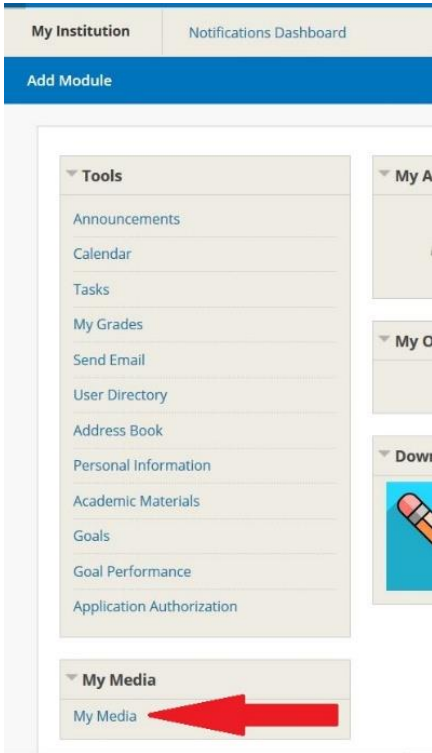


# How to Edit a Video in My Media

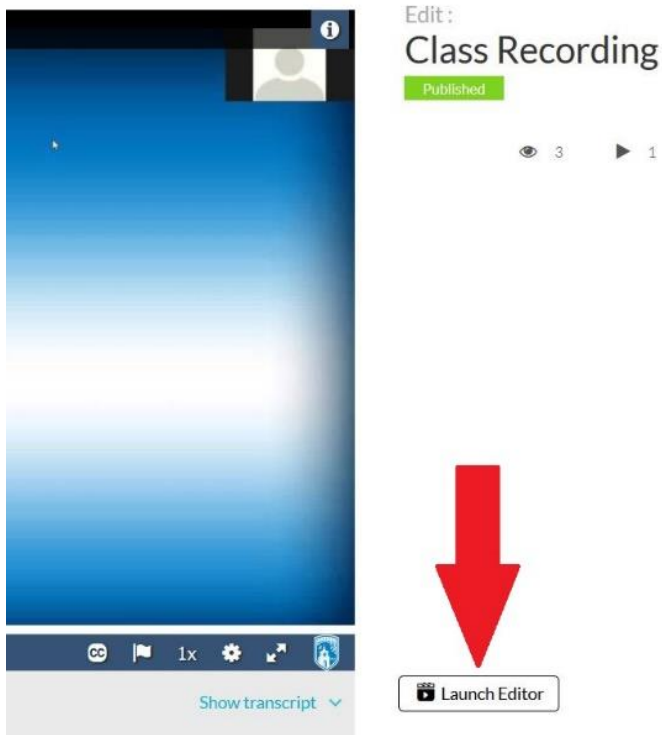
1. Log into blackboard.bentley.edu
2. Go to your My Media (bottom left hand side of the screen)



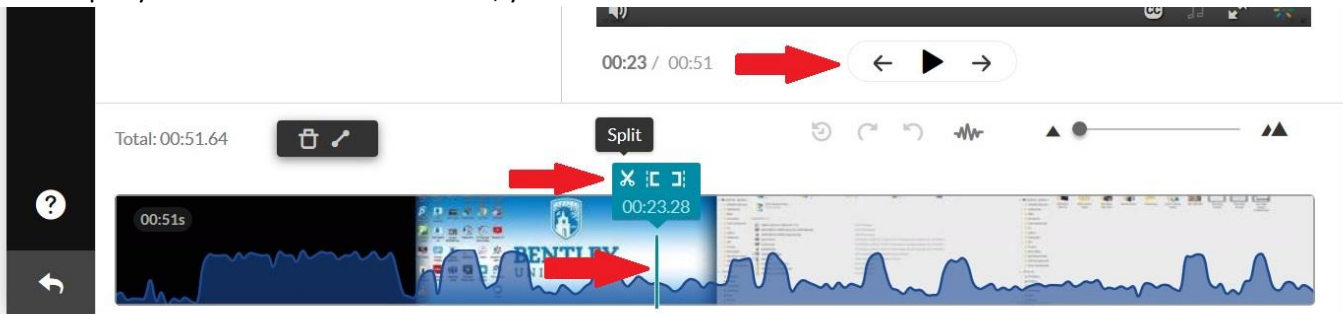
3. Find the video that you'd like to edit, and click the Pencil icon on the far right



4. Click on Launch Editor on the bottom right hand side of the video



5. You can play the video using the Play button, as well as scroll through the video using the scroll bar. Once you find the spot you'd like the video to start at, you can either



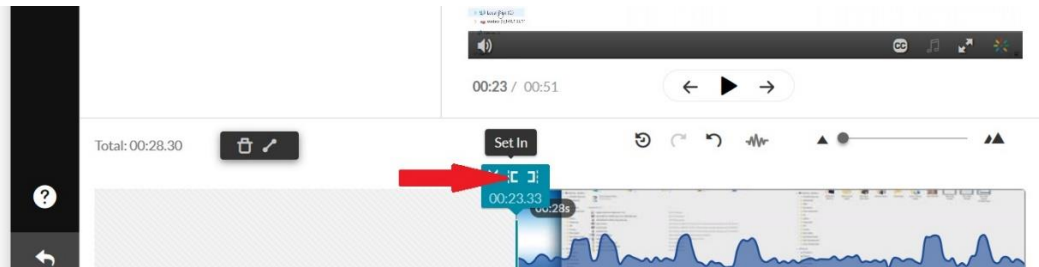
- a. Click the scissors icon to split the video

b. Highlight the first section of video and click Delete (or press delete on your keyboard)



OR

c. Click the Set In button



You can also delete the end of your video by following the same procedures, at the end of the video.

6. Click on Save a Copy



7. Name the Video, and Click Create

The image shows a dialog box titled "Save a Copy of the Media". It contains a text input field with the text "Clip of Class Recording". Below the input field, there is a note: "In-player captions will be saved, but will not be editable in the online editor. Interactive transcript files will not be copied." At the bottom of the dialog, there are two buttons: "Cancel" and "Create".

Your edited video will now be saved to your My Media. Note that it takes a little while for the new video to process online, so it will be a short while before it is available to be viewed.