

## How to save an asset to “My Library”

*“My Library” is part of the Asset Manger, and is a collection of assets that you’ve decided are worth keeping – but aren’t attached to any particular concept. It is associated with to your profile, and are accessible once you log in.*

### To get into the COSEE Search and Asset Manager:

- Hold down Shift and click on *any concept* in your concept map.
- Select ‘change’
- Click on the ‘Manage Assets’ tab.

Three tabs will appear at the top of the window: ‘Search Results,’ ‘My Library’ and the name of the concept that you entered from.

### To search for an asset:

- Type a phrase or keyword into the COSEE OCI Search box.
- Results will appear below the search bar and will be separated by categories (image, movie, etc.).
- Click on a category to view the search results

Each search result has three icons above it:



Brings you to a preview of the asset





Adds the asset to the concept that you used to enter the Search and Asset Manager.



Adds the asset to ‘My Library’


### To add the asset to your Library from search:

- Click on the 
- If the asset has been added to your library it will turn into an orange 


### To view your Library:

- Click on the ‘My Library’ tab.
- A listing of asset types will appear.
- To view them, click on a category.

### To remove an asset from your Library:

- Click on the  above the asset you want to remove.

### To save your Library:

- Click on the Save Library button  on the left side of the screen.

### To return to your concept map:

- Click on ‘Back: Leave COSEE Search and Asset Manager’ button at the top of the page.
- Be sure to save your library before returning to you concept map!

## How to attach an asset to a concept from the Search or Library

### To get into the COSEE Search and Asset Manager:

- Hold down Shift and click on *the concept you want to attach an asset to* in your concept map.
- Select 'change'
- Click on the 'Manage Assets' tab.

**Important:** Choose the concept you want to add the asset to. Once you're inside the Search and Asset Manager, you can't change to a different concept without returning to your concept map.

Three tabs will appear at the top of the window: 'Search Results,' 'My Library' and the name of the concept that you entered from.

### To add an asset to a concept from search:

- Type a phrase or keyword into the COSEE OCI Search box.
- Results will appear below the search bar, separated by categories (image, movie, etc.).
- Click on a category to view the search results

Each search result has three icons above it:



Brings you to a preview of the asset





Adds the asset to the concept that you selected




Adds the asset to 'My Library'

### To add the asset to the concept you selected


- Click on the 
- Once the asset has been added to your concept it will turn orange 

### To add an asset to a concept from your Library:

#### To view your Library:

- Click on the 'My Library' tab.
- A listing of asset types will appear.
- To add one of the assets from your library to your concept, click the  above the concept you wish to add.

### To remove an asset from a concept:

- Click on the tab that has the name of the concept you selected
- Click on the  above the asset you want to remove.

### To return to your concept map:

- Click on 'Back: Leave COSEE Search and Asset Manager' button at the top of the page.