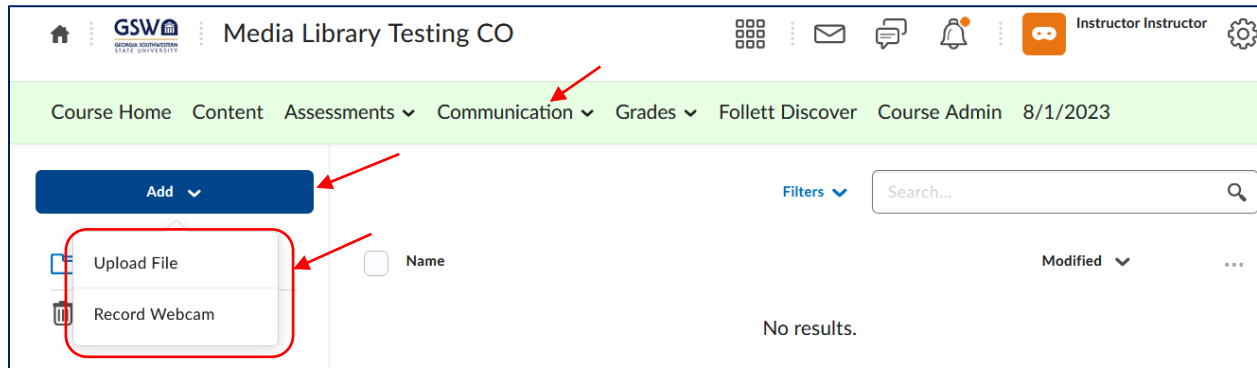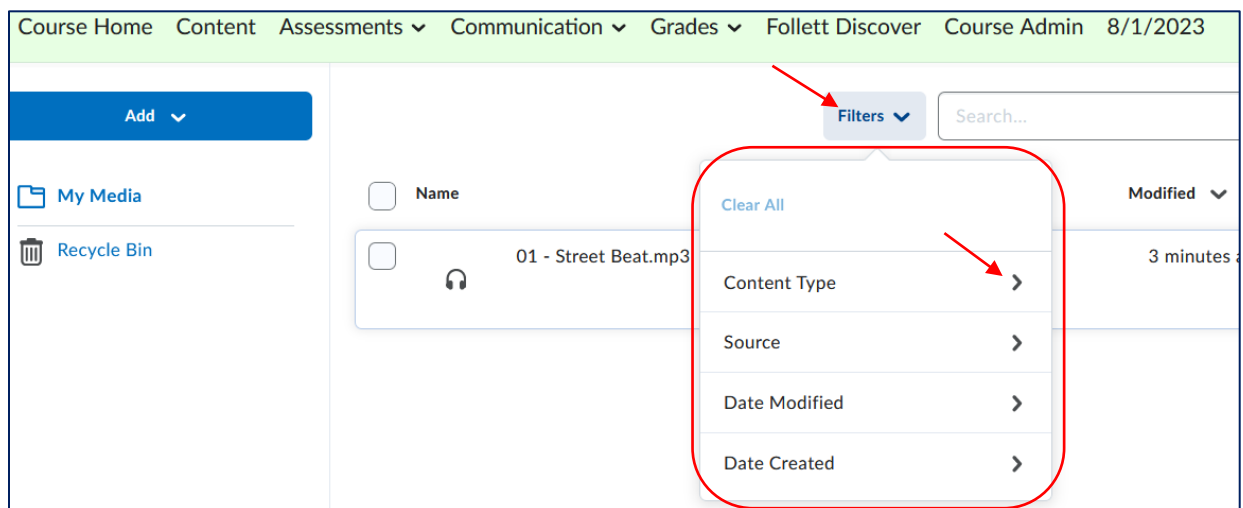# Media Library tool

Media Library offers a media processing, storage, and streaming option for all audio-video materials. Use Media Library to create, view, edit, and manage all your audio-video content.

