

# Median: Sharing a Clip

Median brings great educational benefits by being an easy way for instructors to share media with their classes. While copyright restrictions do not allow for entire films to be shared on Median, an instructor can still upload an entire work and simply share pertinent selections for his or her class to view. Sharing clips also eliminates the need for redundant uploads to Median, therefore saving users' time.

## Upload or Locate the Film or Video

If the film or video containing the selection you want to share is not yet on Median, then upload it before proceeding (directions for doing this can be found in the *Median Quick Start Guide*).

Once the film or video is available on Median, you can locate it by using **Search** or by browsing the **Explore** and **Manage** sections. (**Manage** is an easy way to find media you have uploaded to Median.)

## Create a clip

1. When you've located the original media in **Explore** or **Manage**, click its title or **view** to bring it up in the **Player**.
2. On the right-hand side of the **Player** is a tab called **Share**. Click on this tab to reveal several options for sharing media, including **Create a Clip**. (Note: you must be logged in with your ECnet username and password to see this option. Also, you cannot make a clip of another clip.)
3. In the **Title** field under **Create a Clip**, you can enter a title for the clip. If this field is left blank, the clip's title will default to "Clip of x," where x is the name of the original media selection.
4. Define the start and end times for the clip. This can be done by manually typing in the times as Hours, Minutes, and Seconds (HH:MM:SS), or by clicking **Start** and **End** when the play head of the media player is at the time you want to set the start or end time for.
5. Click **Save Clip**. The clip will inherit the same metadata and sharing restrictions as the parent media, and will automatically be added to the listing in **Explore** and to your **Active Entries** in **Manage**.

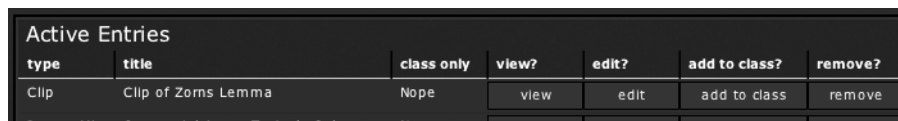
## Edit and Share a Clip

Once you have created a clip, you can edit it in the **Manage** portal.

To edit metadata for a clip, click **edit**. While a clip will inherit certain metadata (such as licensing information) from its parent media, some information (such as notes, tags, and access information) can be changed here for just the clip.

Most likely, you will want to share a clip with a class. To do so click **add to class**, and choose a class from the pull-down menu provided. This will apply only to the clip, not its parent media.

To delete a clip, click **remove**. This will delete only the clip, not its parent media.



type	title	class only	view?	edit?	add to class?	remove?
Clip	Clip of Zorns Lemma	Nope	view	edit	add to class	remove
Image/Misc	Sequential Art on Train's Column	Nope	view	edit	add to class	remove

## Need Help?

For additional information, contact the IT Help Desk at 617.824 x8080 or e-mail [median@emerson.edu](mailto:median@emerson.edu).

