



**Role: Designers**

 The **Media Library** tool provides a database of text, image, audio or video files that may be viewed by staff and students within the section.

**Mac users:** it is recommended that you use Safari as your browser when uploading files.

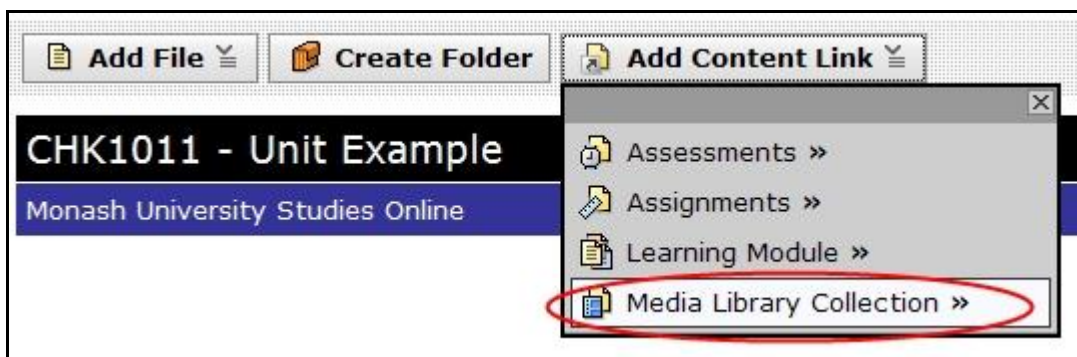
- [Create a media library collection](#)
- [Create new entries](#)
- [Add existing entries](#)
- [Allow others to add media library entries](#)

**Create a media library collection**

1. Click on the **Build** tab.
2. Go to the Home Page, folder or learning module where you wish to create a link to a new Media Library collection.
3. Click on the **Add Content Link**  button at the top of the window.



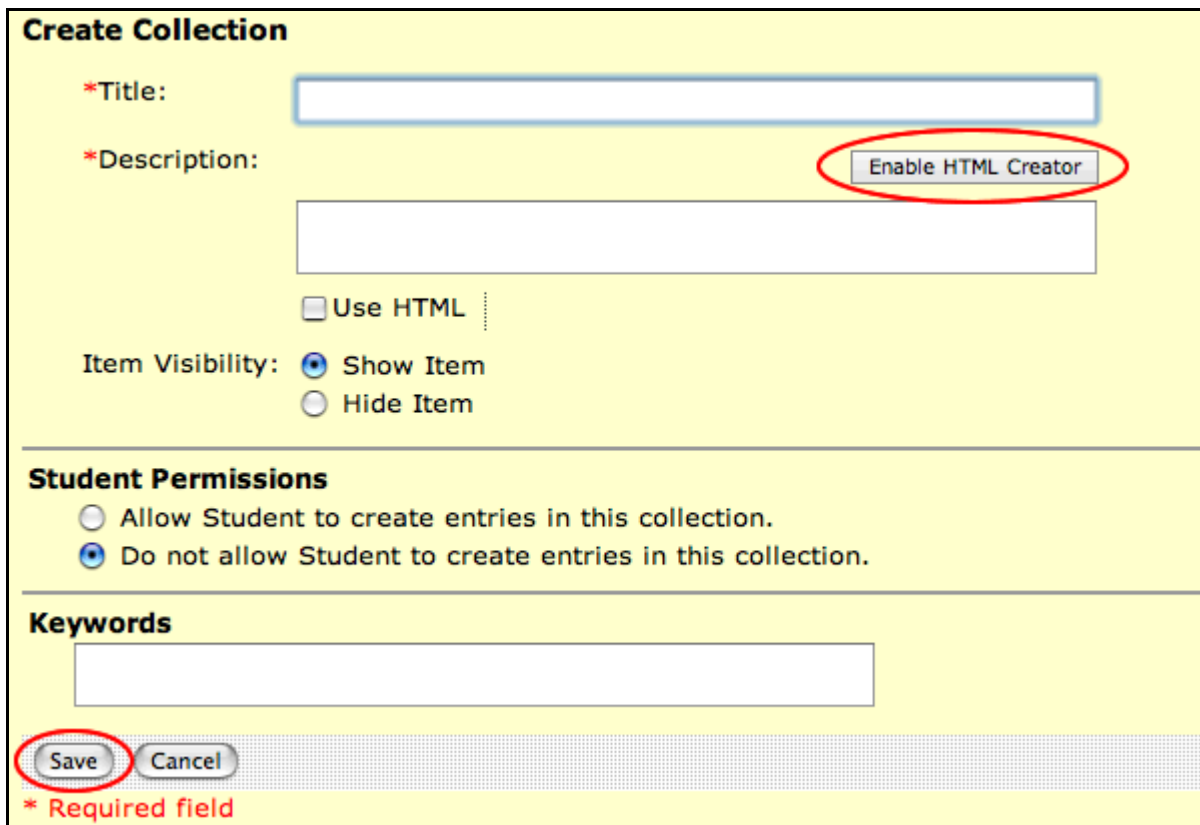
4. Select **Media Library Collection**  from the drop-down list.



