

OCA Learn

How do I upload to a Media Collection / Gallery?

During your course you may be directed to create a gallery or add to an existing one; this may be a presentation, images or other types of content that you need to share with your tutor and / or peers. The benefit of using shared Media Collections is to enable students and tutors to compare, study and discuss work in an open and easily accessible forum.

When you are directed to upload to a gallery, you will likely see an activity called a 'Media Collection':

1. Start by clicking on the Media Collection activity title to access it.



2. Select the '+Add a Gallery' option.

Example

This is an example Media Collection.

Separate groups All participants

+ ADD A GALLERY  SEARCH

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3. Title your gallery with an appropriate name, unless the activity requests a specific title and click 'Save Changes'.

Gallery name
* Required
?

You Title Here

Gallery mode

Standard

☐ Contributable
?

Tags

Manage standard tags

No selection

Enter tags...

> Gallery display

> Visibility

Save changes

Cancel

4. Your gallery is now created, but it is empty, so the next step is to add your files. Select the '+Add an Item' option. Again, you will be given the option to title your file and add a description, please ensure this is something your tutor will recognise.

Example

Turn editing off

This is an example Media Collection.

Example ► You Title Here

+ ADD AN ITEM **+ ADD ITEMS IN BULK**  **VIEW GALLERY**  **EDIT GALLERY SETTINGS**  **EXPORT GALLERY**

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5. Select the 'Choose a File' button to upload the file as and item and click 'Save Changes' at the bottom (no other options need to be selected or changed). Once this is complete, the upload will show in your gallery.

Item display

Yes ▾



Use as thumbnail

Yes ▾



Select either a file to upload, or a URL in the options below.

Content

Choose a file...



You can drag and drop files here to add them.

6. Returning to the 'Media Collection', you should be able to see your gallery alongside other submissions and examples. This is where your tutor and / or your peers will be able to access your work. If you wish to make further edits, you will need to select the 'Turn Editing On' button first.