Step 1: Request a course

Each time you want to use DU CourseMedia™ for a class, you must fill out a Course Request Form located on the DU CourseMedia™ homepage. If you’ve taught the course before, it’s easy to move the old gallery into your new course.

1. Log in to http://coursemedia.du.edu
2. Click on Course Request Form
3. Fill out the form and click Submit
4. You will receive an email when your request has been processed

Step 2: Create a gallery

Once you have a course shell set up, you must create a gallery so you can fill it with items:

1. Log in to http://coursemedia.du.edu
2. Click the Gallery Management link on the left navigation bar
3. Click on your course title
4. Click create a new gallery

Your course can have multiple galleries, and there is no limit on the number of items a gallery can contain.

What is DU CourseMedia™?

DU CourseMedia™ is a web-based application that allows you to organize and deliver high quality images, audio recordings, and video clips to a class of students.

Using DU CourseMedia™, you can create a gallery where you put items for your students. A gallery can be composed of multiple items: images, audio recordings, video clips, text slides, discussion questions, and student self-exams. In addition to using media of your choice, you may use any of the existing images, videos, and audio recordings in DU CourseMedia™’s repository.

When you fill your gallery with images and recordings, you are taking a copy of the original and placing it in your gallery. Since the original media remains in DU CourseMedia™’s repository, you may use the copies in as many galleries as you wish, and may delete them from your galleries without deleting the original from the repository.

Course galleries can be modified and reused. Instructors have uninterrupted, year-round access to course galleries. Students have access to course galleries only when they are enrolled in the course.

What’s possible with DU CourseMedia™?

- Create high-quality image, audio, and video presentations
- Use copyright-sensitive media in a fair-use setting
- Upload personal images, audio recordings, and video clips into a gallery
- Import external video clips from video-sharing services like YouTube and Google Video
- Use a standard computer microphone to add voice narration to a gallery item
- Students can watch videos outside of class and spend valuable class time discussing the film
- View two images at once to compare and contrast the works of art

DU CourseMedia™ Management System

store and present images, videos, and audio recordings
Step 3: Search for existing items to add to your gallery

Search through the repository of images, videos, and audio recordings by clicking the “Media Search” link on the left navigation bar. There are six search tabs for a variety of search options.

**Use the Search Tab** to search through the entire repository of images, videos, and audio recordings. Enter words in the “Search For” box and DU CourseMedia™ will show you thumbnail images of the results. Select an image by checking the box below the thumbnail and then select the gallery (located above the thumbnails) that you want it to appear in.

For audio recordings and videos, click directly on the thumbnail. This will bring up a clip editor that allows you to clip the precise section that you want in your gallery.

**Use the Video Clipping Tool** to add a video to your gallery.

1. Search for a video and click on the thumbnail to go to the Clip Editor.
2. Find the start point for the video clip by moving the grey slider and click Set Start. Find the end point by moving the grey slider and click Set End. Or, you may click your pointer anywhere on the red bar to jump to a specific point in the film and then click Set Start or Set End.
3. The Left and Right Arrows on your keyboard will make the video jump back and forward by one second.
4. Rename the clip, if desired.
5. Click the check box(s) next to the gallery(s) you want to place the clip.
6. Click Submit.

Step 4: Add other types of items

- Add a personal image to your gallery by going to your DU CourseMedia™ homepage (click on Homepage on the top of the screen), click on your gallery, and find the icon with a picture of a framed person. When you hover over this picture it will say, “Add a personal image.” The image must be a .jpg format.

- Add a link to an external video site (such as YouTube) by going to your DU CourseMedia™ homepage (click on Homepage on the top of the screen), click on your gallery, and find the icon with a black screen. When you hover over this icon it will say, “Add external video.”

- Add a discussion question by going to your DU CourseMedia™ homepage (click on Homepage on the top of the screen), click on your gallery, and find the icon with two conversation bubbles. When you hover over this icon it will say, “Add discussion question.”

- Add a text slide by going to your DU CourseMedia™ homepage (click on Homepage on the top of the screen), click on your gallery, and find the icon with a capital T. When you hover over this icon it will say, “Add text slide.”

Step 5: Present the gallery

Faculty members present their gallery items to students in various ways. Some like their students to watch videos outside of class so they can spend valuable class time talking about them. Some show clips of videos in class and ask students to watch the entire videos on their own time.

**Suggestions for showing a video in a classroom:**

- Connect to the Internet using an Ethernet cable rather than connecting wirelessly. This will ensure a high-quality picture and reduce the potential for losing a signal while showing the video.

- Make a clip of the part you want to show. DU CourseMedia™ has a simple clip editor that allows you to make as many clips of a video as you want. Try dividing up your video into clips instead of putting the entire video into your gallery and searching to find the part that you want to show your students.

- Show the video on the full screen. Click on the video thumbnail to bring up the Media Player, then click on the fullscreen icon below and to the right of the video (it will say “fullscreen” if you hover over it). Click ESC to return to the regular screen.

Need more info?

Find the detailed user guide in the DU CourseMedia™ help section.