1. On the course navbar, click the **Communication** link and select **Media Library**
2. Click the **Add** button to *Upload a media file* or *Record a webcam*:

3. You can filter content based upon audio-video type. More than one filter can be used. **Filters** include:
   - **Content Type**: Filter by either audio or video content type
   - **Source**: Filter by where content was added from. Multiple filters can be selected:
     - *Content*: Filter by AV content uploaded from the Content tool and Lessons
     - *Media Library*: Filter by AV content uploaded or created in Media Library
     - *Video Note*: Filter by content created using Audio and Video Note
     - *Capture App*: Filter by content created and published using the Capture App
     - *Imported*: Filter by content added from course imports
     - *Other*: Filter by content added prior to the addition of source tracking.
   - **Date Modified**: Filter by date modified. This changes to Date Deleted on the Recycle Bin screen
   - **Date Created**

4. **Search** for all content in the Media Library repository.
5. Instructors can click a checkbox to select multiple audio-video options.
6. Click the ellipse option (...) to:
   - *Preview* content
   - *Download* audio-video content to a device
   - *Edit* video timelines, add chapters, and create manual or automated captions using the editor
   - *Rename* content and *Edit Description*
   - *Delete* content.
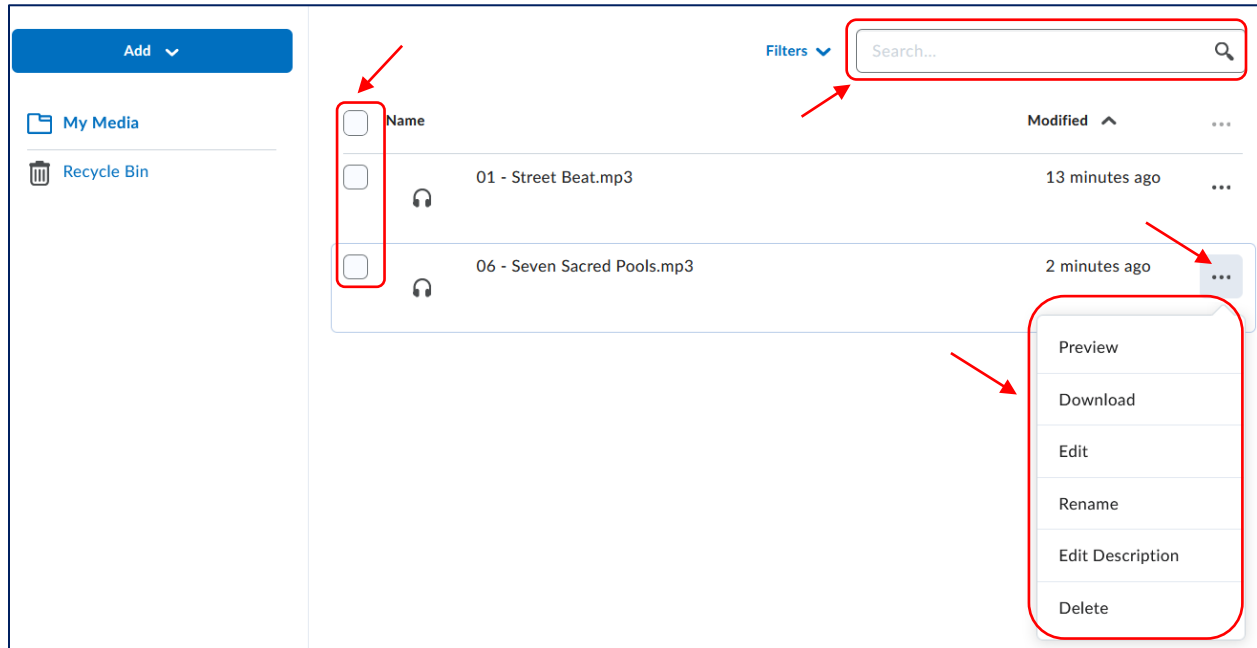
Audio-Video file types supported in Brightspace:

| Uploaded Video Files	.mp4, .avi, .f4v, .flv, .m4v, .mov, .webm, .wmv, and the ability to optimize for streaming (2GB max and up to 720p output)
Uploaded Audio Files	.mp3, .m4a, .ogg, .wav, .wma (1GB max)

