

Using the Collaboration function in edit mode

DeakinAir

Prepared by the Deakin Learning Futures TeachAssist team
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CRICOS Provider Code 00113B

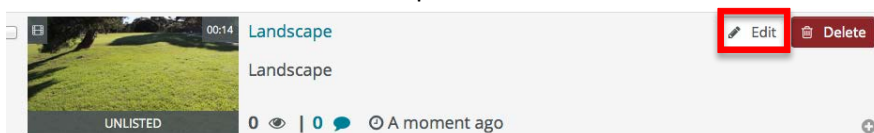
Overview

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

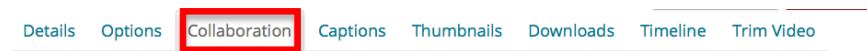
Using the collaboration function in DeakinAir

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



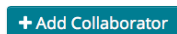
Media Owner

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



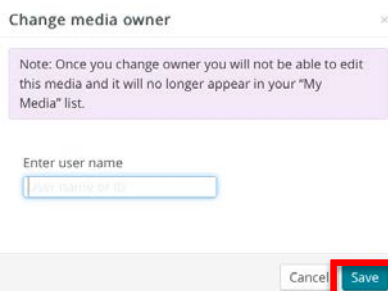
Media Co-Editors and Co-Publishers

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



Collaboration options

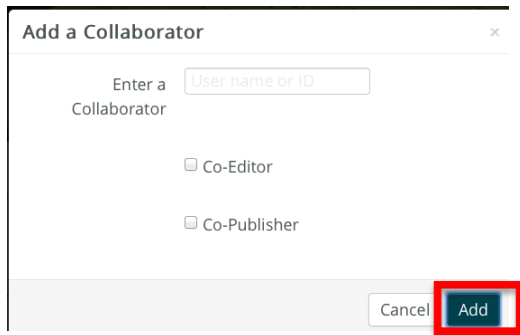
- **Media Owner:** Affects administrator rights to the selected clip.
 1. Select 'Change media owner'
 2. Enter the **Deakin username** of the person you want to transfer ownership of the clip to.



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**