1. On the welcome page, click on your course (Figure 1)

![Figure 1](image1.png)

2. On the left menu panel above your course, click on the + icon. (Figure 2)

![Figure 2](image2.png)
3. Type **Media Gallery** into the box titled **Name** (Figure 4)
4. Click on the drop-down box titled **Type** and select **Media Gallery** (Figure 4)
5. Click the box titled **Available to Users** and then click **Submit** (Figure 4)

6. You will now see **Media Gallery** listed on your left course menu (Figure 5)