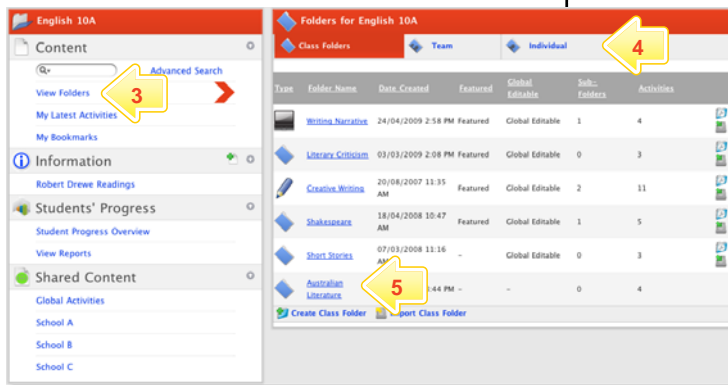# Gallery

## studywiz

## Create a new Gallery Activity

With the Studywiz Gallery, users can submit any type of file (usually image and sound files) and make them available to other users. Images appear in a simulated art gallery, which can be viewed as a slideshow. Students and Teachers can then discuss each Gallery item online. Gallery files can be copied and downloaded, and Teachers can remove unwanted material.



**1**  Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
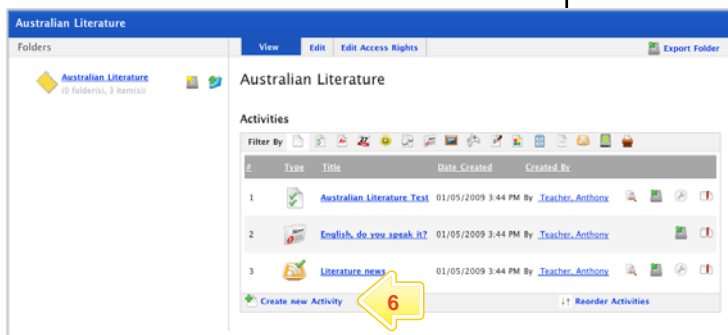
**2**  From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.
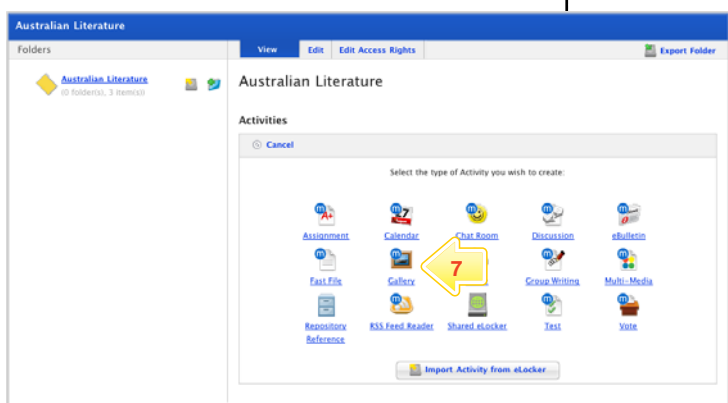


**3**  Click **View Folders**.

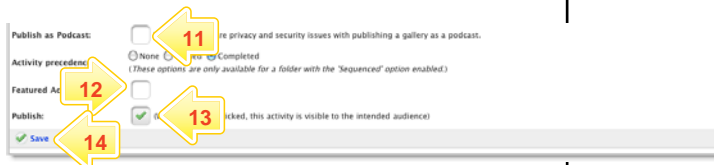**4**  If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.
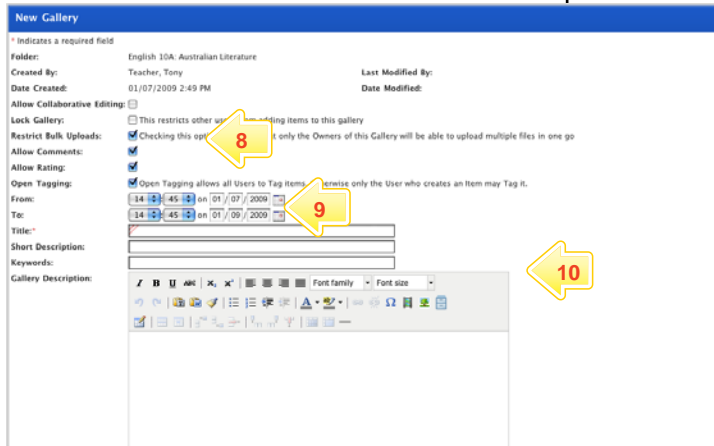
**5**  Click the folder in which you want to save the activity.


