**MDID3 Training**

This document covers how to use MDID3 to find images, create and edit presentations, and share presentations with your students.

Getting Started

1. Navigate to your MDID3 URL and login. This will take you to the Welcome page.
   a. The Welcome page features images from your collections and Announcements from your MDID administrators.
2. The MDID Toolbar is at the top of each page. Mouseover “Discover” “Organize” or “Experience” to view actions in each category. Use the “Search” to do a simple keyword search from any page in MDID.
3. Mouseover “Discover” and click on “Explore.” This brings up all images in the collection and shows what a search results page looks like.
   a. Mouseover the “i” Information icon to bring up an image’s metadata.
   b. Click on any image to bring up a larger sized image with the options “Close” “Go to Record” “Select” “Previous” and “Next”
4. Click on “Go to Record.” This opens the record’s page in a new tab in your browser. Here you can view metadata and, in the right-hand menu, view the thumbnail, tags, and type of media.
   a. Close this tab and return to the Explore page.
5. Use the “Keywords” box in the right-hand menu to filter results by keyword.
   a. Note the Additional Content box that appears above the Keywords box. This displays the number of results from external image sources: ARTstor, Flickr Creative Commons, and NASA Image Exchange.
6. Select an image by marking its checkbox, and see it appear in the shopping cart.
   a. Mouseover your shopping cart and select “Show” or “Hide” to control a ribbon of thumbnails that displays the images in your cart.
7. Explore the top menu of the “Explore” page.
   a. Number of hits
   b. Display: thumbnails or list
   c. Select all on page
   d. Selected items: delete or add to presentation

Creating and Working With Presentations

8. Once you have selected all your images, mouseover “Organize” and click “Your Presentations.” This brings you to the “Manage Presentations” page.
   a. Here you can edit existing presentations and create new ones.
   b. For example, if you wanted to add your selected images to an existing presentation, find the presentation in this list and click “Add selected images.”

9. Click on "Create new presentation" from the menu. This brings you to the "Create new presentation" page where you set Properties for your slideshow.
10. Choose a title and select any existing tags, or create a new tag. Keep both checkboxes checked to add your images to your new slideshow and make the slideshow accessible by other users. Click "Create." This brings you to the Edit page for your slideshow.
11. There are several things you can do from the Edit slideshow page:
    a. Drag and drop your thumbnails to rearrange their order.
    b. Click once on a slide's title to view it larger and with the option to show metadata.
    c. Select a slide to add an Annotation that will appear below the metadata in your slideshow.
    d. Use "Show" and "Hide" to indicate if an image should appear to only you, and not other users. A hidden image will be faded and say *[Hidden]* before the title.
    e. Use "Duplicate" to copy an image if you want it to appear more than once.
    f. "Delete" deletes an image from this slideshow only.
    g. Use "Add to basket" to put a selected image in your shopping cart. It will still remain in your slideshow.
    h. Use "Add all from basket" to add all selections to your slideshow. To add individual images from your basket, simply drag and drop them into the slideshow.
    i. Assign or remove tags from your slideshow and edit the title and other properties at the bottom of the page.
    j. Remember to hit "Save" before navigating to another page!
12. Now let's find more images and add them to our existing slideshow.
    a. Enter a keyword into the "Search" bar
    b. Make selections from the search results
    c. Mousover "Organize" and select "Edit ___" to go back to the Edit page of the slideshow you last worked with. From here you can click "Add All from Basket" to add your selections to your slideshow.
13. On the Edit page, scroll down to see "Actions" at the bottom right of the page. This is where you can create a PDF with flashcards, a PDF print view, or view your slideshow in the web-based Media Viewer
    a. Click the link icon next to any action to show a stable URL that can be shared with others or embedded on Blackboard.
14. In the "Related Pages" box, click Presentations to return to the "Manage Presentations" page to explore some options.
    a. Select any presentation(s) using its checkbox, and click "Tags" from the top menu to assign new or existing tags.
    b. Use the menu next to each slideshow to view its properties and review actions you can take.
        i. Click the down arrow on the far right to display a dropdown box with "Actions" again: View, Flash Cards, Print View, Megazine, and PowerPoint.

Adding Your Own Content

15. Mouseover “Organize” and click “Create Item.” This brings you to the “Create Record” page.
    a. Select “Art and Art History” as your fields template from the dropdown box.
16. Enter image information (Title, Creator, etc.) in the corresponding Fields.
    a. Leave “Label” blank unless you would like to customize how a field name is displayed.
        i. For example, you want the Creator field to display as Author, so you enter Author as the “Label.”
    b. In the last field, marked “ID,” enter the name of the file you plan to upload.
    c. You do not need to enter information into every field. Fields left blank will not appear on the record you create.
17. Once you have finished entering image metadata, click “Save” to be taken to the record you just created.
18. In the right-hand menu, find the “Upload Media” box at the bottom. Select “User Content” in the “Storage” dropdown menu.
19. Click “Select and Upload Files” and you will be prompted to select a file from your computer.
    a. Once you have selected your image, a green progress bar will show you your file being uploaded.
20. Once the upload is complete, mouseover “Organize” and select “Your Content” to view records you’ve created.
    a. You can edit and delete your own records at any time.

How Students Find Your Presentations

1. Mouseover “Experience” and click “Browse Presentations.”
2. Locate the “Presenters” box on the right side of your screen.
    a. If only one name appears in the right-hand “Presenters” box, click the X next to Presenters. You should now see a list of names.
    b. Click “more” to display all presenters.
3. Find your instructor and click on his/her name.
4. In the “Tags” box on the right side of your screen, select the tag for your course.
5. Mouseover the presentation you would like to view
    a. Click “View” to view the presentation using the online Media Viewer.
    b. Click the down arrow to see additional options:
        i. Click “Flash Cards” to create a PDF of flash cards to study from.
        ii. Click “Print View” to create a PDF printout of the presentation.
6. Click “Reset Search” under the “Tags” box to start over.

7. Students can download the desktop version of the Media Viewer, but cannot use it to view instructors' presentations. It can only be used to view one's own presentations.