

How to Edit a Video in My Media

(Edit the beginning of your video, the end of your video, or edit out a clip in the middle)

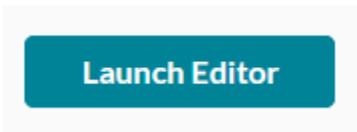
1. Log into blackboard.bentley.edu*
2. Go to your My Media (left hand side of the screen)



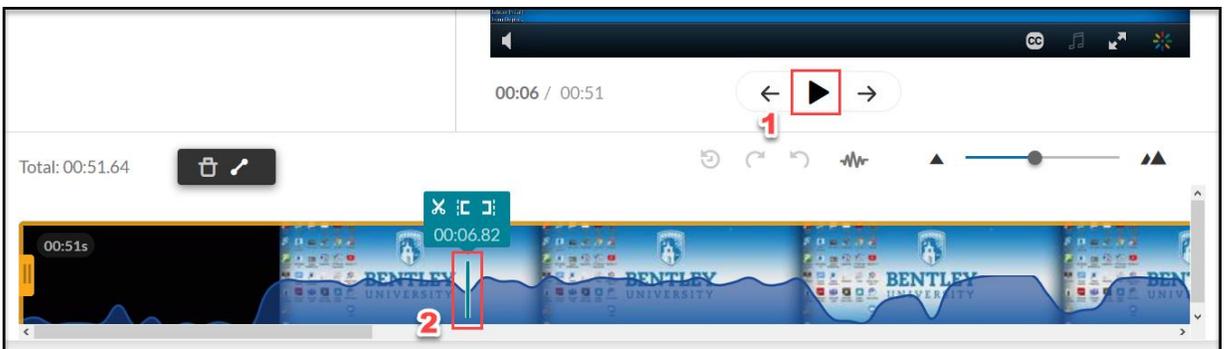
3. Find the video that you'd like to edit, and click the Pencil icon on the far right



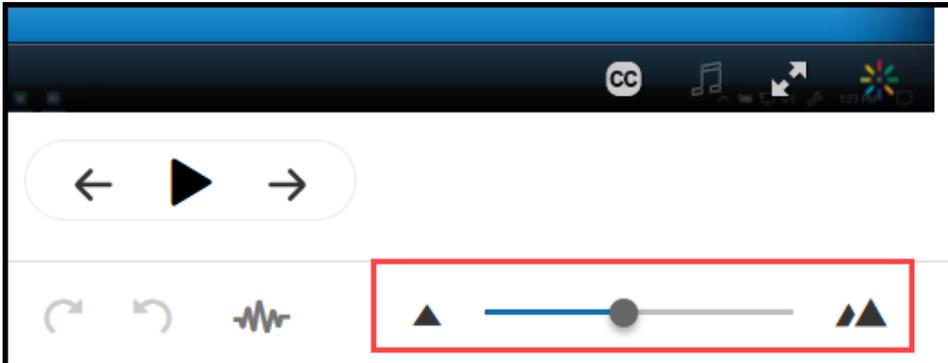
4. Click on Launch Editor on the right side of the video



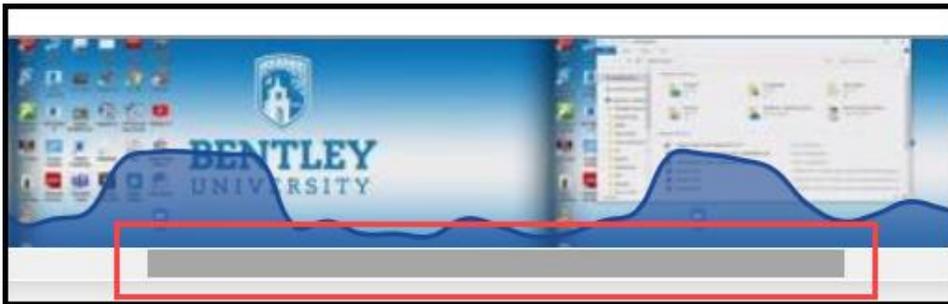
5. You can play the video using 1) the Play button, as well as scroll through the video using 2) the scroll bar.



