

Join Related Resources

In Mandala, you can use Knowledge Maps to connect related resources. To do this, you label your resources in each tool. The resource will then show up under [Subjects, Places, and Terms](#).

This guide shows you how to add Knowledge Maps to each type of asset. We assume that you've already made your entries: if you haven't, learn more at [Create Content](#).

In Audio-Video

Metadata fields where you can add Places: **Referenced Places, Recording Location**

Metadata fields where you can add Subjects: **Subject**

Metadata fields where you can add Terms: **Terms**

1. Log in to audio-video.shanti.virginia.edu
 - Learn more at [Log in to Audio-Video](#)
2. Click the **Main Menu** icon
 - [The Main Menu](#) icon has four horizontal lines and is at the top right of the page
3. Click **My Content**, then **My Media**
 - A list of your media items will open
4. Click on the media you want to label
 - The sound or video file will open
5. Click the **Edit** tab
 - Make sure you have editing permission; if not, you won't see the tab
 - Find the **Edit** tab below the magnifying glass icon to the right
 - The media editor will open
6. Click **Classification**
 - You'll see a list of classification subsections
 - We're interested in **Subject, Referenced Places, and Recording Location**
7. To label by subject, click **Subject**
 - a. Search for a subject name
 - b. Click on a subject
 - The subject will appear beneath the search bar
 - a. Click x to remove the subject
 - This field uses [Knowledge Maps](#)
8. To label a place referenced in the sound or video entry, click **Referenced Place**
 - You can filter places by features or subjects
 - a. Search for a place name
 - b. Click on a place
 - The label will appear beneath the search bar
 - c. Click **x** to remove the label
 - This field uses [Knowledge Maps](#)
9. To label where the media was recorded, click **Recording Location**
 - a. Search for a place name
 - b. Click on a place
 - The label will appear beneath the search bar
 - c. Click **x** to remove the label
 - This field uses [Knowledge Maps](#)

10. Save the media file
 - Mandala will add the media to the subject or place term

In Visuals

1. Log in to visuals.shanti.virginia.edu
 - Learn more with [Log in to Visuals](#)
2. Click the **Main Menu** icon
 - [The Main Menu](#) icon has four horizontal lines and is at the top right of the page
3. Click **My Content**, then **My Visualizations**
 - A list of your visualizations will open
4. Click on the visualization where you want to add Knowledge Maps
 - The visualization will open
5. Click the **Edit** tab
 - The visualization editor will open
6. Click Subjects at the bottom of the page
 - a. Search for a subject name
 - b. Click on a subject
 - The label will appear beneath the search bar
 - c. Click **x** to remove the label
7. Click **Places**
 - a. Search for a place name
 - b. Click on a place
 - The label will appear beneath the search bar
 - c. Click **x** to remove the label
8. **Save** the media file
 - Mandala will add the visualization to the subject or place term

In Texts

1. Log in to texts.shanti.virginia.edu
 - Learn more with [Log in to Texts](#)
2. Click the **Main Menu** icon
 - [The Main Menu](#) icon has four horizontal lines and is at the top right of the page
3. Click **My Collections**
4. Click the collection that contains your text
5. Click the text where you want to add Knowledge Maps
6. If you want to add Knowledge Maps to the whole text, click **Edit Top Section**
 - You can also click the edit icon next to any section; this will add Knowledge Maps to that specific section
 - The editor will open
7. Click **KMap Terms**
8. Search for subjects or places
9. Click on a subject or place to label the text
 - The label will appear beneath the search bar
 - Click **x** to remove the label
10. Click **Save text section**
 - The text will be added to the subject or place label

