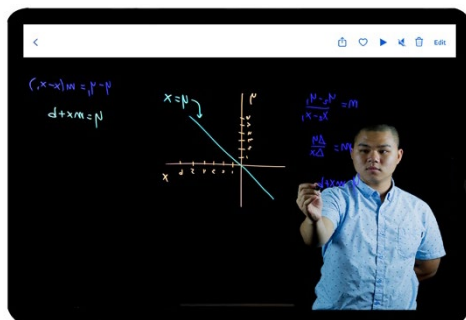## Editing Videos on the iPad
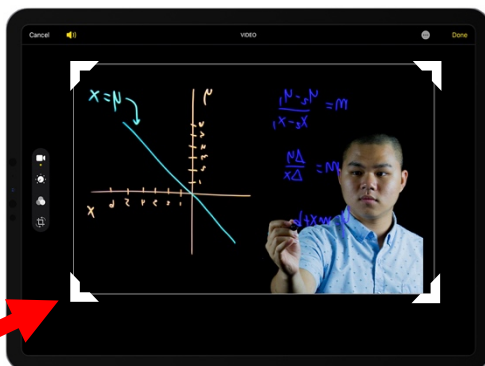
On the iPad, select the **Photos** app  and open your video. Tap the **Edit** button in the upper right corner:
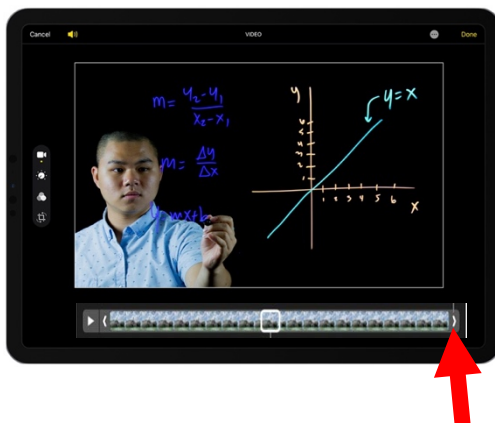


## To Crop: Tap the **Crop** icon:



A white outline with handles on the corners will appear around the image. **Drag the corners** to adjust the parameters of the image:



## To Flip: Tap the horizontal **Flip** icon to reverse the image so the text can be read from left to right:



## To Trim: Use the sliders at either end of the filmstrip to adjust the clip length.
Click Revert to Original to remove all trimming changes.

# Uploading Video to BeachBoard

*TIP:  Before you begin, write down the name and schedule number of the course(s) to which you would like to add the video. This will help you locate the course(s) in what can be, a long list of all courses you have taught.*

1. Select the "**My Media Library**" tab on your BeachBoard homepage or under the "**Media**" tab of a specific course navigation menu:
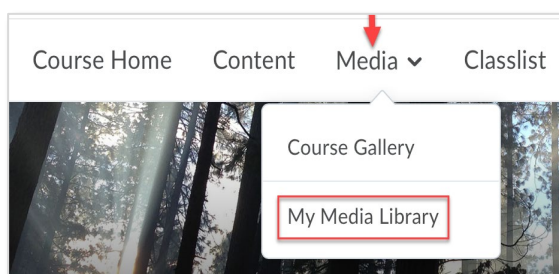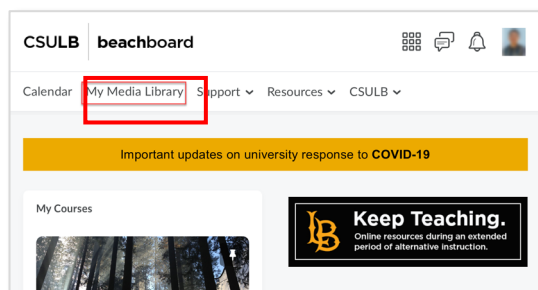


*All the media you've uploaded to BeachBoard is stored in My Media Library including videos in your Course Gallery.*

2. Select the "**Add New**" drop-down menu on the right of the page and select **"Media Upload."**
3. Drag and drop or Select the "**Choose a file to upload**" button to insert your video from the iPad.
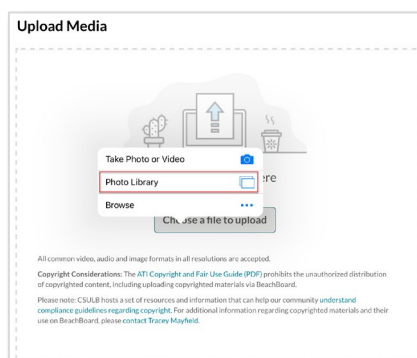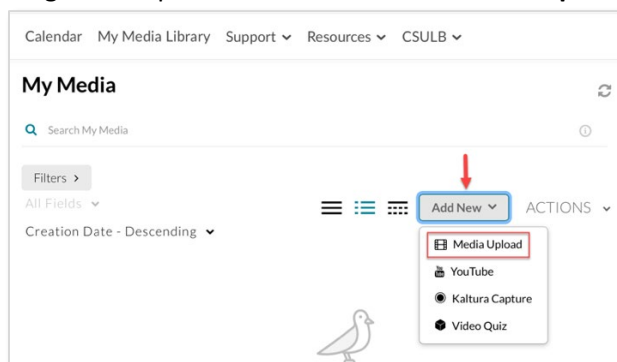


4. Complete the video information fields on that screen including **Name, Description,** etc.
5. Choose to make the video **Private** or **Published:**
   a. Select **Private** to keep the video visible to only you.
   b. Select **Published** to add the video to the Course Gallery of any courses in which you are currently enrolled. Check the boxes next to the course(s) where you'd like to add the video.

