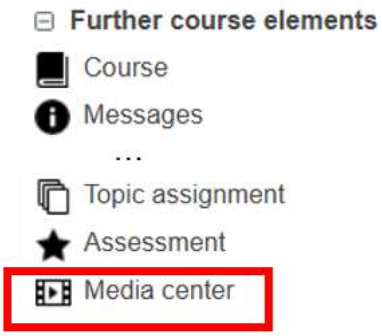
OLAT / MEDIA CENTER

1. Overview

The **Media center** course element allows course authors to clearly organise and make a wide variety of learning resources available in one place.

2. Setting up the course element

The Media center course element can be found at the bottom of the **Further course elements** section in the editor view.



The Media center course element is added to the course menu just like any other course element.

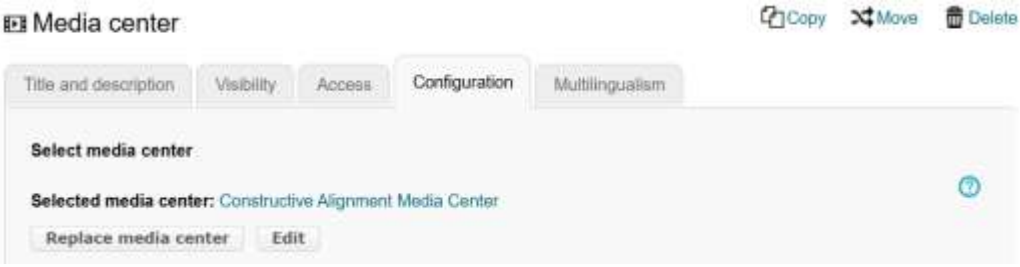
- If necessary, give the media center a **title** and, if applicable, a **description**.
- If this course element is not subordinate to other course elements, set a group-dependent filter in the **Visibility** tab OR in the **Access** tab.
- In the **Configuration** tab, select whether you wish to insert an existing media center or create a new one.



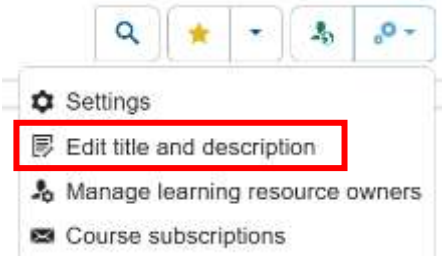
- I f you would like to create a media center, click on **Create**.



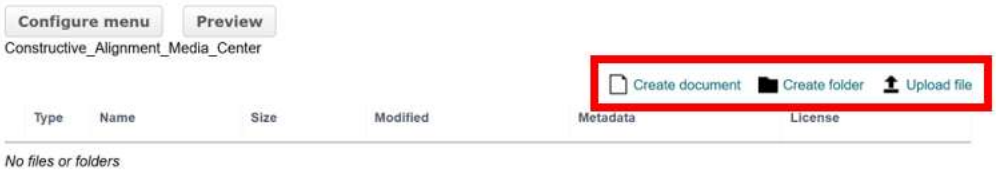
- Give it a descriptive title, such as *Constructive Alignment Media Center*, and perhaps add a description for the new media center.



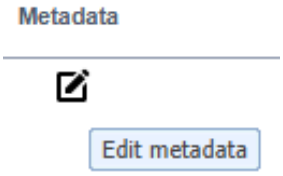
If you wish to edit the title or description at a later date, click on the cog icon in the course view and then select **Edit title and description**.



