

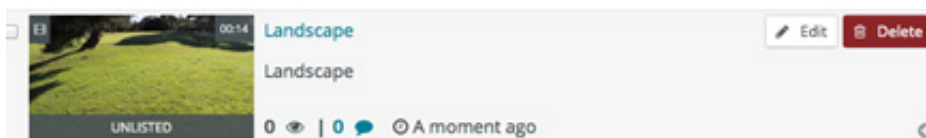
DeakinAir

Using the Collaboration function in edit mode

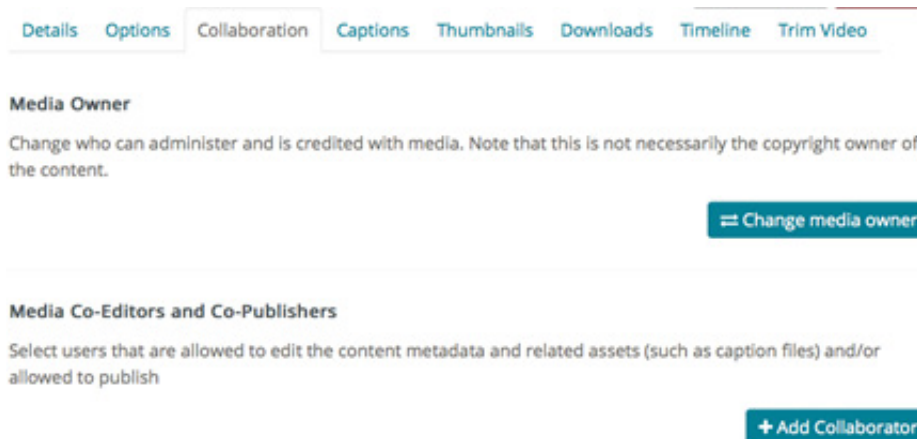
Collaboration allows the user to share or transfer ownership of a particular clip in your media list.

Using the collaboration function in DeakinAir

1. If using DeakinAir go to **My Media** under your name heading, and you will see the clips list. If you are accessing your video from within CloudDeakin select **My Tools** from the unit site Navbar and click on **DeakinAir**. Select **Edit**.
2. Select the **edit** function on the clip



3. Select **Collaboration** from the list of tabs



Find out more

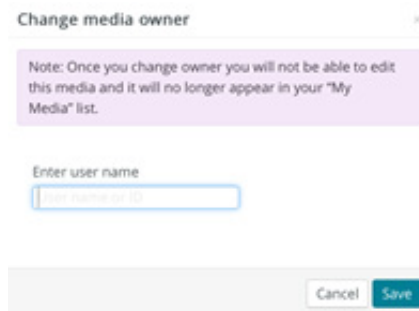
For more user guides and tips on DeakinAir and the digital tools available, check out DTeach:
dteach.deakin.edu.au

► eSolutions support staff are available 8am – 8pm Monday – Friday, and 11am – 5pm on weekends, on +61 3 5227 8888 or it-help@deakin.edu.au

Collaboration options

- Media Owner: Affects administrator rights to the selected clip.

1. Select **Change media owner**
2. Enter the **Deakin username** of the person you want to transfer ownership of the clip to.

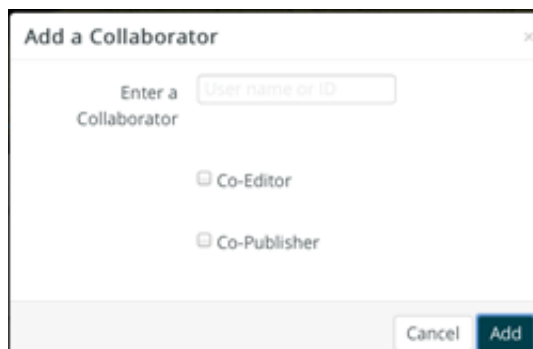


The screenshot shows a dialog box titled "Change media owner" with a close button (X) in the top right corner. Below the title is a purple note box containing the text: "Note: Once you change owner you will not be able to edit this media and it will no longer appear in your 'My Media' list." Below the note is a text input field labeled "Enter user name" with a placeholder "User name or ID". At the bottom of the dialog are two buttons: "Cancel" and "Save".

3. Once you have transferred ownership, you no longer have the clip in your media space.

- **Media Co-Editors and Co-Publishers:** You allow other users to change information pertaining to the selected clip along with related files (like captions).

1. Select **Add collaborator** button – the following option appears



The screenshot shows a dialog box titled "Add a Collaborator" with a close button (X) in the top right corner. Below the title is a text input field labeled "Enter a Collaborator" with a placeholder "User name or ID". Below the input field are two radio button options: "Co-Editor" and "Co-Publisher". At the bottom of the dialog are two buttons: "Cancel" and "Add".

2. Enter the **Deakin username** of the person you want to be able to edit, change information, and have publishing rights.

Find out more

For more user guides and tips on DeakinAir and the digital tools available, check out DTeach:
dteach.deakin.edu.au

► eSolutions support staff are available 8am – 8pm Monday – Friday, and 11am – 5pm on weekends, on +61 3 5227 8888 or it-help@deakin.edu.au