

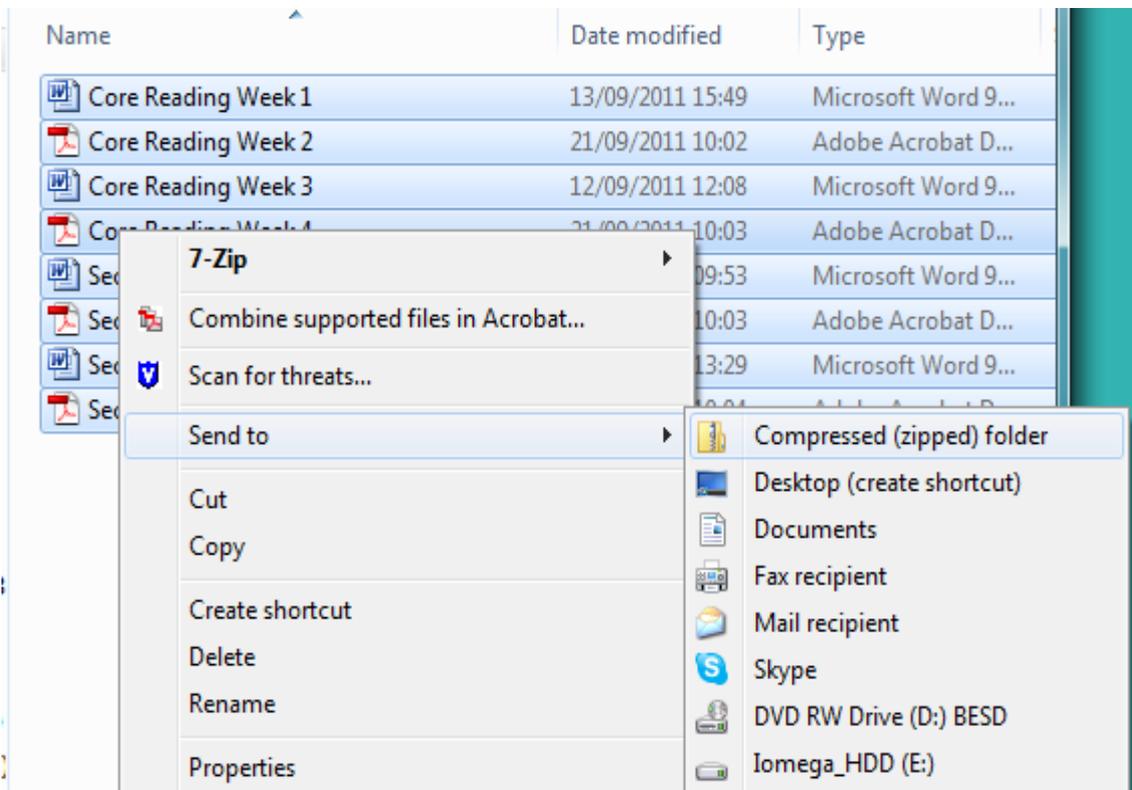
Adding Multiple Images

If you have lots of images that you want to load into Moodle the best way is as a 'Lightbox Gallery'. Although images can be added individually to a gallery the simplest way is to start by creating a zip file.

Creating a zip file

First, you have to create a zip of the files you want to load into Moodle. To zip up files using Windows 7:

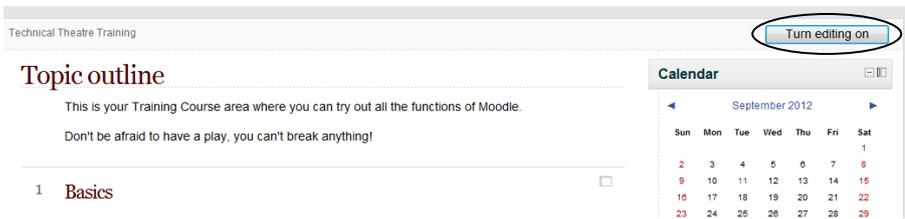
1. Open the folder where the files or folders are stored.
2. Select the files and/or folders to be zipped up.
3. Right click and choose Send to Compressed (zipped) folder.
4. The zip file will be created in the same directory.



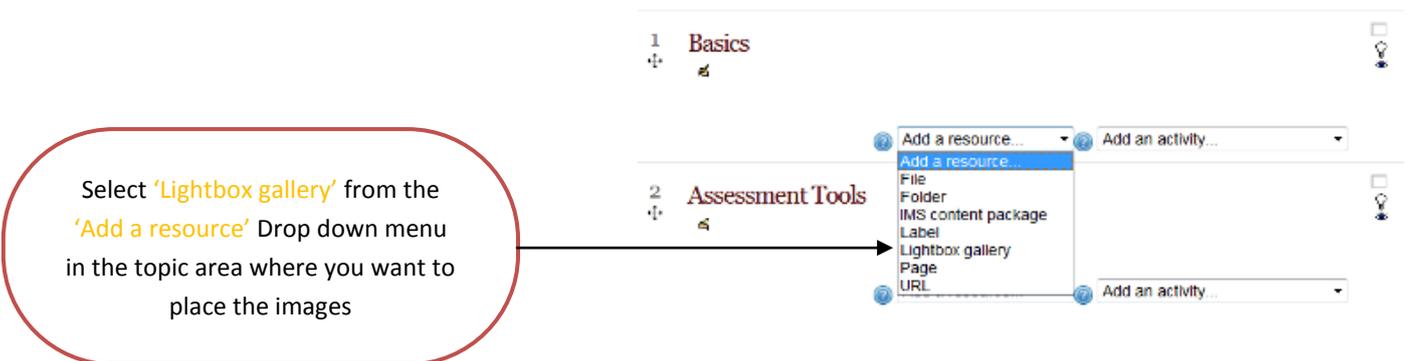
Adding Images to the Gallery

Next, you need to load the zip file into Moodle and unzip the contents into the gallery.

