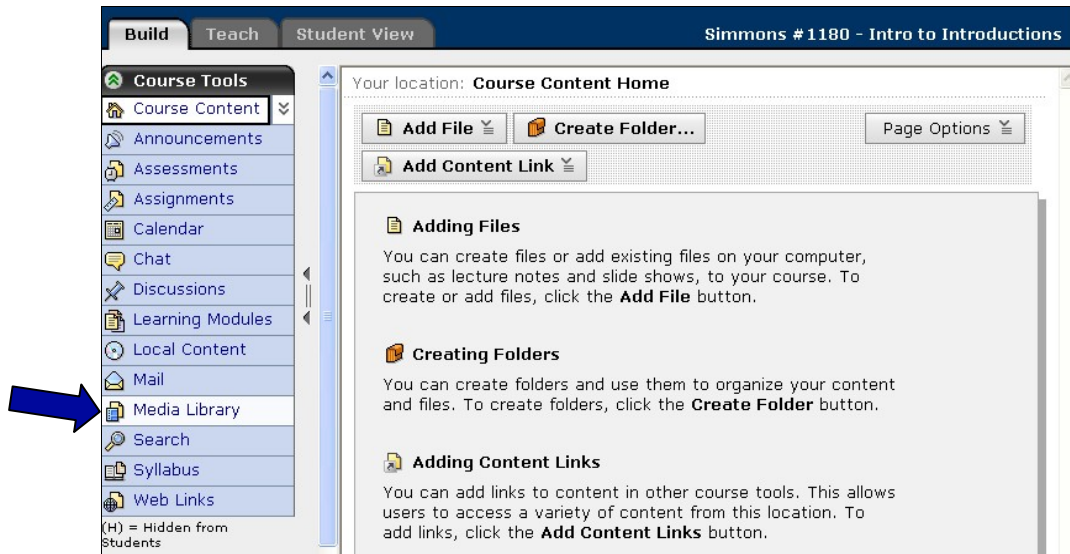
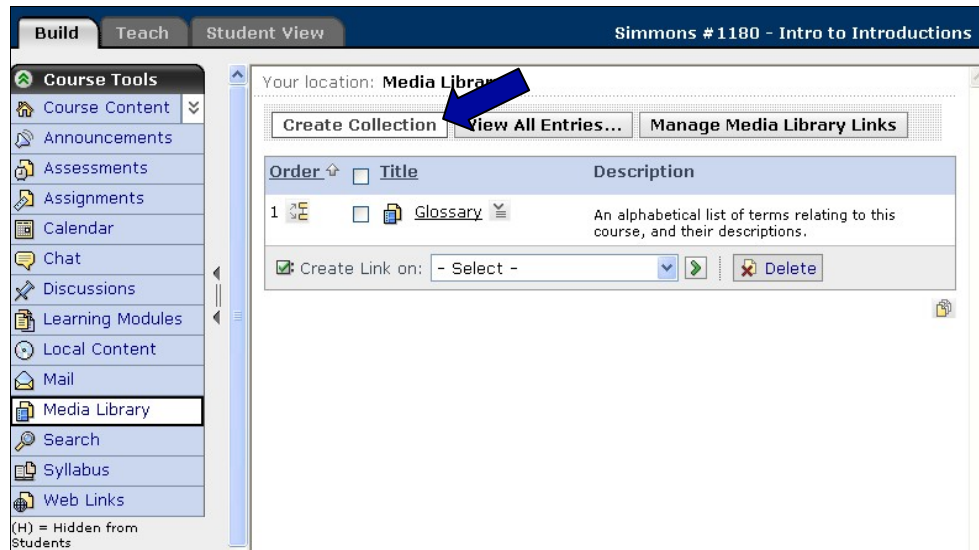


