
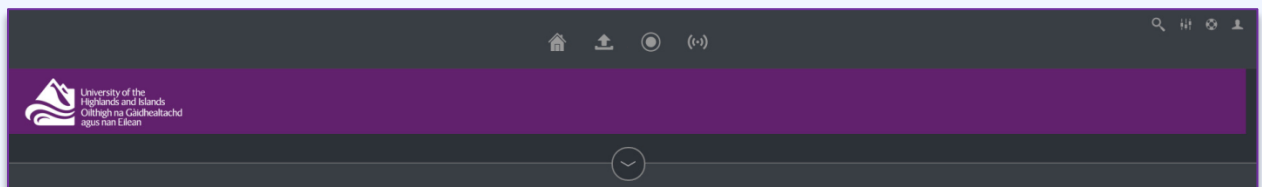


Editing Details of Uploaded Videos on the Media Library

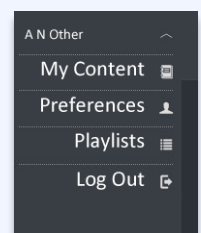
It is possible to upload an updated version of a video stored in the Media Library. It is also possible to edit the metadata (keywords etc) of videos previously uploaded, including how to change the Category of a video.

When you have logged in to the Media Library, you should click on the icon  representing your avator at the far top right of the screen.



Select 'My Content' from the dropdown menu to access the list of your uploaded videos.

If you click on the pencil icon to the right of the video, the Upload wizard re-opens and you can progress through each step, editing any or all of the details.



Content

Content Manager

Search

Keywords: Contributor:

Category: Filename:

Assignment Response:

SEARCH ▶

Media Listing

Quick Edit: **APPLY ▶**

<input type="checkbox"/>	Media Type	Title	Duration	Category	Contributor	Filename	Views	Date Added	Encoded	<input type="checkbox"/>
<input type="checkbox"/>		How to Upload a Wimba Package int	00:02:39	Staff training	Marion MacDonald	32869423	1	05/09/2014 14:39	Yes	<input type="checkbox"/>
<input type="checkbox"/>		test	00:00:30	Default	Marion MacDonald	23679945	1	13/08/2014 15:23	Yes	<input type="checkbox"/>
<input type="checkbox"/>		Using Templates in Mahara (part 1)	01:00:09	Staff training	Marion MacDonald	19566598	2	15/07/2014 15:59	Yes	<input type="checkbox"/>
<input type="checkbox"/>		Using Templates in Mahara (part 2)	00:54:14	Staff training	Marion MacDonald	74670436	1	15/07/2014 14:00	Yes	<input type="checkbox"/>

Delete selected media * Include associated files in delete

This also enables you to re-upload a new improved version of the same video. You are required to agree to the Terms of Use again but many of the steps can be skipped so that it is possible to edit only those details that need editing.



Move Videos from one Category to another

If you wish to move one or more videos from one category to another, place a tick in the column to the left of each video. Use the 'Quick Edit' dropdown list to select the new category and then click 'Apply'.

Deleting Videos

If you wish to delete one or more videos, place a tick in the column to the left of each video. There is a link at the foot of the list to delete. Please consider the date of upload and the number of views prior to deleting videos, and the fact that the video may be embedded in another service.

If in doubt, do not delete. It is possible to get a report listing those videos that were last played x months ago; please contact Servicedesk indicating the appropriate numbers of months, eg 12.

To return to the home page from the Contents screen, click on the 'Home' icon  on the left of the menu bar or click on the 'Log Out' icon  on the far right of the menu bar.