

# My Media Quicksheet

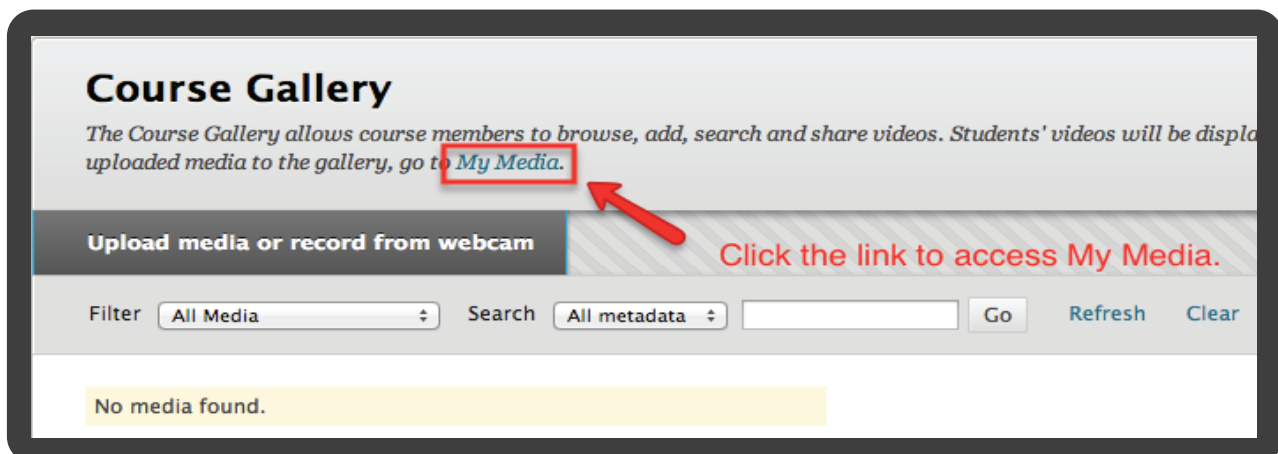
My Media enables users to view, upload, edit, and assign media to a specific course. Within My Media, a user can delete their own media and instructors can contribute videos to the Faculty Repository.

## Best Practices

- When uploading a video assign video categories and add metadata to easily locate files later.
- Create a standard tag for your course and notify all course members about it.
- In regards to deleting a media file and ownership, please refer to **Manage and Share Content (How To)**.
- If you are an instructor leaving a course, transfer ownership of videos to another instructor by contacting **UBC IT Help Desk** at [www.it.ubc.ca/contact/helpdesk.html](http://www.it.ubc.ca/contact/helpdesk.html).

## Access (How to)

Access My Media from a Course Gallery or from the My Media module on My **Connect** Tab.

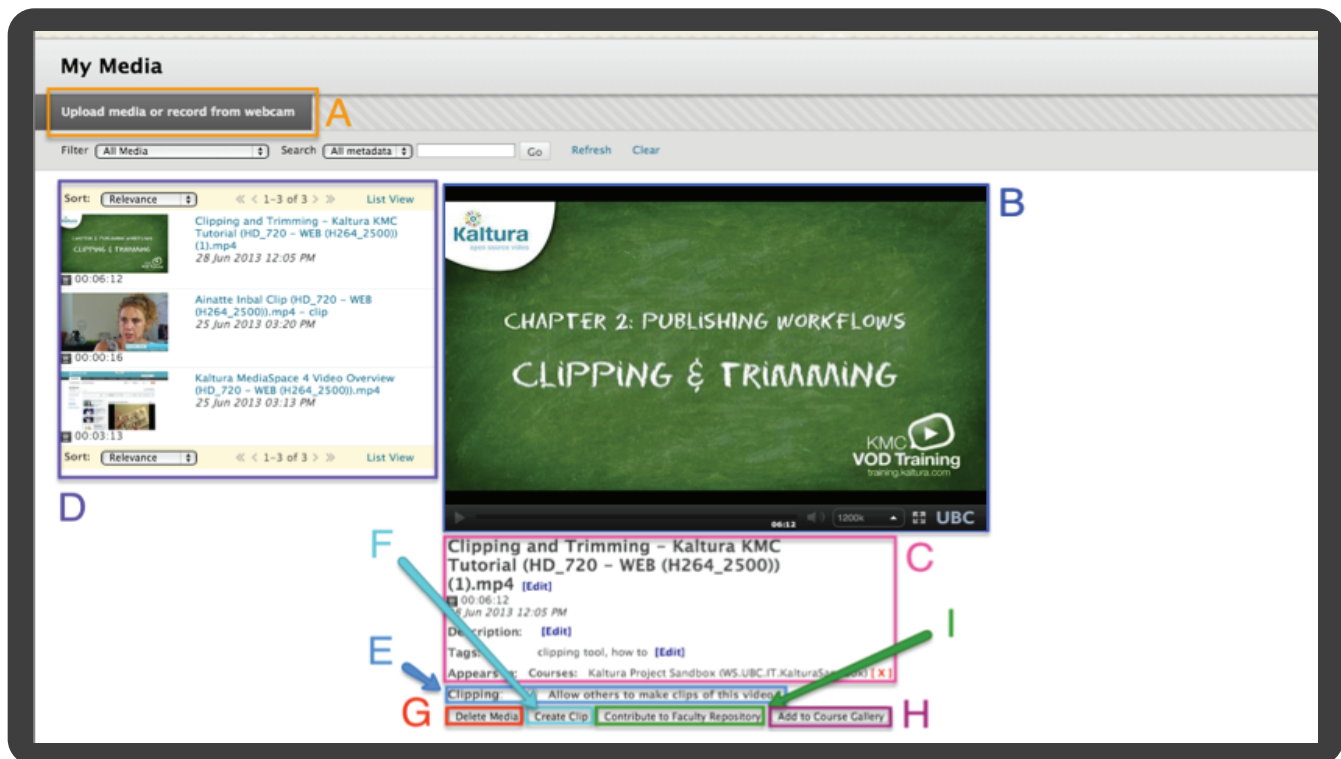


# View and Functions



The available actions for users on this page include:

- **Upload media file or record and upload from webcam (A).**
- In **section (B)** you can: **view video** by clicking on the video player, **select bitrate** in playback mode at the bottom of the video player, and **select captions options** if there is an associated Captions file.
- **Edit metadata and video viewing options (C).**
- Sort through **gallery (D)** of My Media files. Click on the video links in the gallery to view the video, access its metadata, and customize its options.
- **Allow other users to make clips (E)** of a video.
- Clip video files using the **clipping tool (F)**.
- **Delete media (G).**
- Add a media file to a Course Gallery with the **Add to Course Gallery button (H)**. When students add media to a Course Gallery from My Media, it is hidden until approved by instructors. This is used to moderate student uploads.
- (Faculty Members Only) **Contribute media to the Faculty Repository (I).**



## Copyright

All media files must comply with Canadian Copyright Laws.  
Please visit [copyright.ubc.ca](http://copyright.ubc.ca).

**Attribution:** CC By 3.0, “Key” by Egor Culcea, “Cross” by Alexandra Hawkhead, “Check Mark” by Latif Sobot and “Video Player” by Mourad Mokrane from the Noun Project.