



# Using the media library

## Step-by-step guide for designers

For Blackboard Vista 4.x

The **Media Library** tool allows you to create a database of text (e.g. terms and their definitions, as a glossary), images, video or audio segments. Each item (or 'entry') is organised within the **Media Library** into collections, whose titles you specify.

As well as creating a database of entries that students can view using the **Media Library** tool, you can create links to the **Media Library** from within content files.

You also have the option to allow students to add entries to a media library collection.

## Contents

Creating a media library collection.....	1
Creating an entry .....	3
Adding an entry to a collection.....	4
Editing/deleting collections .....	4
Editing/deleting entries.....	4
Making the media library accessible to students .....	5
Need more information? .....	6

Setting up the Media Library is essentially a four-step process:

1. Create a collection.
2. Create entries.
3. Add created entries to a collection.
4. Make the entries/collections/Media Library accessible to students.

**Note:** Entries must be added to a collection for students to be able to view them.

## Creating a media library collection

1. Open the Media Library tool from the *Course Tools* menu. The **Media Library** screen appears, displaying existing collections (note: 'Glossary' is a default collection, which you can delete if desired.)
2. Click Create Collection.
3. In the **Create Collection** screen that appears, give the collection a **short** title and brief description in the text boxes (e.g. 'Opera composers').

< Your location: [Media Library](#) > **Create Collection**

---

**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.

\* Required field

4. Choose whether to show or hide the collection from students.
5. Select students permissions, to either allow or not allow students to create entries in this media collection.
6. [Optional] In the Keywords text box, enter one or more keywords, separated by commas.
7. If appropriate select goals to associate with this media collection.
8. Click **Save**.

## Creating an entry

1. Open the Media Library tool.

Either:

- a. Click on the title of the collection that you intend to add the entry to (which will display the **View Collection** screen),  
or
- b. Click on the **View All Entries** tab to display the **Media Library Entries** screen.

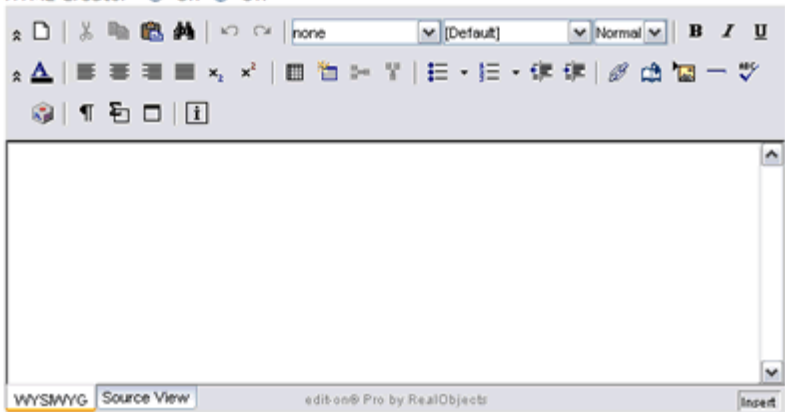
2. Click **Create Entry** – the **Create Entry** screen appears.

< Your location: [Media Library](#) > [View All Entries...](#) > **Create Entry**

**Create Entry**

\*Title:

\*Description: HTML Creator  On  Off



Author: Kel Jackson

File:   Nominate collections

File Type:

Keywords:

**Include in collections**

Test collection

Opera composers

Glossary

(Expand this area to see more options.)


More options and Save button below this displayed screen

3. In the **Title** text box, enter the title for the entry (e.g. 'Verdi' for our Opera composers' collection). (NB. If you want to create automatic links from content files to this entry, make sure the title matches exactly the word(s) used to name the entry in the content file).
4. In the **Description** text box, enter a short description/definition for the entry.
5. If your entry is a file (image, audio etc.), browse for the file – either on your computer (if so, simply select), or within **MyLO** (select from **File Manager** and then click **OK**).

6. [Optional] In the **Keywords** text box, enter keywords separated by commas.
7. Nominate which collection or collections the entry will be added to (**Note:** entries must be added to a collection for students to view them.)
8. Click on **More Options**. Check the default settings for linking the media entry from a content file, and change as required. (Instructions for making links manually are described later in this guide.)
9. Click **Save**. Your entry is recorded.



## Adding an entry to a collection

You normally specify the collection during the *Create Entry* process described above. To add further existing entries to a collection, from the **Media Library** screen:

1. Click the **View All Entries** tab/button to display the **Media Library Entries** screen.
2. Select the entry (or entries) by clicking their check boxes.
3. Scroll to the bottom of the screen and select the destination collection from the **Add to Collection** drop-down list.
4. Click the *Go*  icon.

## Editing/deleting collections


From the **Media Library** screen:

- To delete a collection, click on the *ActionLinks*  icon next to the collection's title and select **Delete** from the drop-down list that appears  
or  
Select the collection(s) and click **Delete** at the foot of the listing.
- To modify the setting, click on the *ActionLinks*  icon next to the collection's title and select **Edit Properties** from the drop-down list that appears. Modify the information in the text boxes as required.


