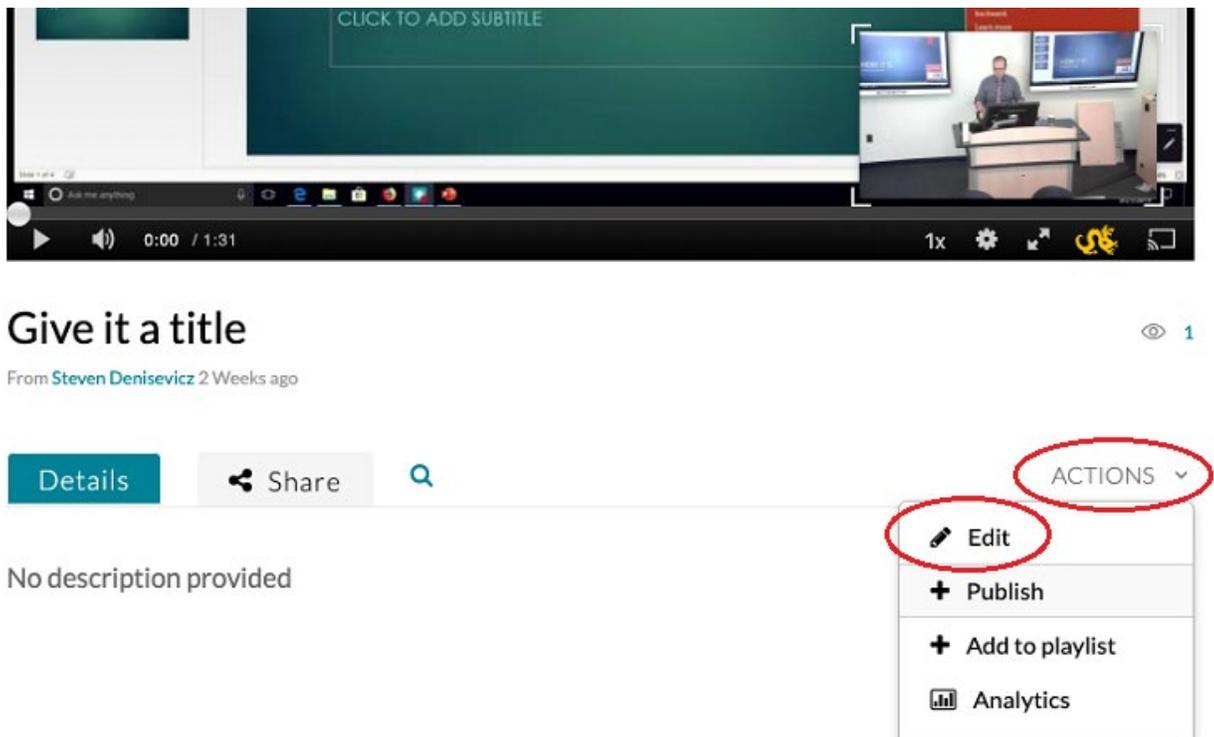


Collaborate and Transfer Videos in Drexel Streams

1. In Drexel Streams, click on the **My Media** link in the top menu.
2. Click on the title of a video you would like to share, in order to navigate to its main page.
3. Click on the **Actions** dropdown below the video and choose **Edit**.



The image shows a video player interface. The video content displays a green chalkboard with the text "CLICK TO ADD SUBTITLE" and a person sitting at a desk in a classroom setting. Below the video player, the video title is "Give it a title" by Steven Denisevicz, posted 2 weeks ago. There are tabs for "Details" and "Share". A search icon is also present. Below the title, it says "No description provided". On the right side, there is an "ACTIONS" dropdown menu with the following options: "Edit", "Publish", "Add to playlist", and "Analytics". The "ACTIONS" dropdown and the "Edit" option are circled in red.

4. You will be presented with multiple options for changing details, thumbnails, uploading a Captions SRT file and Replacing the video.
5. Click on the **Collaboration** tab.

Details Options **Collaboration** Thumbnails Downloads

Name:
(Required)

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

6. You will be presented with two options. Click on the button option that best suits your needs.

Change Media Owner

Change Media Owner - Allows you to change the owner of the video (meaning you would no longer have access to the video).

Steps:

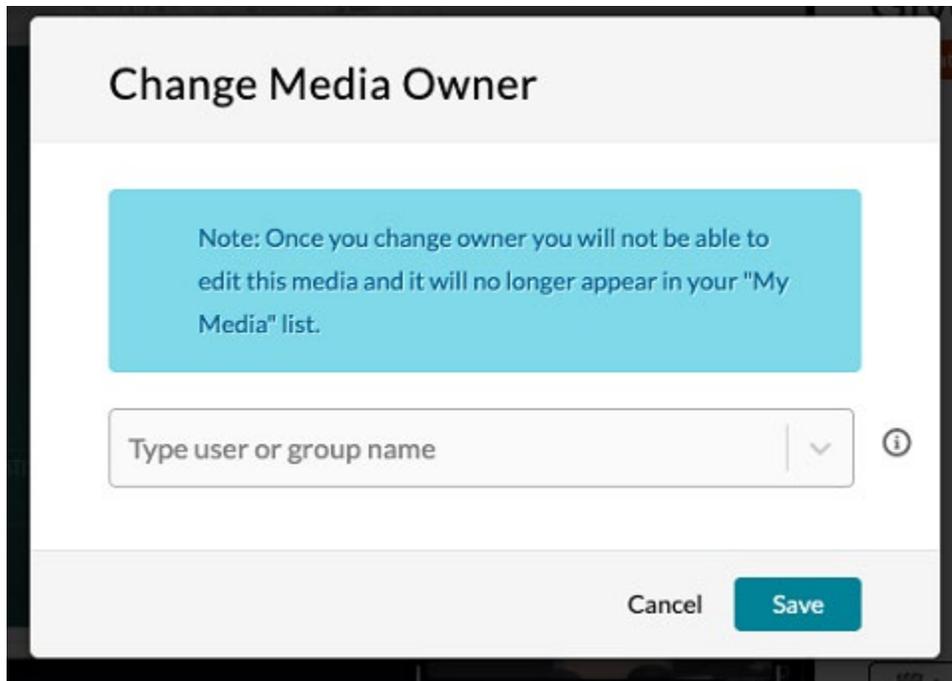
1. Click on **Change Media Owner**.

Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

⇒ Change media owner

2. In the box that appears, type in the user or first/last name of the person you would like to transfer the video to.



3. Click **Save** to confirm.

Add Collaborator

+ Add Collaborators - Allows you to add someone as one of the following three roles.

Steps:

1. Click on "+ Add Collaborator.

Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

+ Add Collaborator

2. In the box that appears type in the user or first/last name of the person you would like to transfer the video to.

Add a Collaborator

Select permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer

Cancel **Add**

3. Check of one or more of the various **Permission Types**.
 - a. **Co-Editor** - Can access anything in this edit menu from Details to Replace Media only.
 - b. **Co-Publisher** - Can change the privacy options only on the video.
 - c. **Co-Viewer** - Can see the video in their My Media tab (with the viewer filter turned on).
4. Press **Add** to confirm.