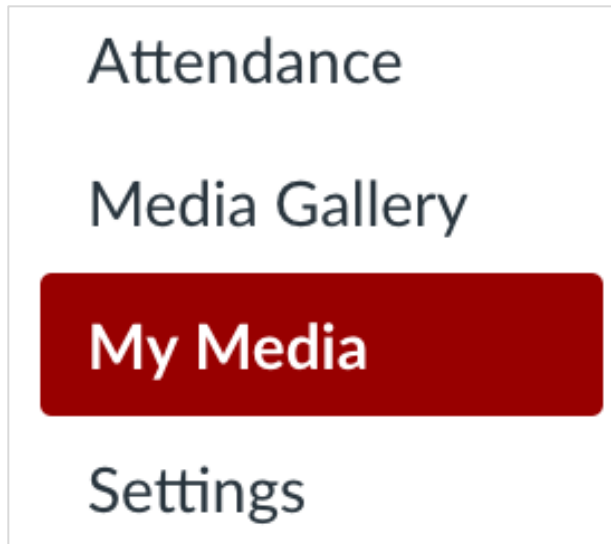


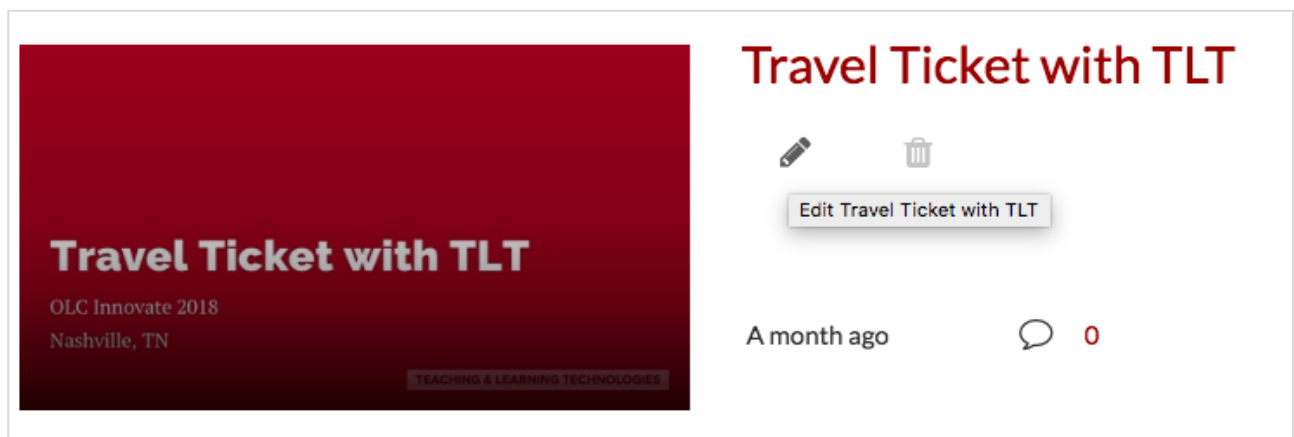
Step 1: Open My Media



Select **My Media** from the Course Navigation.

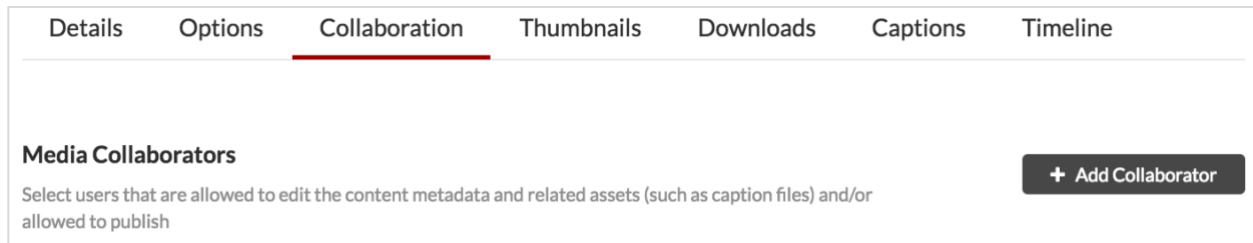
Note: You can also access your My Media in Canvas by click the **Account** link in the Global Navigation, select the **Profile** link and a My Media link will be listed.

Step 2: Click the Gray Pencil Icon



Click the **Gray Pencil** icon next to the video you would like to edit.

