

Media Library

To Create a Media Collection

1. In the Build tab, click on Media Library in the Course Tools menu.
2. Click on the “Create Collection” button.

UMassOnline

My UMassOnline | Accessibility | Help | Log out

PILOT_COURSES - LucyBorgheiinck

Build Teach Student View

Course Tools

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Goals
- Learning Modules
- Local Content
- Mail
- Media Library**
- Roster
- SCORM
- Search
- Syllabus
- Web Links
- Who's Online

(H) = Hidden

Designer Tools

- Manage Course
- File Manager
- Grading Forms
- Selective Release

Your location: **Media Library**

Media Library

Create Collection View All Entries... Manage Media Library Links

Order	Title	Description
1	Glossary	An alphabetical list of terms relating to this course, and their descriptions.

Create Link on: - Select - Delete

3. Give the collection a Title and Description. You may choose to associate the collection with certain keywords or goals. Simply type the keywords in the text box or select the goals from your choices.
4. Remember to click Save.

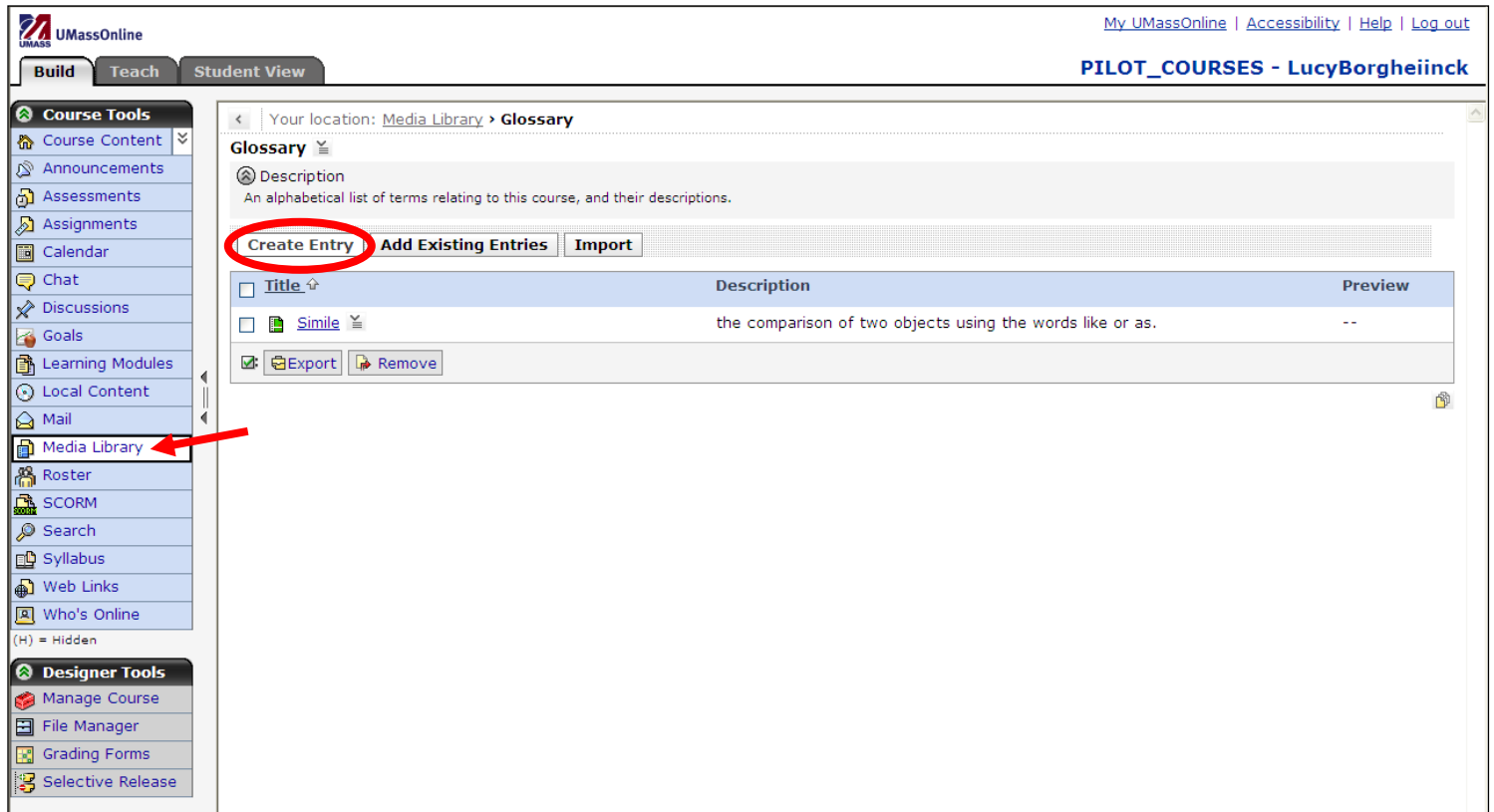
The screenshot shows the 'Create Collection' form in the UMassOnline interface. The form is titled 'Create Collection' and is located under 'Media Library > Create Collection'. The form includes the following fields and sections:

