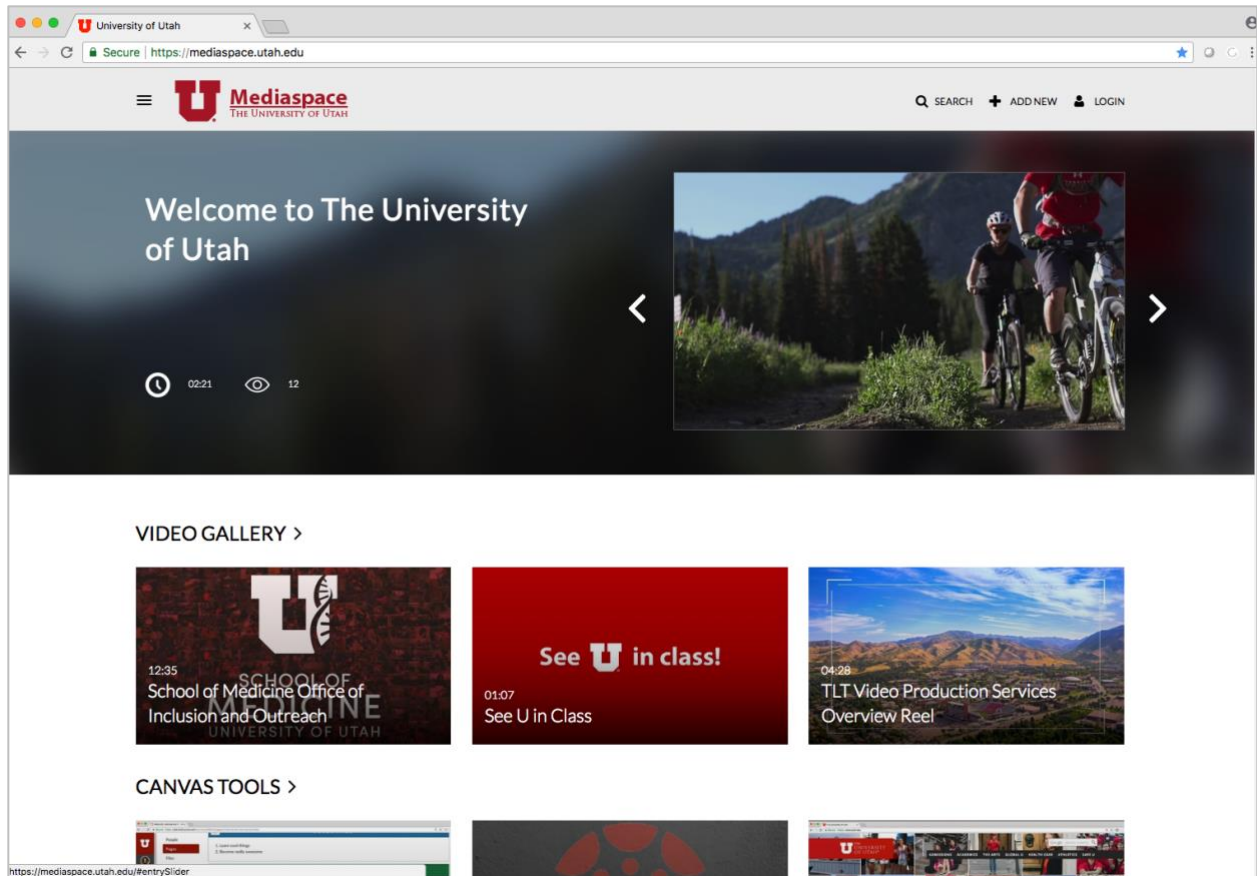
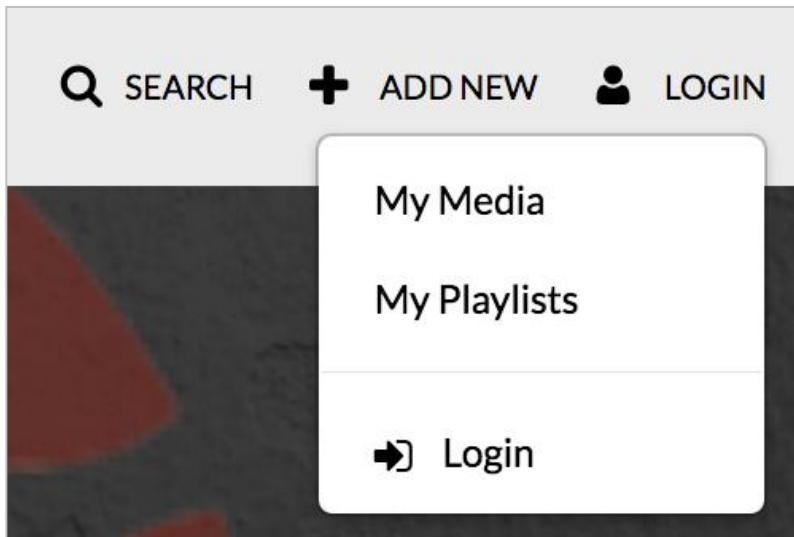


