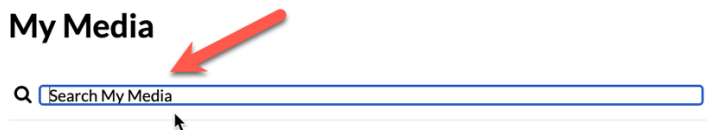


## How to work with the Video Editor in My Media on Blackboard

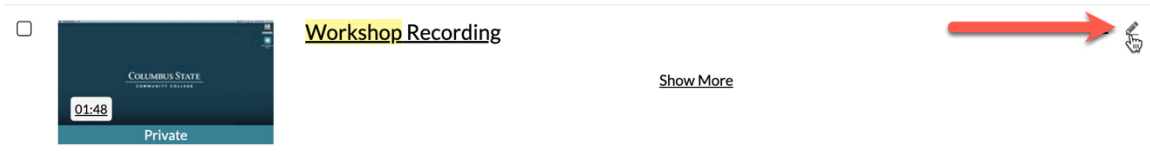
1. After logging into Blackboard, click the **Tools** link in the left navigation menu, then click the **My Media** box on the right side of the screen.



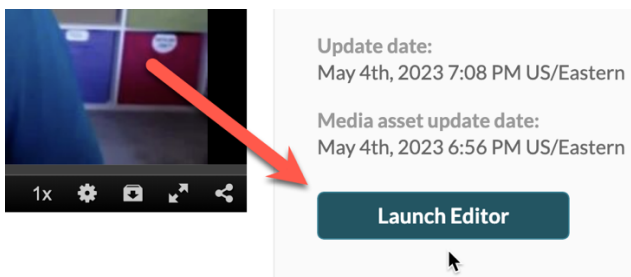
2. In the My Media page that appears, click inside the **Search My Media** text field and type in keyword(s) from your video's title. The page should automatically refresh and display any videos containing the keyword(s) you typed.



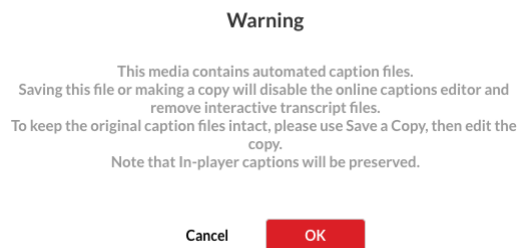
3. Find the video listing you need below the search text field, then click the tiny **Edit** (pencil) icon to the far right of its thumbnail preview image.



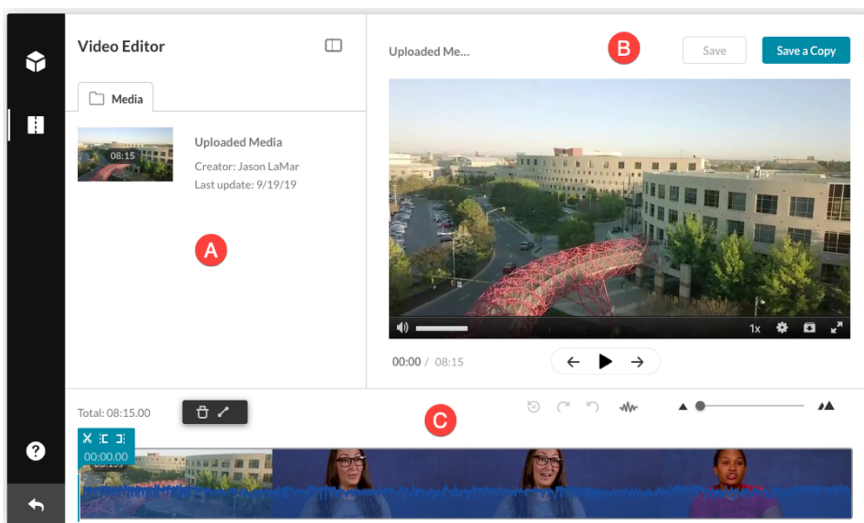
4. In the video player page that appears next, click the **Launch Editor** button just to the right of the bottom-right corner of the video player.



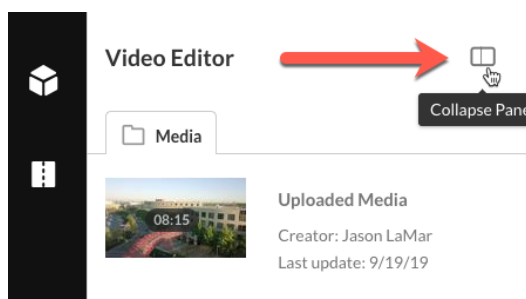
- If your video has captions, a warning message will display. To keep the original caption files intact, click the **Save a Copy** button on the next Video Editor webpage before doing any editing work on it.



