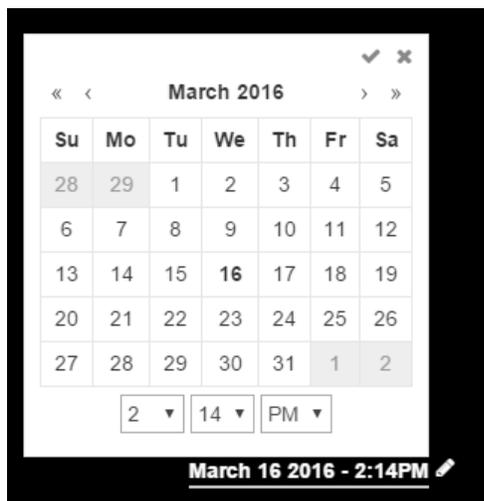
The caption for images displays when you open the image. However, for videos, the caption displays on the album page.

Change the Date (Display Order) for an Image or Video

Within an album, the images display in order of date they were uploaded. The first image becomes the "cover photo" for the album on the Gallery page.

To change the date of an image:

- Click on the image (or video) to open it.
- On the bottom right, click the **date** to access the date picker.



- Select a new date and time from the calendar.
- Click the **checkmark** icon to save your work.