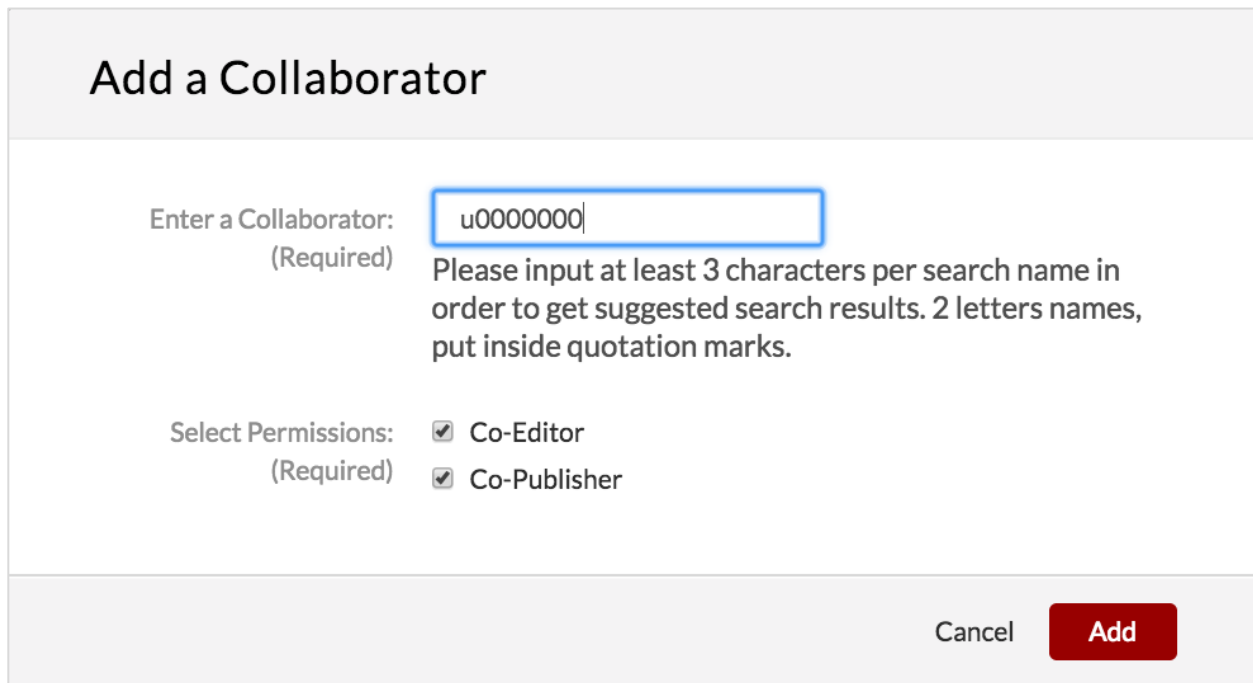
Step 3: Details



The screenshot shows a navigation bar with tabs: Details, Options, Collaboration (highlighted with a red underline), Thumbnails, Downloads, Captions, and Timeline. Below the tabs, the 'Media Collaborators' section is visible. It includes a sub-header 'Media Collaborators', a descriptive text: 'Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish', and a dark button with a white plus sign and the text '+ Add Collaborator'.

The Details tab will be opened by default. Select the **Collaboration** tab and click **+Add Collaborators**.

Step 4: Add a Collaborator



The dialog box has a title bar 'Add a Collaborator'. It contains a text input field with the value 'u0000000' and a blue border. To the left of the field is the label 'Enter a Collaborator: (Required)'. Below the field is a message: 'Please input at least 3 characters per search name in order to get suggested search results. 2 letters names, put inside quotation marks.' Below this is a section 'Select Permissions: (Required)' with two checked checkboxes: 'Co-Editor' and 'Co-Publisher'. At the bottom right, there are two buttons: 'Cancel' and a red 'Add' button.

To search for a collaborator, type their UNID or first and last name into the **Enter a Collaborator** field. Select their name from the dropdown that appears. Use the Permissions checkboxes to give the user the necessary permissions and click **Add**.

Note: The user must have logged into their My Media account at least once prior to searching in order for their name to appear in the database.

Co-Editor permission allows the user to edit, cut and trim the video they are being added to. *In order for the added user to find the video in their My Media account they will need to follow these steps.*

Co-Publisher permission allows the user to publish the video anywhere within Canvas. Editing permissions are not granted with this alone. *In order for the added user to find the video in their My Media account they will need to follow these steps.*

Teaching & Learning Technologies (TLT)

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Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM