Camtasia Relay: How to Change your Video Category

To change your video category:

1. Login to the online video server with your University ID and password at onlinevideo.napier.ac.uk. Then click My Account and then My Content.

2. The videos in your personal category will be listed. To delete a video, check the box and click the Delete selected video link. Click yes to confirm the deletion.

3. To move a video, click the edit icon.

4. You are taken to the Upload wizard but you do not need to upload anything.

5. Select a new category from the drop menu.
You should have at least three categories to choose from:

- **Personal** only you can view the video by logging in.
- **Department** videos are available to anyone without logging in (i.e. public videos).
- **Department secure** videos are available to anyone at the University who can login.

6. Click **Next** several times until the wizard completes.