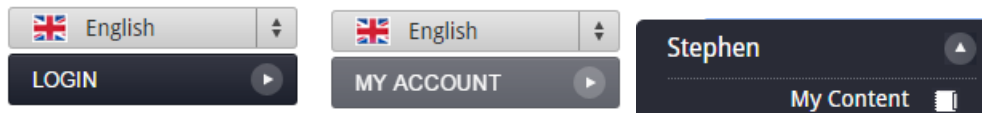


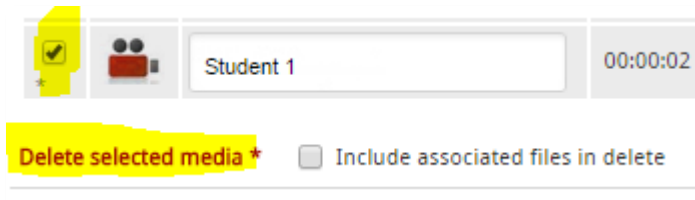
Camtasia Relay: How to Change your Video Category

To change your video category:

1. Login to the online video server with your University ID and password at onlinevideo.napier.ac.uk. Then click **My Account** and then **My Content**.



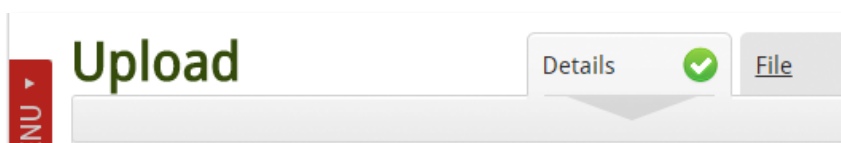
2. The videos in your personal category will be listed. To delete a video, check the box and click the **Delete selected video** link. Click **yes** to confirm the deletion.



3. To move a video, click the edit icon.

| Title | Duration | Category | Contributor | Filename | Views | Date Added | Encoded | |
|-----------|----------|----------|---------------|----------|-------|------------------|---------|--|
| iPhone 3 | 00:00:02 | Personal | Stephen Bruce | 17830585 | 1 | 06/06/2014 11:34 | Yes | |
| Student 1 | 00:00:02 | Personal | Stephen Bruce | 51924410 | 2 | 06/06/2014 12:19 | Yes | |

4. You are taken to the **Upload** wizard but you do not need to upload anything.



5. Select a new category from the drop menu.

Add New Media - Please enter the media's metadata below.

Title * Test cyber cafe

Category * -

Description * 975 characters left

- Personal
- Information Services
- Information Services Secure



You should have at least three categories to choose from:

- Personal only you can view the video by logging in.
- Department videos are available to anyone without logging in (i.e. public videos).
- Department secure videos are available to anyone at the University who can login.

6. Click **Next** several times until the wizard completes

