

Using the Media Library

With the Media Library tool, you can create a database of media files, including text, image, video, and audio. Each media file added to the Media Library is called an Entry. Related Entries are grouped into Collections. Entries in the Collections can be linked to other content files.

Students can also be allowed to create their own entries.

Adding the Media Library Tool

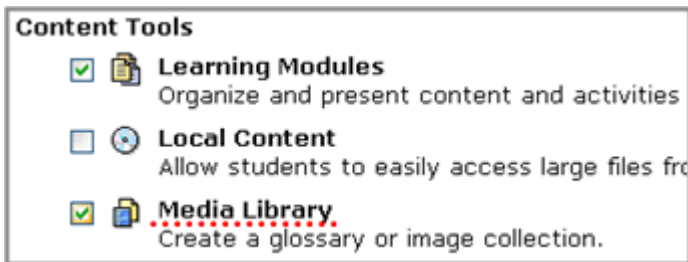
Make sure you are on either the Build or Teach tab. Select **Manage Course** from the Designer Tools menu.



Select **Tools** from the list of options.

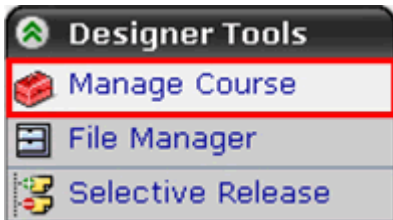


Click the **Media Library** checkbox under Content Tools and click **Save**.





Making Your Link Visible

Many times when adding a new tool, eLearning Vista makes it hidden (H) on the Course Menu. To make the tool visible, select **Manage Course** from the Designer Tools menu.



Select **Course Menu**.

	Tools Determine which tools can be used in the course.
	Course Menu Modify the appearance of the course menu.

Click **Show Link** next to the Media Library icon to make the link visible.

	<input type="checkbox"/>	 Mail	Hide Link
	<input type="checkbox"/>	 Media Library	Show Link

Allowing Students to Add Entries

With the Media Library tool you also have the option to let students add their own library entries. To do this, you must first make the option available by clicking **Manage Course** from the Designer Tools menu. Click the **Settings** option. Under the **Tools** menu, select **Media Library**. Select **True** for "Allow media library entries to be created by roles other than designer."

Title	Value
Enable Media Library tool *	<input checked="" type="radio"/> true / <input type="radio"/> false
Allow Media Library entries to be created by roles other than designer *	<input checked="" type="radio"/> true / <input type="radio"/> false

Save Values **Cancel**

*Required fields

Creating Collections

To add Entries, select **Media Library** from the Course Menu and click **Create Collection**.

 Media Library
 Syllabus

Create Collection	View All Entries...	Manage Media Library Links
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A collection is like a folder in which you organize your items. Enter your Collection information including: Title, Description, Item Visibility, Student Permissions, and any Keywords students might search for within the Collection. Click **Save** once you have filled out the information.

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

Remember, the title is going to be more generic than the title of the entries, which should be specific to the entry.

Adding Entries to Collections

To add Entries to your Collection, select the Collection title and click **Create Entry**.

Order	Title	Description
1	<input type="checkbox"/> Videos	Course Lecture Videos

In the Create Entry box, enter a Title and Description and then click **Browse** to locate the file; in addition, you can enter a File Type description of your own choice as well as Keywords for students to search for within the Collection.

Under More Options, you can select how the Entry may be linked to other content files. Click **Save** when you have entered all your information. Continue adding Entries and Collections as needed to your course.

Create Entry

*Title:

*Description: HTML Creator On Off

Use HTML

Author: nanette sorensen

File:

File Type:

Keywords:

Include in collections

Videos

More Options (Expand this area to see more options.)

Entry linking

Manual
Links to entries from files are set up individually.

Automatic: first instance
In all files, the first instance of this entry name will be automatically link

Automatic: all instances
In all files, every instance of this entry name will be automatically linked

Students are now able to view your collections of videos, audios, pictures, or terms. To make this an interactive process, you can have students help you develop the collection by allowing them to add their own entries.