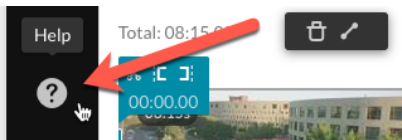
- After a loading process, which may take a while (depending on the video length), you should now be on the Video Editor webpage. It's divided into a left (A), right (B), and bottom (C) panel.



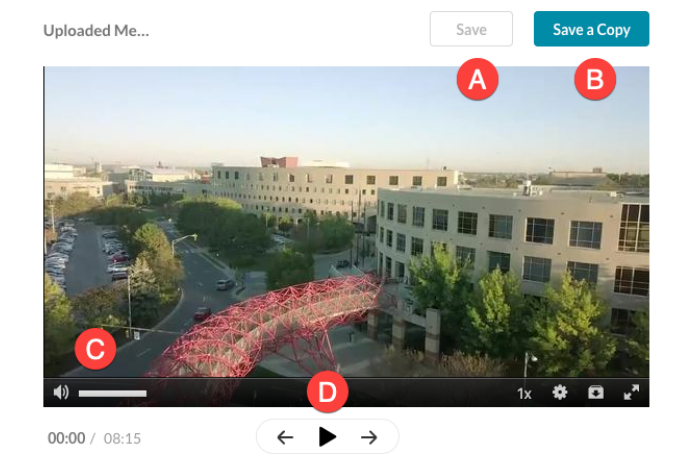
- The left panel is the Media Details panel, and it can be collapsed/hidden by clicking the small double-rectangle (Collapse Panel) icon toward the middle-top of the Video Editor. You will probably want to collapse it and leave it collapsed while you're editing.



8. *NOTE: At any point, you can click the ? (Help) icon in the lower-left corner of the editor to display keyboard shortcuts for all the editing functions covered in this document, along with a link to an online User Manual.*



9. The right panel — which becomes the only top panel after you collapse the left panel — is the Media Player panel. This is for real-time playback of your video.



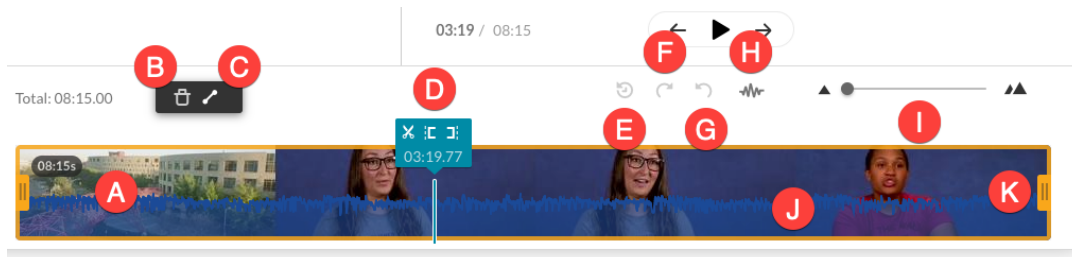
**A** — When you're finished editing, click the **Save** button to overwrite the previous video with the newly edited video. **NOTE:** This will permanently replace the original video that you've been editing and cannot be undone.

**B** — Click the **Save a Copy** button in one of two scenarios: (i) before you begin editing the video if you want to retain a copy of the original video — this is the safest method to not unintentionally edit the original video, or (ii) after you've finished editing the video to save the edited video as a new, standalone video separate from the original video.

**C** — Click the speaker icon to mute and unmute the audio, or click and drag the horizontal bar to the right of the speaker icon to decrease and increase the audio volume.

**D** — Click the middle play icon to play or pause the video, or click the left arrow to jump to the beginning of the video, or click the right arrow to jump to the end of the video.

10. The bottom panel is the Timeline panel. This is where you can trim, clip, or split your video.



**A** — The timeline itself that displays the overall video using a series of thumbnail images.

**B** — The trash can (Delete) icon, which you click to remove segments of the video.

**C** — The diagonal line (Fade In/Out) icon, which can be clicked to add a fade-to-black (out) or fade-in-from-black (in) effect to your video, measured by the duration of the effect in seconds.

