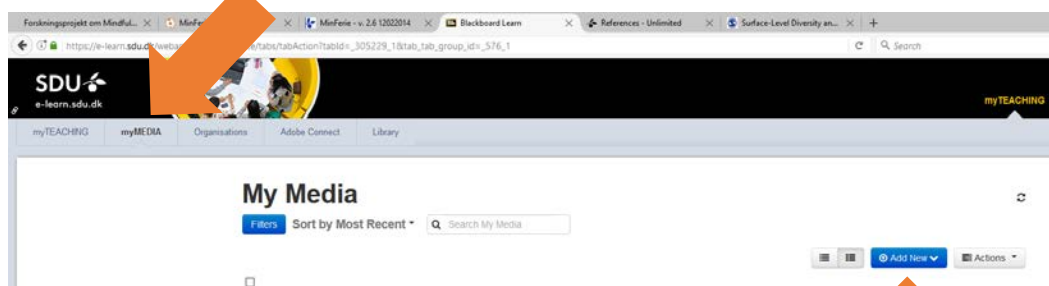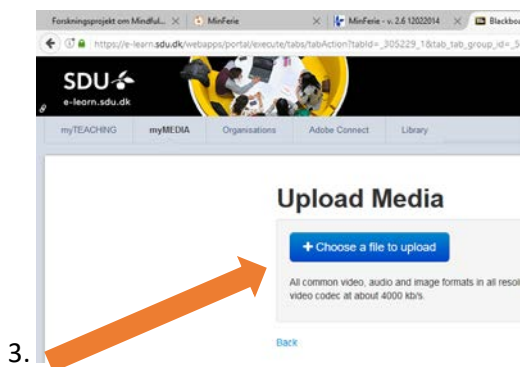**Saving and sharing videos or audio recordings on MyMEDIA**

Saving to MyMEDIA

1. Log on to e-learn and click on myMEDIA

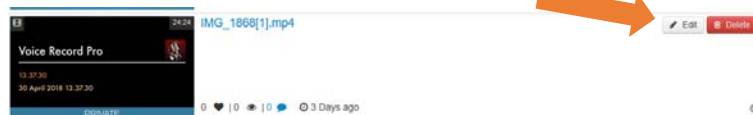2. Next click on Add New   and choose Media Upload

3.

4. Choose file to upload, add information, check Private is selected   and click SAVE.
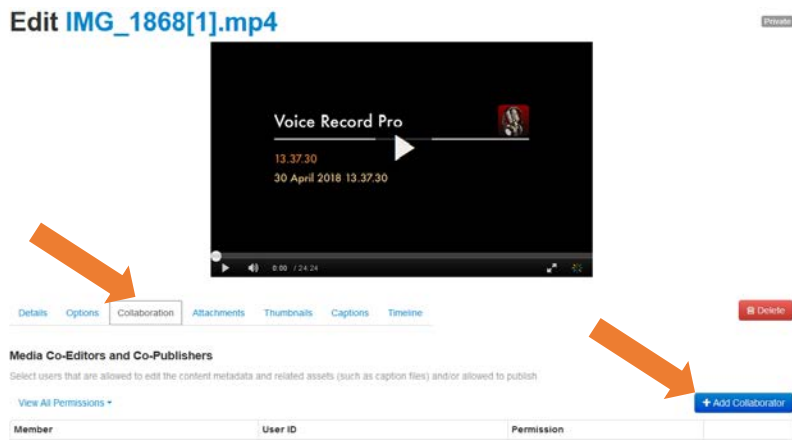
Please note once you have uploaded a file to MyMedia it cannot be downloaded and edited.

Sharing Files with Students – if you want to share access to the video, follow these instructions

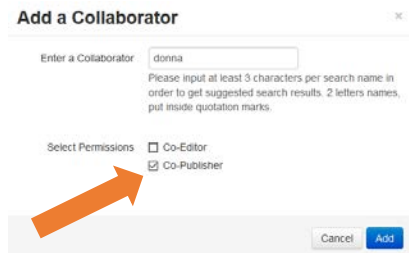**1. Chose the video you want to share from MyMEDIA and Select Edit**

Prepared by Donna Hurford, dhu@sdu.dk SDUUP, May 2018

2. Click on Collaboration and Add Collaborator

3. When entering the student's ID, type in their first name and choose the right student name from the list. The system is not currently recognising usernames.

Remember to tick Co-Publisher and NOT Co-Editor, this ensures the student only has access to view the video.

How does the student access the file?

1. Student logs on to Blackboard
2. Goes to MyMEDIA
3. Clicks on Filters
4. Clicks on Media I can Publish
5. They should now be able to view the video.