

## 24: LIGHTBOX GALLERY

### WELCOME TO THE LIGHTBOX GALLERY TRAINING ACTIVITY!

In this tutorial, you will learn how to use Moodle’s Lightbox Gallery resource.

**Note:** The Lightbox Gallery may not be available on all Moodle servers.

This tutorial requires you to prepare a collection of images ahead of time. For training purposes, you may download the file named **Oklahoma-City-Landmark-Images.zip**, which is available on ctYOU.org under **Getting Started > Moodle Training Activities**.

If you have not used a CareerTech Moodle Training tutorial before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should have a Moodle user ID and a course site and be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course
- Resizing images

To begin, select from the menu below or simply turn to the next page.

### MENU OF TUTORIAL TOPICS

- [Introduction to Moodle Lightbox Gallery](#)
- [Preparing Your Images for Uploading](#)
- [Adding and Using a Lightbox Gallery](#)
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### INTRODUCTION TO MOODLE LIGHTBOX GALLERY

The Moodle Lightbox Gallery allows instructors to display a private collection of photos or illustrations in a course site. The Lightbox Gallery is an easy way to share classroom or fieldtrip photos, or collections of images of varieties of plants, kitchen utensils, or hand tools for easy identification. This feature also automatically creates thumbnails of uploaded images that, when clicked, display an enlarged version of the image.

### PREPARING YOUR IMAGES FOR UPLOADING

You may use the prepared images that accompany this tutorial. If using your own images, properly size them for online viewing before uploading them to the Lightbox Gallery in Moodle. If you do not own an image editing computer program (such as PhotoShop) or have a built-in image editor (such as the Windows Photos app), you can resize graphics and photos using a web-based image editor. Such sites include:

- Canva—<https://canva.com>
- Pixlr Editor—<https://pixlr.com/editor/>
- Fotor—<http://www.fotor.com>
- PicMonkey—<https://www.picmonkey.com>

You can locate many other online photo editors on the web.

To prepare your images for bulk uploading into Lightbox Gallery, complete the following general steps.

Step	Action	Notes
1.	Create a new folder on your computer and place all the photos in it that you wish to upload to a Lightbox Gallery.	
2.	Size your photos appropriately for use on the web. <b>IMPORTANT:</b> Do not upload images larger than 16 x 12 inches at 72 dpi, or approximately 1296 x 864 pixels into a ctYOU.org course site.	Large, high-resolution photos can substantially increase the course size, needlessly use up server space, and cause problems when backing up and restoring your course site. <b>Tip:</b> If using PhotoShop, also saving photos with the JPG image options quality set at “8-High” (instead of “12-Maximum”) will compress the file and reduce its size without noticeably affecting the image quality.

Step	Action	Notes
3.	Save each of your photos using the RGB color settings (not CMYK) in JPG or PNG format. Use the PNG format when uploading a graphic into Moodle that has a transparent background.	RGB is the setting used for images on the web. CMYK is used for separating colors for documents that will be printed. <b>Note:</b> Low-resolution graphics and animations with indexed color can be saved as GIF files.
4.	Give the images simple, identifiable names such as Hammer.jpg, instead of a file name such as 0000349r4ks-tool19a.jpg. <b>The file name appears in the Lightbox Gallery as the caption.</b>	<b>Tip:</b> Using a sensible file name from the beginning saves time.
5.	After ensuring all images have been properly saved for the web, zip the image folder in which your images are saved.	In Windows, while viewing your computer from Windows Explorer, zip the folder by right mouse-clicking on the folder icon and clicking <b>Send to &gt; Compressed (zipped) folder</b> .  This will create a new zipped folder containing your gallery images.
6.	Remember the location where you saved the zipped folder.	

### ADDING AND USING A LIGHTBOX GALLERY

#### VIDEO DEMONSTRATION:

Watch this brief video to see a demonstration of Moodle's Lightbox Gallery.

<https://www.youtube.com/watch?v=nQScWhuq-Oo>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

## Lightbox Gallery

To add any new resource or activity in Moodle, you must first:

- Go to your course page.
- Turn editing on using the **Edit** toggle in the upper right corner of your screen.

Follow these steps to add a Lightbox Gallery to your Moodle course:

Step	Action	Notes
1.	In the desired section or topic in your course site, click the <b>Add an activity or resource</b> dropdown menu.	An <b>Add an activity or resources</b> link is located at the end of each topic section on your course site.
2.	Click to choose <b>Lightbox Gallery</b> from the dropdown menu.	The <b>Adding a new Lightbox Gallery</b> settings page will appear.
3.	<b>Section:</b> General <b>Field:</b> Name  Type in the name of your gallery.	This will be the link that students will click on in the course to access the gallery.  If using the sample photos provided, type: <b>Oklahoma City Landmark Images.</b>
4.	<b>Section:</b> General <b>Field:</b> Description  Type in a description of the gallery.	For training purposes, type:  This gallery includes photos of popular places Oklahoma City.
5.	<b>Section:</b> Advanced <b>Fields:</b> Images per page, Display full caption, Caption position  The Advanced section includes many important settings, such as how many images to display on the page, caption information, and the size of the images.	For training purposes, select the following settings: <b>Images per page:</b> Show all <b>Display full caption:</b> No <b>Caption position:</b> Bottom <b>Note:</b> Only display the caption if you have selected meaningful file names for your images.