**D** — The Real-Time Marker, which you can click and drag along the timeline to pinpoint editing locations on the video. It also contains the Split function (the scissors icon) along with the Set In function (the [ icon) and the Set Out function (the ] icon).

**E** — The counterclockwise clock (Reset) icon that you can click to undo all editing steps, which will take you back to the originally opened file state.

**F** — The clockwise arrow (Redo) icon that is the opposite of the Undo action.

**G** — The counterclockwise arrow (Undo) icon, which you can click to undo the previous action.

**H** — The squiggly line (Select Audio) icon that you can click to allow hiding and showing the audio waveform of the video in the timeline (see “J” below).

**I** — The Timeline Zoom slider that you can click and drag to the right to get a closer, more detailed view of the timeline video, or click and drag to the left to get a higher-level overview of the timeline video. As you zoom in, the timeline becomes longer and runs off the right edge of the browser window, so click and drag the browser scrollbar underneath to see more of it.

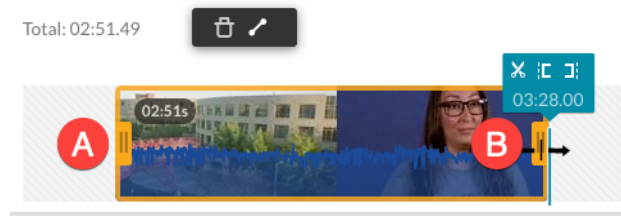
**J** — The audio waveform for the video. This is a visual representation of the video’s sound, with taller peaks representing louder sound, and shorter peaks representing softer sound.

**K** — The video clip handlebars, which you can click and drag to trim (edit) the video.

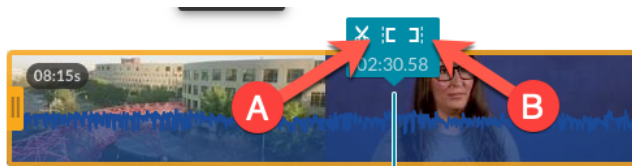
## Trimming a video and replacing the original video

Trimming allows you to adjust the start time and/or end time of your video by cutting off the beginning of the video and/or ending of the video, respectively.

11. **First option:** Using the orange frame handlebars (A) at the beginning and (B) at the end of the video, click and drag each handlebar inward to where you would like the video to start (the left handlebar) and stop (the right handlebar).



**Second option:** Using the Real-Time Marker (the turquoise box that sits just above the timeline), click and drag it to where you want the video to start, and then (A) click the **Set In** icon (the [ icon). Next, click and drag the Real-Time Marker again to where you want the video to end, and (B) click the **Set Out** icon (the ] icon).



12. To confirm that the edited video is trimmed correctly, in the Media Player panel, (A) click the **Jump to start** button, then (B) click the **Play** button to watch the trimmed video.



13. If you're happy with the trimming, click the **Save** button in the upper-right area of the Video Editor window to overwrite the previous video with the newly trimmed video.

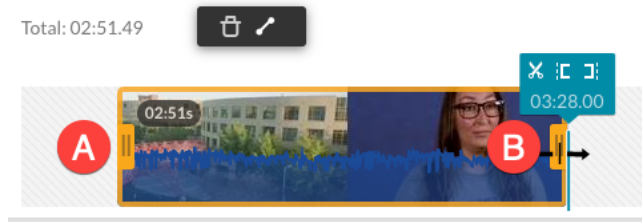


14. An alert window will pop up to confirm that you want to save this new, trimmed version of the video. *NOTE: This will permanently overwrite the original video and cannot be undone.* Click the **Save** button again to have the new version of this video processed by the system. Done!

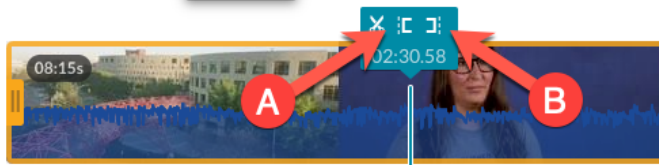
## Clipping a video (trimming then saving a copy of the video)

*Clipping is functionally identical to trimming, except the intent is to preserve the original video while taking a portion of it and creating a new, separate video from that portion.*

15. **First option:** Using the orange frame handlebars (A) at the beginning and (B) at the end of the video, click and drag each handlebar inward to where you would like the video to start (the left handlebar) and stop (the right handlebar).



