How to share a My Media video with a CSCC colleague in 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 share in the video thumbnail list below, then click the **Edit** icon (pencil) to the far right of its thumbnail and title.
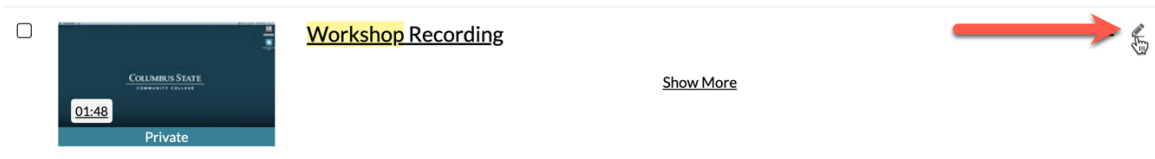
4. On the video Edit page, scroll down until you see black text tabs below the video player, then (A) click the **Collaboration** tab, and (B) in the Media Collaborators section, click the **Add Collaborator** button to the far right.
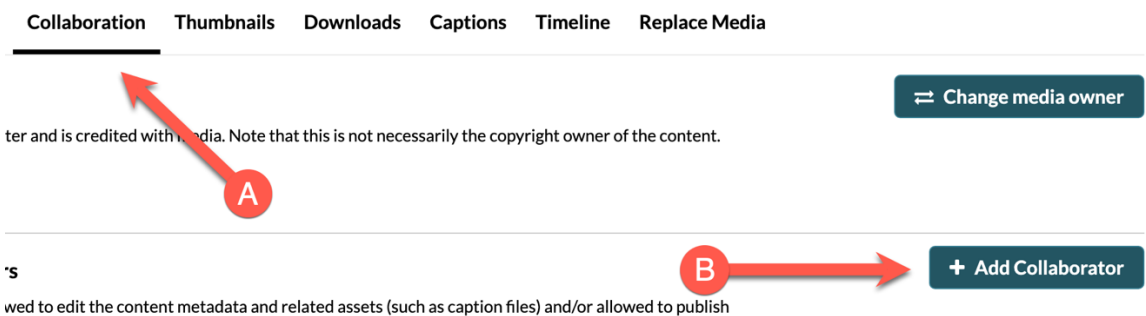
5. The "Add a Collaborator" pop-up window should appear.