Step 1: Go to [mediaspace.utah.edu](https://mediaspace.utah.edu)

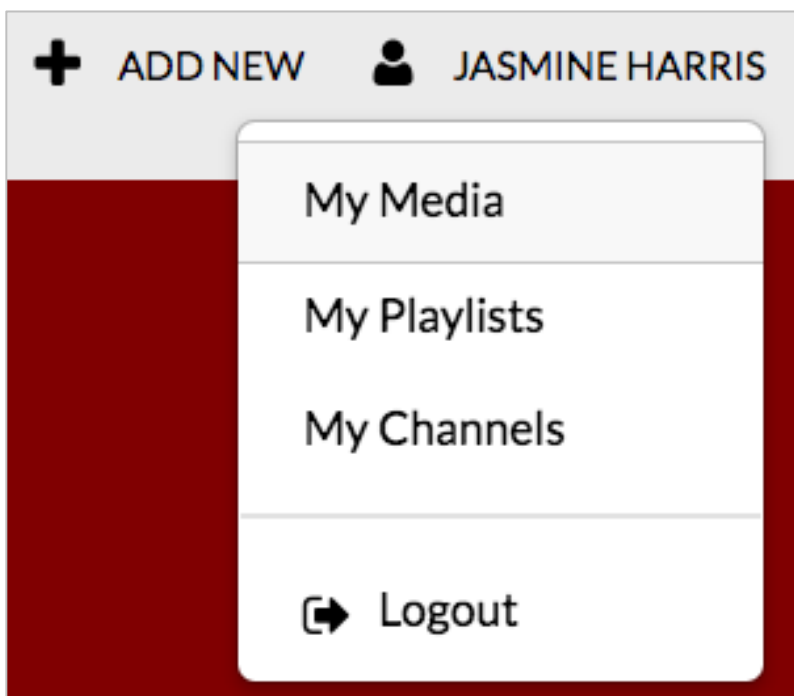


Step 2: Login



Select the **Login button** and use your UNID and CIS credentials.

Step 3: Open My Media

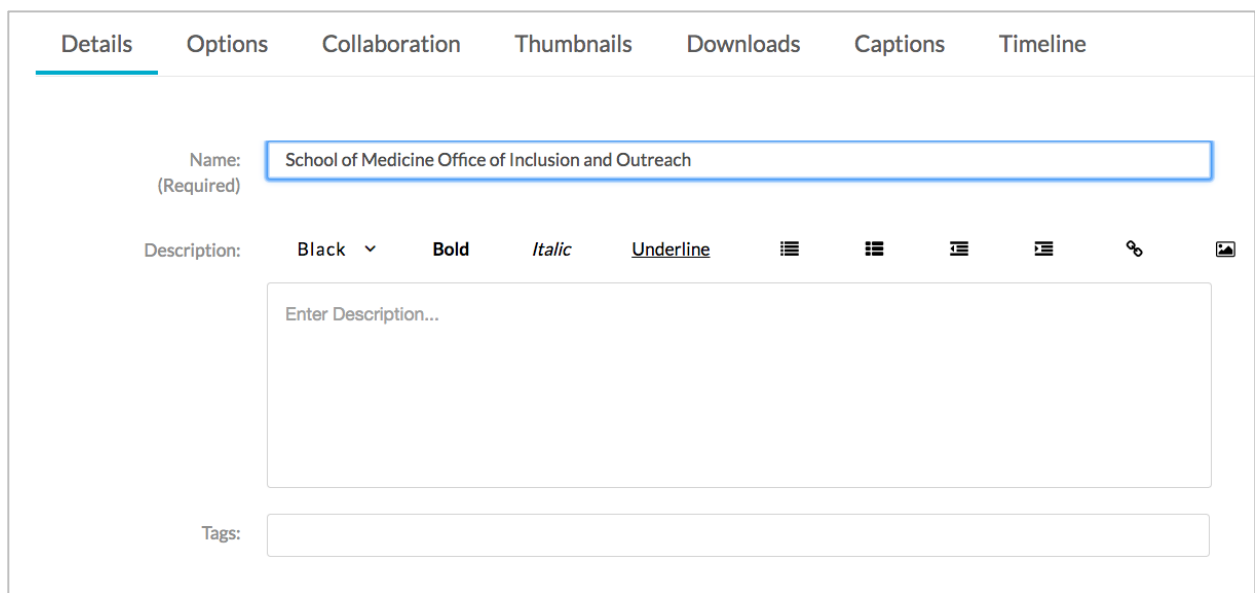


Step 4: Click the Gray Pencil Icon



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

Step 5: Details



The **Details tab** will be opened by default. Add or edit the **Name field**, **Description field**, and **Tags field**.

Step 6: Select Save



Teaching & Learning Technologies (TLT)

Contact: [classhelp@utah.edu](mailto:classhelp@utah.edu) | 801-581-6112 | [tlt.utah.edu](http://tlt.utah.edu)

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