Notes:

- Brightspace supports these file types but prefers .mp4 and .mp3.
- If problems are discovered while playing a video after upload, try using the **Optimize for Streaming** option in the Media Library's Edit suite. This option optimizes the file for Brightspace and resolves most playback issues: Click the ellipse icon > select Edit > click the Optimize for Streaming button:
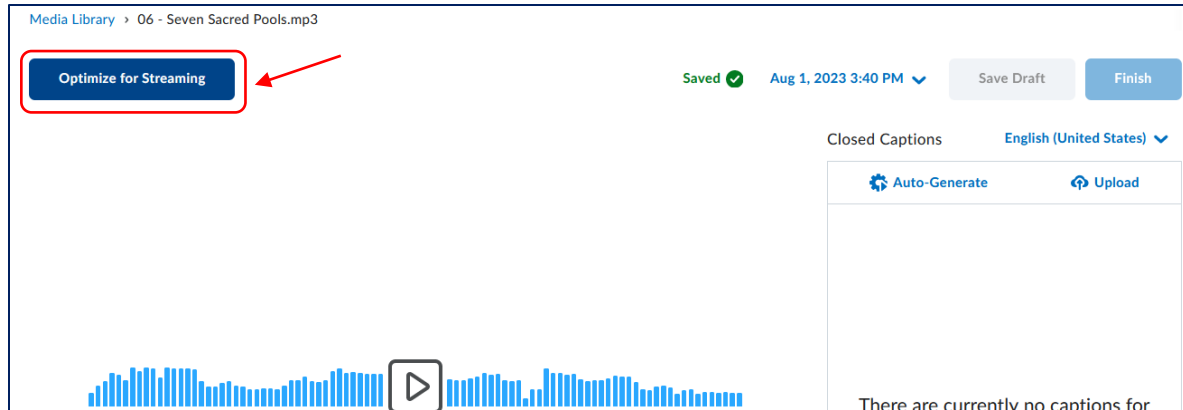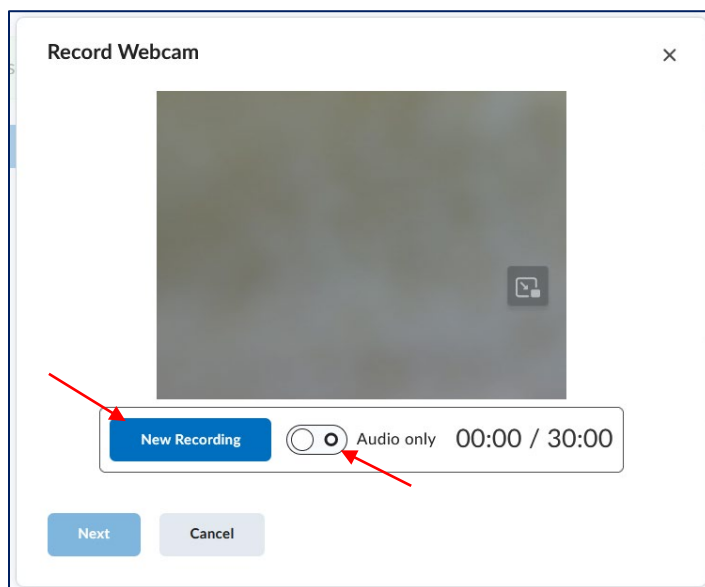
Create a Recording

- From the **Add** button, select the **Record Webcam** option
- If you see the *Allow…* pop-up issued by your browser, select *Remember this decision* and click the *Allow* button:
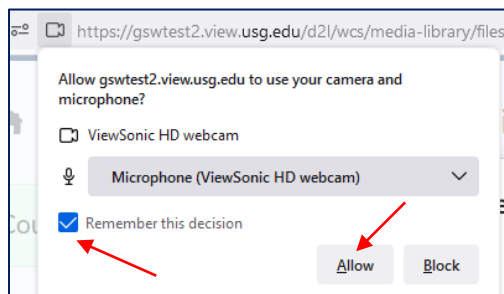
- Create a recording: click the **New Recording** button. You can select the **Audio only** option:

- Click the Next button and give the recording a title, description (optional), and select a language from the menu (English) and choose the **Automatically generate captions from audio** option. Click **Finish** and allow video to upload:

- Select the ellipse (…) icon beside the name of the created video. Choose to **Preview** and ensure it plays appropriately.