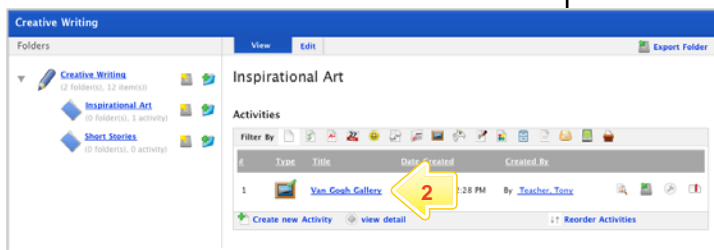
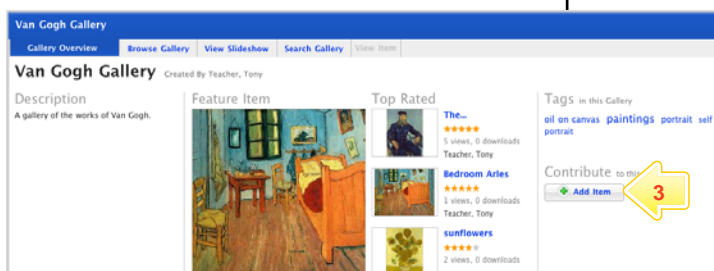**6**  Click **Create new Activity**.



**7**  Click **Gallery**.

**8** From the checkboxes select whether you want to: allow collaborative editing, lock the gallery (to prevent students uploading items to the gallery), restrict bulk uploads (for students), allow comments, allow ratings, and allow users to tag gallery items.

**9** In the **From** and **To** fields, set the times and dates between which you want the activity to be available.

**10** Complete the **Title**, **Short Description**, **Keywords**, and **Gallery Description** fields. Separate keywords with spaces or commas.



**11** Publish the Gallery as a Podcast by selecting the **Publish as Podcast** option.

**12** To set the Gallery as a featured activity, select the **Featured Activity** checkbox.

**13** If the activity is ready to publish, select the **Publish** checkbox.

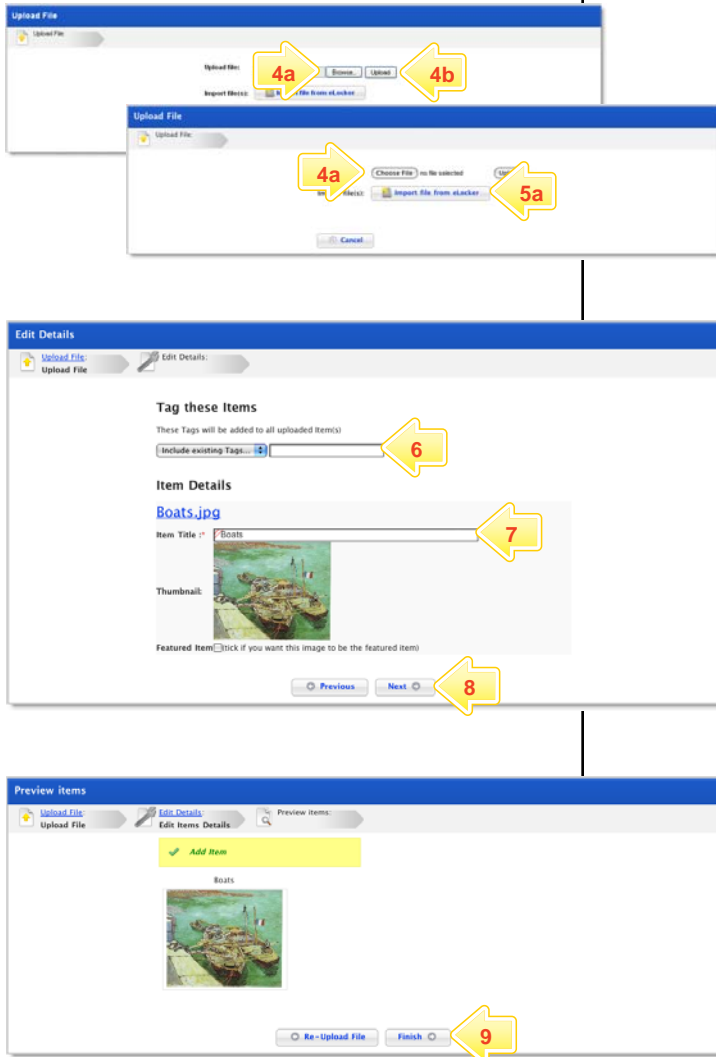**14** Click **Save**.

