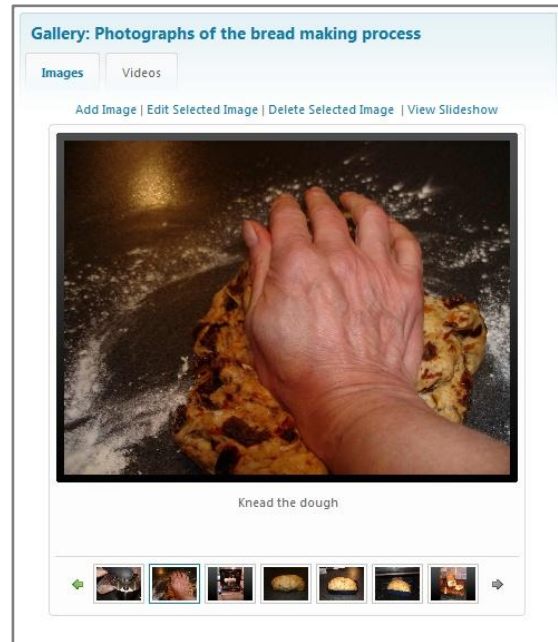


Using the Media Gallery module

The **Media Gallery** module is used to upload images and video directly to the Ultranet pages. Images that are uploaded are automatically compressed, resized and thumbnailed and videos are automatically compressed to a suitable size for streaming via the Internet. Uploaded media can be organised into separate gallery folders.

This screenshot shows the media gallery with comments disabled. This is a toggle setting within the Administration section. Talk to your school administrator if you wish this to be enabled.



Getting started



To use the Media Gallery, a Web Page or Virtual Classroom page needs to be created, and the Media Gallery dragged onto the module layout. The module then needs to be activated, ready for use.

Creating galleries

To create a gallery folder, select "Create a New Gallery" from the "Options" menu.



You will be prompted to enter a name for the gallery. Remember, galleries can be a combination of photos and video. Once the name has been specified, click **[Create Gallery]**.

If at any stage you wish to change the name of the gallery or delete it entirely, hover over the title of the gallery within the module and click on the Edit icon (). Upon clicking this, you have the option to rename or delete the gallery by clicking the Trash icon ().



Adding images to a gallery

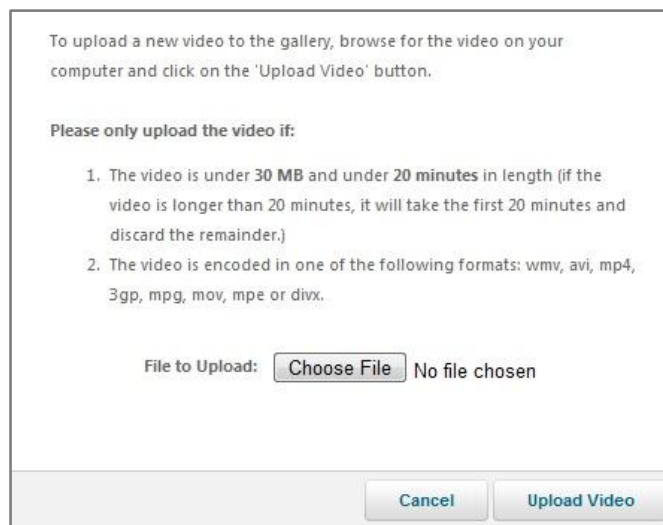
Click on a gallery to open it within a pop-up window. Ensure the Images tab has been selected (the 'Images' text on the tab will appear in bold) and click the "Add Image" link. The subsequent pop-up window invites you to browse your computer for the image(s) required. Multiple images can be uploaded at once using the ZIP format.



Click **[Upload Photo]** to complete the action. At this stage, the image(s) are automatically compressed for gallery viewing. Once uploaded and compressed, there is the opportunity to specify the thumbnail image, add a caption and tag. Once these options are completed, click **[Save Changes]**.

Adding videos to a gallery

Navigate to the Videos tab and click the "Add Video" link. The subsequent pop-up window invites you to browse your computer for the video file you wish to upload.



Once the video file has been selected, click **[Upload Video]** to complete the action. A status bar will show the upload progress, followed by a temporary screen as the video is encoded for web streaming. When this process has completed, you have the option to add a video caption and tags. Fill in these values as required and click **[Save Video]** to complete the process.

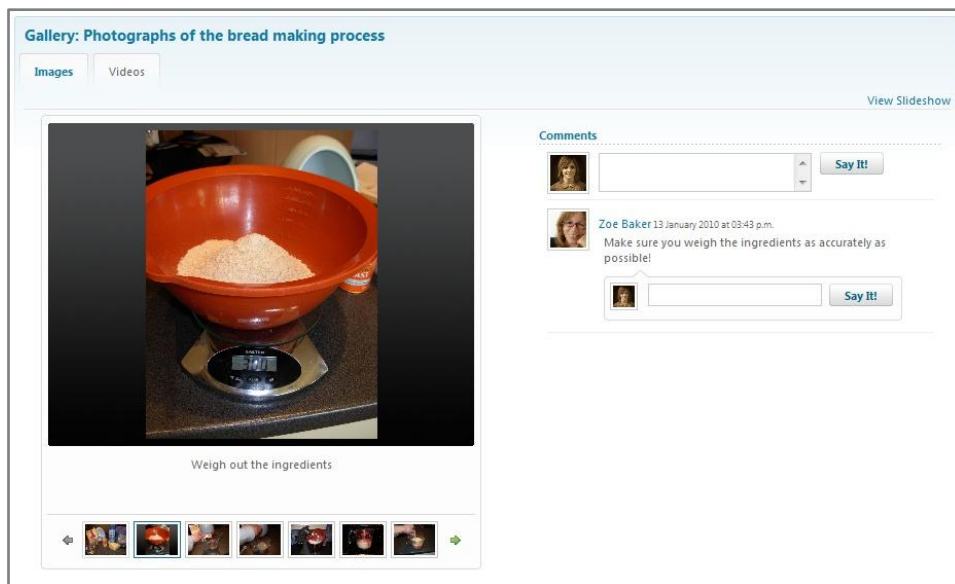
Modifying uploaded media details

The captions and search tags of any image or video uploaded to Ultranet can be modified at any time by clicking the "Edit Selected Image/Video" link at the top of the gallery window.



Adding comments on uploaded media

When a user is logged into Ultranet, they have the ability to comment on uploaded media within the galleries created. Comments are entered and attached to the currently viewed image or video. To add a comment, simply click and type inside the comment box and click **[Say It!]** to publish. The comment will be time stamped, show the name of the user commenting, and be ordered with most recent comments at the top.



Removing comments from a media item

Teachers and Administrators will also see a "Delete" link beside each entered comment. Click this link if it is felt the comment is not suitable for public viewing. Use this facility with caution, as there is no prompt to ensure deletion is definitely required.

NOTE: Commenting on **Media Gallery** items is disabled by default. To enable commenting, go to the **Module Management** section of Administration (see page 8 of the [Administration Manual](#)).