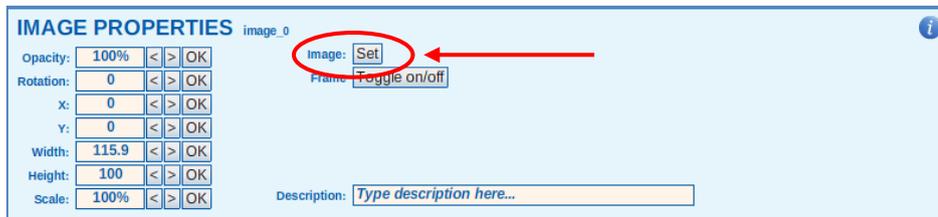


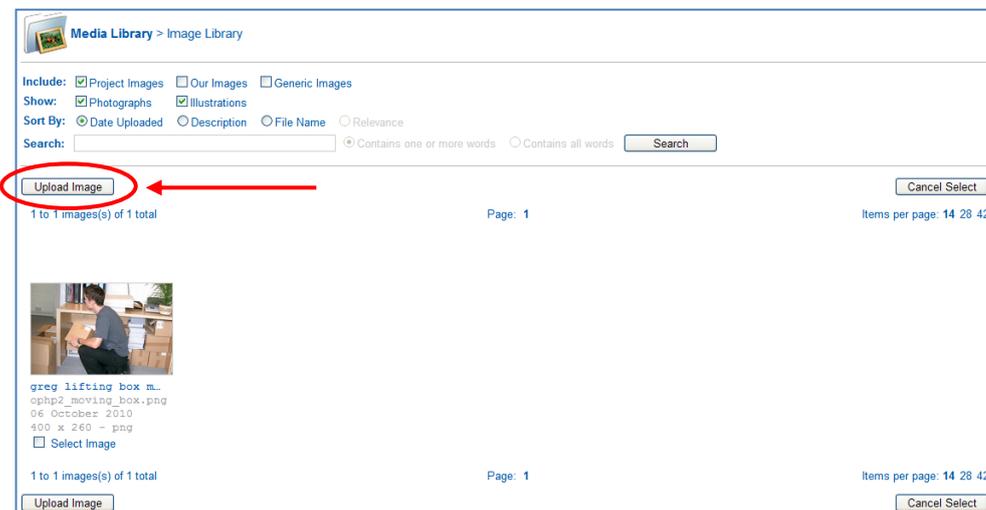
Uploading Images

If the Image Library does not contain any picture that is suitable to the contents of your course, you can choose to upload your own materials:

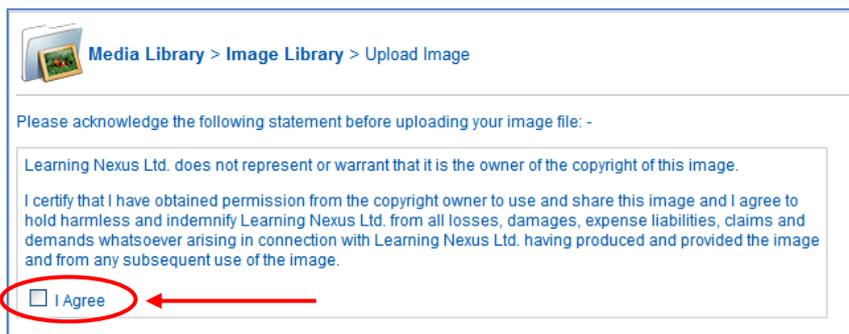
- 1) Start by inserting an image into your learning page.
- 2) In the Properties panel, click on the **Set** button as if you wanted to add one of the Library images:



- 3) You will be taken to the Image Library. Click on the **Upload Image** button:



- 4) You will see a screen displaying the image use disclaimer. You will need to place a tick in the **I Agree** box to be able to continue:



Important: You can only upload images if you own the copyright to them or if you have been given permission by the owners of the copyright to use the images in your course.

- 5) Once you select the **I Agree** box, the upload options will appear on the screen:

Media Library > Image Library > Upload Image

Please acknowledge the following statement before uploading your image file: -

Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this image.

I certify that I have obtained permission from the copyright owner to use and share this image and I agree to hold harmless and indemnify Learning Nexus Ltd. from all losses, damages, expense liabilities, claims and demands whatsoever arising in connection with Learning Nexus Ltd. having produced and provided the image and from any subsequent use of the image.

I Agree

Please select an image file to upload (Max 512 KB): -

Click on the **Browse** button to find the image on your computer or network, select it, then click **Upload** to complete the process.

Note: The image size is limited to a maximum size of 512KB. If your image is larger than this you will have to reduce the resolution of the image to fit within this limit.

- 6) Once uploaded, you need to classify the image by placing a check against the image category i.e. Photo or illustration and provide a description of the image you have uploaded:

Media Library > Image Library > Upload Image

1. Please select the most appropriate sub-type for this image: -

Photo Illustration

2. Please enter a list of keywords which accurately describe this image: -

Note: the description needs to contain a series of keywords with just a space separating them, so you need to make sure that no punctuation is added. When these details have been completed, click on **Continue**.

- 7) The screen will refresh to display the image you added and the file details (see example below). Click on the **Select Image** button to add the uploaded file to your learning screen.

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File Name: new_features_screen.JPG
Description: screen shot learning nexus logo course builder screen textfield
Owner: Learning Nexus All Team
Uploaded By: Marzia Edwards - 22/06/2012 12:48:45
Width: 1280px
Height: 800px
Size: 160.5 KB
Upload Check: