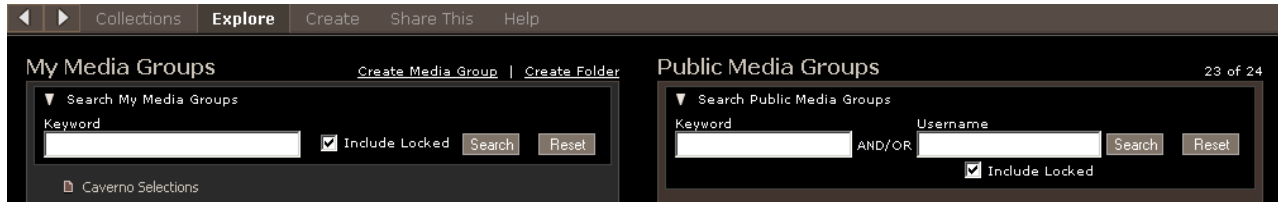

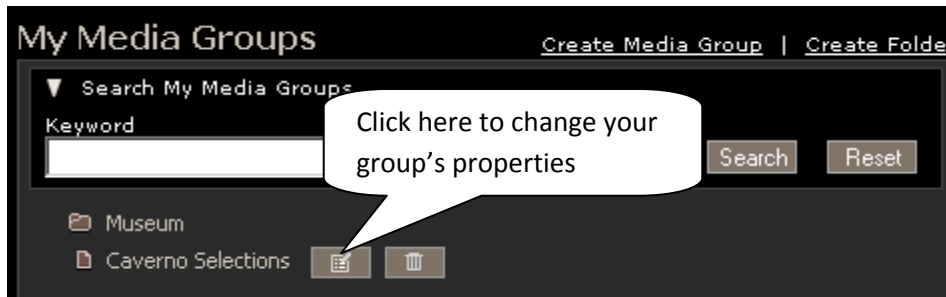


HOW TO Manage, Re-name, and Provide Access to your Media Groups in LUNA at Smith College

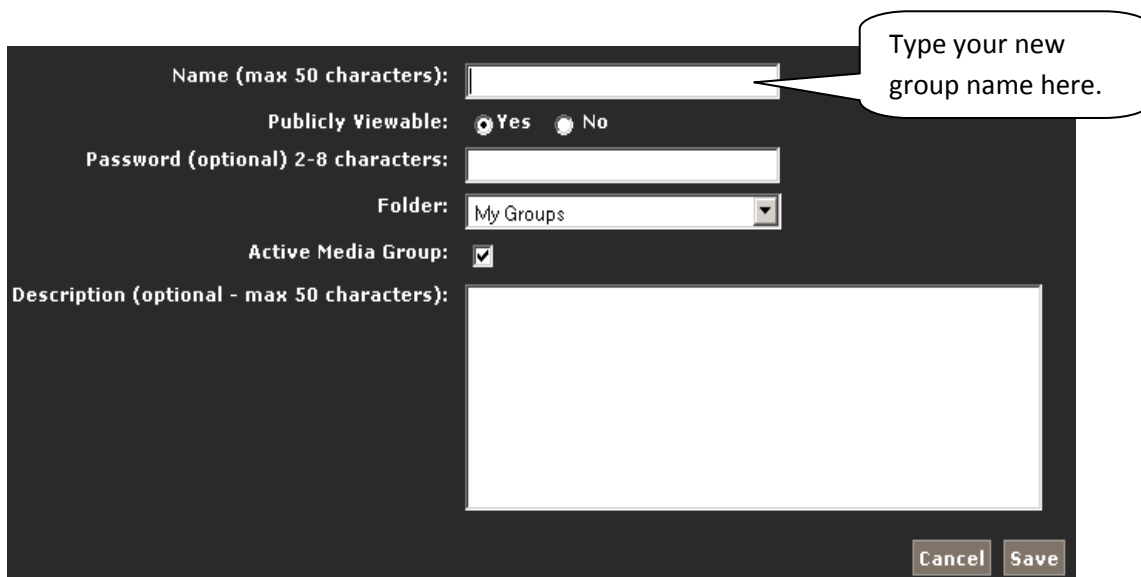
To change the Properties of your Group, go to *Explore >Media Group*.



Your groups and folders will appear on the left (My Media Groups). When you roll your mouse over the group you want to change, buttons will appear to the right. Click on 



You will be taken to the window where you can change the Properties of the group. To change the group name, click into the **Name** box, delete the old name and type in a new one. To make your Media Group private, click "no" beside **Publicly Viewable**. Once you have finished your changes, click **Save**.



SPECIAL INSTRUCTIONS FOR IMAGE RESERVES FALL 09

To set up your groups for the fall, you will need to change some of the Properties. We recommend the following strategy:

The screenshot shows a web form titled "Edit Media Group Properties". Below the title is a subtitle: "Edit your Media Group properties below. Making a Media Group Publicly Viewable allows all LUNA users to view and copy your group." The form contains several fields, each with a numbered callout:

- 1** Name (max 50 characters): A text input field containing "ARH234-lecture1".
- 2** Publicly Viewable: Radio buttons for "Yes" (selected) and "No".
- 3** Password (optional) 2-8 characters: An empty text input field.
- 4** Folder: A dropdown menu showing "My Groups".
- 5** Active Media Group: A checked checkbox.
- 6** Description (optional - max 50 characters): A large text area containing "The Age of Cathedrals".

At the bottom right of the form are "Cancel" and "Save" buttons.

1. **Name:** always begin the name with the course number, followed by a group name of your choice (i.e. lecture 1).
2. **Publicly Viewable:** click "Yes" to give students access to your group, click "No" and only you will be able to see the group and its contents.
3. **Password:** delete the current password that is in the field. If you want to make the group available only to your students with a password, type in a new one. If you do not want a password, leave the field blank.
4. **Folder:** Use drop-down menu to select which folder you'd like the group to appear. If the group is already in the folder you want, skip to #5. Keep in mind **ONLY YOU WILL BE ABLE TO SEE FOLDERS. FOLDERS WILL NOT APPEAR IN THE PUBLIC MEDIA GROUPS LIST.**
5. **Active Media Group:** Check this box if you want to add images to this group.
6. **Description:** This box allows you to add keywords to make your groups searchable. We recommend entering the full class name as a minimum. Once you have filled in the fields, click "Save."