



# Course Gallery Quicksheet

Course Gallery is a searchable and sortable display of all media content assigned to a course and allows users to add media by uploading files or recording with a webcam. The following is a table that showcases the available features and options for certain users.

Feature/Option	Instructor/Faculty	Student
View public media	✓	✓
Create clip (if enabled by media owner)	✓	✓
View course Media Reports	✓	✗
Display, feature or hide course gallery media	✓	✗
Remove media from Course Gallery	✓	✓ *
Edit metadata (Title, Tags, Description)	✓	✗
Delete media	✓ *	✓ *
Share videos by copying and pasting embed codes (if enabled by media owner)	✓	✗
Upload video or record and upload from webcam	✓	✓

\* Only if you are the media owner.

## Best Practices

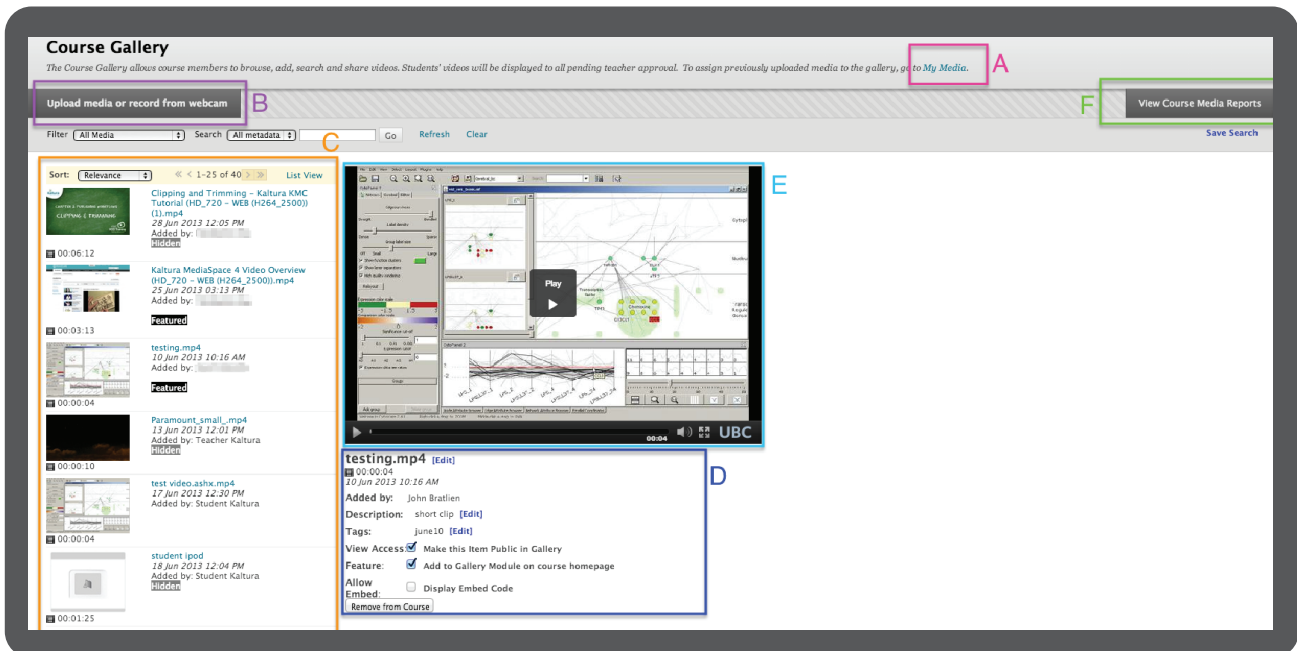
- When uploading a video assign video categories and add metadata to easily locate files later.
- Create a standard tag for your course and notify all course members about it.
- Feature certain videos to highlight them to students.
- Use the embed codes in Course Gallery to share published videos outside of **Connect**.
- When students add media to the Course Gallery, they are hidden and need to be approved.
- If you are an instructor leaving a course, transfer ownership of videos to another instructor by contacting **UBC IT Help Desk** at [www.it.ubc.ca/contact/helpdesk.html](http://www.it.ubc.ca/contact/helpdesk.html).

# Access (How to)

You can access the Course Gallery from the Course Gallery module on the course homepage or from the Course Gallery link in the course menu bar.

## View and Functions

- To view My Media, click the **My Media link (A)** on the top below the Course Gallery title.
- To upload media or record from webcam, click the **media or record from webcam button (B)** on the top left corner. Note that when students add media to the Course Gallery they are hidden and need to be approved.
- Use the **gallery (C)** on the left to sort through and view various course videos. For instructors, *hidden* videos are files uploaded by students and have not yet been approved by an instructor. *Featured* videos appear in the Course Gallery module in the home page and are enabled by instructors.
- **View and edit video metadata, and control options such as embed codes and remove media (D)** located below each **video (E)**.
- (Instructors Only) Click the **View Course Media Reports button (F)** located on the top right corner to view Course Media Reports.



The screenshot shows the Course Gallery interface. At the top, there is a header with the title "Course Gallery" and a sub-header. Below the header, there is a navigation bar with buttons for "Upload media or record from webcam" (B), "My Media" (A), and "View Course Media Reports" (F). The main content area is divided into a left sidebar (C) and a main video player area (E). The sidebar contains a list of videos with their titles, durations, and upload dates. The main video player area shows a video titled "testing.mp4" (E) with its metadata (D) displayed below it. The metadata includes the video title, duration, upload date, and author information. There are also checkboxes for "View Access" and "Feature", and a "Remove from Course" button.

## Copyright

All media files must comply with Canadian Copyright Laws.  
Please visit [copyright.ubc.ca](http://copyright.ubc.ca).

**Attribution:** CC By 3.0, “Key” by Egor Culcea, “Cross” by Alexandra Hawkhead, “Check Mark” by Latif Sobot and “Video Player” by Mourad Mokrane from the Noun Project.