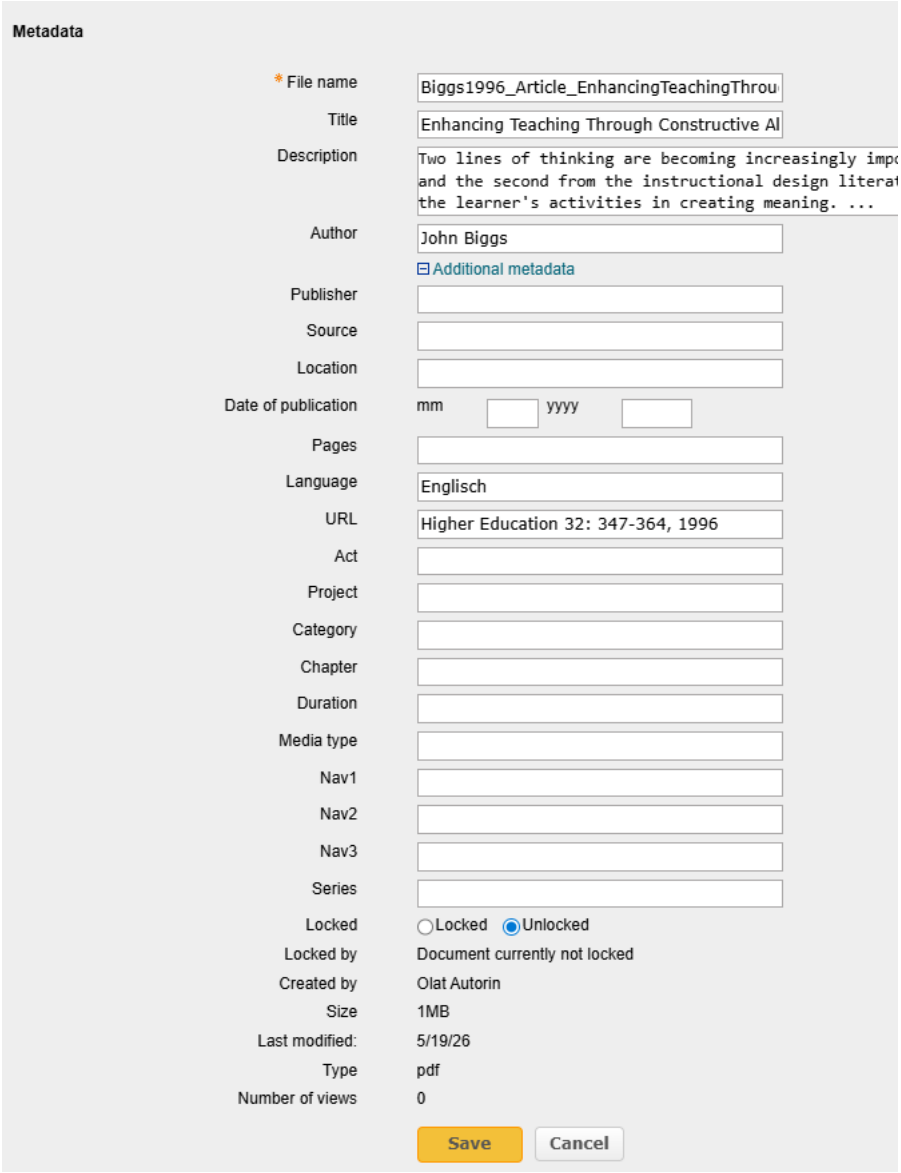
- Click the **Edit** button to add content to the media center by creating documents and folders or uploading files.



- You can add metadata to the files you have created or uploaded by clicking on **Edit metadata** in the content overview.



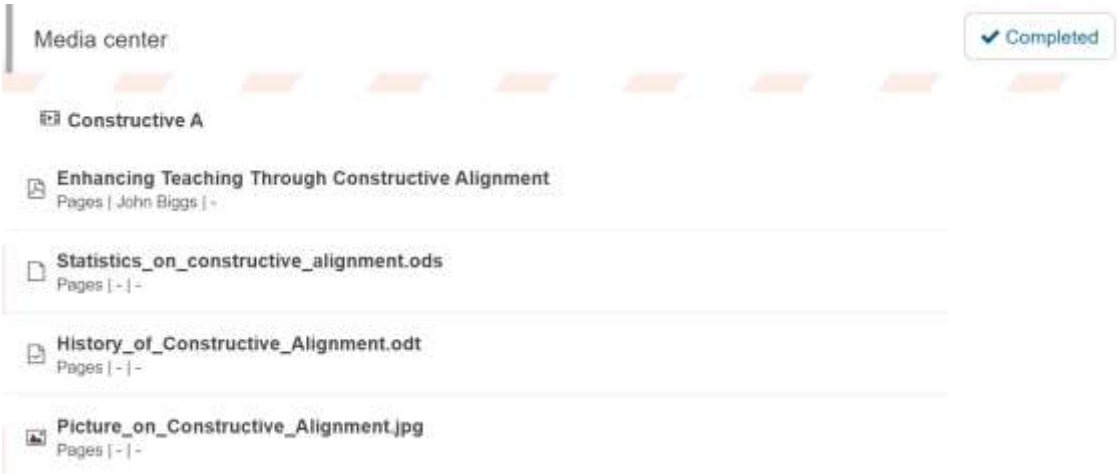
- In the new window that opens, you can enter the metadata.



- The metadata is based on the Dublin Core Simple Standard and provides basic information about a file. Some metadata fields are always present and cannot be changed (the name of the person who uploaded the file, the file size, the upload date and time, and the file type).
- You can lock a file so that other users cannot move, overwrite, or delete it. This option is not available for folders. 

3. View for students and use of the media center

- When students open the Media center course element, they will see a list of all the files uploaded, along with metadata such as the number of pages, authors, and publishers, where applicable.



- Clicking on a file will open it in a separate window or download it.



- If the **course progress** has been enabled for a course, the course element can be marked as completed by clicking the **Completed** button in the top-right-hand corner. It will then be highlighted in colour in the course menu and in the details section.

