

# Guide to viewing videos in DeakinAir and CloudDeakin



CRICOS Provider Code 00113B

## DeakinAir

Prepared by the Deakin Learning Futures TeachAssist team

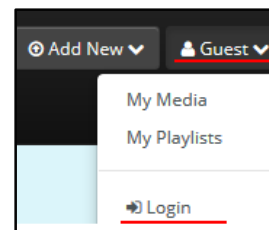
[teachassist.deakin.edu.au](http://teachassist.deakin.edu.au)

### Overview

Accessing your own videos in the DeakinAir environment is really simple. You can also access your DeakinAir videos from within CloudDeakin sites. An additional feature of CloudDeakin and the updated DeakinAir is the ability to view all the DeakinAir videos that have been loaded onto a unit site, regardless of who created them.

### Viewing videos in DeakinAir

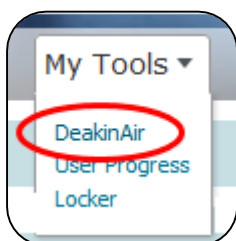
1. Go to the [DeakinAir](#) site.
2. Log in using the drop-down menu at the top right-hand corner of the page.
3. Once logged in use the same drop-down menu to access **My Media**.
4. Click on the thumbnail image of the relevant video. Select play.



### Viewing videos in CloudDeakin

You can access videos in CloudDeakin in a couple of different ways. The two most straightforward are using the **Media Gallery** or the **DeakinAir** tab.

#### DeakinAir tab

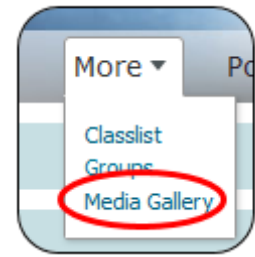


To access your DeakinAir videos go to the unit Navbar and select the **My Tools** drop-down icon. Click on **DeakinAir**. You will be presented with a list of all of the DeakinAir videos which you have uploaded to this unit.

## Media Gallery

The unit Media Gallery houses all videos uploaded to the unit. Videos uploaded by other users will be visible in this space. As staff enrolled in a unit you can add to, access videos in the media gallery and also view video analytics.

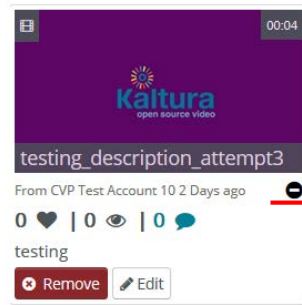
You can access the Media Gallery via the Navbar by selecting the **More** dropdown tab and choosing **Media Gallery**.



## Removing content from the Media Gallery

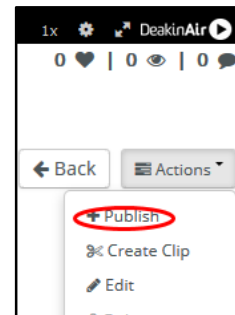
If one of your videos has been posted to the Media Gallery by mistake you can remove it.

1. As a staff member enrolled in the unit you can remove videos from the Media Gallery. You can also edit the metadata attached to your own videos within the Media Gallery (description of the video, title etc.).
2. Select the + in the bottom right-hand corner of the video thumbnail.
3. Your own videos will show a **Remove** and an **Edit** button. All other videos will show only **Remove**. Click **Remove** and confirm when prompted.



## Returning content to the Media Gallery

4. Removing your video from the Media Gallery does not remove it from the unit site. You can still access the video by using the DeakinAir tab. Removing the video from the Media Gallery has set the status of the video to **Private**.
5. You can return the video to the Media Gallery by setting its status to **Publish**.
6. Access your video using the DeakinAir tab. Click on the **Actions** button under the video.
7. Select **Publish**.
8. Select the **Published** radio button and the name of the Media Gallery.
9. Click **Save**.



## 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)**