Editing Media Library Videos

- Select the ellipse (…) icon next to the name of the video. Select **Edit**
- In the video editor, you should see a timeline below the video and three icons to the right side: an arrow, a marker **|**, and scissors:

- To **clip a video**, first choose the | marker on the right side then click anywhere on the timeline to make a start marker. Click later in the video on the timeline to make an end marker.
- Then choose the scissors icon and click between the start and end markers (grey lines). This should turn the in-between area (the area to be removed) red.
 **Note**: After you re-publish this video, the red section will be removed. When/if you return to the editor, however, you will still see the previously removed section (in red), just in case you want to un-crop it and bring it back into the video:
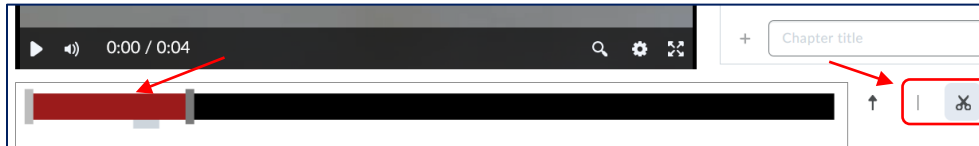

- On the right side of the editor, choose the **Closed Captions** tab. Click the **Auto-Generate** tab:
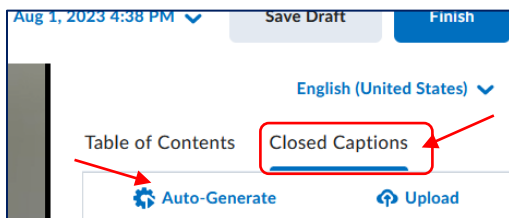
- Review the pop-up and click the Auto-Generate button. The video will be reprocessed to include the captions. Once finished, go back to the Closed Captions area to review/edit the captions.
- Choose **Table of Contents** on the right side of the editor. Here you can add chapters/bookmarks to allow students to move around in the video easily.
- In the timeline below the video, click near the beginning of the video. The left side of the timeline turns blue while the rest will be black. On the right side under Table of Contents, add a chapter title and hit Enter on the keyboard. Notice the chapter/bookmark is added at that timestamp in the video. Repeat this process to add a few chapters/bookmarks into your video:
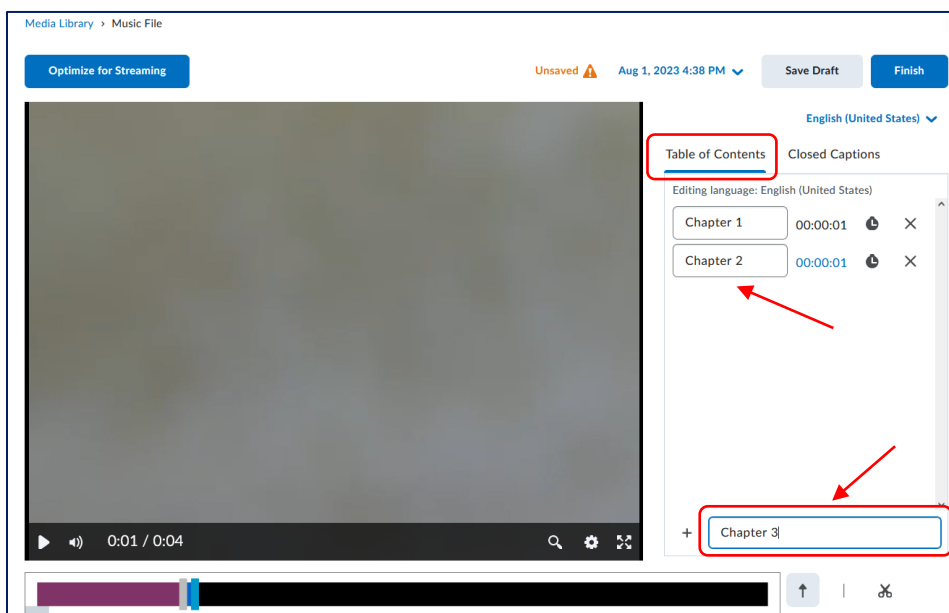
- In the top right, you can click Save Draft or Finish (and republish the video) button. Choose to finish and confirm finish. Allow for the reprocessing of the video. You will see the Saved and a check mark in green at the top:
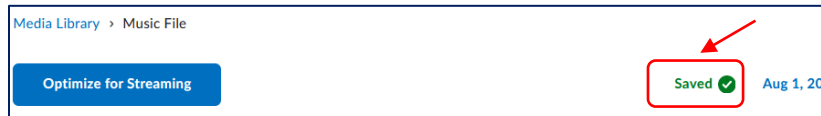