# How to Create a Media Library

1. From the **Build** tab, select the **Media Library** link.

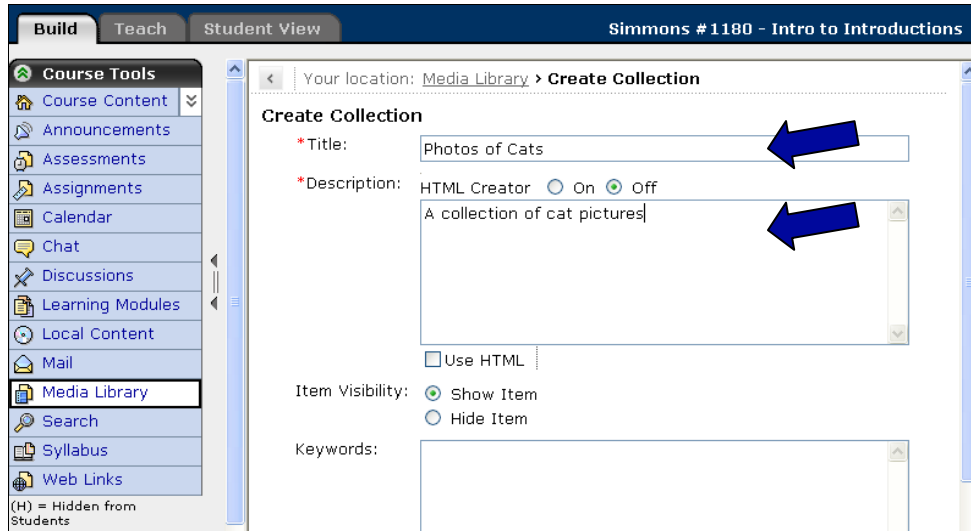


2. Select the **Create Collection** link to create a new collection of media.



# How to Create a Media Library

3. Enter a **Title** and **Description** for the Media Collection.



Build Teach Student View Simmons # 1180 - Intro to Introductions

Your location: Media Library > Create Collection

**Create Collection**

\*Title: Photos of Cats

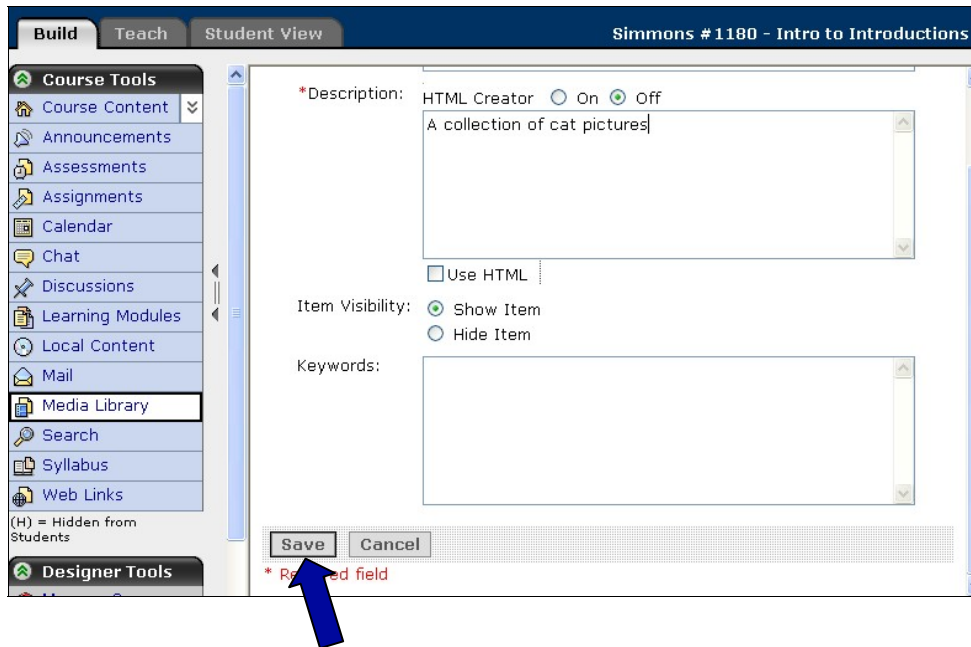
\*Description: HTML Creator  On  Off  
A collection of cat pictures

Use HTML

Item Visibility:  Show Item  
 Hide Item

Keywords:

4. Click the **Save** button.



Build Teach Student View Simmons # 1180 - Intro to Introductions

\*Description: HTML Creator  On  Off  
A collection of cat pictures

Use HTML

Item Visibility:  Show Item  
 Hide Item

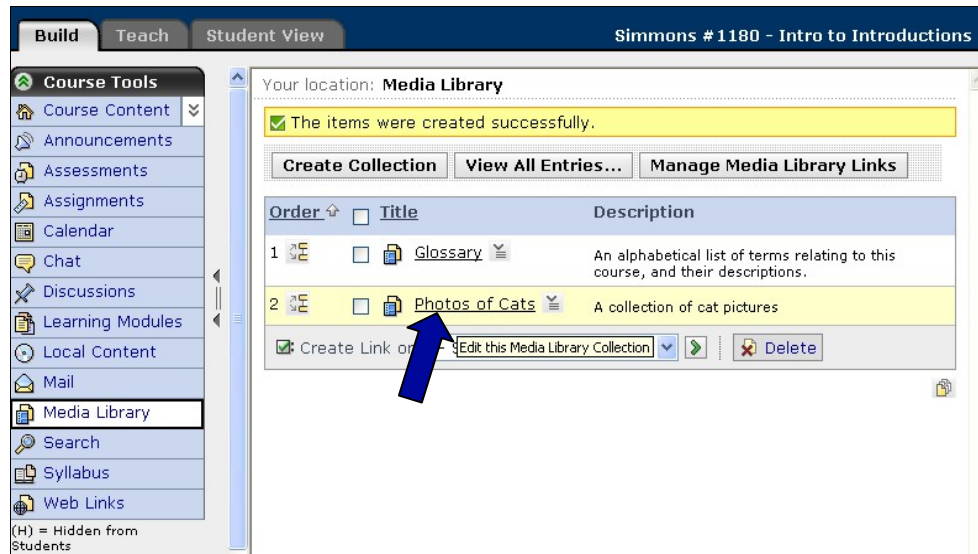
Keywords:

Save Cancel

\* Required field

# How to Create a Media Library

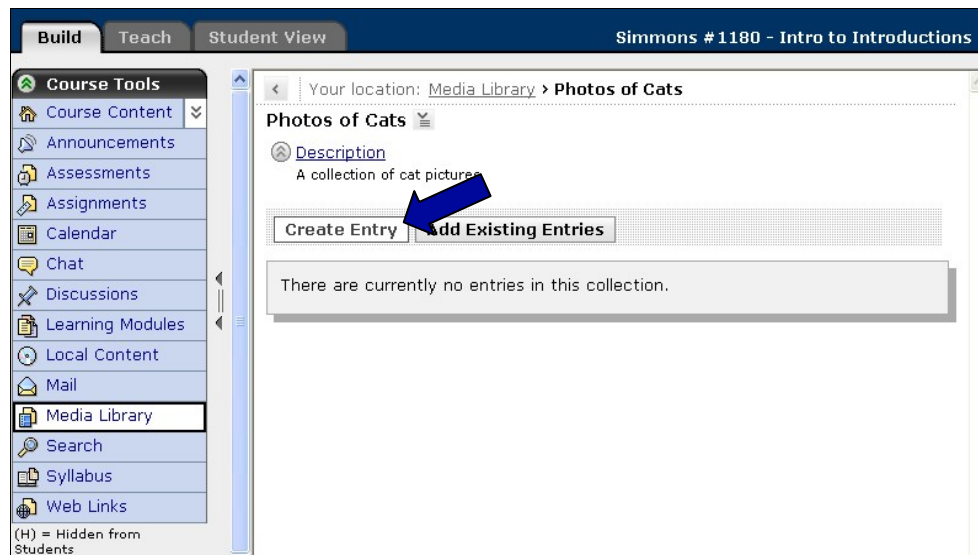
5. Select your Media Collection.



6. Here you may add pictures, video, and sound. However, there is a limit:

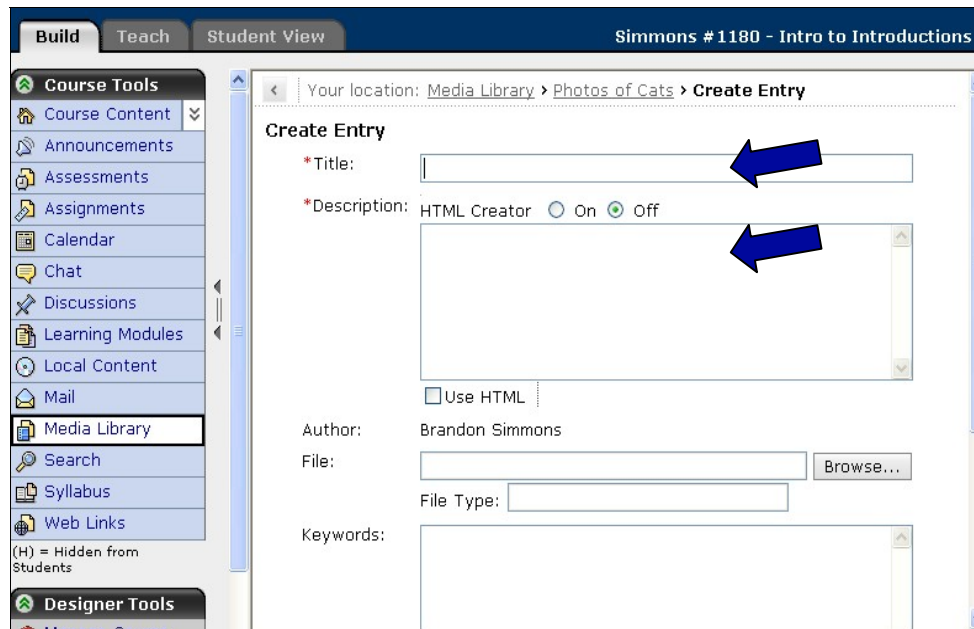
- \* No more than 40 MB total of audio/video on any one Blackboard course
- \* Media up to 1 MB: Completely fine (still subject to the 40 MB rule)
- \* Media of 1.1 MB to 9.9 MB: Use judiciously
- \* Media of 10 MB and over: Upload to Streaming Media server

Select **Create Entry** to add a file.



