

# Guide: Moderating videos in CloudDeakin DeakinAir



Prepared by the Deakin Learning Futures TeachAssist team  
[teachassist.deakin.edu.au](http://teachassist.deakin.edu.au)

CRICOS Provider Code  
00113B

## Overview

As a staff member enrolled in a CloudDeakin unit site you have the ability to 'Moderate' videos in the Media Gallery. You can approve whether or not a video is published to the gallery and visible to all members of the unit site. This will be particularly relevant if students are expected to post videos to the site. A moderator can check the video prior to publishing to ensure that: it works; is legal and has appropriate content for the site.

## Publishing videos to the Media Gallery

1. Access the Media Gallery by selecting **More** on the Navbar.
2. In the Media Gallery check for **Pending** items. Any videos which are pending will need to be approved by a moderator before they are published to the Media Gallery.



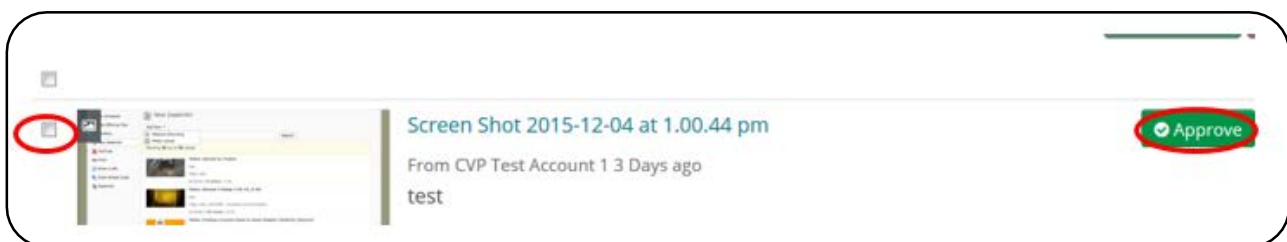
3. Select the **Pending** tab.



4. To approve all pending videos at once select the radio button above all of the pending videos and then select **Approve**.



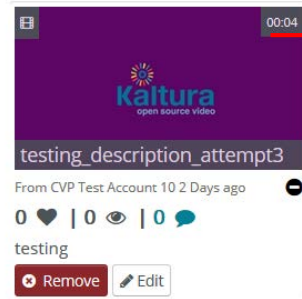
5. Alternatively you can click the individual **Approve** button next to a video to approve them individually.



## Removing content from the Media Gallery

If you publish a video in error you can remove it from the Media Gallery.

1. Select the + in the bottom right-hand corner of the video thumbnail.
2. Your own videos will show a **Remove** and an **Edit** button. All other videos will show only **Remove**. Click **Remove** and confirm when prompted.
3. Removing the video from the Media Gallery does not delete it. The video owner/creator can still access the video from their DeakinAir tab and can resubmit it for moderation if needed



## Further resources

TeachAssist have created a suite of [video tutorials](#) for the updated DeakinAir platform.

**IF YOU REQUIRE ASSISTANCE PLEASE CONTACT TEACHASSIST ON PH. X78597 OR  
[TEACHASSIST@DEAKIN.EDU.AU](mailto:TEACHASSIST@DEAKIN.EDU.AU)**