   Click in the text box (A) and start typing the CSCC username of the person you want to share your video with. The person's name should show up in a pop-up list below the text box, and then (B) click their listing to highlight and select it.
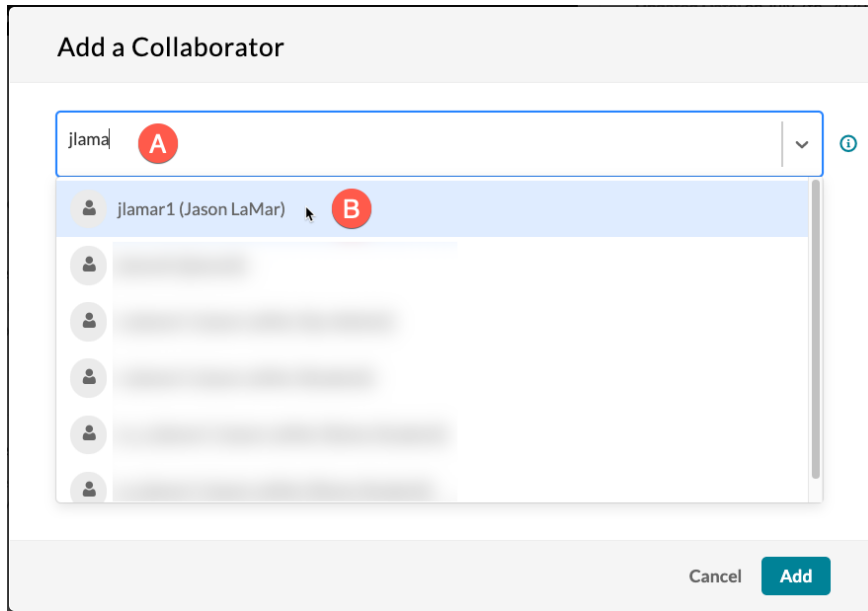
Their username and name should then (C) appear inside a capsule in the text box. If you want to share this video with more than one person, repeat the typing and selection steps above to insert as many additional collaborators as you would like in the text box.
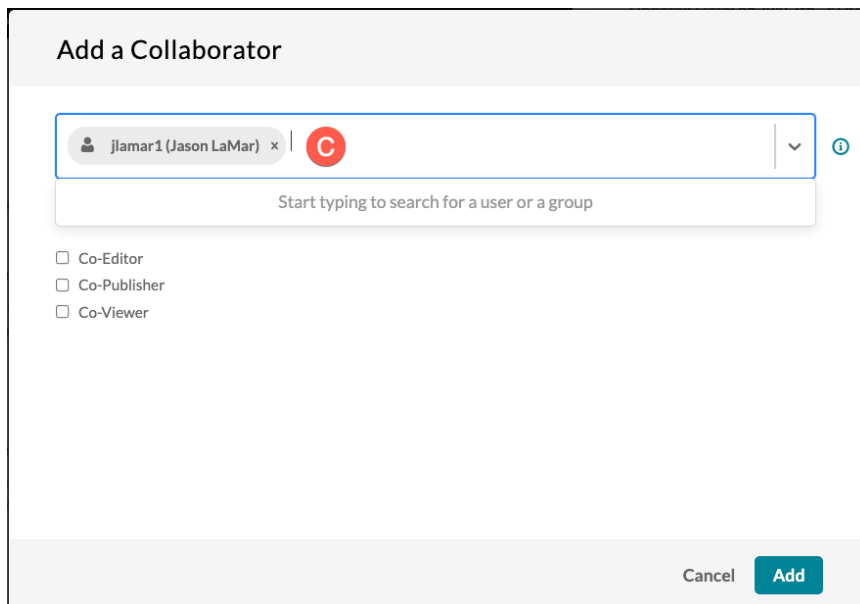
6. Under "Select permissions" below the text box, (D) click one or more checkboxes to assign collaboration permissions to the person(s) listed in the text box.
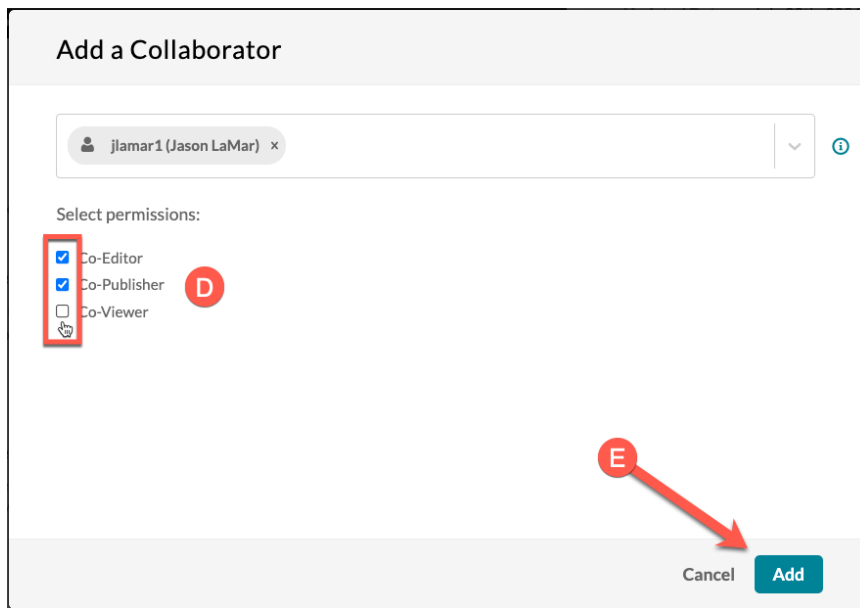
Co-Editor — This allows the person(s) to edit the video, such as trimming the ends or removing parts from the middle of the published video. It also allows them to create and modify closed captioning for the video. *NOTE: This permission level does **NOT** allow them to completely delete the video, and it does **NOT** allow them to embed the video from their own My Media galleries.*

Co-Publisher — This allows the person(s) to access and embed the video from their own My Media galleries into their classes (having nothing to do with you), as if it were their own video. *NOTE: This permission level does **NOT** allow them to edit/delete the video in any way or create/modify closed captioning for the video.*

Co-Viewer — This allows the person(s) to access and only play back the video from their own My Media galleries. *NOTE: This permission level does **NOT** allow them to edit the video in any way or create/modify closed captioning for the video, and it does **NOT** allow them to embed the video from their own My Media galleries.*

You can assign more than one permission level to the same person(s). So, for example, if you want to allow them to both edit/caption the video *and* embed the video in their classes via their own My Media galleries, click both **Co-Editor** and **Co-Publisher**.

When you are finished assigning collaborator permissions, (E) click the **Add** button.

7. Back on the video Edit page, under the Media Collaborators section, there should now be a table that lists all collaborators for this video, along with their permission levels.

To edit the permission levels for a current collaborator of this video, click the **Edit** icon (pencil) to the far right of their listing.

Member	User ID	Permission	
Jason LaMar	jlamar1	Co-Editor, Co-Publisher	✎ ✖

The "Edit a Collaborator" window should appear, where you can check or un-check whatever permission levels you want to change, then click the **Update** button.

Edit a Collaborator

Enter a Collaborator:
(Required)   jlamar1

Select Permissions: ☑ Co-Editor
(Required)   ☑ Co-Publisher
    ☐ Co-Viewer

Cancel   **Update**

To remove a collaborator from accessing this video, click the **Delete** icon (X) to the far right of their listing.

Member	User ID	Permission	
Jason LaMar	jlamar1	Co-Editor, Co-Publisher	✎ ✖

The "Delete Confirmation" window should appear. Click the **Delete** button to confirm the collaborator removal.

8. You can have as many collaborators as you want with any combination of permissions for every video in My Media. Done!

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