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	✔ *	✔ v*
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.
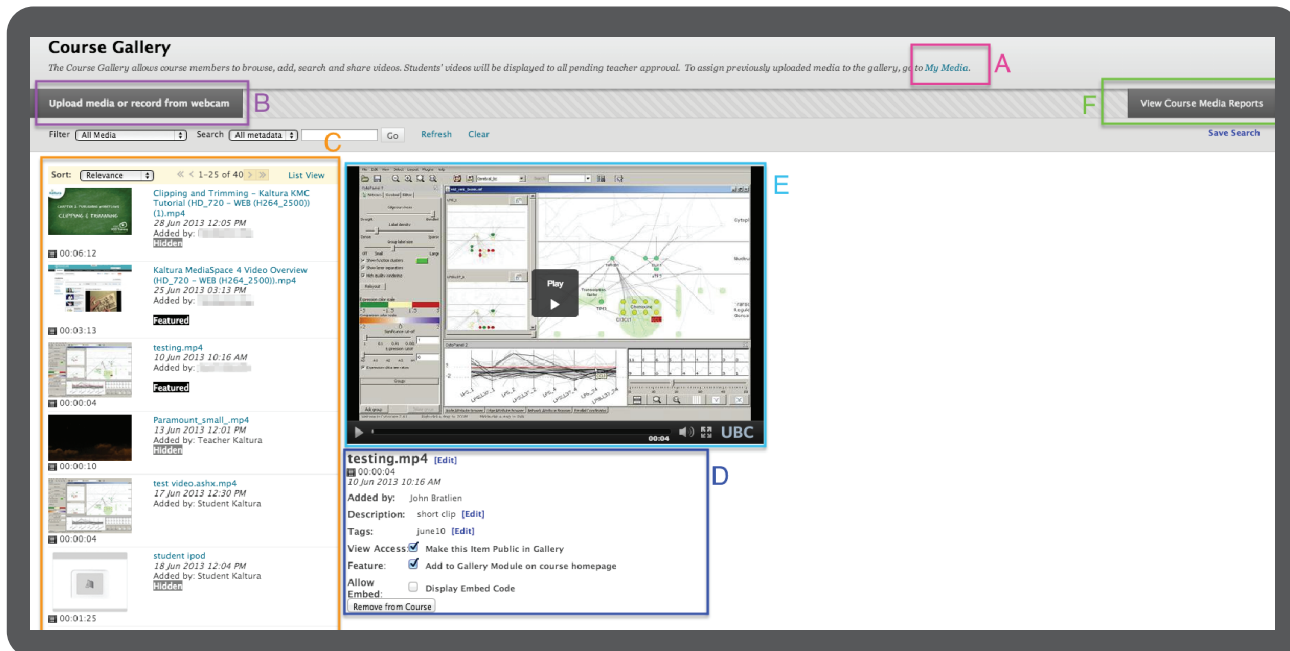
Best Practices

- 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*.

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.

Copyright

All media files must comply with Canadian Copyright Laws. Please visit **copyright.ubc.ca.**