

# Using the Collaboration function in edit mode

## DeakinAir

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



CRICOS Provider Code 00113B

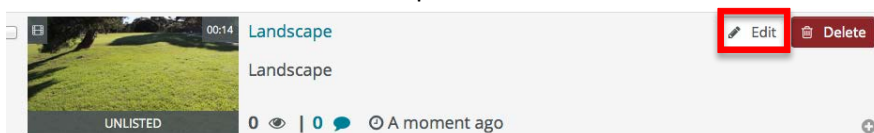
### Overview

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

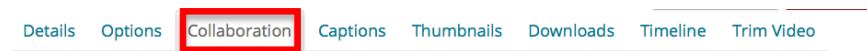
### Using the collaboration function in DeakinAir

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



#### Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.



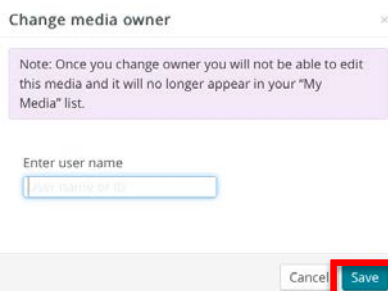
#### Media Co-Editors and Co-Publishers

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish



### Collaboration options

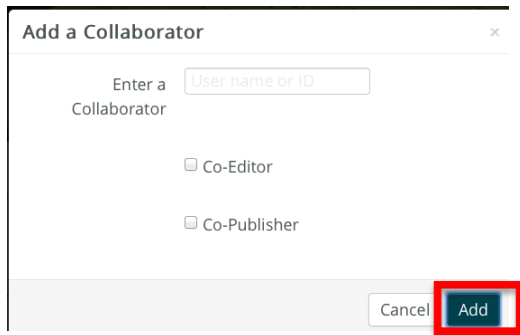
- **Media Owner:** Affects administrator rights to the selected clip.
  1. Select 'Change media owner'
  2. Enter the **Deakin username** of the person you want to transfer ownership of the clip to.



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



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

### Further resources

For more help, 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)**