5. Click on **Create Media Library Collection**.



In the **Create Collection** box:

A screenshot of the 'Create Collection' form. The form has a yellow background. It contains several sections: 1. 'Title:' with a text input field. 2. 'Description:' with a text input field and an 'Enable HTML Creator' button circled in red. 3. 'Use HTML' checkbox. 4. 'Item Visibility:' with radio buttons for 'Show Item' (selected) and 'Hide Item'. 5. 'Student Permissions' with radio buttons for 'Allow Student to create entries in this collection.' and 'Do not allow Student to create entries in this collection.' (selected). 6. 'Keywords' with a text input field. 7. At the bottom, 'Save' and 'Cancel' buttons, with 'Save' circled in red. 8. A red asterisk and the text '\* Required field' at the bottom left.

6. Type in a **Title** for the Collection.

7. Click on the **Enable HTML Creator** button, to enable the HTML Creator to add a Description for the Collection.

8. Under **Item Visibility**, click on the **circle** next to **Show Item** or **Hide Item**, as required to enable item visibility.

9. Under **Student Permissions**, click on the **circle** next to **Allow Student to create entries in this category**.


**Tip: This option will only be available if you have turned on the option for others to add media library entries. For more details see the section on Allow others to add media library entries, in this Learning Card.**

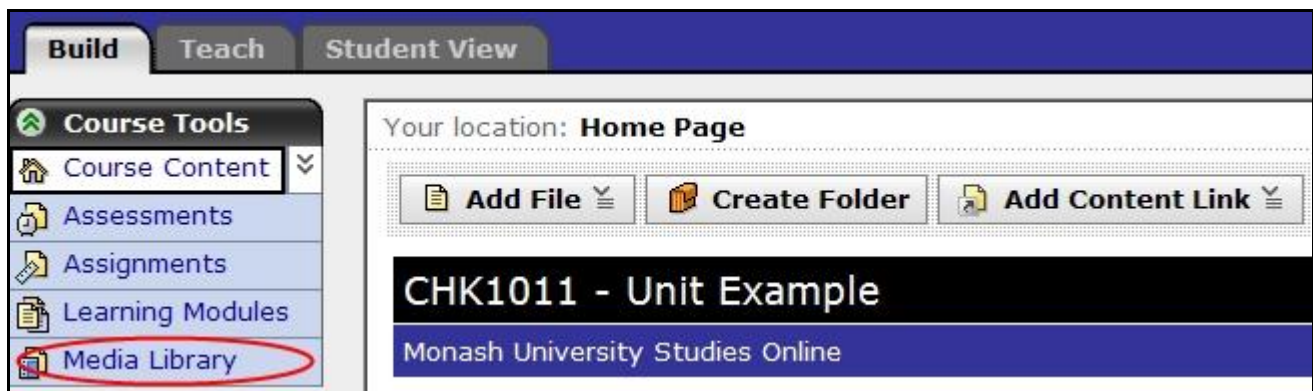
10. Type appropriate words in the **Keywords** field.

