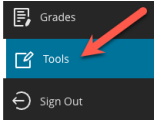
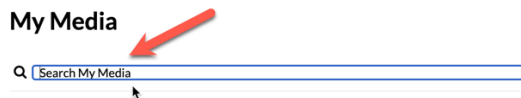


How to download/save a video from My Media on Blackboard

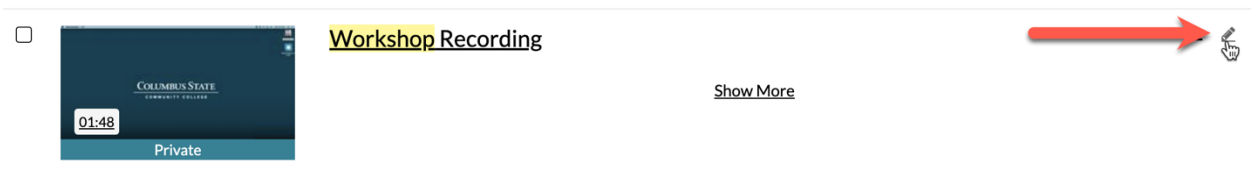
1. After logging into Blackboard, click the **Tools** link in the left navigation menu, then click the **My Media** box on the right side of the screen.



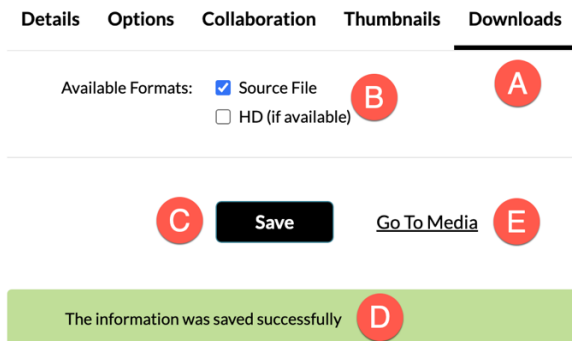
2. In the My Media page that appears, click inside the **Search My Media** text field and type in keyword(s) from your video's title. The page should automatically refresh and display any videos containing the keyword(s) you typed.



3. Find the video entry you want to download in the video thumbnail list below, then click the pencil (**Edit**) icon to the far right of its thumbnail and title.



4. Under the video player in the video Edit page, (A) click the **Downloads** tab. Then, next to "Available Formats" that appear underneath the tab, (B) check the **Source File** checkbox. Next, (C) click the **Save** button below, and (D) an "information was saved successfully" notification bar should appear below. Finally, (E) click the **Go To Media** text link.



5. You should now be on the media player page. Next, (A) click the **Download** tab under the video player and the video title. Then, in the table that appears below, (B) click the tiny arrow-and-box download icon under “Actions” on the far-right side of the “Source File” row.

The screenshot shows a media player interface with a navigation bar at the top containing 'Details', 'Download', 'Share', and a search icon. The 'Download' tab is selected. To the right of the navigation bar are a 'Back' button and an 'ACTIONS' dropdown menu. Below the navigation bar is a table with three columns: 'Name', 'Size', and 'Actions'. The 'Name' column contains 'Source File' with a red circle 'A' above it. The 'Size' column contains '(18.40 Mb)'. The 'Actions' column contains a download icon with a red circle 'B' above it.

Name	Size	Actions
Source File	(18.40 Mb)	

6. You may be prompted to save the video file to your computer, just like any other web download. Accept/agree, and you should receive an MP4 version of your video. Done!

If you have any questions or problems, please email teaching@csc.edu