

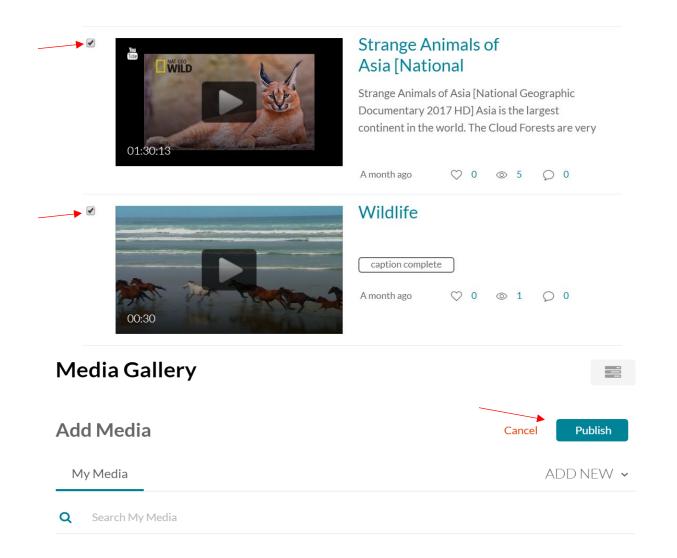
How to Add Media to a Media Gallery

Step 1. Enter the Media Gallery by clicking the menu item. 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 my Media.

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



Step 3. If the instructor has enabled moderation, you might not see your uploaded media until they have approved the video. If there is no moderation in place you will now see your media in the Media Gallery along with other entries.