# How to Create a Media Library

7. Enter a **Title** and **Description**. The **Title** will become a hyperlink in any HTML document on Blackboard. The hyperlink will go to the media file.



Build Teach Student View Simmons #1180 - Intro to Introductions

Your location: [Media Library](#) > [Photos of Cats](#) > Create Entry

**Create Entry**

\*Title:

\*Description: HTML Creator  On  Off

Use HTML

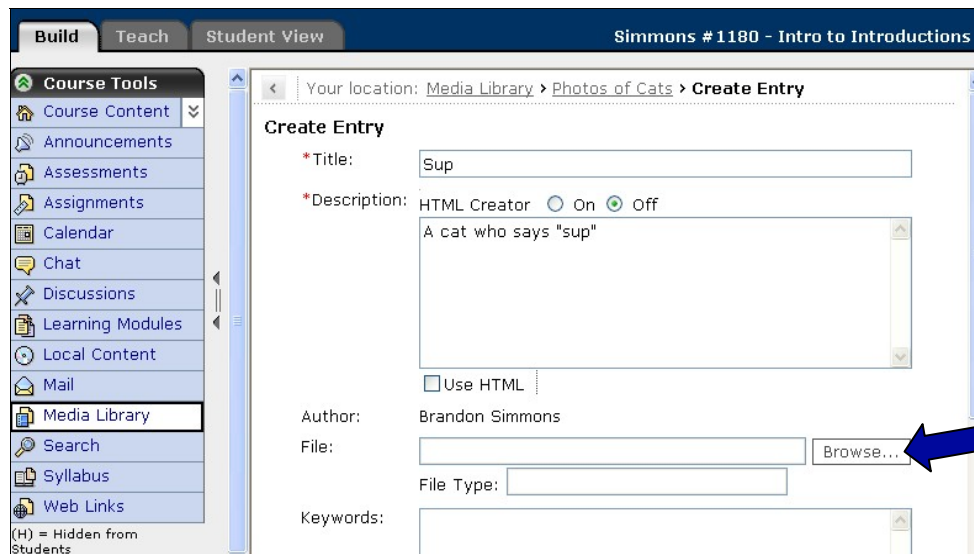
Author: Brandon Simmons

File:  Browse...

File Type:

Keywords:

8. Select the **Browse...** link.



Build Teach Student View Simmons #1180 - Intro to Introductions

Your location: [Media Library](#) > [Photos of Cats](#) > Create Entry

**Create Entry**

\*Title:

\*Description: HTML Creator  On  Off

Use HTML

Author: Brandon Simmons

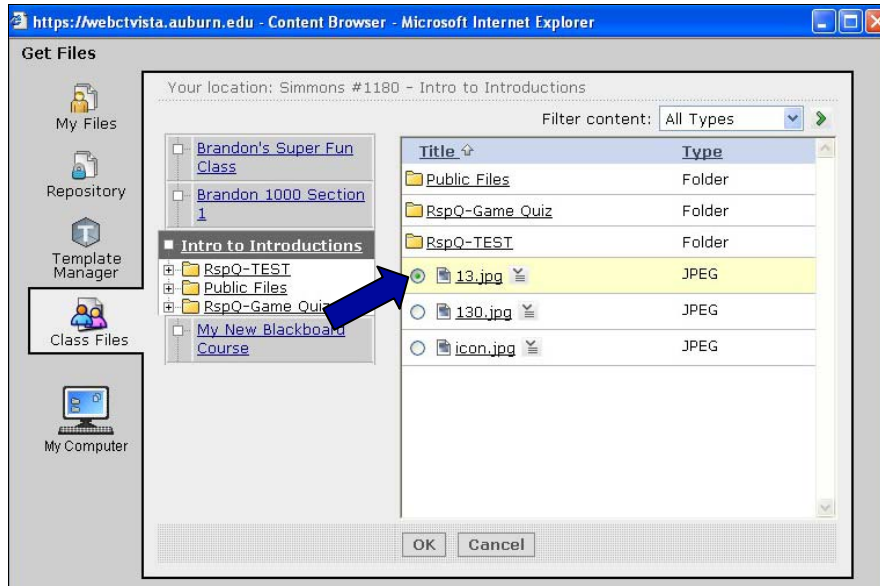
File:  Browse...