### Add to the Gallery – Teacher or Student

Anyone with access to an unlocked Gallery can add content. Content can include, pictures, video or audio files, as well as documents such as Word, Powerpoint or Keynote.



**1** Navigate to the Class or Group folder that contains the Gallery.

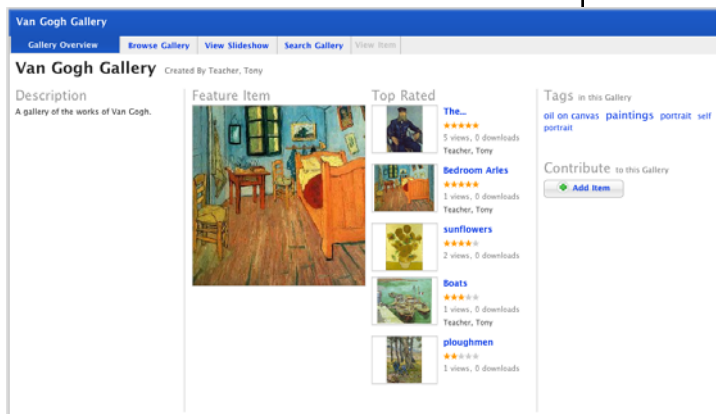**2** Click the Gallery to which you want to add an item.



**3** Click the **Add Item** button.

You can either upload an item or import an item from your eLocker. To upload an item, follow step **4**. To Import a file from your eLocker, follow step **5**.

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**4 a** Click **Choose File** or **Browse** (depending on which operating system you use) and navigate to the file location and select the file.

**b** Click the **Upload** button.

The Edit Details page appears.

**5 a** Click the **Import file from eLocker** button and locate the file.

**b** Adjacent to the file, click the **Import from eLocker** button ⊕.

The Edit Details page appears.

**6** Add any item tags for the item.

**7** Complete the **Item Title** field.

**8** Click **Next**.

**9** Click **Finish**. The item is added to the Gallery and the Gallery Overview page appears.

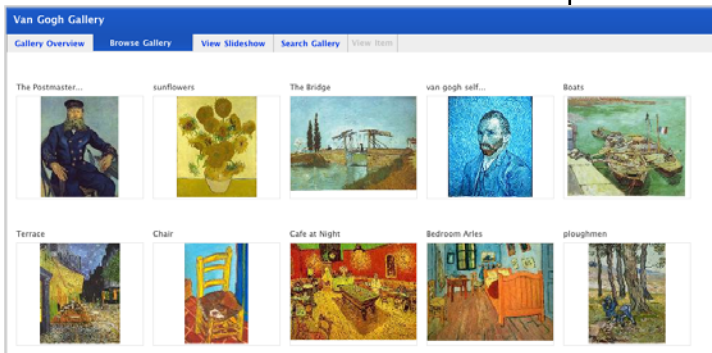## View a Gallery – Teacher or Student

There are four different ways you can view a Studywiz Gallery and you can also search for files within a Gallery:

### Gallery Overview tab

The **Gallery Overview** tab displays the gallery description, the feature image, the top rated images, the Gallery Tags and the **Add Item** button.

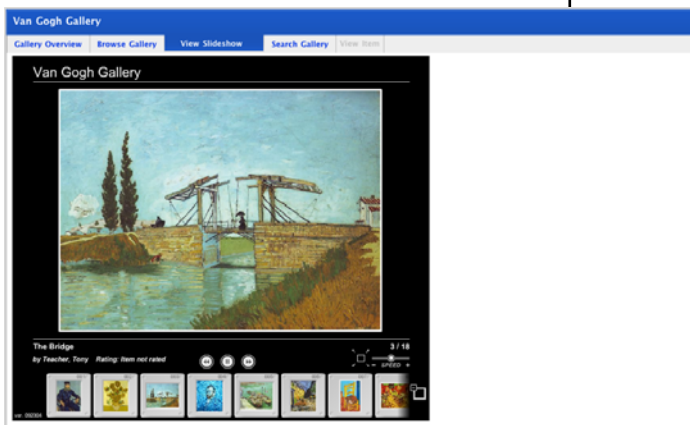To view an item separately, click the item. The **View Item** tab opens.

## Browse Gallery tab

The **Browse Gallery** tab displays all the gallery items in rows. If you have edit rights to the gallery and hold the cursor over an item, the **Edit** and **Delete** buttons appear.