## Editing/deleting entries

### Deleting entries

To delete an entry from the Library:

1. From the **Media Library** screen click on the **View All Entries** tab/button to display all entries.
2. Click on the *ActionLinks*  icon next to the entry's title and select **Delete** from the drop-down list that appears.

To remove an entry from a collection, but not from the Library or other collections:


1. From the **Media Library** screen, click the title of the collection to display all entries in the collection.
2. Click on the *ActionLinks*  icon next to the entry's title and select **Remove** from the drop-down list that appears.

## Editing entries

To edit an entry, click on the *ActionLinks*  icon next to the entry's title and select **Edit** from the drop-down list that appears. The **Edit Entry** screen appears where you change the information.

## Making the media library accessible to students

There are three options (and you can choose all three):

- Make the complete Library accessible to students at all times – by placing the Media Library tool on the **Course Tools** menu.
- Make individual collections available on the **Home Page**, or in a folder and/or learning module. To do this, simply click on **Add Content Link**  and select **Media Library Collection** from the drop-down menu that appears. Choose the collection from the Inventory that presents. (You will be able to control access to these collections through the **Selective Release Map**).
- Make individual entries appear as active links in content files (see below).


### Making entries accessible from content files


When creating an entry, you are presented (under **More Options**) with three ways to link the entry to a content file (but this only relates to an html file. You can't link from Word, PDF files etc.):

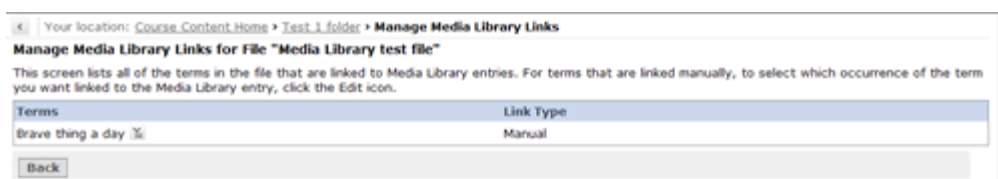
- Construct the links manually, content file by content file;
- Have **MyLO** automatically link the first instance of the entry's name in all content files;
- Have **MyLO** automatically link all instances of the entry's name in all content files.

If you chose manual entry, read on.


### To add entry links manually

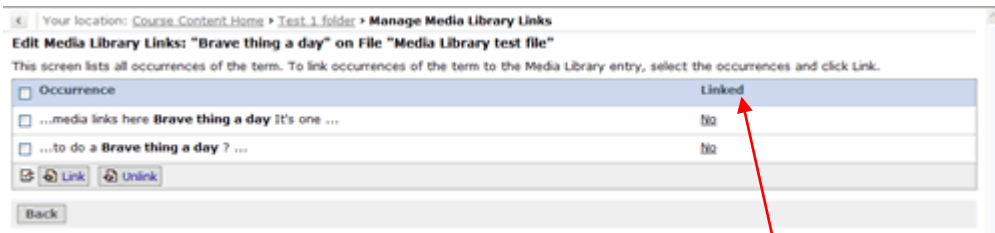
From the Home page (**Course Content**) navigate to the content file where you want the link to appear, click on the *ActionLinks* icon  next to the file's title.

1. The text in the content file that will act as the link must exactly match the title of the entry in the **Media Library**. If you have yet to enter the text, select **Edit properties** from the drop-down list. Enter the exact text in the text entry box, and then click **Save**.
2. Click the *ActionLinks*  icon again and select **Manage Media Library Links** from the drop-down list that appears.
3. The following (example) screen appears





## Using the media library

4. Under **Terms**, locate the term to be the manual link, click on its *ActionLinks*  icon and select **Edit** from the drop-down list that appears. The occurrence(s) of the term in the content file and its link state is displayed.



5. Do one of the following:
  - a To link one instance of the term listed, under **Linked**, and in the row listing the occurrence, click '**No**' to convert it to '**Yes**'.
  - b To link multiple instances, select the check box for each instance required, and then click the **Link** button.
  - c To link all instances, select the check box next to **Occurrence** in the table heading, and then click the **Link** button.
6. Then click **Back**. The **Manage Media Library Links for Content File ...** screen appears.
7. Click **Back** to return to the **Content File** screen.

[To remove a link, retrace your steps – select **Manage Media Library Links** from the *ActionLinks*  icon, locate the term instance you wish to unlink, click its *ActionLinks*  icon, select **Edit** and, under **Linked**, toggle '**Yes**' to '**No**' for the one instance, or select multiple instances by clicking their check boxes and then clicking the **Unlink** button].

## Need more information?

For more information see the module [Using advanced online tools](#), and the accompanying online tutorial [Using advanced online tools](#).

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

Blackboard Vista and other product names are either registered trademarks or trademarks of Blackboard Inc.