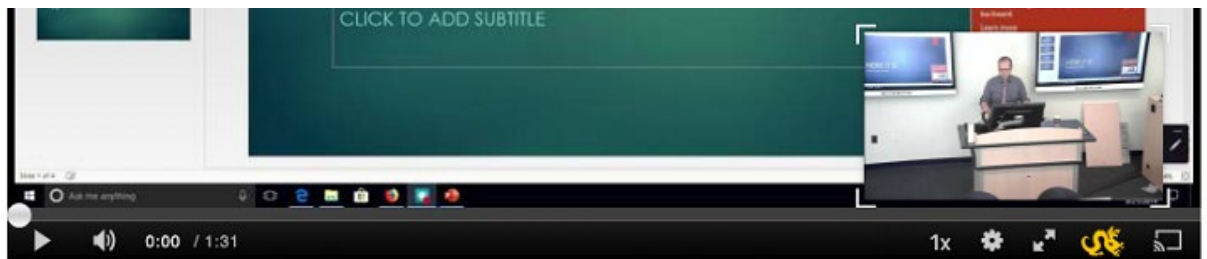# Change Video Details and Information

These instructions detail how to edit and modify a video's information in Drexel Streams. This can be something like changing the title, allowing the video to be downloadable, adding a captions file, etc.

1. In Drexel Streams, click on the **My Media** link in the top menu.
2. Click on the title of a video you would like to share to navigate to its main page.
3. Click on the **Actions** dropdown below the video and choose **Edit**.

4. You will be presented with multiple options for editing the video information.

Details   Options   Collaboration   Thumbnails   Downloads

Name: (Required)   Give it a title

Description: Black ⌄   **Bold**   *Italic*   <u>Underline</u>   ☰

Enter Description...

Details

Details allows you to edit the following fields:

- Name (Required)
- Description
- Tags (Keywords)

Options

Options allows you to enable "clipping" meaning other users with access to the video can take parts of your video and save them as their own.

Collaboration

- Change Media Owner - Allows you to change the owner of the video (meaning you would no longer have access to the video)
- + Add Collaborators - Allows you to add someone as one of the following two roles.
  - Co-Editor - Can access anything in this edit menu from Details to Replace Media only
  - Co-Publisher - Can change the privacy options only on the video
  - Co-Viewer - Can see the video in their My Media tab (with the viewer filter turned on)

For more information see our instructions on how to "Collaborate and Transfer videos in Drexel Streams."

Thumbnails

Thumbnails allows you to change or customize the image that appears when you see the video in Blackboard or Drexel Streams before you begin playing it. You can choose here to "Upload Thumbail" or

an image from your computer, Capture one from your webcam, or Auto-Generate a list of selectable options from the video.

Downloads

Downloads allows users who access a video in Drexel Streams to be able to download the video to their computer. **This does not show when a video is shared/embedded through Blackboard**.

Captions

Captions allows you to upload an SRT or DFXP caption file to attach to the video.

Attachments

Attachments allows you to upload a PDF, DOCX, Excel, etc document that appears below the video in Drexel Streams. **This does not show when a video is shared/embedded through Blackboard.**

Timeline

Timeline allows you to create chapters, allowing for easy navigation in the video.

Replace Media

Allows you to replace the video of the Drexel Streams media. This means that all references to the video stay the same, such as in Blackboard Learn, however the video that plays is the new, updated one.