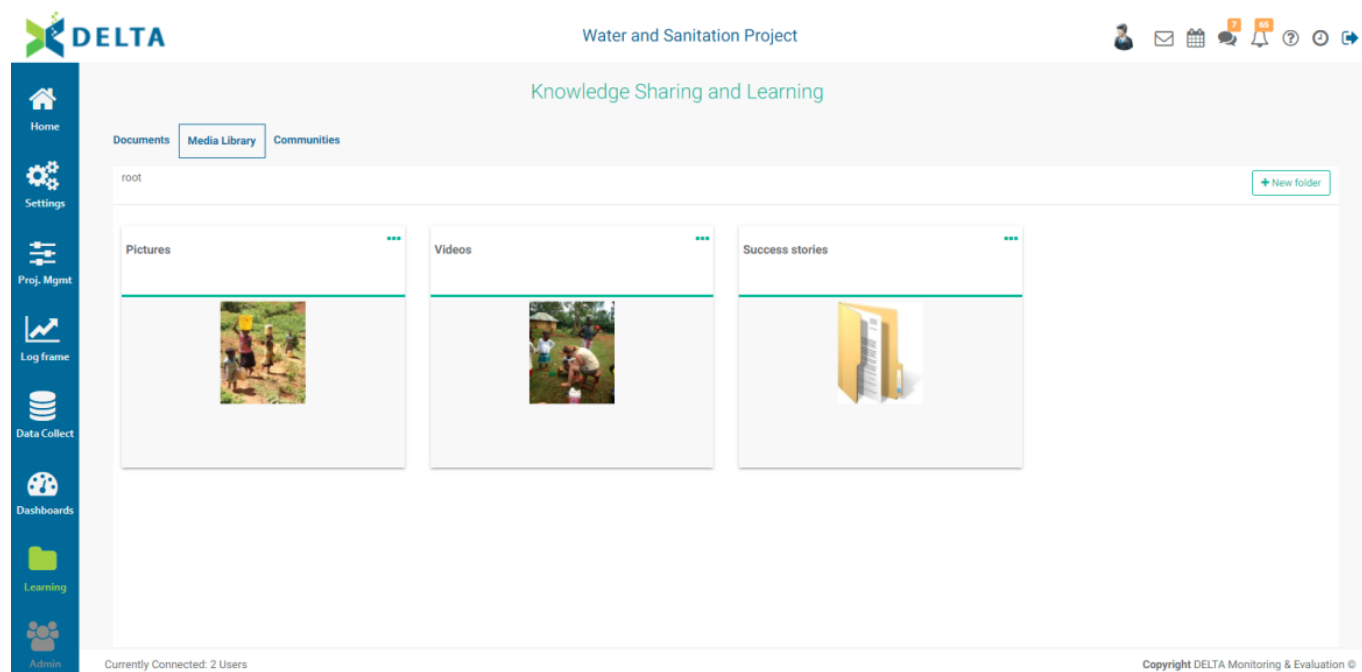


Learning Module

Learning Module: Media Library

The second area of the Learning module is the **Media Library**, which is the repository for supporting/ancillary project documents such as photographs and videos.



Note the breadcrumbs at the upper left of the folder screen, just below the Documents module navigation. Click "**root**" from anywhere within the Media Library to return to this screen.

When you first use the Media Library for a project, it will be empty. To create a new folder, click the + New Folder button at top right to bring up a Folder popup window.

