

How to Un-Publish Videos in My Media

Preparation

- A) Please install the latest version of [Adobe Flash](#) and [Java](#).
- B) If Google Chrome does not work, please use [Mozilla Firefox](#) instead.
- C) This guide works only *after you have published a video in My Media*.

1] **My Blackboard > My Media** (usually on the left side, under “Tools”). If you cannot find it, find it somewhere else in My Blackboard. If “My Media” module is not added yet, you need to add it first by clicking “Add Module”.



2] First, **select a video** and then **Actions > Publish**

A screenshot of the "My Media" interface. At the top left, the text "My Media" is displayed. Below it are several filters: "Sort by Most Recent", "View All Statuses", "View All Media", and "View Media I Own". On the right side, there is a search icon, an "Add New" button, and an "Actions" dropdown menu. The "Actions" menu is open, showing a "+ Publish" button (highlighted with a red box and a yellow "2" above it) and a "Delete" button (highlighted with a red box and a yellow "3" above it). In the main content area, a video titled "Welcome to UFV!" is shown. A red arrow points to a checkbox next to the video, which is also highlighted with a red box. A yellow box with the text "First, select a video" is positioned above the video. Below the video title, there is a description field and several tags: "first lastname", "course name", "course id or crn (5 digits)", and "instructor's full name". At the bottom right of the video, there are "Edit" and "Delete" buttons.

3] **Deselect course shells** and then **Save**

A screenshot of the video publishing options screen. At the top, there are two checkboxes: "Developing Tests & Assignment" and "SOWK-300-AB1". Both checkboxes are unchecked and are highlighted with red boxes. Below these is the text "Published in:" followed by "2 Media Galleries:". At the bottom of the screen, there are two buttons: "Save" and "Back". The "Save" button is highlighted with a red box and has a red arrow pointing down to it from above.