

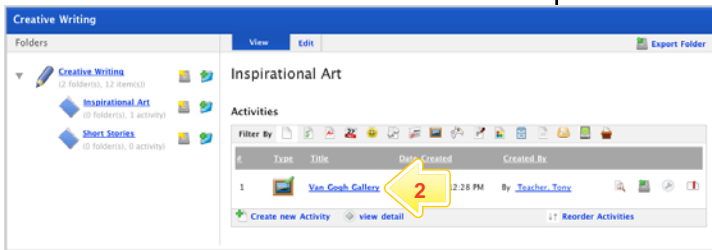
Gallery - Bulk Import

Before you Begin

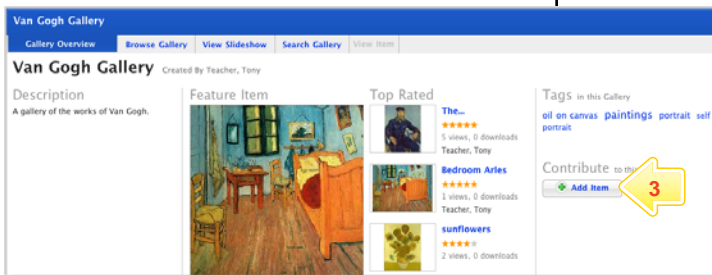
Collect all the files you want to import into a zip file.

Make sure that the zip file is accessible on your hard drive or network, or upload it to your eLocker.

Upload the Zip File



- 1 Navigate to the Class or Group folder that contains the Gallery.
- 2 Click the Gallery to which you want to add an item.

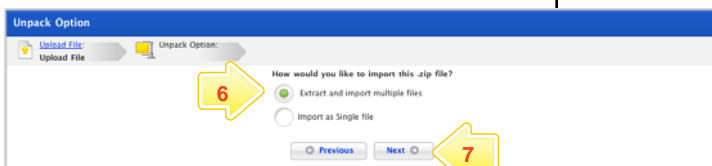


- 3 Click the **Add Item** button.



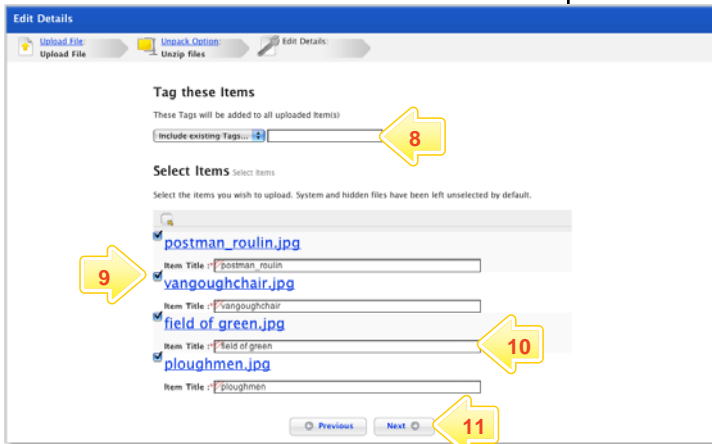
- 4 Click **Choose File** or **Browse** (depending on which operating system you use). Navigate to the zip file and select the file.
- 5 Click the **Upload** button.

The Unpack Option page appears.

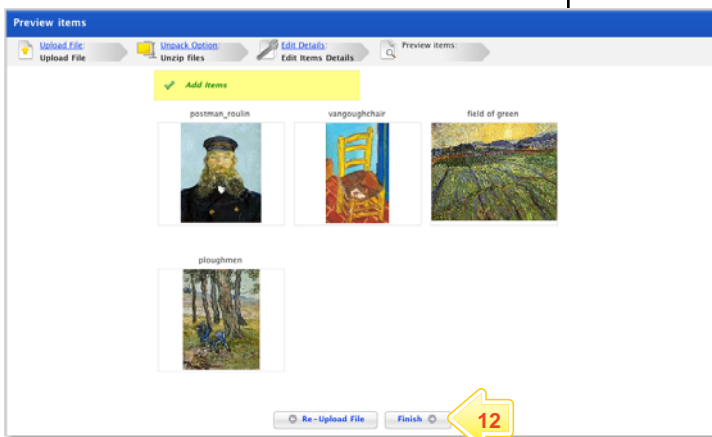


- 6 Ensure that the **Extract and import multiple files** option is selected.
- 7 Click **Next**. The Edit Details page appears.

Gallery - Bulk Import

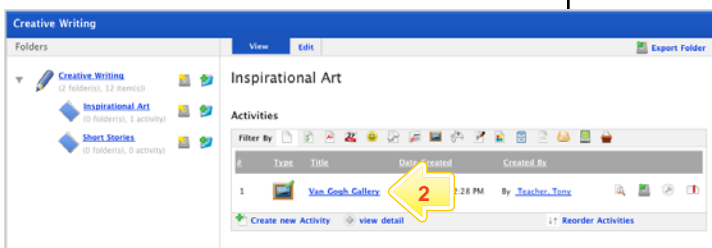


- 8 In the **Tags** field, type any general tags for the items.
- 9 Ensure the items that you want to upload are selected.
- 10 In the **Item Title** fields, edit the item titles if necessary.
- 11 Click **Next**.



