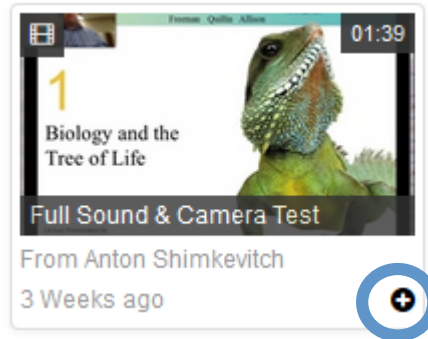


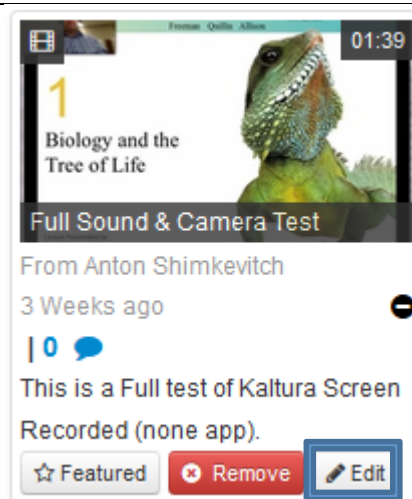
# Editing and Deleting Your Kaltura Recordings

## Editing Your Videos

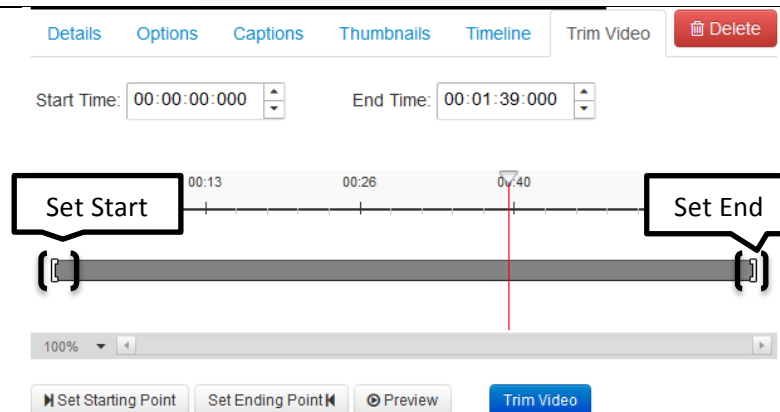
1. To start editing and customizing your videos go to **Control Panel** → **Course Tools** → **Media Gallery**. There locate the video you want to edit and click the [+] button in the bottom right corner of the video.



2. Click the **Edit** button and you will be taken the editing screen.




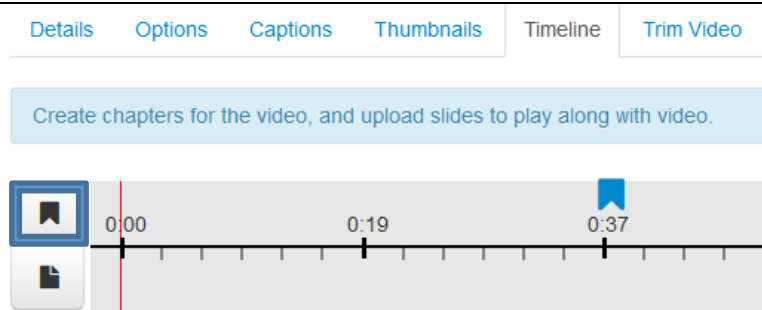
3. To change the starting or ending point in your video you will need to click on **Trim Video**. There you can preview the video and use the (I) and (I) brackets to adjust start and end points of your video respectively. Click the **Trim Video** button to save changes.



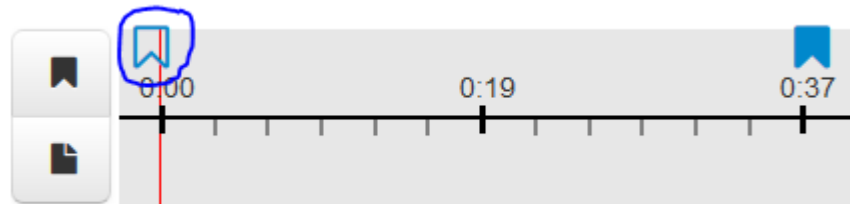
# Editing and Deleting Your Kaltura Recordings

4. You can use the **Timeline** menu to break up longer videos into chapters and students can then skip between chapters with just a click of their mouse.

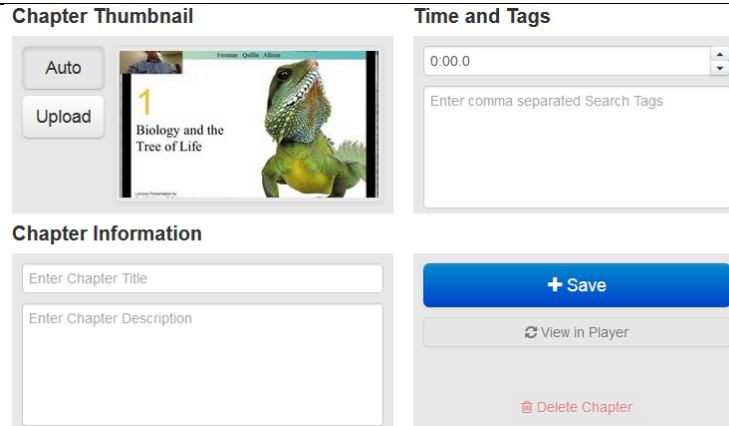
Click the  button to set where the chapter begins.



5. You can adjust the chapter start by moving the bookmark icon see image for circled example to the time starting time point.



6. You can then add custom thumbnails, title, and description for the chapter. Click **Save** to finalize the position



The screenshot shows the chapter editing interface. It is divided into three main sections: 'Chapter Thumbnail', 'Time and Tags', and 'Chapter Information'.  
- **Chapter Thumbnail:** Includes 'Auto' and 'Upload' buttons, and a preview image of a green lizard with the text '1 Biology and the Tree of Life'.  
- **Time and Tags:** Includes a time input field set to '0:00:0', a search tag input field with the placeholder 'Enter comma separated Search Tags', and a blue '+ Save' button.  
- **Chapter Information:** Includes two text input fields for 'Enter Chapter Title' and 'Enter Chapter Description', and a '+ Save' button.  
At the bottom right, there is a 'Delete Chapter' button with a trash icon.

# Editing and Deleting Your Kaltura Recordings

7. Now when viewing the video one can click on the upper left corner and select a chapter to skip ahead or comeback to a previous point.



## Full Sound & Camera Test

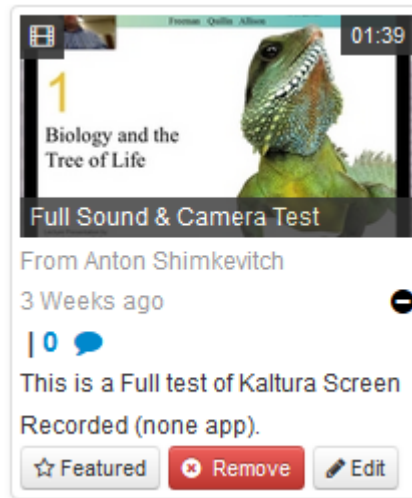
From antons1

01:39

This is a Full test of Kaltura Screen Recorded (none app).

## Deleting Your Video

1. While in the **Medial Gallery** page. Simply clicking **Remove** will only remove your video from the gallery view and not actually delete it from the server. To permanently delete a video you will need to click **Edit**.



2. Use the red **Delete** button in the Edit screen to permanently delete the video.