File Type:

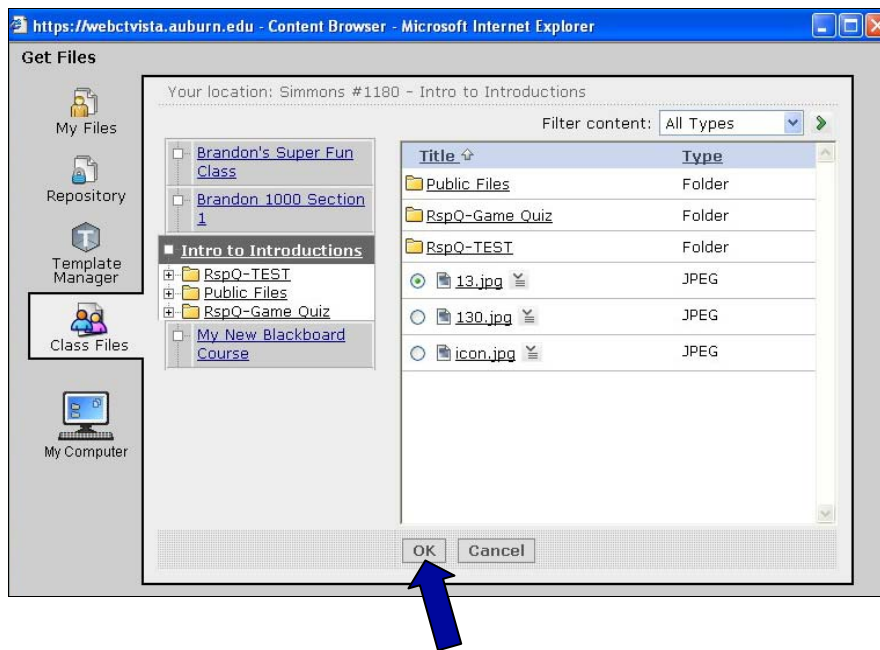
Keywords:

# How to Create a Media Library

9. Select the file you wish to add.

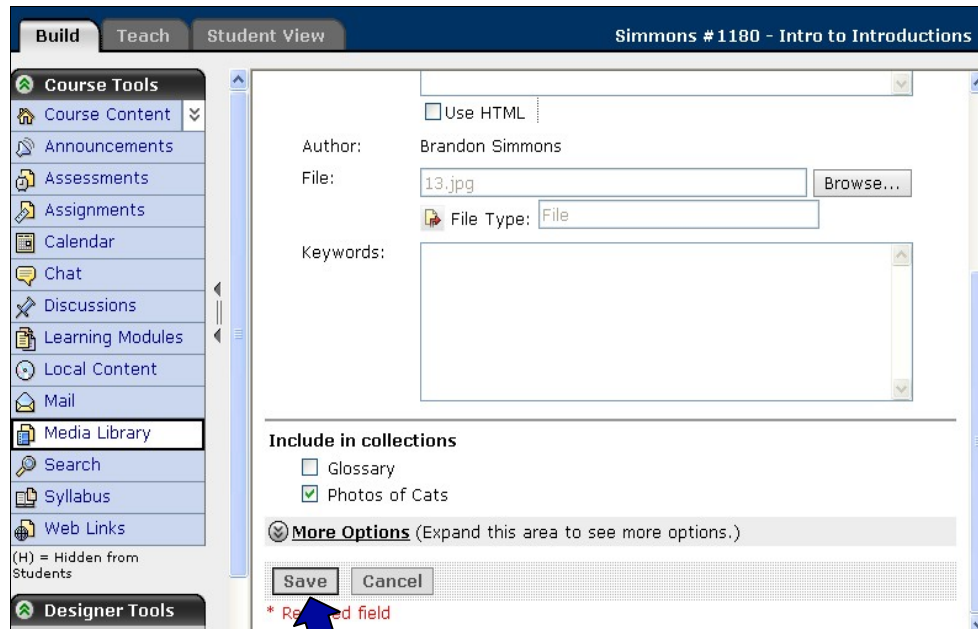


10. Click the **OK** button.



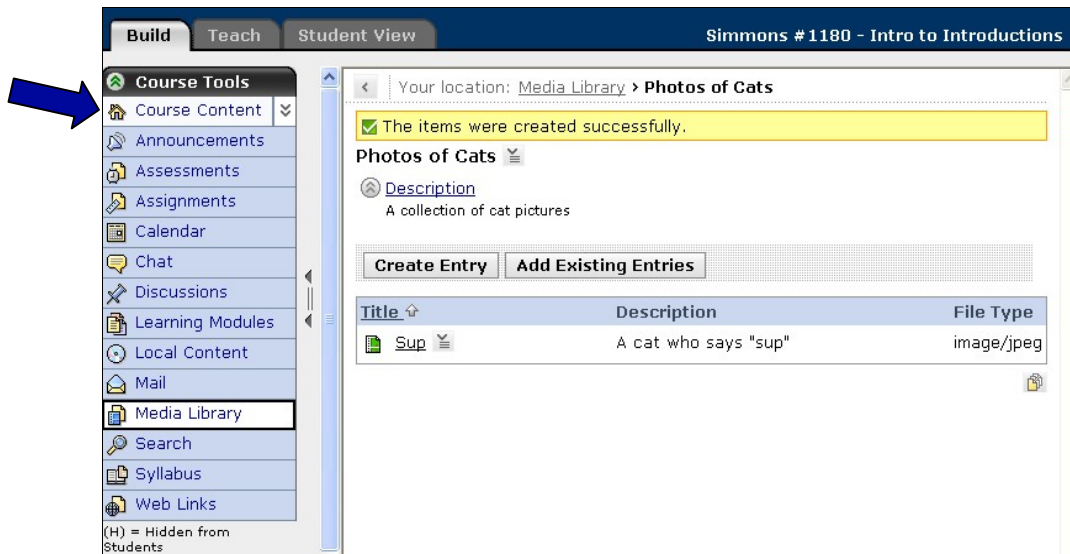
# How to Create a Media Library

- Click the **Save** button.



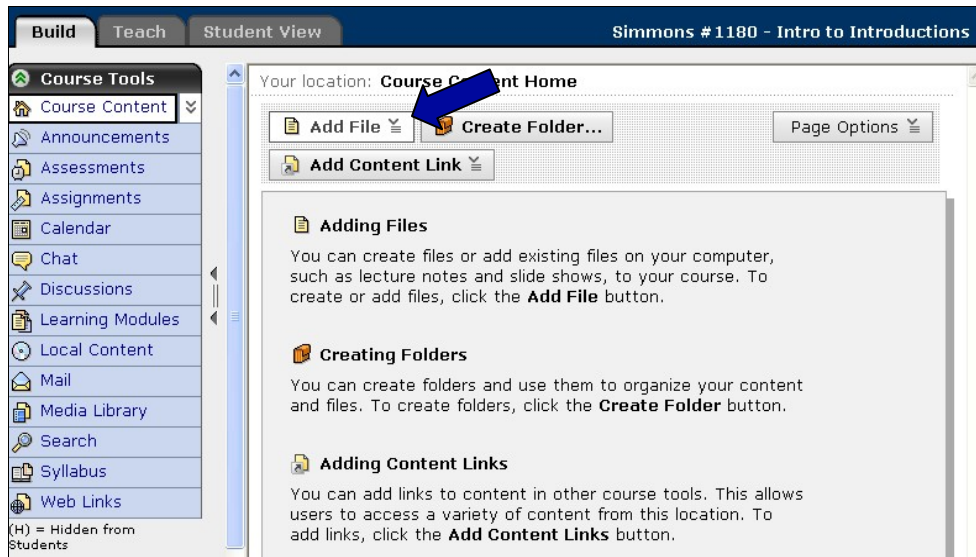
- We will create an HTML page to illustrate how **Titles** are used as hyperlinks.

Select the **Course Content** link.

