



## Add Audio or Video with Editor

### Workflow Steps:

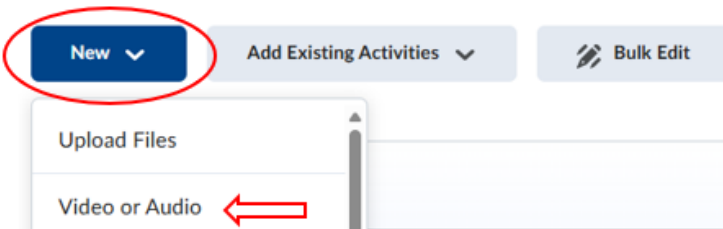
#### Step one:

From your course homepage select **Content** in the navbar.

Course Home **Content** Assessments ▾ Communication ▾

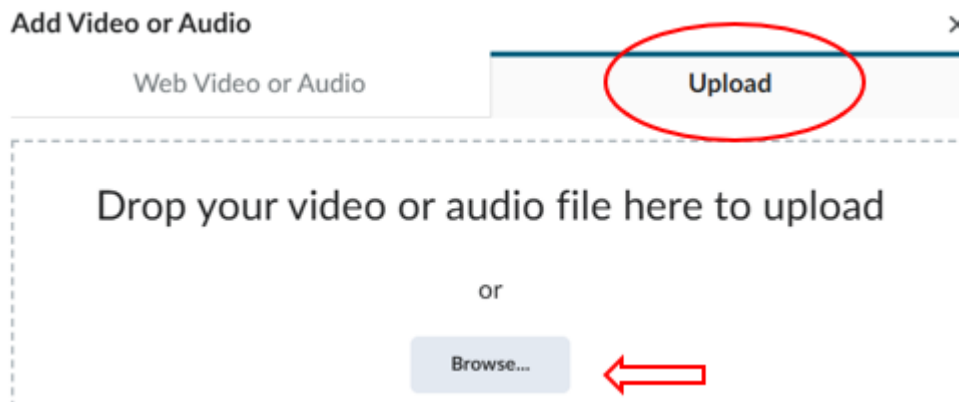
#### Step two:

Navigate to the module of your choice. Click **New**, then select **Video or Audio**.



#### Step three:

In the Add Video or Audio window, select the **Upload** tab. **Browse** for your file, or drag your file into the upload space.



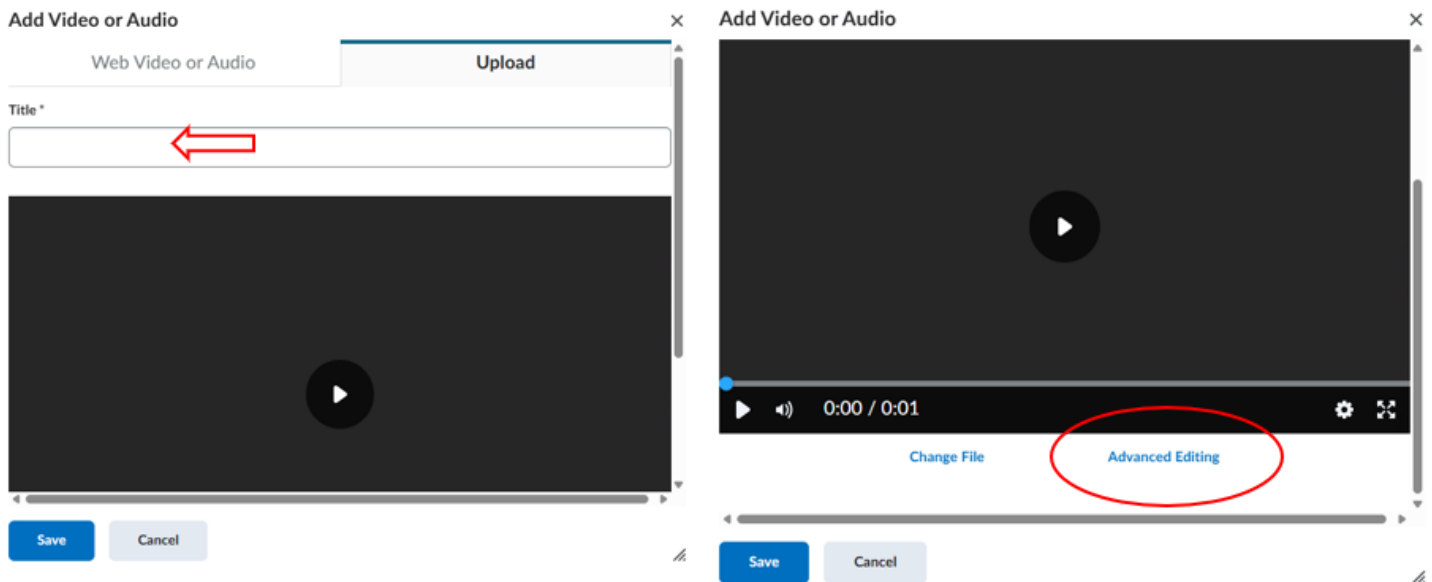
### Step four:

