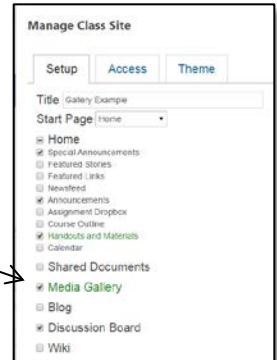


# Using Your Class Media Gallery in My Site

With a Media Gallery, you have a quick, easy, place for people to find photos, videos and recordings that pertain to the whole class. This is a great place to put field trip pictures and group projects to share.

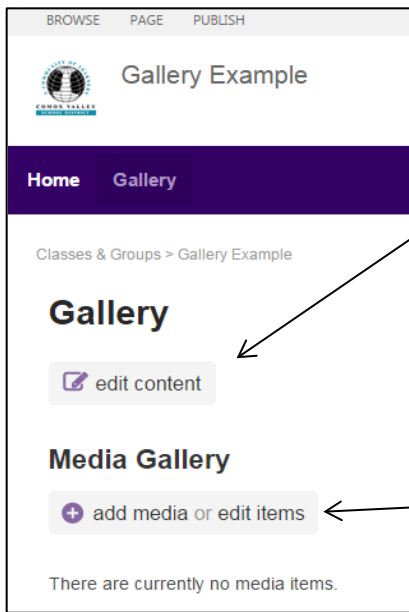
## To Get a Media Gallery on your Class Site

Click on **Manage Site** on the right of the screen. Then click to place a check mark beside **Media Gallery** on your site selection.



Then click on **Gallery** on your navigation bar at the top and **Update** at the bottom.

When you are getting started, your Gallery will look like this:



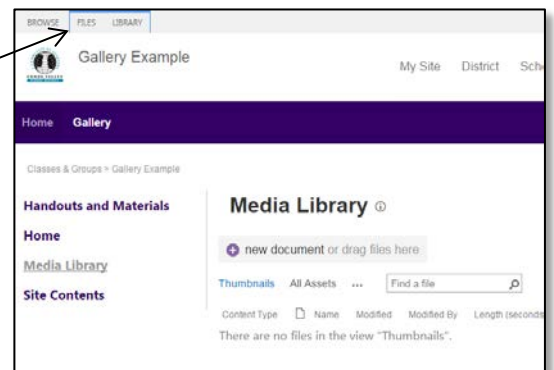
Here you can write a bit about the Gallery. Click on **Edit Content** to start typing. You will see an **Insert** tab up above. Click on this to add pictures, videos and/or documents off of your computer to this part of the page. Click **Publish** when you are done.

Here is where you can add pictures, videos and audio recordings to your Gallery. See information below for instructions.

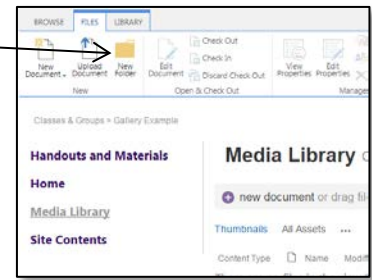
## Adding Items to the Media Gallery

If you are just adding a few items to the media gallery and do not intend to have more than one category in it, you can add items by clicking on **Add Media**. If you would like to show pictures and videos from different categories or would like to add many items at once, I recommend creating folders:

1. Click on **Edit Items** under **Media Gallery** heading
2. Click on **FILES** at the top left of your page



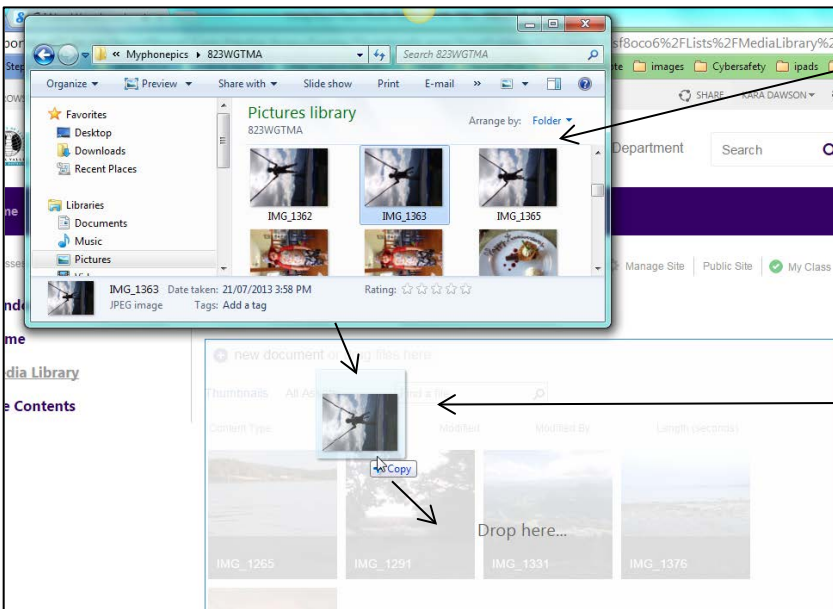
3. Click on **New Folder** on the new menu that appears at the top
4. Name the Folder
5. Click on the folder to open it. You can tell that you are in your new folder because the name will appear after Media Library



## To Add Items to your New Folder (You will have to do this one picture at a time on an iPad at this point):

1. Once you are in your New Folder leave Google Chrome and My Site open while you use the start button at the bottom left of your screen to navigate and find your pictures. (This path will depend on whether you are at home or at school-It may just be clicking on the Start button and then My Pictures, or they may be in My Documents.)
2. Press **CTRL** and hold it down while you select the pictures that you would like to place in your folder. You can also hold down **Shift** and click on the first and last pictures that you would like to select a whole bunch at once.
3. Once the pictures are highlighted, you can click on them and drag them over the My Site folder and they will drop in

4.



Select the pictures that you would like to copy into your Gallery.

Click and drag your pictures onto the My Site screen where the folder you want to put them in is located.

## To Delete a picture in your Gallery:

1. Move your mouse over the picture and click on the ellipsis on the bottom right.
2. Click on the next set of ellipsis on the new screen on the bottom right
3. Click on **Delete**

