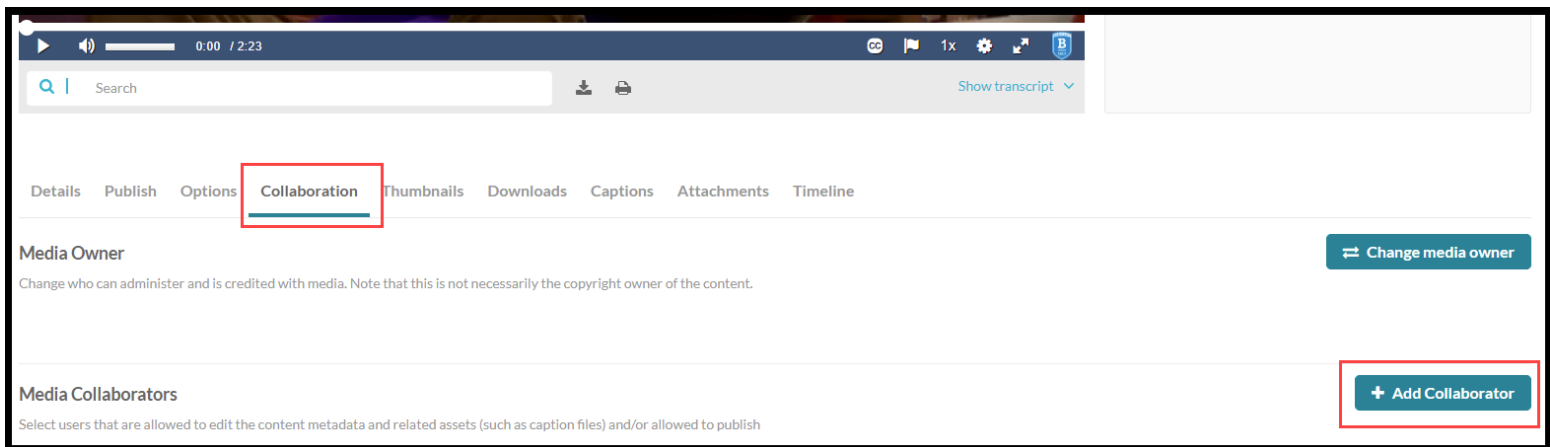


How to add a Collaborator to your Video in My Media

1. Log into your My Media (either via Blackboard or videos.bentley.edu)
2. Find the video you wish to add a Collaborator to, and click the pencil icon to the far right of the video



3. Click the Collaboration tab under the video
4. Click + Add Collaborator



5. In the text box, type the shortname of the user you'd like to add as a Collaborator (ex. ssalina). Choose Co-Editor (the user can edit the video), Co-Publisher (the user can publish the video in their own Bb course), or Co-viewer (the user can view the video, but not edit or publish it), and then click Add.

Add a Collaborator

 ssalina (Steve Salina) × ▼ ⓘ

Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer

Cancel

Add