



# Media Library fact sheet

The **Media Library** tool enables you to setup and view a database of different media files related to your course. You can include text, images, animations, video and audio files. You add individual files to create entries. Entries can then be grouped into **Media Library** collections.



## Analogy

A **Collection** is a “book” containing information on different topics.

An **Entry** is one of the pieces of information that are included in the “book”.

## Create a Collection in the Media Library

1. Open the **Media Library** tool (from the course).
2. Click on **Create Collection**.
3. Type the name and description of the collection.
4. Keywords: Optionally enter keywords for your collection. Commas must separate the keywords.
5. Click on the **Save** button.
6. This new collection will display in a list with all the collections of this module.



## Create an Entry in the collection

1. Click on the title of the Collection to open it.
2. Click on **Create Entry**.
3. Type the title (term) and description of the entry. These are compulsory fields.
4. Click on Browse to add a media file. (See File Manager Fact sheet)
5. Optional Keywords may be added.
6. More Options: (☺) Expand section to specify how it must be linked to content.
7. Click on the **Save**.

**Remember:** You can only have one entry per term (Title).

## Edit a Collection and/or Entry

1. Click on the Action link (☰) next to the collection or Entry.
2. Select **Edit Properties** from the action link menu.
3. Change the details.
4. Click on the **Save** button.

## REMEMBER

### Delete/ Remove

When removing an Entry from a collection it is not deleted from the system. In the Media Library Tool, click the View all Entries-button. A list is displayed and here an entry can be deleted or added to a collection.



### Content Sharing

Remember that media files that are used in more than one module can be put on a higher level in the Learning Context Hierarchy. From the different modules links are made to the file and this enables content sharing between modules.