11. Click **Save**.

[Top](#)

### Create new entries

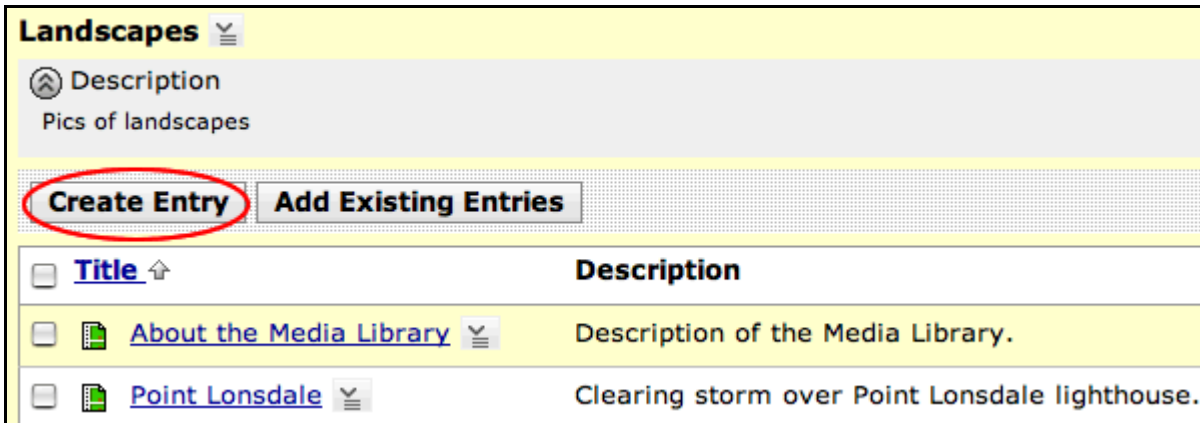
1. Click on the **Build** tab.
2. Click on **Media Library**  in the **Course Tools** menu.