6. Select "**Save.**"  You can continue uploading files by selecting "**Choose another file**" at the bottom of the page.
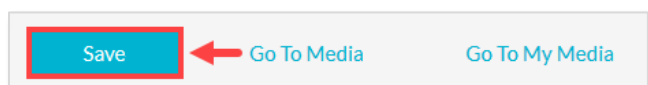
# Editing and Deleting Videos from BeachBoard

Select the **My Media Library** tab from the BeachBoard home page. To the right of each uploaded video, you will see these icons:

- **Graph**: to get data about views on your video.
- **Pencil**: to edit the information fields on your video such as Name, Description etc.
- **Trashcan**:  to delete the video permanently from the library. Deleting a published video will also remove the video from the **Course Gallery** of any course to which it was published.
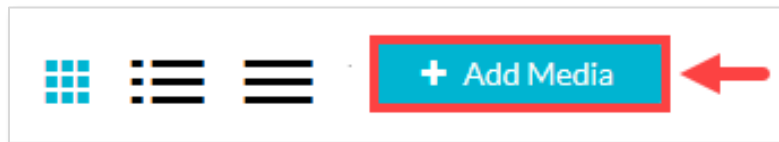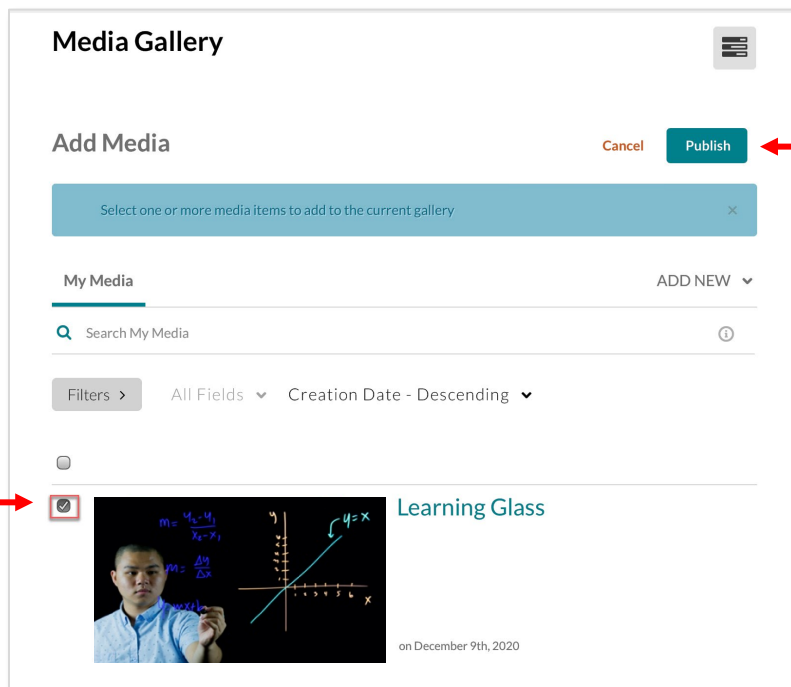
## Adding Video to a Course (Course Gallery)

1. Go to one of your course home pages and select the drop down menu in the **Media** tab.
2. Select **Course Gallery**.
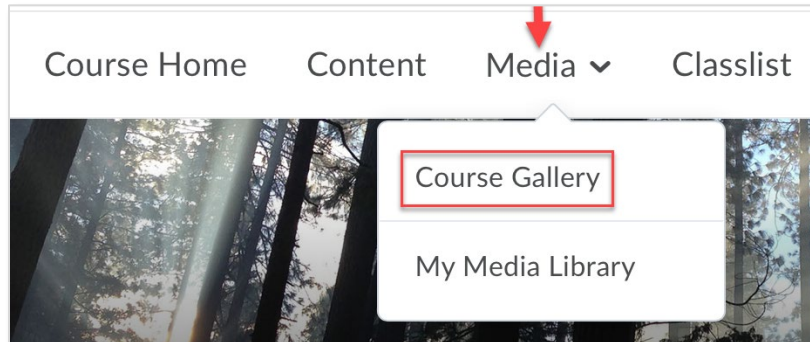


3. Click the **Add Media** button on the right of the page.



4. Check the boxes next to any media you wish to add from the **My Media Library** into this course.
5. Then, click the **Publish** button on the top right of the page.

## Editing and Deleting Videos from a Course

Hover over any image in the **Media Gallery** and click the three dots icon **"…"** to bring up the following icons:

- Select the pencil icon to edit the video.
- Select the trashcan to remove the video from the course.
  NOTE: Removing media from the Gallery *does not* remove it from your **My Media Library.** If the removed video is not published to any other course, it will be set as "Private" in your Media Library.



## Adding Media to Text Boxes

You can also insert a video into the Rich Text Editor box:

1. In the Text Editor menu, click the **Insert Stuff** button.
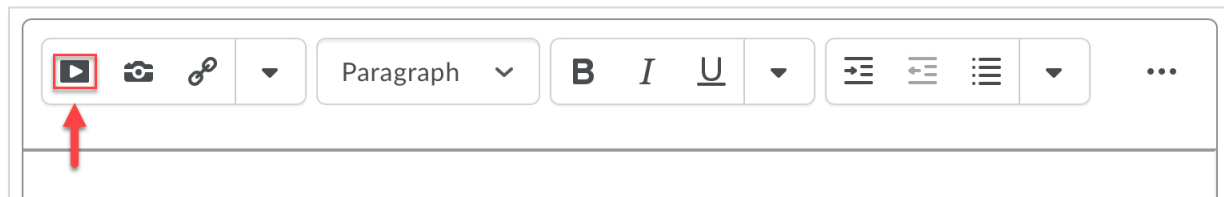


2. In the **Insert Stuff** window, select **Insert My Media**. Find the video you wish to use, and press the **Select** button.
3. Preview the video and then press **Insert** to add the video.