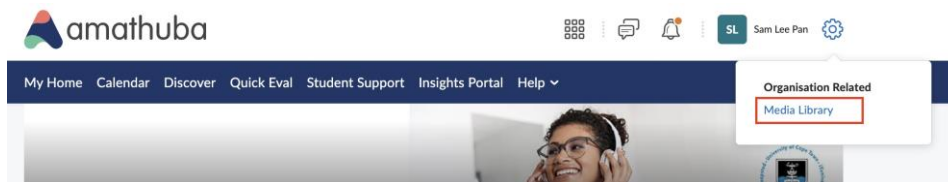# Media Library

Last updated: 23 August 2024

What is Media Library?

The Media Library is where you can manage your audio and video recordings in Amathuba. It is not course specific - i.e. all of the videos that you upload to Media Library are stored together, and it will only show files that you have created or uploaded. It allows you to:

- Create recordings
- Upload recordings
- Edit recordings - including adding captions, chaptering and trimming
- Insert uploaded or recorded videos into your Amathuba sites

You can access the Media Library under the settings icon in the top-right corner of the screen by selecting 'Media Library'. Alternatively, you can also access the Media Library through other Amathuba tools, such as the Content tool.

Navigating Media Library

In the Media Library, you can (1) Upload a file from your personal device, (2) Capture recordings using a webcam, (3) View all your audio-video content, (4) View recently deleted audio-video material, (5) Filter and (6) Search recordings, and (7) have further options to Preview, Download, Edit, Rename, Edit Description and Delete individual recordings.

Upload recordings to the Media Library

Click 'Upload File' at the top left of the page, then select the file to upload. A small pop-up will show at the bottom-right of your screen, showing the progress of the upload. After the upload is complete, the file will appear in the Media Library.

Create recordings using Media Library

On the left corner of the Media Library, next to 'Upload File', you will see 'Create recording'. You can choose to share your webcam and/or screen. Ensure that you allow the browser the appropriate permissions to access your microphone and camera.

Click 'Start recording' when you are ready, and 'Finish recording' (on the bottom left of your screen) when you are done. You can also pause the recording as needed.
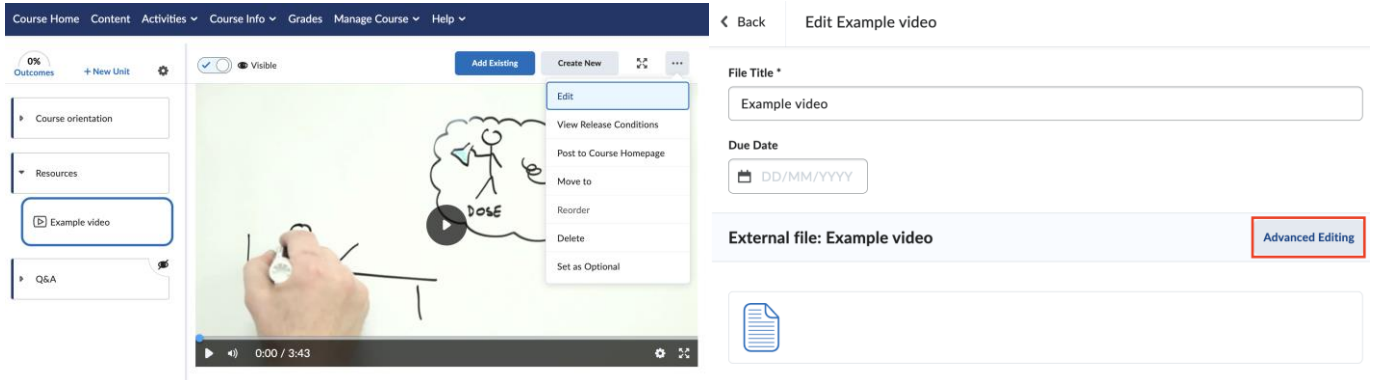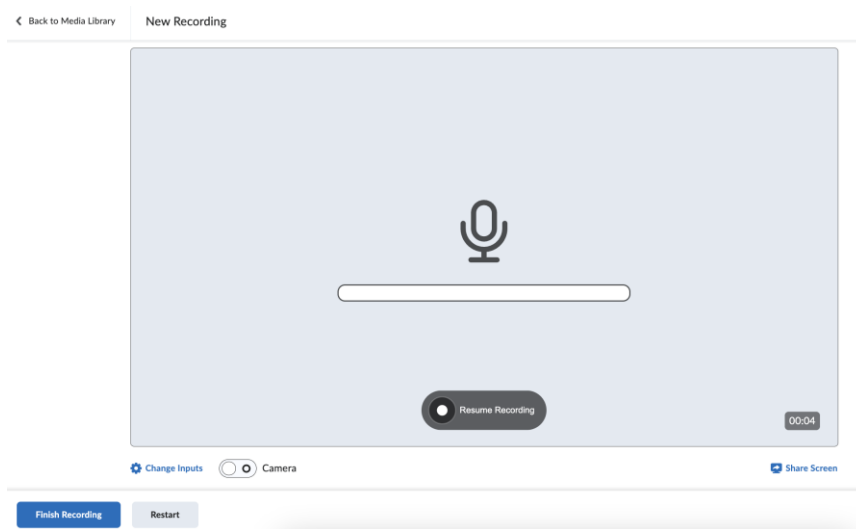

After you click 'Finish recording', add a title, and optionally a description. We would recommend also adding **captions**, which you can do by going to 'Caption settings', then 'Generate captions'. Once your captions are complete, you can edit them for clarity. When you are done, click 'Save and close'.