Learning Module

Folder



Code *

Description *

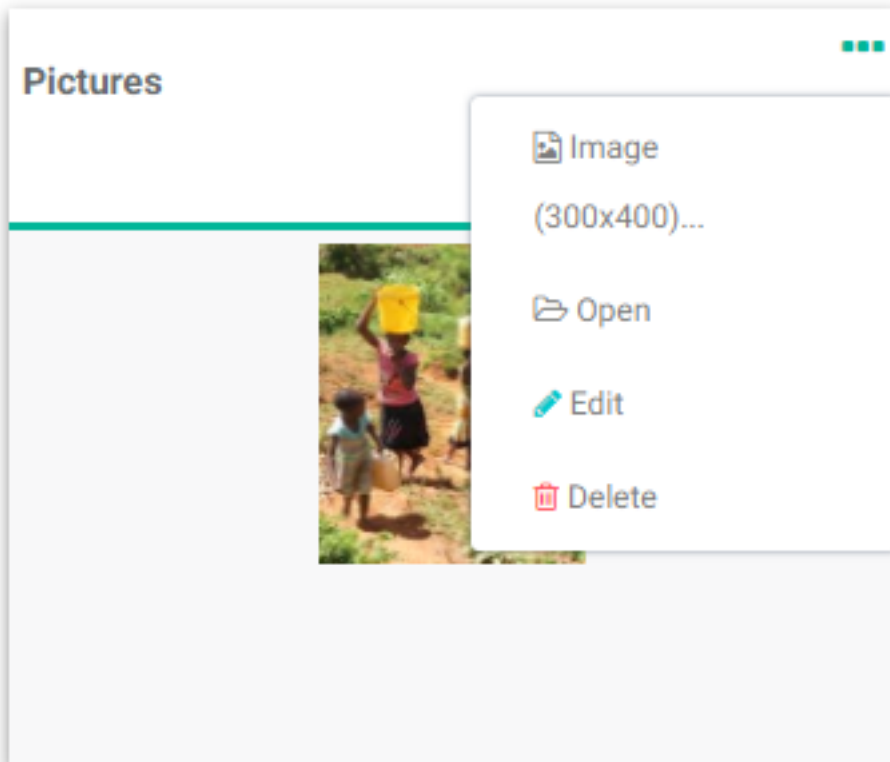
OK

Enter a code for the folder, and a description. The description will appear as the name of the folder. Click OK when you're done to save your work and return to the Media Library screen.

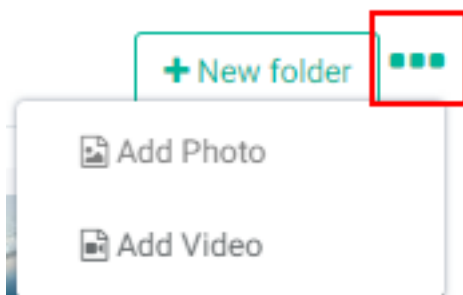
We suggest creating at least two folders, one for photos, and one for videos. Nesting folders is supported.

To open a folder, click its tile, or select Open Folder from its More (...) menu.

Learning Module



To **add a photo or a video**, click the More (...) icon at upper right.



To **add a photo**, select Add Photo from the More menu. Browse to the file you want to add, either on your local drives or cloud drives. Click the file once to select it, and click Enter. The Media Reference screen will appear.

Learning Module

DELTA

Water and Sanitation Project

Knowledge Sharing and Learning

Documents Media Library Communities

Reference *

Title *

Date *

10/07/2020

Location

C: Côte d'Ivoire

Latitude (GPS)

0

Longitude (GPS)

0

Author

Summary

OK

Currently Connected: 3 Users

Copyright DELTA Monitoring & Evaluation ©

The **Reference** field is reserved for any identifiers or any similar classification nomenclature. It is a mandatory field, and it **cannot** be edited once the photo is saved to the library.

Enter a **Title** for the photo. This will appear on the photo's tile in its folder.

The **Date** will also appear on the photo's tile. By convention, the date should be the date the photo was taken, and not the date it was entered in the system.

The **Display In Portal** option publishes the photo to the Portal (Login) page as a link to public project documentation. Anyone with the URL of the portal can view this information, without requiring system access credentials. This is described in detail in [this article](#).

The other fields are optional, but as a best practice we recommend entering as much information as is available: **Location** (pick list populated by the portfolio Locations settings), **Latitude** and **Longitude** (GPS coordinates), **Author**, and **Summary**.