- After the video has been republished, choose the dropdown beside of dates at the top of the Media Library editor. Notice that you can view previously saved edits/drafts:
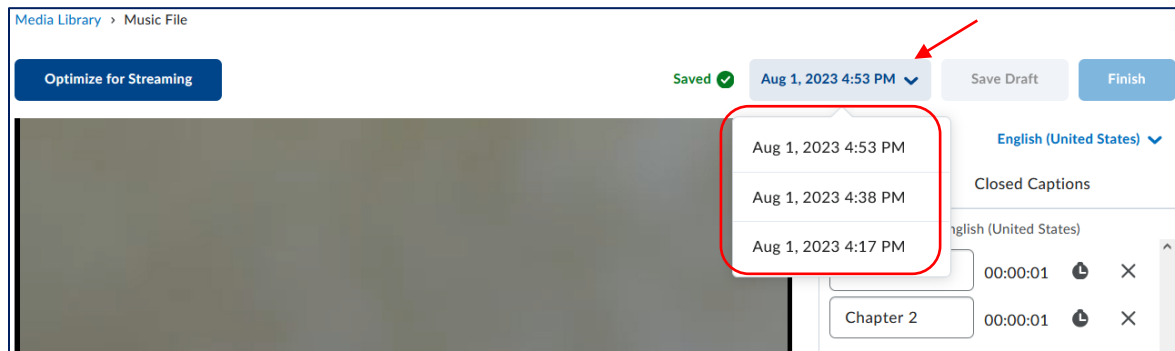
Access Media Library from other course tools

Instructors can access Media Library from:

