

## Exercise 5: Using the Gallery Admin

The gallery admin was designed for 2 levels of users:

- Student User
  - Can create new galleries
  - Can upload photos
  - Add embedded video link with photo thumbnails
  - New galleries are in preview mode only until approved by Administrator
- Administrator
  - May approve/edit/delete galleries/photo/video link added by student user
  - Can also create galleries
  - Can Upload photos
  - Add embedded video links with photo thumbnails
  - Has ability to manage student/administrator login info (user name/password)

The gallery is unavailable on the live site, as we are in a holding pattern with MISD. They need to set-up permission modes and a few other items, but were unable to address this a year ago.

We will review the process of adding galleries/photos/video links by the student user. Then we will log in as the administrator to approve the galleries/photos/video links that we added as a student user.

1. Log in as student user:  
Link: [http://ucsi.dev.mvisolutions.com/gallery\\_login.php](http://ucsi.dev.mvisolutions.com/gallery_login.php)  
User: student  
Pswd: pass123
2. In the “Create New Gallery” section,
  - a. Type in the field to the right of “New Gallery Title”: UCSI 2011 Videos
  - b. Click on the “Browse” button to the right of “Thumbnail” – desktop/ucsi\_live/training2012/graphics/gallery/vid00\_alt.jpg, then click the “Open” button to upload the photo.
  - c. Click on the “Create Gallery” button  
This will now place the new gallery “UCSI 2011 Videos” in the preview mode for Administrator approval.
3. Now we will populate the gallery with photos working in the “Upload New Photo” section:
  - a. Open text file using Notepad – the file is located in the handouts folder called “galleryVideoEmbed.txt”. This file has the title for each

gallery item we are going to create and the video embed link to each video on Vimeo.

- b. Copy the first title after "1." in the "galleryVideoEmbed.txt" document.
  - c. Return to the student admin page, and paste the title in the field next to "Title" in the "Upload New Photo" section.
  - d. In the "Upload to Gallery" pull-down, select the gallery you just created "UCSI 2011 Videos"
  - e. Click on the "Browse" button to the right of "Photo:" and select: desktop/ucsi\_live/training2012/graphics/gallery/vid00\_alt.jpg Then click the "Open" button to upload the photo.
  - f. Return to note pad and copy the first video link below the first title. Back in the student admin page go to the text input box to the right of "Video HTML code:" Paste the video link in the text input box.
  - g. Lastly, click on the "Upload Photo" button to complete the process of adding a new photo & video to the "UCSI 2011 Videos" gallery. Again, the photo is only in preview mode and will need to be approved by the Administrator.
4. Repeat the steps from 3b – 3g for each of the 8 additional video titles, graphics and video links. Note that the photos are named to correspond with the title numbers in the txt file – so for title 2, the graphic is called vid02.jpg, for title 3 vid03.jpg and so on.

Now we will close the student admin page, and go to the administrator login page to approve the gallery and photos/video links we just added as a student user.