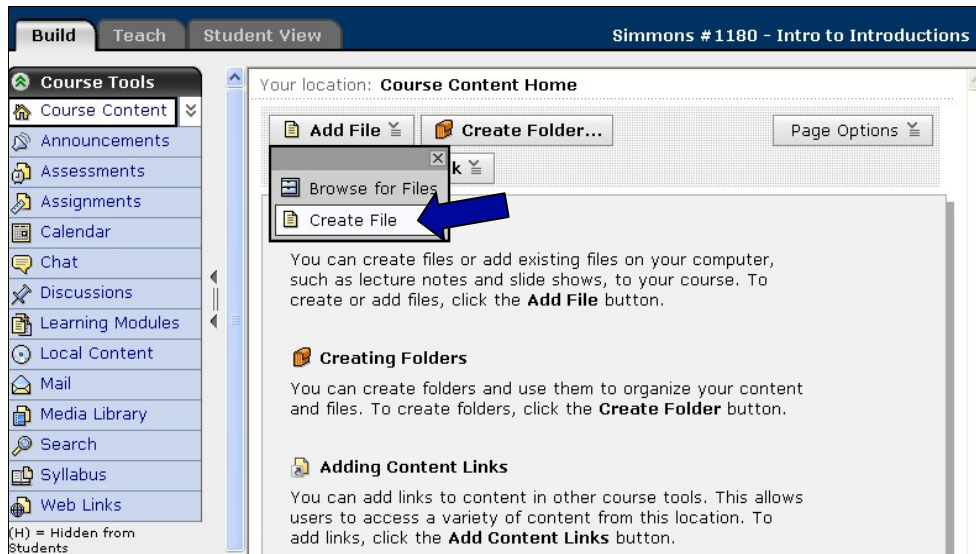


# How to Create a Media Library

13. Select the **Add File** action link.

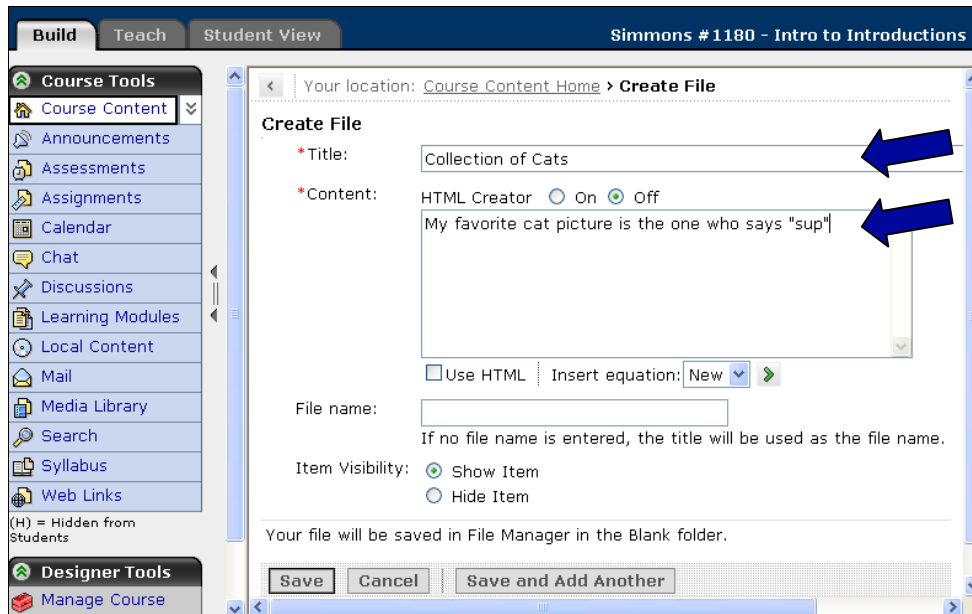


14. Select the **Create File** link.

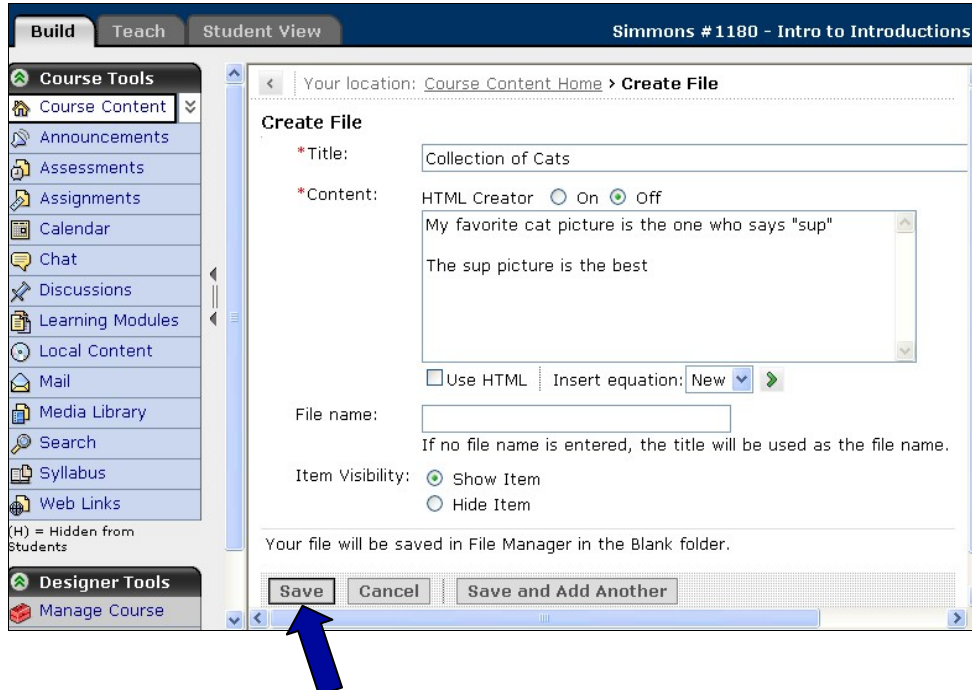


# How to Create a Media Library

15. Enter a **Title** and **Description**.



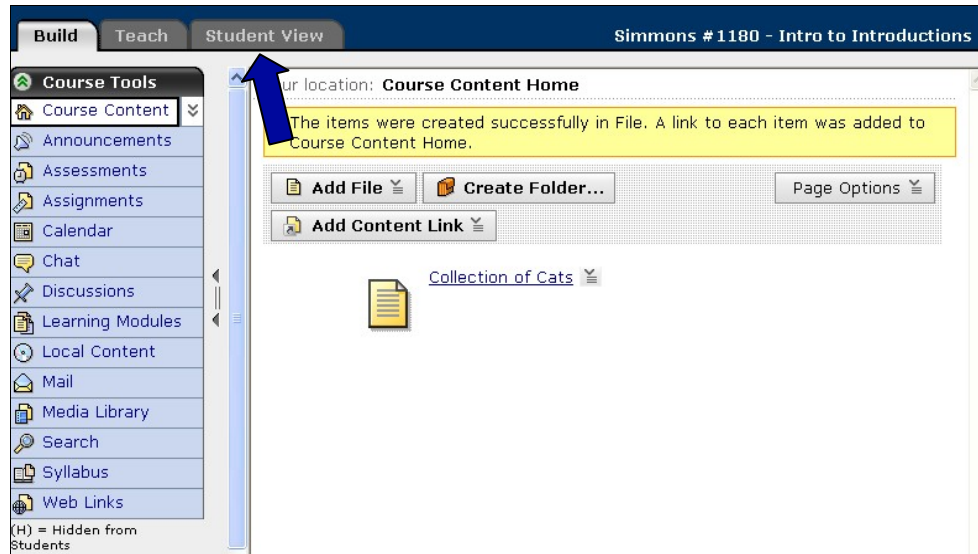
16. Click the **Save** button.



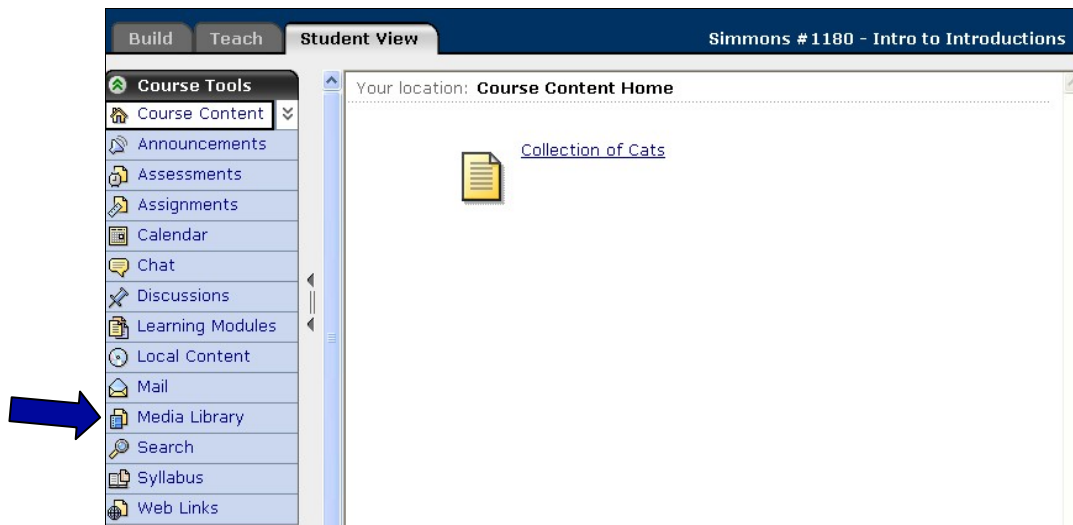
