

How Do I Create Media Library Collections?

Creating Collections

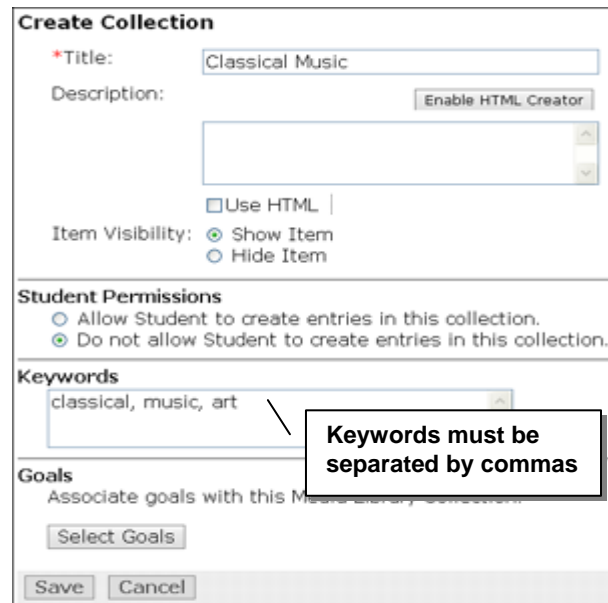
Collections are used to group related entries in a Media Library collection.



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 Keywords for your collection.
4. Select item visibility and student permissions.
5. 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

Student Permissions

Allow Student to create entries in this collection.
 Do not allow Student to create entries in this collection.

Keywords

Goals

Associate goals with this Media Library collection.

Keywords must be separated by commas

Note: Depending on your settings, you can also allow students to contribute to a collection. If this option does not appear when creating a collection, you can make it available from Manage Course > Settings > Media Library.

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: Tchaikovsky
 Display in italic

*Description: Enable HTML Creator
This entry contains a music file of a piece from Tchaikovsky's ballet, "The Nutcracker."

Use HTML

Created by: Tammy Newman

File: Browse...

File Type:

Keywords: Nutcraker, Tchaikovsky

Display this entry in the following collections:
 Glossary
 Classical Music

(Expand this area to see more options.)

* Required field

6. To change the link instances, expand the *More Options* section and select one of the following:



Tip

- 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.