3. Click on the relevant media library collection title.

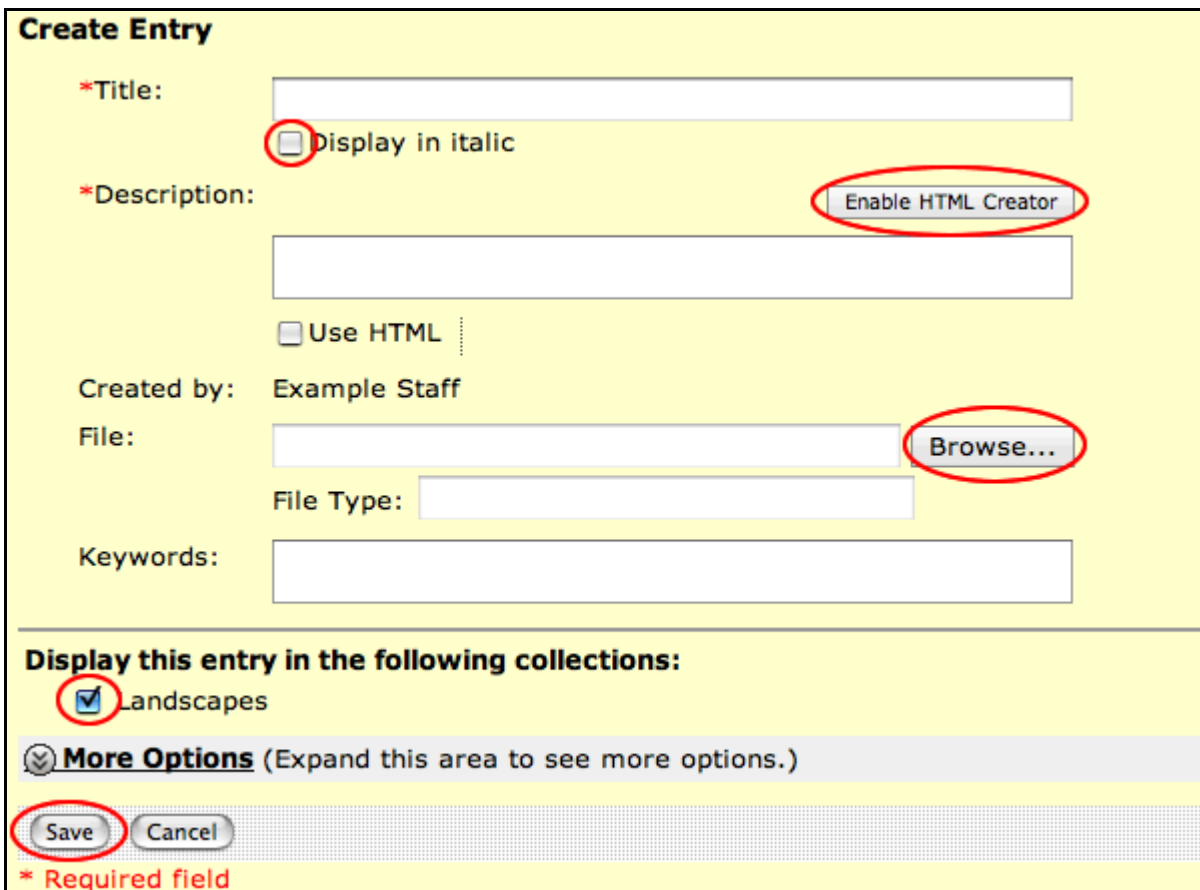


4. Click on **Create Entry** button.



<input type="checkbox"/> Title ↑	Description
<input type="checkbox"/>  <a href="#">About the Media Library</a> ▾	Description of the Media Library.
<input type="checkbox"/>  <a href="#">Point Lonsdale</a> ▾	Clearing storm over Point Lonsdale lighthouse.

In the **Create Entry** box



**Create Entry**

\*Title:

Display in italic

\*Description:  **Enable HTML Creator**

Use HTML

Created by: Example Staff

File:  **Browse...**

File Type:

Keywords:

**Display this entry in the following collections:**

Landscapes

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

**Save** **Cancel**

\* Required field

5. Type in a **Title** for the Collection.

6. Click on the **box** next to **Display in italic**, to display the title in italics


7. To enter a Description in HTML format, click on the **Enable HTML Creator** button if this is not already activated, and add content in the **Description** field.

8. Add an image file, to the Collection, by clicking on the **Browse** button.
9. Click on the **My Computer** icon and browse to the relevant file, from which to select an image. Click on **OK**.
10. Type appropriate words in the **Keywords** field.
12. Under **Display this Entry in the following collections**, tick the box(es) next to the relevant collection(s) in which to display the entry.
13. Click **Save**.
14. All images in the Landscapes, media library collection will now load with thumbnail prints. This may take a little time.

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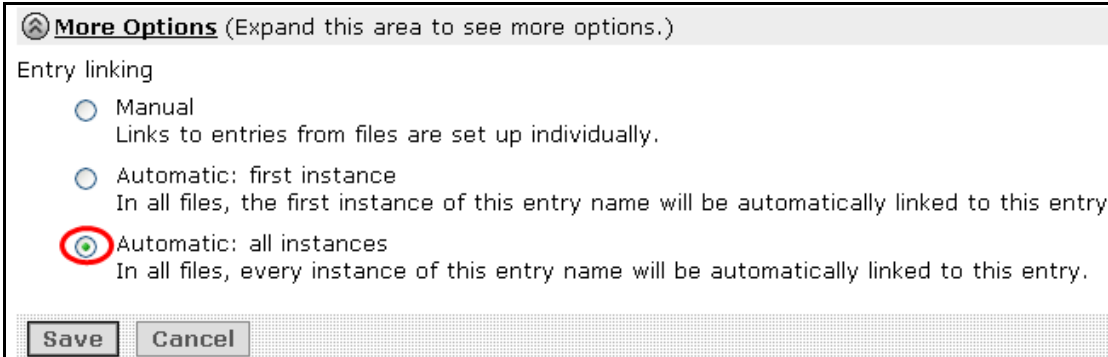
**Note: You can link entries in a Collection, such as a Glossary collection, to terms in HTML files, such as those in the Learning Modules.**

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To link terms in HTML files to entries in a Media Library collection, such as **Glossary**, click on the icon  next to **More Options**.