Change the order of the items using drag and drop. Place the cursor over the title bar of an item then click and drag it to its new location.
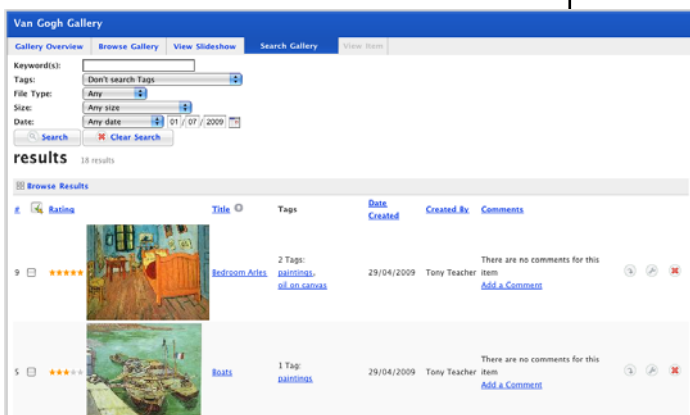
**Note** After reordering files, remember to click the **Save new order** button.

To view an item separately, click the item. The **View Item** tab opens.



## View Gallery Slideshow

The gallery slideshow displays all the gallery items as thumbnails in a row at the bottom of the page, while it automatically browses through and displays the items as a slideshow above.
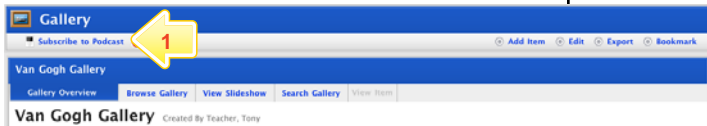


## Search

To find an item within a Gallery, click the **Search** tab, enter your search terms and then click the **Search** button.

# Gallery

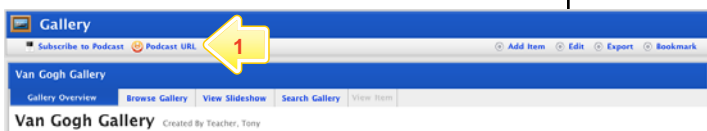**Subscribe to Gallery Podcast – Teacher or Student**

Use iTunes to automatically sync your iPod with changes in a Studywiz Gallery, or use a news reader (such as those built into the latest versions of Safari, Firefox and Internet Explorer, an online RSS reader, or an RSS reader application) to see Gallery updates automatically.

### Subscribe using iTunes

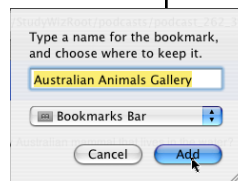**1**    Click **Subscribe To Podcast**.

The Podcast is added to iTunes on your computer. You can see it in iTunes by selecting Podcasts in the Library list. The Podcast will be synched with your iPod.
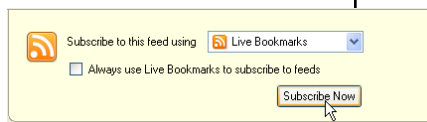
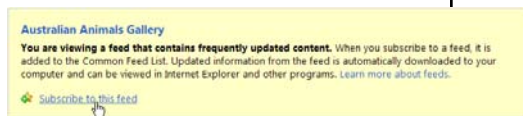### Subscribe using an RSS Reader

**1**    Click **Podcast URL**.

A new browser tab or window opens, displaying the RSS Feed information. The way you subscribe to the podcast depends on the browser you are using.

- In Safari, click **Add Bookmark**. In the dialog box that appears, click **Add**. The RSS feed is added to Safari.

- In Firefox, click the **Subscribe Now** button and in the dialog box that appears, click **OK**.

- In Internet Explorer, click **Subscribe to this feed** and in the dialog box that appears, click **Subscribe**.

## Tips and Hints

**1**    Set a prerequisite for a Gallery by clicking the **Add Prerequisite** button. This allows you to specify a Test or QTAssessment that your students must complete before they can view the new Gallery.

**2**    Use a Studywiz Gallery to create a space where you and your students can upload just about any type of file that you want to share.

**3**    Encourage students to upload their own pictures and other files.

**4**    Use a Studywiz Gallery to enable students to participate in discussions by adding their comments.

**5**    Create a Gallery as a place where students can collate and display their work, assemble a portfolio of images, or post images from a school camp or sports day.

If you have any ideas for Galleries, you're invited to share them with other teachers at the Studywiz Global Community – http://studywizgc.org/. Log in using the button on your Studywiz