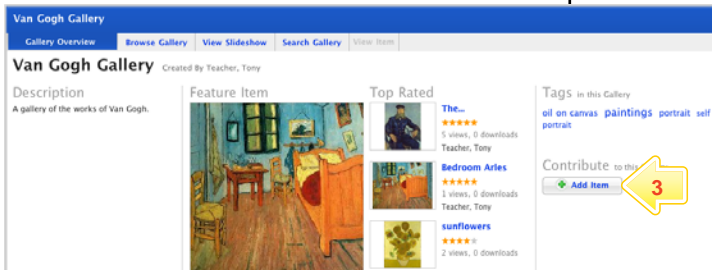
- 12 Click **Finish**. The items are added to the Gallery and the Gallery Overview page appears.

Import the File from your eLocker

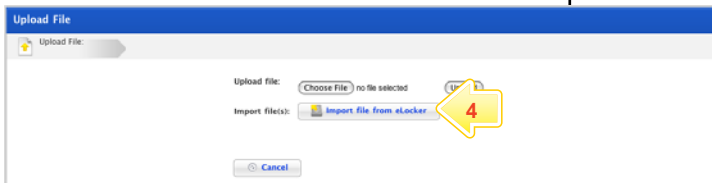


- 1 Navigate to the Class or Group folder that contains the Gallery.
- 2 Click the Gallery to which you want to add an item.

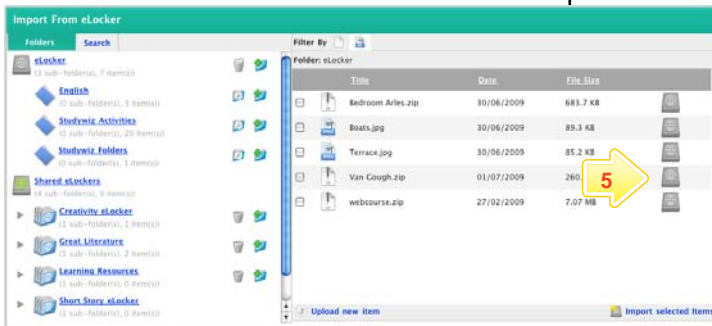
Gallery - Bulk Import



3 Click the **Add Item** button.

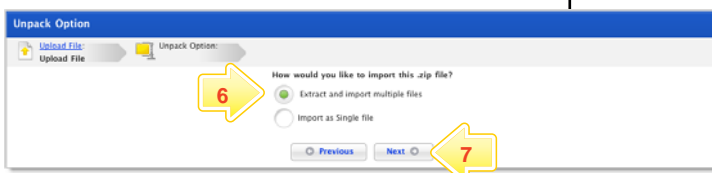


4 Click the **Import file from eLocker** button and locate the zip file.



5 Adjacent to the zip file, click the **Import from eLocker** button.

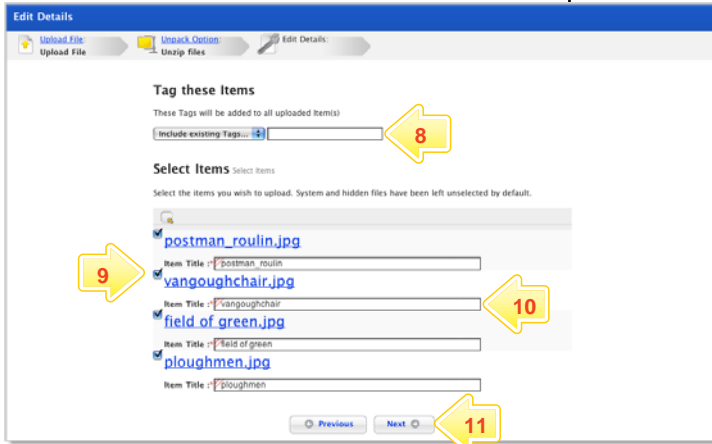
The Unpack Options page appears.



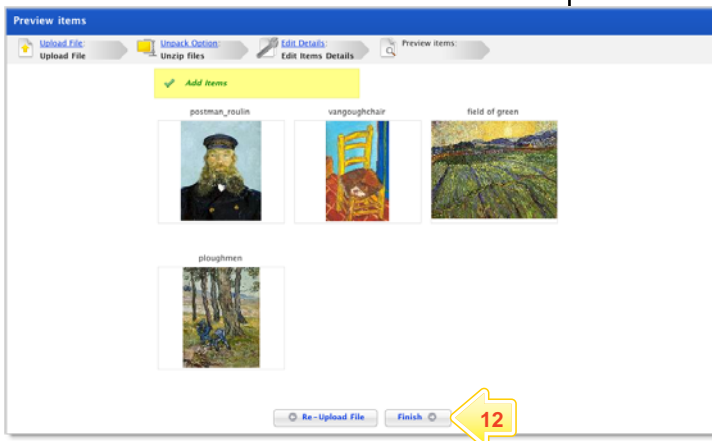
6 Ensure that the **Extract and import multiple files** option is selected.

7 Click **Next**. The Edit Details page appears.

Gallery - Bulk Import



- 8 In the **Tags** field, type any general tags for the items.
- 9 Ensure the items that you want to add are selected.
- 10 In the **Item Title** fields, edit the item titles if necessary.
- 11 Click **Next**. The Preview Items page appears.



- 12 Click **Finish**. The items are added to the Gallery and the Gallery Overview page appears.