



## Media Library - Collections

With the Media Library tool, you can create a database of media files, including text, image, video, and audio files. Each media file added to the Media Library is called an *entry*. Related entries are grouped into *collections*.

**EXAMPLE** For a music appreciation class, you could create collections titled "The Baroque Period," "The Classical Period," and "The Romantic Period." For each collection, you could create entries that include audio files which provide examples of the music of the period, image files that contain pictures of important composers, and text entries that define important terms.

You can also create links to entries from content files. Instances of the entry title within a content file are linked. Clicking the link opens the entry in a pop-up screen.

**EXAMPLE** An entry titled "Tchaikovsky," which contains an image file of the composer Boris Tchaikovsky, can be automatically linked to each occurrence of the word "Tchaikovsky" in content files.

Following is the student view of linked entries in a content file:



❖ TERMS TO KNOW	
<b>Entry</b>	A media or text file that has been added to the Media Library tool. An entry can be an image, a movie, a definition, etc. A single entry can be added to multiple collections.
<b>Collection</b>	A grouping of related entries. Collections can be added to learning modules and to folders.
<b>Glossary</b>	A default collection that is automatically added. The Glossary collection is often used to create an alphabetical list of terms that pertain to course content.

The Media Library Tool by Tab	
<b>Build</b>	<p>From the Build tab, you can:</p> <ul style="list-style-type: none"> <li>• create and edit collections.</li> <li>• add entries to collections.</li> <li>• create and manage links to entries.</li> <li>• delete collections.</li> </ul>
<b>Teach</b>	<p>From the Teach tab, you can:</p> <ul style="list-style-type: none"> <li>• view Media Library collections and edit them.</li> <li>• edit descriptions.</li> <li>• view links.</li> <li>• delete collections.</li> </ul>

## Creating Collections

Collections are used to group related entries in a media library collection.



It's easier to create collections first, then create individual entries and add the entries to the appropriate collection.

⇒ To create a collection:

1. Under Course Tools, click **Media Library**. The Media Library screen appears.
2. Click **Create Collection**. The Create Collection screen appears.
3. In the text boxes, enter the Title, Description and Item Visibility. Optionally, enter Keywords for your collection.
4. Click **Save**. The Media Library Collections screen appears and the collection is added.

**Create Collection**

\*Title:

\*Description:

Use HTML

Item Visibility:  Show Item  Hide Item

**Keywords**

**Goals**

Associate goals with this Media Library Collection.

\* Required field

**Note:** Depending on your settings, you can also allow students to contribute to a collection. If this option is not available, you can modify the setting from Manage Course > Settings > Media Library.

<p><b>Student Permissions</b></p> <p><input type="radio"/> Allow Student to create entries in this collection.</p> <p><input checked="" type="radio"/> Do not allow Student to create entries in this collection.</p>
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## Creating Entries

To create an entry:

1. From the Media Library Collections screen, click **View All Entries**. The Media Library Entries screen appears.
2. Click **Create Entry**. The Create Entry screen appears.

3. In the text boxes, enter the Title, Description and optionally, Keywords.

**Note:** Links are identified by the entry title. To create automatic links from files to this Media Library entry, the title must be an exact match of the word or phrase in the file.

4. If you want to include a multimedia file in the entry, click **Browse**. Locate and select the file you want to use.
5. Under *Display this entry in the following collections*, select the collections in which you want to include the entry.

**Create Entry**

\*Title:   Display in italic

\*Description:

Use HTML

Created by: Tammy Newman

File:

File Type:

Keywords:

**Display this entry in the following collections:**

Glossary

Classical Music

(Expand this area to see more options.)

\* Required field



- To create links to entries from files individually, select *Manual*.
- To create links from the first instance of the entry name in all files of the course, select *Automatic: first instance*.

- To create links from all instances of the entry name in all content files of the course, select *Automatic: all instances*. This is the default option. You can override the default when you create a new entry, or you can set a new default from the Managing Links screen.
7. Click **Save**. The Media Library Entries screen appears and the entry is added.