# How to Create a Media Library

17. Now we can test the HTML in **Student View**.

Select the **Student View** link.



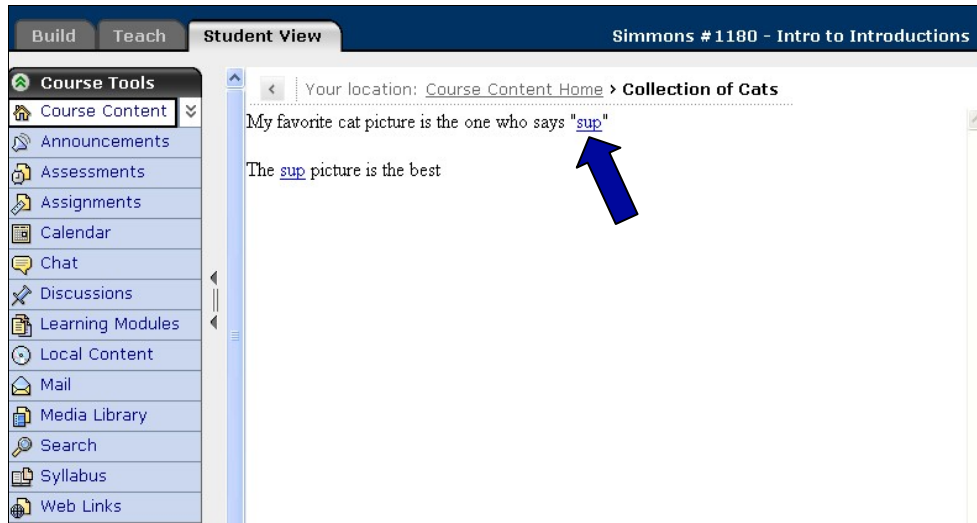
18. Select the **Media Library** link.



# How to Create a Media Library

19. **Sup** becomes a link since it is the title of the Media Library item.

Select the **sup** link.



20. The media file opens.

Select the **Close this window** link.

