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.

1. **Name**: begin the name with course number, followed by a 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.

Once you have filled in the fields, click “Save.”