Step	Action	Notes
6.	<p><b>Section:</b> Advanced <b>Fields:</b> Automatically resize and Resize (upload)</p> <p>If you so choose, you can specify the way in which Lightbox Gallery resizes photos. Leaving the <b>Disable</b> box <b>unchecked</b> allows for the following:</p> <ul style="list-style-type: none"> <li>• When selecting the <b>Screen</b> setting, images larger than the user’s screen will be scaled down to fit inside the screen.</li> <li>• When using the <b>Upload</b> setting, images will be resized to dimensions specified when loading them through the <b>Add image</b> option.</li> </ul>	<p><b>IMPORTANT:</b> Remember to resize any excessively large images before uploading them to ctYOU.org.</p> <p>For training purposes, leave the <b>Disable</b> box <b>unchecked</b>.</p> <p><b>Note:</b> You can try any of the options. Sometimes the images themselves dictate size and open in the full screen view.</p>
7.	<p><b>Section:</b> Advanced <b>Fields:</b> Allow comments, Make public, Allow RSS feeds, and Show extended image info</p>	<p>For this activity, leave these settings at the default (No).</p>
8.	<p><b>Section:</b> Common module settings <b>Field:</b> Availability</p>	<p>This setting allows you to show or hide the Lightbox Gallery from your students. For this training activity, leave the setting at the default (Show on course page).</p>
9.	<p><b>Section:</b> Common module settings <b>Field:</b> ID number</p>	<p>Using an ID number provides a way for tracking student access of the Lightbox Gallery in the gradebook. For this training activity, leave the ID number field blank.</p>
10.	<p>Adjust the <b>Restrict access</b> and <b>Activity completion</b> settings, if you choose.</p>	<p>For this activity, leave the <b>Restrict access</b> setting at the default. Change the <b>Completion tracking</b> setting to <b>Do not indicate activity completion</b>.</p>
11.	<p>Leave the <b>Tags</b> and <b>Competency</b> settings at their default for this exercise.</p>	
12.	<p>Click the <b>Save and display</b> button at the bottom of the page.</p>	<p>This reveals a page showing the gallery’s title and several links.</p>
13.	<p>On the gallery page, click the <b>Add images</b> link.</p>	

## Lightbox Gallery

Step	Action	Notes
14.	<p>Lightbox Gallery allows you to upload one image or many images at one time if they are zipped in a folder.</p> <p>In the <b>File</b> box, click the <b>Add... icon</b> (looks like a dog-eared page), click the <b>Choose File</b> button and locate the zipped file you created.</p> <p>You may also drag the zipped file from your computer desktop to the box on the <b>You can drag and drop files here to add them</b> field located on the <b>Add images</b> page.</p>	<p><b>Tip:</b> Upload files named using hyphens or underscores instead of spaces to avoid unexpected characters from appearing in the file name after it is uploaded.</p>
15.	<p>After navigating to your zipped file on your computer, select your file, and click the <b>Open</b> button.</p>	<p><b>IMPORTANT:</b> If uploading images owned by a third party, ask permission before using them and credit them as the owner. Do not use copyrighted images without written permission.</p>
16.	<p>Click the <b>Upload this file</b> button.</p>	<p>The name of the zip file should now appear in the <b>Add images</b> field.</p>
17.	<p>Click the <b>Add images</b> button on the <b>Add images</b> page.</p>	<p>The gallery page displaying thumbnails of the uploaded images should appear.</p>
18.	<p>If you need to edit the captions and editing is not enabled, on the <b>Showing gallery</b> page, turn on editing for the gallery by clicking the <b>Edit</b> toggle in the right corner of your screen.</p>	<p>When editing is enabled, dropdown menus appear under each image in the gallery.</p>
19.	<p>On the dropdown menu under the photo, choose <b>Caption</b>.</p>	<p>This opens a page showing a thumbnail of the photo and a caption box.</p>
20.	<p>Type in corrections to the caption in the caption box. Click the <b>Update</b> button when finished.</p>	<p>You can also add tags, edit thumbnail settings, delete, flip, resize, rotate the image using the dropdown menu under each image.</p>

When creating an image gallery with numerous photos, bulk loading images in a zipped file is much more efficient.

**Note:** The default settings in the Moodle Lightbox Gallery typically do not allow students to upload images.

## SUMMARY AND RESOURCES

This tutorial provided the steps needed to create a Lightbox Gallery in Moodle. To learn more about this topic, visit [https://docs.moodle.org/403/en/Lightbox\\_Gallery](https://docs.moodle.org/403/en/Lightbox_Gallery).

### HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- **As a self-paced lesson.**

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- **As a lesson-plan for a classroom.**

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

*We would appreciate feedback on this tutorial! Please contact the ctYOU.org Support Staff listed under Contact Info on the ctYOU.org top navigation bar.*

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