Elsewhere in Amathuba (eg. the Content tool), you can also record (or upload) Video Notes from the text-editor by clicking the 'Insert stuff' icon and then 'Add Video Note' option. This is for a camera and voice recording only, and has a maximum time limit of 30 minutes. After the Video Note has been created, it will also be accessible via your Media Library.

Editing recordings using Media Library

Amathuba provides several editing features for your video and audio content, including adding captions, chaptering and trimming your recordings. To access these editing features, go to the Media Library, and click the three dots next to an individual recording and then 'Edit'. Alternatively, you can also go to the video in the Content tool if it has been inserted as a separate item, click 'Edit' and then select 'Advanced editing'.
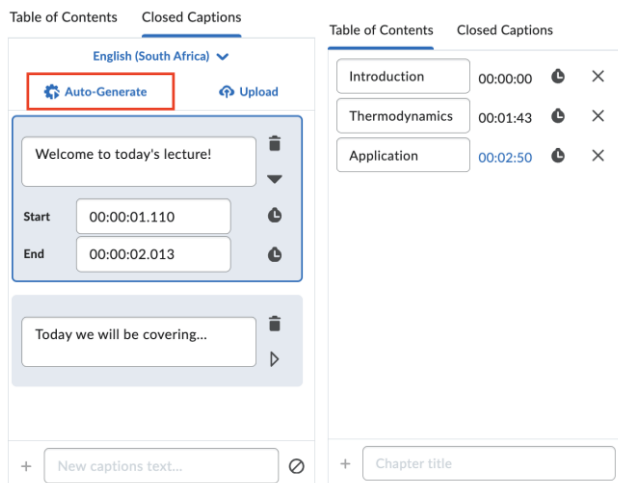
Note: This option will only be available to you if you are the owner of the video.

If you would like to edit a video in the course (e.g. add captions) but do not see this listed in your Media Library or 'Advanced editing' is greyed out, you can contact the **CILT Helpdesk** to check who the owner of the video is and, if necessary, transfer ownership to your account.

Please note that any edits applied will reflect in all courses where the recording is used.

Captions are generally recommended as good practice for accessibility. Once you are in the editing screen for the video, a heading 'Closed Captions' is visible on the right-hand panel. In the Closed Captions menu, you can click 'Auto-generate' to add captions to your recording if these have not been added yet. Alternatively, if you have a closed caption file (.VTT) that has already been generated, you can click 'Upload'. As another option, you can manually add or edit the caption text by timestamp in the right-hand panel. Remember to click 'Save draft' regularly and 'Finish' to save your changes.

On the right-hand panel, there is also a heading called 'Table of Contents' that allows you to add **chaptering** to your video. Chaptering can be useful for students to quickly find and navigate to certain sections or topics within the video.

Lastly, you also have the option to trim your video, i.e. remove sections of your video based on the timeline. Use the (1) Seek (2) Mark and (3) Cut icons and the timeline below the video to make these edits. Seek allows you to navigate the timeline to find the correct spot (you will also need to use the play and pause icons). Once you have found the correct spot, use the Mark option to create a segment of the video (either a start or end point). When you have your segment(s), click the Cut icon, then select the segment that you wish to remove from the recording. The removed segment(s) should display as red, and when you playback the recording using the play icon, it should skip the cut segment(s). Remember to save your drafts and click 'Finish' when complete.
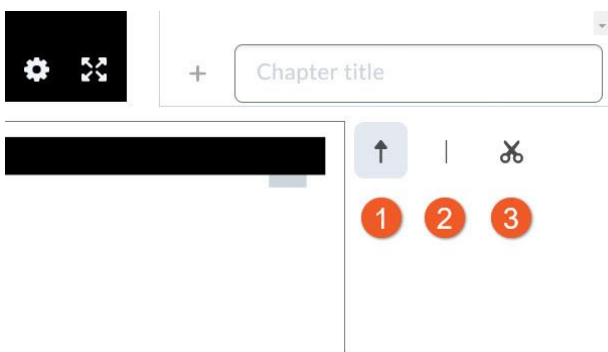
Inserting videos into your course in the Content tool

If you are the owner of the video, it will be listed in your Media Library. There are several ways that you can add a video from your Media Library in your course:

- In the **Content tool**, add a video as its own item/unit by going to 'Add existing' > 'More' > 'Media Library' and then find your file. Or, if you have a new video to upload, go to 'Add existing', then drag and drop the video file or click 'Browse' to select the file from your device.
- On a HTML page in the **Content tool**, you can either insert a link to the video (under 'Insert Quicklink' > 'Media Library' and then find the file) or add an embedded view of the video (under 'Insert Stuff' > 'Media Library' and then find the file).

Tip: When finding your file, it may say 'You must perform a search' to list the videos. You should still be able to click the 'Search' button while the search field is blank, and it will display all videos in your Media Library as the results.