**Second option:** Using the Real-Time Marker (the turquoise box that sits just above the timeline), click and drag it to where you want the video to start, and then (A) click the **Set In** icon (the [ icon). Next, click and drag the Real-Time Marker again to where you want the video to end, and (B) click the **Set Out** icon (the ] icon).



16. To confirm that the video is clipped correctly, in the Media Player panel, (A) click the **Jump to start** button, then (B) click the **Play** button to watch the trimmed video.



17. If you're happy with the clipping, click the **Save a Copy** button in the upper-right area of the Video Editor window.



18. In the "Save a Copy of the Media" window that pops up, in the large text field, type in a title for your new clipped video, then click the **Create** button below. Done!

## Splitting (splicing) a video

*Splitting (or splicing) refers to removing one or more sections from anywhere in the middle of the video, and then leaving the remaining sections to form one new, shorter video.*

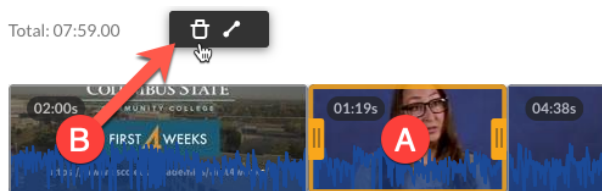
- Using the Real-Time Marker (the turquoise box that sits just above the timeline), click and drag it to where you want make your first cut (or splice), then click the **Split** (scissors) icon.



- Click and drag the Real-Time Marker again to where you want make your second cut (or splice), then click the **Split** (scissors) icon again.

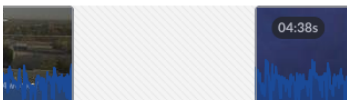


- You should now have a new section defined in the middle of the timeline (A) that is highlighted in an orange frame and has its own orange handlebars at the beginning and end of the section. To remove that section from the video, with the section highlighted, (B) click the **Delete** (trash can) icon above the left side of the timeline to remove the selected section.

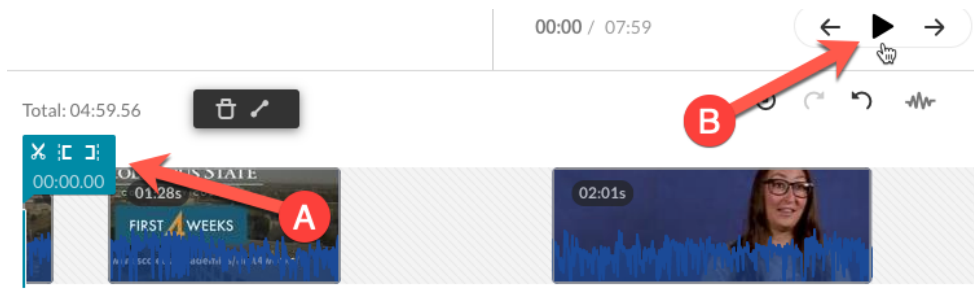


- The highlighted section should now be replaced by a gray lined gap in the timeline.

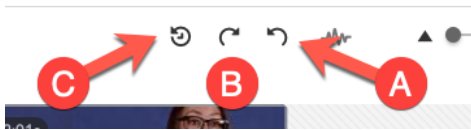
*NOTE: Do **NOT** drag the remaining video sections together to re-join them. Leave the gap in place, and the final video will be re-joined automatically to seamlessly skip over that gap. If you re-join the sections now, the gap will be removed, and the deleted video section will be restored.*



23. Repeat steps 19 – 22 to cut up the video as much as you would like. You can split the video multiple times and remove multiple sections.
24. To preview the split video, (A) click and drag the Real-Time Marker to the beginning of the timeline, then (B) click the **Play** button. The playback will automatically skip over the gaps.



25. If you make an editing mistake at any point, (A) click the **Undo** (counterclockwise arrow) icon to go back to how the video was prior to your last action, or (B) click the **Redo** (clockwise arrow) icon to go forward again. There are unlimited undo's and redo's available. Also, at any point, you can (C) click the **Reset** (clock arrow) icon to revert the video back to the original.



26. **First option:** If you want the split video to replace/overwrite the existing video, click the **Save** button in the upper-right area of the Video Editor window — then confirm **Save** again. Done!



- Second option:** If you want the split video to be a new video (separate from the original video), click the **Save a Copy** button in the upper-right area of the Video Editor window, then type in a title for the new video, then click the **Create** button. Done!



*If you have any questions or problems, please email [teaching@csc.edu](mailto:teaching@csc.edu)*