

Competencies

After reading this document you should be able to:

- ◆ Create Media Library collections.
- ◆ Add entries to collections.
- ◆ Preview entries and collections.
- ◆ Move collections.

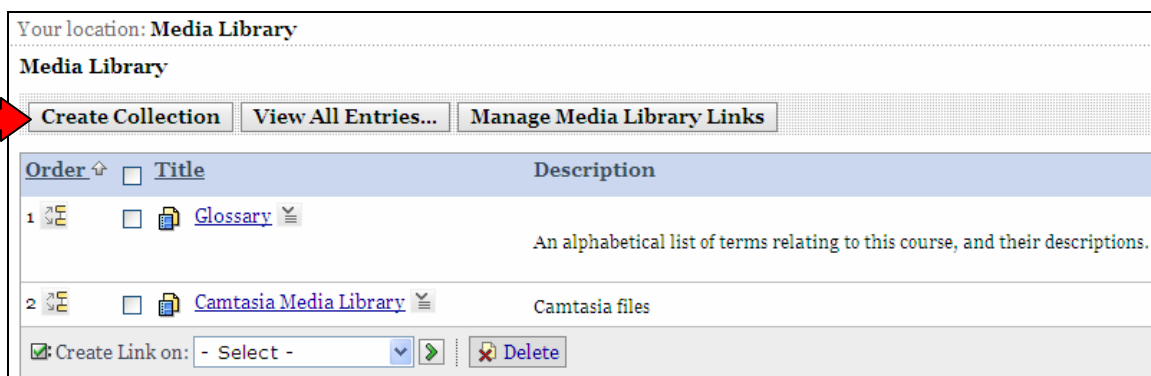
Creating Media Library Collections

Instructors can create multimedia collections of terms, definitions, or images related to specific course topics extending the Media Library Glossary functionality. These terms can be automatically hyperlinked to words throughout the course content. Whenever a student clicks on these terms, a window will pop up displaying the "definition," which can include text, an image, or a media file.

Instructors can create collections to organize media library entries into logical groupings. Any entry can be added to more than one collection.

To Create Media Library Collections:

- 1 When creating a collection, from the *Media Library* screen, click **Create Collection**.



The screenshot shows the Media Library interface. At the top, it says "Your location: Media Library". Below that, the "Media Library" title is displayed. A navigation bar contains three buttons: "Create Collection", "View All Entries...", and "Manage Media Library Links". A red arrow points to the "Create Collection" button. Below the navigation bar is a table with columns for "Order", "Title", and "Description". The table contains two entries: "1" with a checkbox and a document icon, titled "Glossary" with a description "An alphabetical list of terms relating to this course, and their descriptions."; and "2" with a checkbox and a document icon, titled "Camtasia Media Library" with a description "Camtasia files". At the bottom of the table, there is a "Create Link on:" dropdown menu set to "- Select -" and a "Delete" button.

Figure 1: Media Library – Create Collection

- 2 Enter a title and description.



Note The description is visible to students and appears next to the collection title.

- 3 Select to show or hide the item.
- 4 In the *Keywords* text box, enter one or more keywords, separated by commas.

- 5 If goals are to be associated with this collection choose them here.
- 6 Click **Save**.

To Add Existing Entries to Media Library Collections:

After an entry is created, the entry can be added to a collection that contains related entries.



Note Entries can be added to more than one collection.

- 1 From the Media Library choose the collection to which items are to be added.
- 2 From the *Collection*, click **Add Existing Entries**.
 - a To add one or multiple entries to a collection, select each entry.
 - b To add all entries to a collection, in the table heading row, select the check box.
- 3 Click **Add Selected**.

