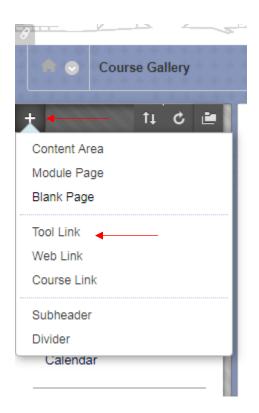
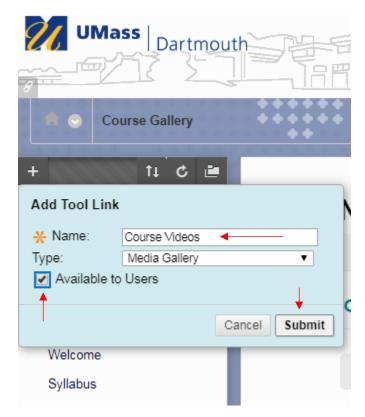


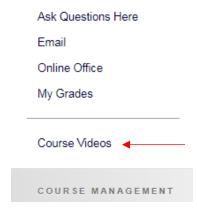
## How to Add a Media Gallery to your Course

The Course Media Gallery is a central location within each course, where users can search or view rich media assigned to the course. Only users enrolled in that course will be able to view the media assigned to the Course Media Gallery.

**Step 1.** Add the link to the Media Gallery tool into your course menu by creating a new "Tool Link." Set the name to something descriptive and be sure to set the type to "Media Gallery." Check the box to the left of "Available to Users" so students can view it, and then click "Submit." The link will appear at the bottom of your Course Menu, right above the "Course Management" section.

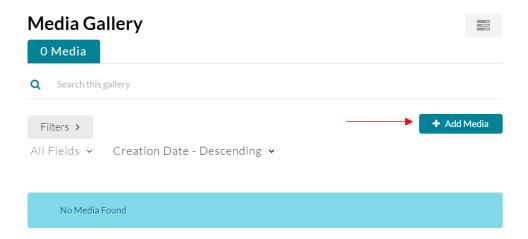






## **How to Add Media to your Media Gallery**

**Step 1.** Enter your Media Gallery by clicking the link you just created. From here, click the blue "+ Add Media" button in the upper right corner.



**Step 2.** Now click the check box at the upper left of each video you'd like to add. The search bar can also be used to quickly find videos. If no videos appear, you most likely need to upload content to myMedia.

Once you are done with this step, click the blue "Publish" button at the upper right.