- Course Content > Existing Activities tab
- HTML file Editor > Insert Staff icon > click Media Library or select Add Video Note:
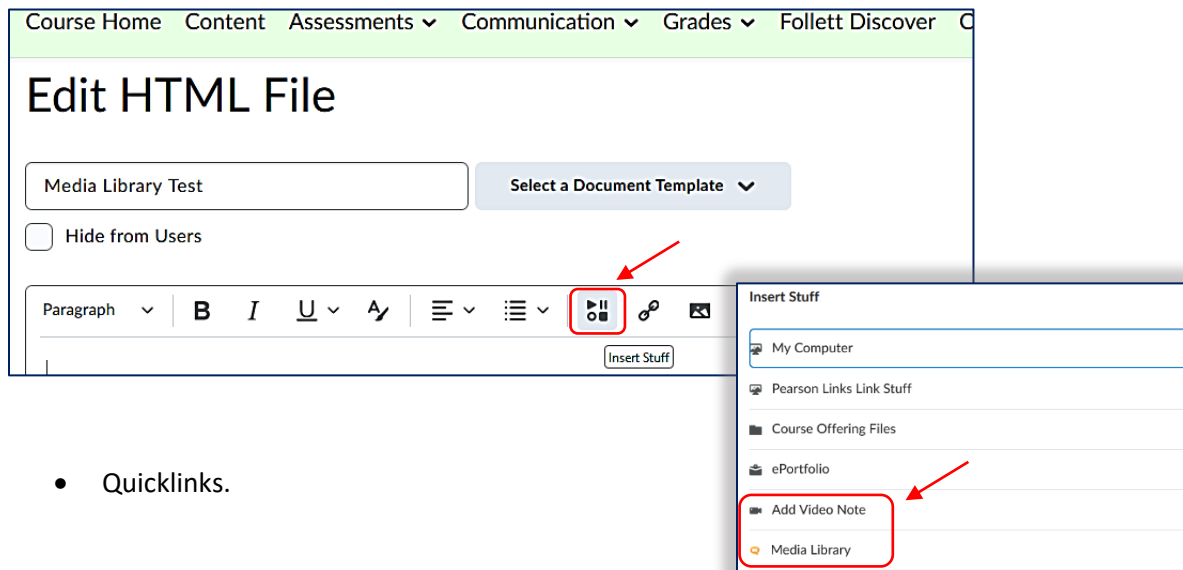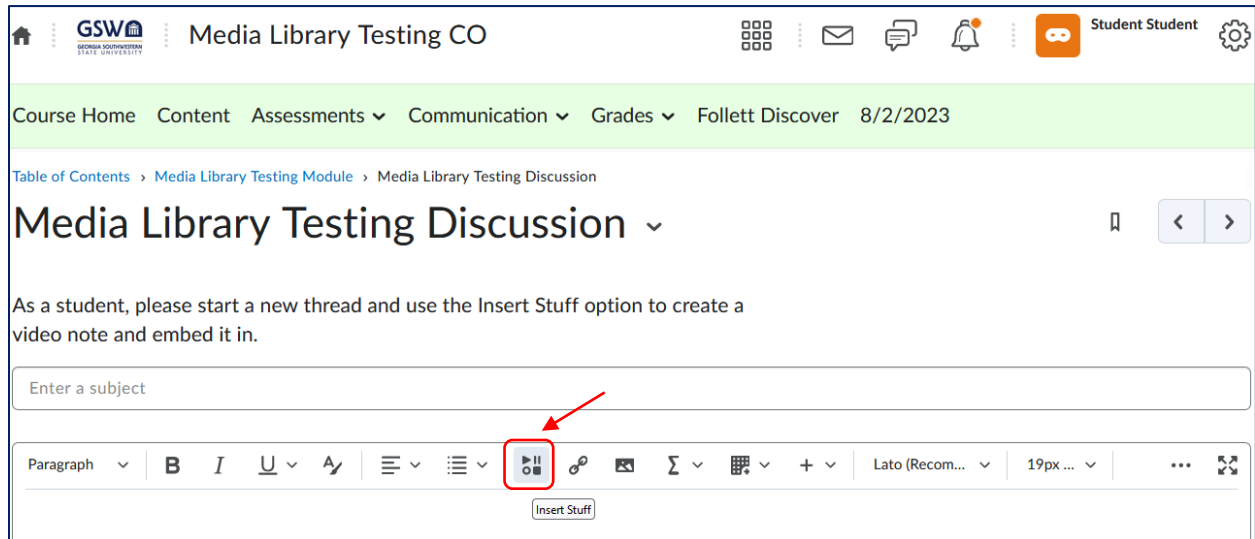

- Quicklinks.

Media Library for Students

Students can insert Media Library videos via Insert Stuff and Quicklinks.

For example, if you post a Discussions topic or an Assignment in the course Content, students can record and insert their video/audio files the same way instructors do:

Students can choose to record video by clicking **Add Video Note** or **search Media Library**.

To search Media Library for existing recordings, students should click the **Insert Staff** icon in the HTML editor of a discussion topic or an assignment, click Media Library, leave the search box empty and click the Search button to the right:
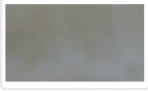
Insert Stuff

Media Library

Search

[   ]   Search

Search Options

Showing **3** out of **3** results

Music File

01 - Street Beat.mp3

Next   Back   Cancel

Then, students should pick and click the previously created video file from the list below, click the **Next** button and then click the **Insert** button. Click Save and Close.