

Add a Collection to Audio-Video

Before you can upload audio and video files, you need to create a collection. New collections are private by default. Use the Visibility field in the editor to make them public (step 5).

1. Log in to the Audio-Video homepage
 - [Learn how to log in](#) to Audio-Video
2. Find the "Add to your collections" section on the right
 - If you don't see this section, click the **I<** icon under the search icon to expand it
3. Click **Add New Collection**
 - Find this button below "Create a Collection"
 - The "Create Collection" page will load
4. Enter a title and description in the first two fields
 - A title is required
5. Check "Group Visibility" to control who can see your collection
 - Set this to **Public** if you want everyone to see your collection; visibility is **Private** by default
6. Select permissions options
 - "Collection Roles and Permissions" sets permissions for people working on the collection
 - "Group User Permission Inheritance" sets whether subcollections have the same permission settings as the collection
 - "Group User Inheritance" sets permissions for a subgroup to inherit the group's users
7. Label your collection under "Subcollections"
 - This field uses [Knowledge Maps](#)
8. If you want to see what your collection will look like, click **Preview**
 - A preview page for the new collection will load
9. **Save** your collection
 - Your new collection will open