15. Under **More Options**, select an option for linking the entry to the Collection.

The **Automatic: all instances** will enable the linking of all instances of that entry in all files.




The screenshot shows a dialog box titled "More Options (Expand this area to see more options.)". Under the heading "Entry linking", there are three radio button options:

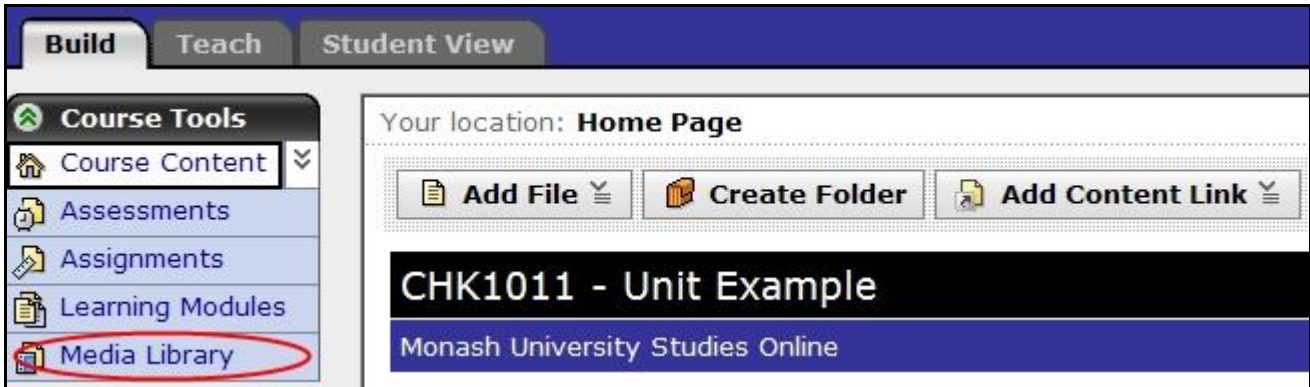
- Manual  
Links to entries from files are set up individually.
- Automatic: first instance  
In all files, the first instance of this entry name will be automatically linked to this entry.
- Automatic: all instances  
In all files, every instance of this entry name will be automatically linked to this entry.

At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

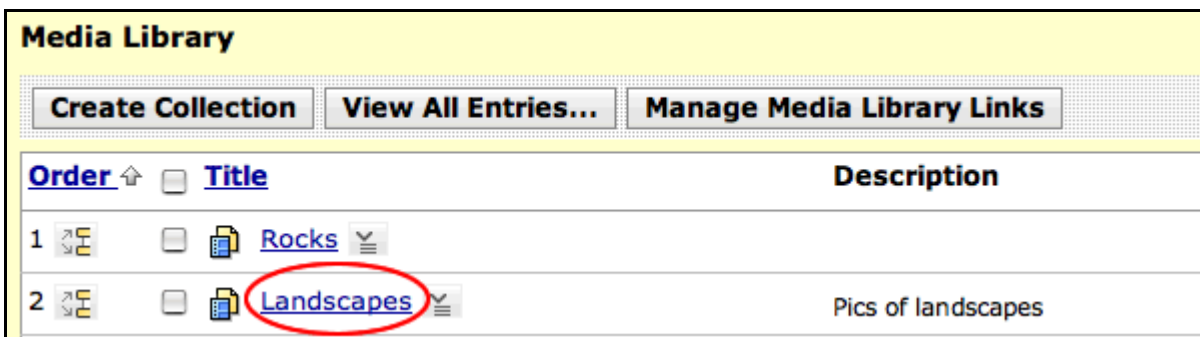
[Top](#)