Begin by selecting the course that you want to add the images to.

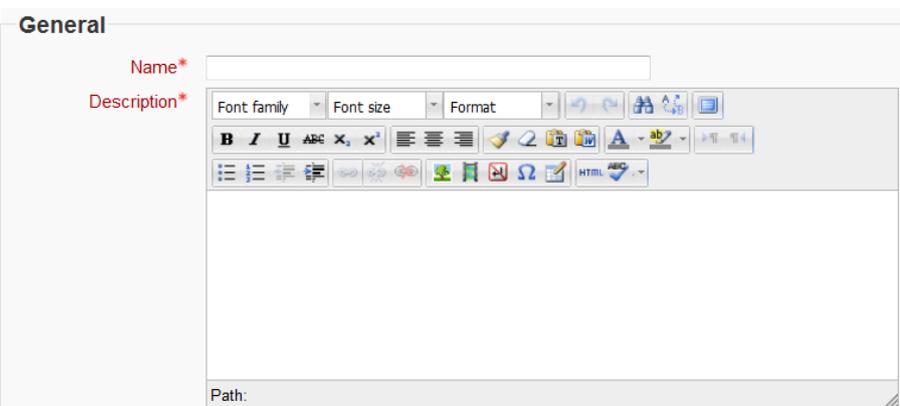


Click on the 'Turn editing on' button (top right of the screen)



Select 'Lightbox gallery' from the 'Add a resource' Drop down menu in the topic area where you want to place the images

This will open the 'Add a new Lightbox gallery' screen.



You must enter a name for the gallery you are creating in the 'Name' field, this is the text that will appear in the link to the gallery on your course main page. It should make sense to the students.

You must add a description in the 'Description' field that tells students what the gallery contains. Note that this is not the page content, but will appear when the gallery is displayed.



Finally scroll down to the bottom of the page and click on the 'Save and display' button.

You can safely ignore the other 'Advanced' options, these allow you to choose how the image thumbnails will be displayed. If you want to know more about this please contact the e-Learning team.

Showing gallery: Images of Milton Court

You will be taken to the gallery page where you can now add the images.



Click on the 'Add images' link

Add images

File*  Maximum size for new files: 75MB

No files attached

* Show advanced

There are required fields in this form marked *.

Now click on the 'Choose a file...' button in the 'Add Images' area.

The 'File Picker' screen will pop up and you will have the option of uploading the .zip file from a number of locations.

File picker

View as icons | View as list

- Server files
- Recent files
- Upload a file**
- Private files
- Wikimedia

Attachment:

Save as:

Author:

Choose license:

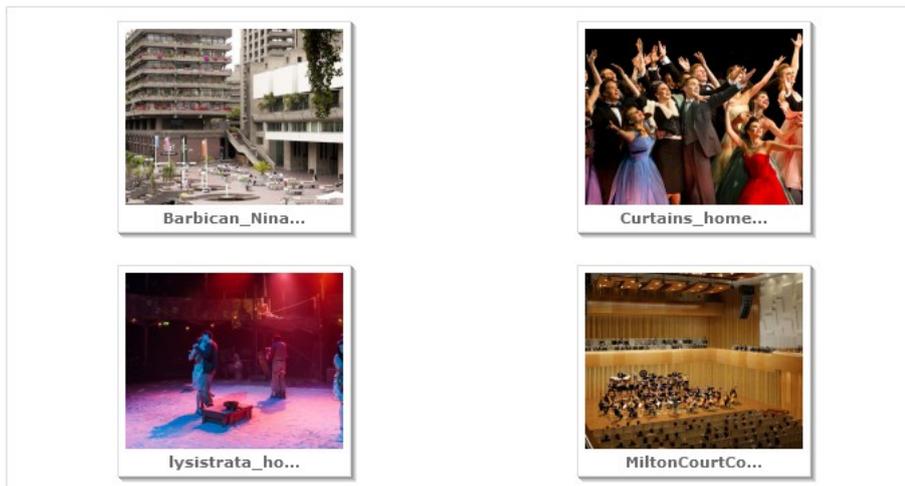
To add the .zip file from your computer select 'Upload a file' and then click 'Browse' (This is very much like adding an attachment to an e-mail)

When you have chosen the .zip file click on 'Upload this file'.

The file you have uploaded will be shown in the 'File' box as shown below.

File*  Maximum size for new files: 75MB

OrchestralArtistry_home_thumb.zip



Clicking on Add Images will add the images to the gallery.

The images will appear as a set of thumbnails, which can be selected to show the content in more detail.