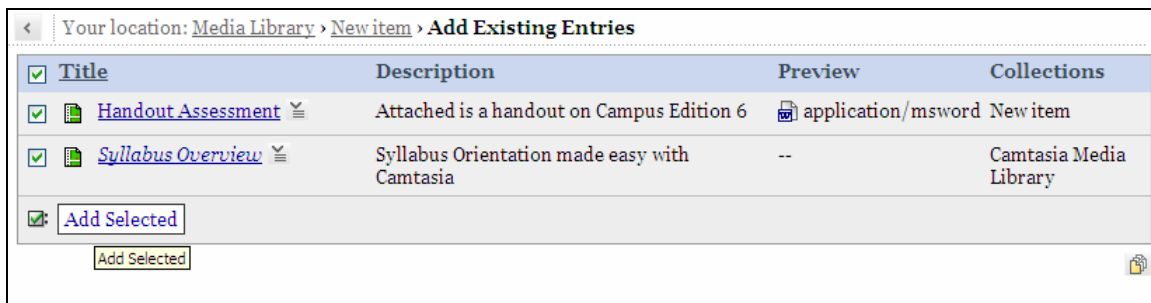


Figure 2: Media Library – Add Selected Existing Entries

- 4 In the Keywords text box, enter one or more keywords, separated by commas.
- 5 If the item is to be added to more than one collection check all that apply.
- 6 Choose the linking properties (manual, first instance automatic, or all instances automatic).
- 7 Click **Save**.

To Upload Entries to Media Library Collections:

- 1 From the Media Library choose the collection to which items are to be added.
- 2 Click **Create Entry**.
- 3 Enter the title and description.
- 4 To add the file, browse to the file location select the file and click **Open**.
- 5 In the *Keywords* text box, enter one or more keywords, separated by commas.
- 6 Click **Save**.

To Preview Media Library Collections:

The Media Library has a preview feature that allows collections to be viewed as it will appear to students.

- 1 Locate the item that is to be previewed and click its **ActionLinks** icon.
- 2 Click **Preview**.

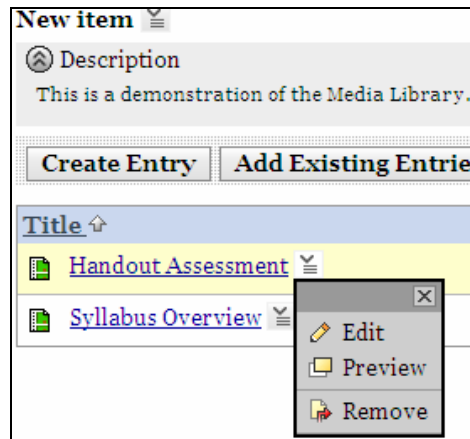


Figure 3: Media Library - Previewing Media Library Items

Moving Collections

Items initially appear in the order that they were created. In the Media Library, there is an Order column with numeric indicators that show the order that items was created. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. Items can be moved up or down to change their order. All users see the items in the specified order.

To Move Media Library Items:

- 1 Click the column title *Order* until the list is sorted in ascending order.
- 2 Select the item to be moved.



Note All users view the Media Library collections in the same order. It may be important to organize the collection either in alphabetical order, by the order the content appears in the course or in another way that will meet the needs of the students.

- 3 Do one of the following:
 - To move an item up:
 - a Locate an item above the one that has already been selected and click its *Click to view move options* icon.
 - b Click **Move Selected Above**.

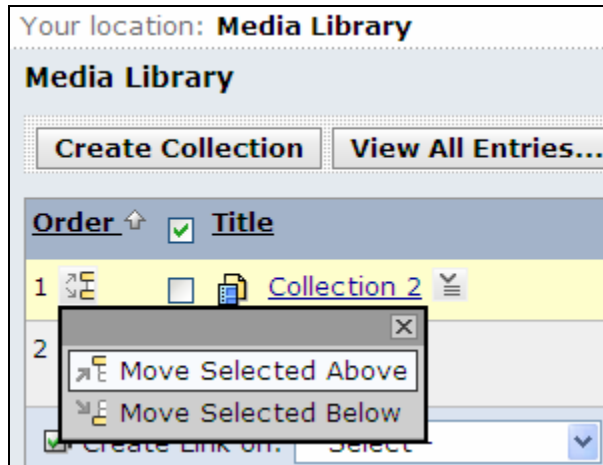


Figure 4: Media Library – Moving items within collections

- To move an item down:
 - a Locate an item below the one that has already been selected and click its *Click to view move options* icon.
 - b Click **Move Selected Below**.