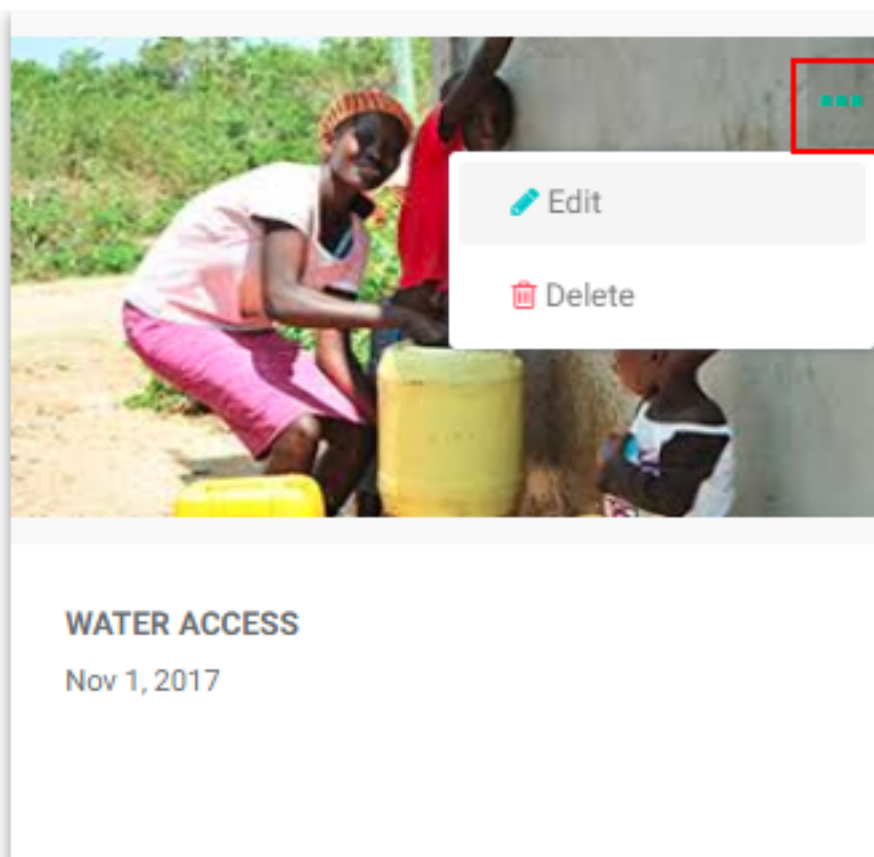
NOTE: the Reference field cannot be edited once the photo has been saved to the library.

When you're done, click OK at bottom left. Your photo will appear in its own tile on the screen.

To **view a slide show** of the photos in a folder, click on any photo tile in it. Use the left and right carets to navigate the slide show. To stop playback and return to the Media Library screen, click the X at upper right of the screen.

To **edit or delete a photo**, click its tile's More icon.

Learning Module



To **add a video**, select Add Video from the More menu. **NOTE:** to save space on the system servers, videos can only be **linked** to their YouTube location and not uploaded, due to their (usually) considerable file size. Consequently, you will need to upload your video to YouTube before you can proceed.

The information required on the Add Video screen is similar to that of the Add Photo screen, with one important difference: the **required URL field** for the YouTube location of the video.

A screenshot of the 'Add Video' form in the DeltaGIS interface. The form is titled 'Knowledge Sharing and Learning' and is part of the 'Water and Sanitation Project'. It includes a sidebar with navigation options like Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The form fields are: Reference, Title, Date (10/07/2020), URL Video (YouTube) (highlighted with a red box), Location (C: Côte d'Ivoire), Latitude (GPS) (0), Longitude (GPS) (0), Author, and Summary. An 'OK' button is at the bottom left. The footer shows 'Currently Connected: 3 Users' and 'Copyright DELTA Monitoring & Evaluation ©'.

When you're done entering the required information, click OK to save your work and go back to your

Learning Module

folder. A tile with a preview screen of the video will appear in the folder.



NOTE: you can keep your YouTube channel **private**; as long as you provide your users with direct links to your videos, they will be able to access and play them.

To play the contents of a media folder, click on any tile in the folder. This will start showing each item in term in a floating transparent window, similar to the Photos carousel.

Previous: [Learning Module: Documents](#) | Next: [Learning Module: Communities](#)

Unique solution ID: #1042

Author: n/a

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