6. You can Zoom in or out of the timeline using the Timeline Zoom buttons under the video

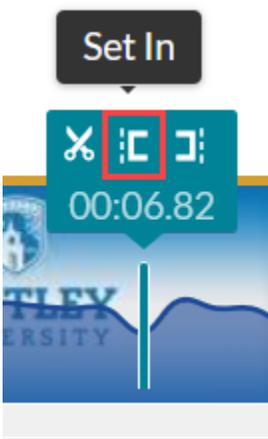


Once zoomed in, use the scroll bar at the bottom of the video to move to specific parts of the video



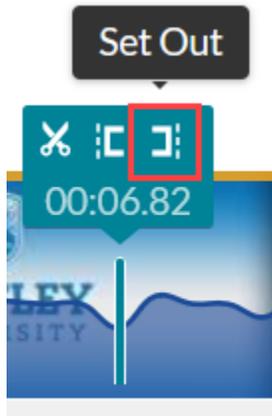
To set a new In Point (edit off the beginning of your video)

- Once you find the spot where you'd like the video to start, Click the Set In button



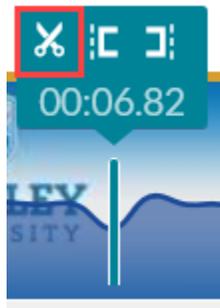
To set a new Out Point (edit off the end of your video)

- Once you find the spot where you'd like the video to end, Click the Set Out button



To edit out a clip in the middle of your video

1. Play/scroll to the start of the clip you'd like to edit out
2. Click the Scissors icon

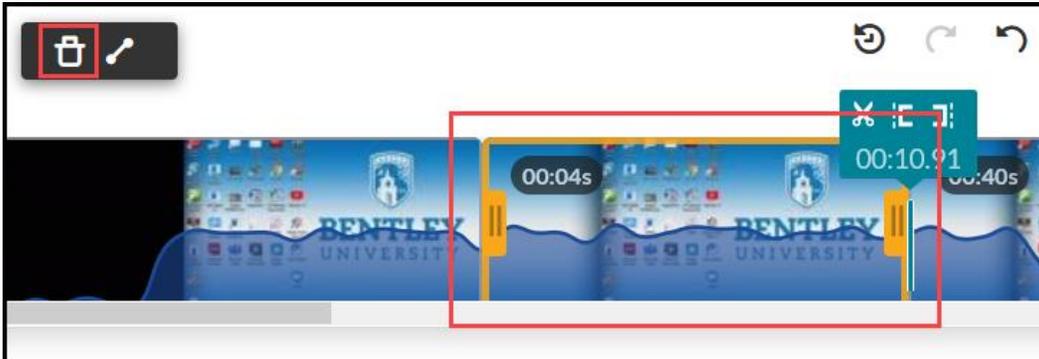


3. Play/scroll to the end of the clip you'd like to edit out
4. Click the scissors icon again



5. The clip to be deleted will now be outlined by a gold box

6. Click the delete icon, or press the Delete button on your keyboard

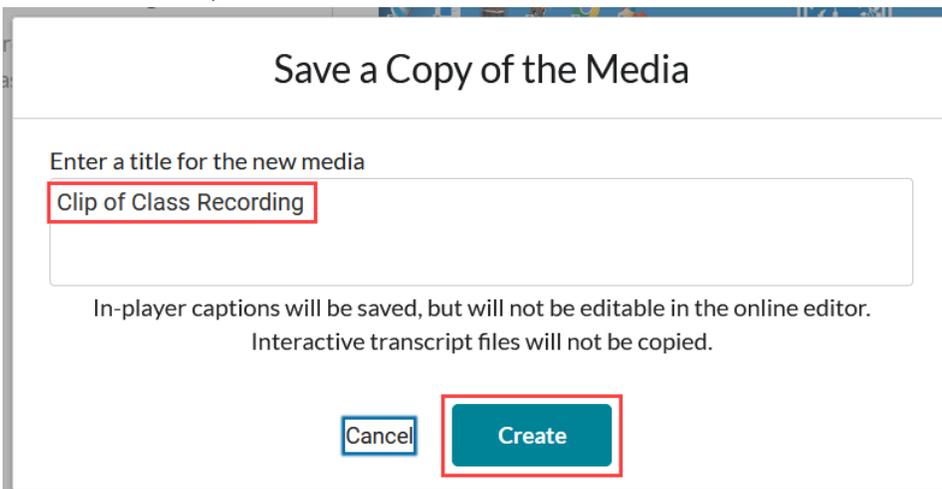


Once you've made all the edits to your video

- Click on Save a Copy



- Name the Video, and Click Create



Save a Copy of the Media

Enter a title for the new media

Clip of Class Recording

In-player captions will be saved, but will not be editable in the online editor.
Interactive transcript files will not be copied.

Cancel Create

(Please use Save a Copy, and NOT Save [which will overwrite the original video]. If you make a mistake, you can always go back to the original version of the video and edit it again.)

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.

*Please note that you can also do this procedure by logging in to your My Media at <https://videos.bentley.edu/>