

# Course Materials: Media Albums

## Create Course Media Albums

Create albums to organize photos, videos, and/or audio files for your course. Photos can be cropped and rotated after you add them. You may allow comments on each item within an album. You can also tag users in your uploaded photos, or allow students to upload and tag media as well.

Media album tags are not supported in courses containing more than 10,000 members and groups containing more than 1,000 members.

## Creating Media Albums

To create a Media Album:

1. From the course Materials page, click **Add Materials**.
2. Select **Add Media Album**.
3. Fill out the Media Album form with a title and description.
  - o Use Options to:
    - Individually assign (Enterprise only) the album to one or more students.
    - Publish the album so that it is accessible to the members of your course.
    - Enable comments so members of your course are able to post comments on the media album.
    - Allow Instructors and Students to Add Media, or limit this ability to instructors only.
    - Copy the media album to another course you administer.
4. Click **Create** to complete.
- 5.

After the media album is created, you can add different kinds of media to it at any point in time, just like a folder. Click **Attach Files** to add media from your computer's hard drive

Uploads are limited to 512 MB/file.

## Supported File Types

<b>Images</b>	GIF, JPEG, JPG, PNG
<b>Media</b> (Audio/Video)	3G2, 3GP, ASF, AVI, CAF, FLV, M2V, M4A, M4V, MOV, MP3, MP4, MPG, RM, SWF, WM, WMA, WMV

## Editing Media Albums

To add media at a later date, click into the media album and select **Add Media**.

To edit a media album or its contents, from the media album profile, select the gear icon.

Add captions to all of your photos at once from the gear icon and select **Edit Media**.

Alternatively, click individual photos in the album to open the photo and edit photos one at a time. Use the tools to add captions, rotate the photo, and tag people:

## Drag and Drop

To change the order your photos appear in your album, click and hold a photo and then drag it to the desired location:

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### Community Service

Morris Homeroom volunteered with Habitat for Humanity to give back to our community this August. Check out the photos!

