

# Asset Management

The "Asset Management" area is your central media library. Here you can upload and manage all assets (media files such as images, audio, video, PDFs, etc.) that you would like to use later in your respective course content.

To access the Asset Manager, click on the menu button at the top left (1) and select "Asset Management". You will then be able to see all assets that have already been uploaded.

**Attention:** All users share the assets. This means that if you upload a picture in the Asset Manager, for example, the other users will also see this under "Asset Management".

The Asset Manager can be divided into the following areas:

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## 1) Global Menu

In the global menu, you can switch between the "Dashboard" and "Asset Management" areas

## 2) Upload new asset

This function allows you to upload a new asset that you can later use in the respective course content.

To add a new asset in the Asset Manager, click on the "Upload new asset" button in the sidebar. Then select the desired file and give it a name, a description and appropriate tags. After clicking on "Save", the selected file is uploaded and displayed in the Asset Manager.

## 3) Filter assets

In this section you can select or filter which assets you want to display:

- **Search by name:** Only assets whose titles match the search criteria entered will be displayed.
- **Image, Audio, Video, Other:** Only assets of the corresponding file type will be displayed.

- **Search by tag:** Only assets whose tags match the search criteria entered will be displayed.

All three filter types can also be used in combination.

## 4) Show assets

The desired assets are displayed here.

## 5) Asset Detail View

As soon as you select an asset, the following details of this asset appear in this area:

- Name
- Description
- Weight
- Dimensions

In this area, you can also edit the asset (name, description, tags) via "Edit" or delete the asset via "Delete".

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