### Add existing entries to a collection

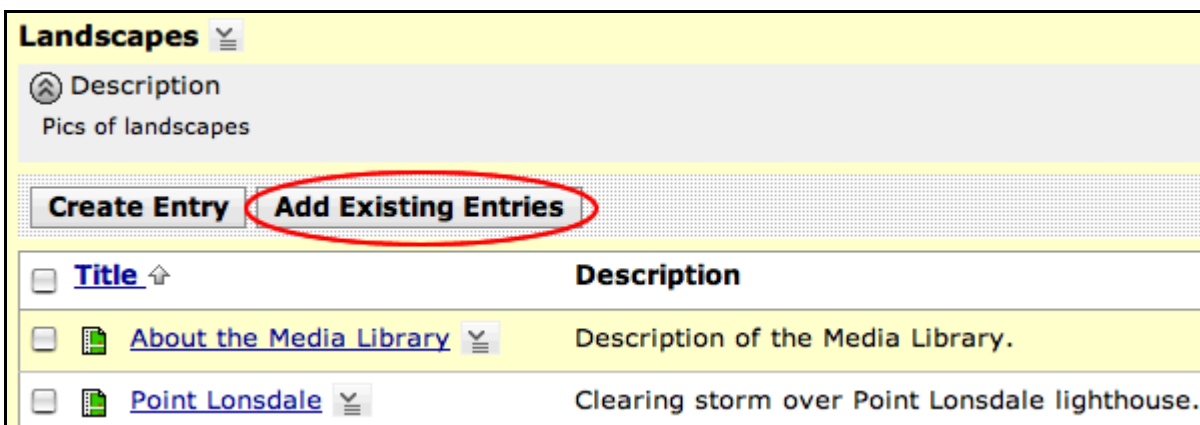
1. Click on the **Build** tab.
2. Click on **Media Library**  in the **Course Tools** menu.



3. Click on the relevant media library collection title.









4. Click on **Add Existing Entries**.



5. Click on the **box(es)** next to the entry(ies) you wish to add.

6. Click on **Add Selected**.

<input type="checkbox"/>	<b>Title</b>	<b>Description</b>	<b>Preview</b>
<input type="checkbox"/>	 <a href="#">Sunset</a>	Sunset	
<input type="checkbox"/>	 <a href="#">Twelve Apostles</a>	Twelve Apostles	
<input checked="" type="checkbox"/>	 <a href="#">Point Lonsdale</a>	Point Lonsdale lighthouse	
<input checked="" type="checkbox"/>	<b>Add Selected</b>		

7. All images in the media library collection will now load with thumbnail pictures. Note that this may take a little time.

[Top](#)

### Allow others to add media library entries







1. Click on the **Build** tab.
2. Click on **Manage Course**  in the **Course Tools** menu.



The screenshot shows the Blackboard interface with the 'Build' tab selected. On the left, the 'Course Tools' menu is open, and 'Media Library' is circled in red. The main content area shows 'Your location: Home Page' and buttons for 'Add File', 'Create Folder', and 'Add Content Link'. Below these buttons, the course title 'CHK1011 - Unit Example' and 'Monash University Studies Online' are displayed.

3. Click on **Settings** 

### Manage Course

-  **Tools**  
Determine which tools can be used in the course.  
You can add and remove tools as necessary.
-  **Course Menu**  
Modify the appearance of the course menu.
-  **Colors**  
Choose colors for the course.
-  **Course Content Icons**  
Choose an icon set for course content.
-  **Settings**  
Edit settings for tools.
-  **Import**  
Import content into the course.

4. Under **Tools**, click on **Media Library**.

### Settings Management

Tools	System Integration
<a href="#">Activity Plan Authoring</a>	<a href="#">Deployable Components</a>
<a href="#">Assessments</a>	<a href="#">ElluminateAuthenticationModule</a>
<a href="#">Assignments</a>	<a href="#">HarvestRoad Hive Make Link return</a>
<a href="#">Bookmarks</a>	<a href="#">HarvestRoad Hive PowerLink</a>
<a href="#">Calendar</a>	<a href="#">Lectopia</a>
<a href="#">Media Library</a>	<a href="#">SSO V1 Module security</a>

5. In the **Media Library Tools** box, click on the **circle** next to **true** in relation to **Allow Media Library entries to be created by roles other than designer**.

6. Click **Save Values**.