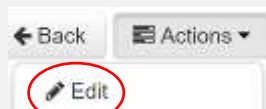# Help for Students and Teachers
Edit Video in My Media

Once uploaded to My Media you can edit your media with the online tools. You can update your Media anytime, even after it is published but editing is locked if it is submitted for assessment.

The Online Video Editing Tools

The free edit tools are available in the *Actions* menu found under each of your videos. The *Edit* button is also visible beside each video in My Media.

With the editing tools, you can update details, upload Closed Captions, change the thumbnail, add chapters or slides and trim your media.

| Details | Options | Captions | Thumbnails | Timeline | Trim Video |

Students please note: once you submit a video assessment you will be unable to edit.

Update Details

Description: Black ▾ **Bold** *Italic* Underline

Use the tools to update your title and description. To increase the opportunity for reuse put dates or lecture information in the textbox where you embed it in FLO rather than the title or description.

Attach a Caption File to a Video

My Media > Click *Edit* > Open the *Captions* tab > Click Upload captions file

Select a *.SRT* file from your desktop.

A language must be selected and a label added.

Label the file as 'On' as it will appear in the player.

See help document for details on how to create and upload a caption file.

Edit Thumbnails

Upload an image, capture a frame or select from ten auto-generated thumbnails.

⬆ Upload Thumbnail   📷 Capture   ✏ Auto-Generate   ⬇ Download

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Upload Slides

Edit > Timeline > Upload Slides Icon > Upload

Select a PowerPoint or PDF file from your desktop.

When it has uploaded you can click *Back to Timeline* in the pop-up.

Drag the slides along the timeline or use the timecode box to adjust.

Save Changes and preview

See help document *Attach Slides in My Media* for more details on uploading slides.

Create Chapters

My Media > Edit > Timeline

Pause the video at the chosen location and click the *Chapter* button. Drag the chapter along the timeline to adjust the timing.

Give the Chapter a title and optional description.

Save Changes and create a new chapter.

Trim Media

My Media > Edit > Trim Video

Drag the ends of the media in the timeline or enter the timecodes for the *Start Time* and *End Time* in the entry boxes > Click *Trim Video*

Tips:

- Trim is useful for removing footage of the camera setup or packup.
- *Titles* or *Credits* added in the Desktop Recorder or another program will be removed if the video is trimmed.

Can't view the timeline?

- The timeline requires HTML5 or Flash, follow the prompts to download or try a different browser.
- If the timeline appears grey, click play and it will load.

Look for the help button in My Media and the video player for specific support.