- Title:** A required text field (indicated by a red asterisk and a red arrow).
- Description:** A text area (indicated by a red arrow).
- Enable HTML Creator:** A button next to the description field.
- Use HTML:** A checkbox.
- Item Visibility:** Radio buttons for 'Show Item' (selected) and 'Hide Item'.
- Keywords:** A text area (circled in red).
- Goals:** A section with the text 'Associate goals with this Media Library Collection.' and a 'Select Goals' button (circled in red).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.
- Footer:** '* Required field'.

The left sidebar contains 'Course Tools' and 'Designer Tools' menus. The top navigation bar shows 'My UMassOnline | Accessibility | Help | Log out' and 'PILOT_COURSES - LucyBorgheiinck'.

To Add a Term to the Glossary

1. Also, in the build tab click on the Media Library tool in the Course Tools menu.
2. Click on the Glossary title.
3. Then click on Create Entry.






The screenshot displays the Blackboard Vista 8.0.1 interface. At the top, the UMassOnline logo is on the left, and navigation links for 'My UMassOnline', 'Accessibility', 'Help', and 'Log out' are on the right. Below the logo, there are tabs for 'Build', 'Teach', and 'Student View'. The course title 'PILOT_COURSES - LucyBorgheiinck' is displayed in the top right corner.

The left sidebar contains two main sections: 'Course Tools' and 'Designer Tools'. In the 'Course Tools' section, the 'Media Library' tool is highlighted with a red arrow. The 'Designer Tools' section includes 'Manage Course', 'File Manager', 'Grading Forms', and 'Selective Release'.

The main content area shows the 'Glossary' page. The breadcrumb trail indicates the location: 'Your location: Media Library > Glossary'. The page title is 'Glossary'. Below the title, there is a description: 'An alphabetical list of terms relating to this course, and their descriptions.' Three buttons are visible: 'Create Entry' (circled in red), 'Add Existing Entries', and 'Import'.

Below the buttons is a table with the following structure:

<input type="checkbox"/>	Title ↕	Description	Preview
<input type="checkbox"/>	 Simile	the comparison of two objects using the words like or as.	--
<input checked="" type="checkbox"/>		 Export  Remove	

4. Type the term in the Title box and the definition in the Description box. Then you may connect this entry with keywords. Click on More Options to select how the keywords are linked to entries.
5. Remember to click Save.

The screenshot shows the 'Create Entry' form in the UMassOnline interface. The form is titled 'Create Entry' and is located under 'Media Library > Glossary'. The form includes the following fields and options:

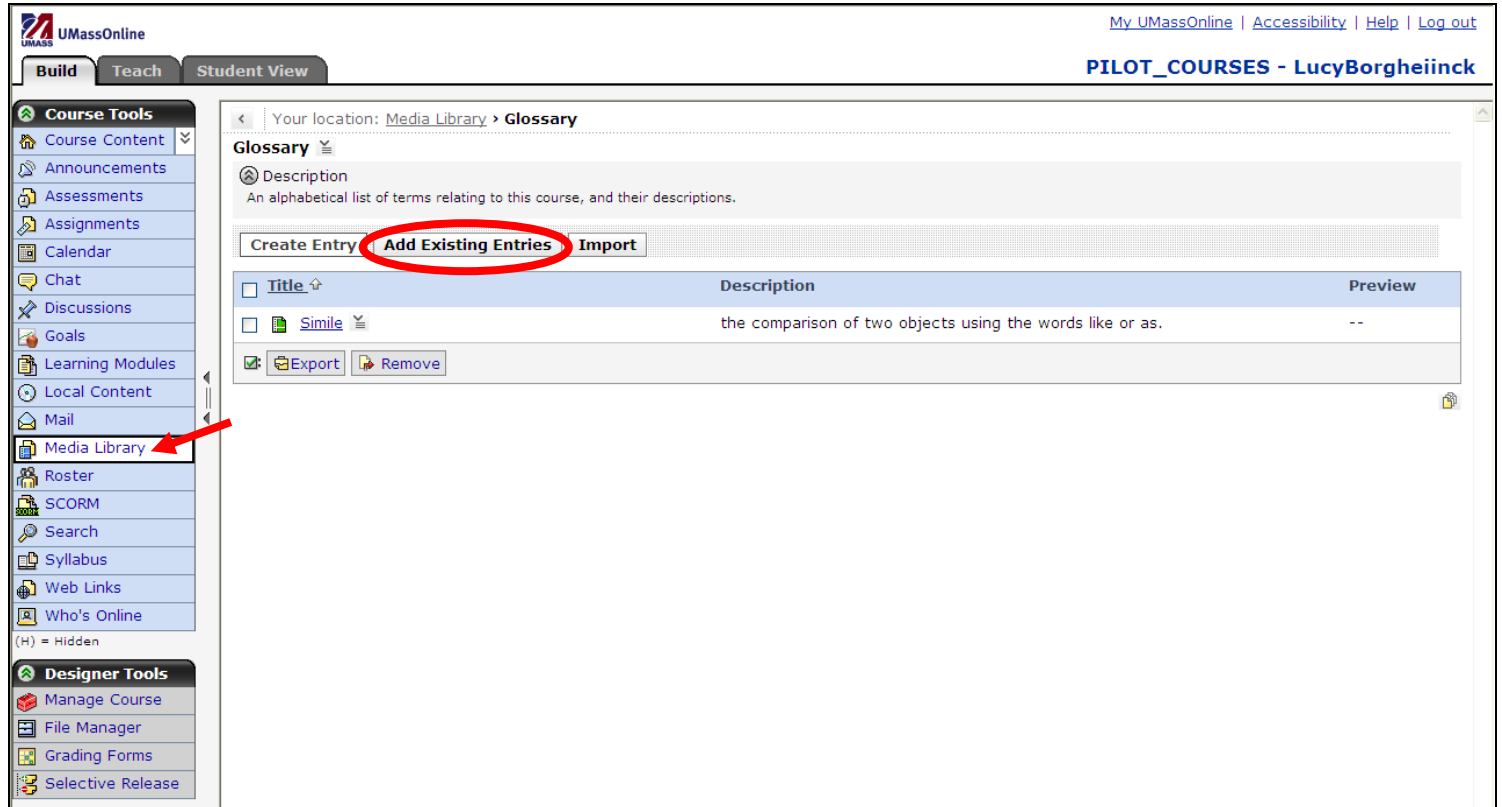
- Title:** A text input field with a red arrow pointing to it. A red asterisk indicates it is a required field.
- Display in italic:** A checkbox.
- Description:** A large text area with a red arrow pointing to it. An 'Enable HTML Creator' button is located to the right.
- Use HTML:** A checkbox.
- Created by:** A text field containing 'Lucy Borgheiinck'.
- File:** A text input field with a 'Browse...' button.
- Keywords:** A text area.

Below the form, there is a section titled 'Display this entry in the following collections:' with a checked checkbox for 'Glossary'. A 'More Options' section is collapsed. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red, and a red asterisk with the text 'Required field' is located below it.

To Add an Item from another Collection

You may wish to have a glossary term appear in more than one Collection of terms.

1. Click on the Media Library tool. Then click on the title of the Collection to which you would like add the term.
2. Then click the button to Add Existing Entries.



The screenshot shows the Blackboard Vista 8.0.1 interface. The top navigation bar includes the UMassOnline logo, user information (My UMassOnline | Accessibility | Help | Log out), and the course name (PILOT_COURSES - LucyBorgheiinck). The main navigation tabs are Build, Teach, and Student View. The left sidebar contains two sections: Course Tools and Designer Tools. The Course Tools section includes Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Goals, Learning Modules, Local Content, Mail, Media Library, Roster, SCORM, Search, Syllabus, Web Links, and Who's Online. The Designer Tools section includes Manage Course, File Manager, Grading Forms, and Selective Release. The main content area shows the 'Glossary' page. The breadcrumb trail is 'Your location: Media Library > Glossary'. The page title is 'Glossary'. Below the title is a description: 'An alphabetical list of terms relating to this course, and their descriptions.' There are three buttons: 'Create Entry', 'Add Existing Entries' (circled in red), and 'Import'. Below the buttons is a table with columns 'Title', 'Description', and 'Preview'. The table contains one entry: 'Simile' with the description 'the comparison of two objects using the words like or as.' and a preview of '--'. There are 'Export' and 'Remove' buttons for the entry.

3. Check the box next to the term and click Add Selected to add it to the new collection. It is now in both collections.

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Build Teach Student View

PILOT_COURSES - LucyBorgheiinck

Your location: Media Library > Glossary > Add Existing Entries

<input checked="" type="checkbox"/>	Title	Description	Preview	Collections
<input checked="" type="checkbox"/>	Simile	the comparison of two objects using the words like or as.	--	Glossary
<input checked="" type="checkbox"/>	Add Selected			

(H) = Hidden

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Designer Tools

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