**Note:** The transcoding process starts when the file reaches 70% upload and may result in a momentary pause.



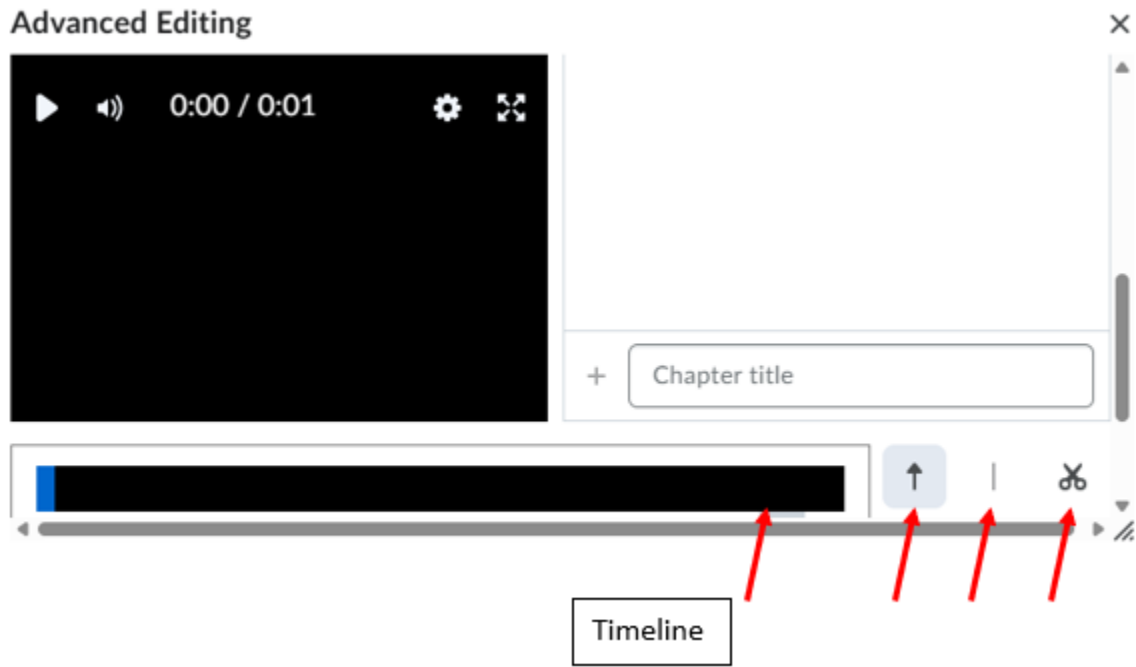
### Step five:

When the upload is complete, add a **Title**, then scroll down and select **Advanced Editing**.



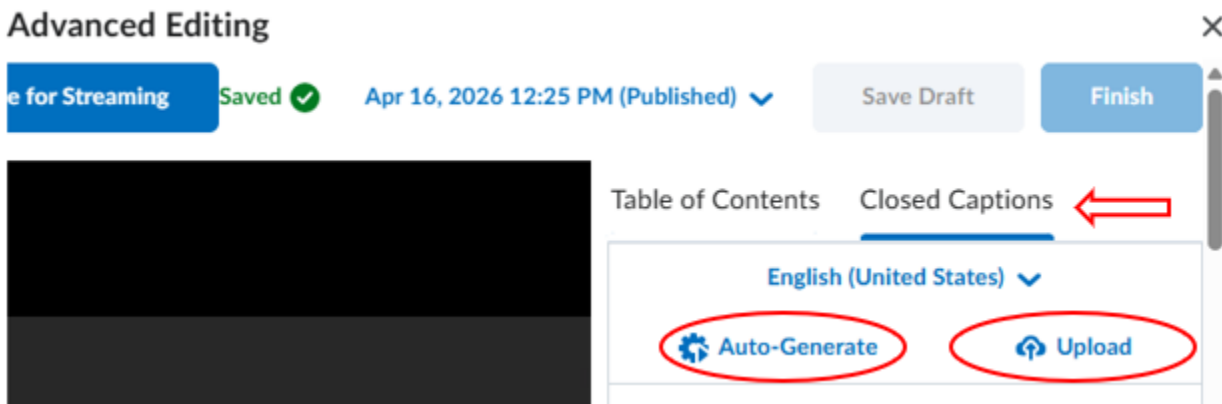
**Step six:**

**Edit Timelines** – Use the **Seek (arrow)**, **Mark (line)** and **Cut (scissor)** icons to make cuts from the timeline of the original upload/recording. It is possible to expand the timeline by clicking and dragging on the timeline to make edits that are more precise.



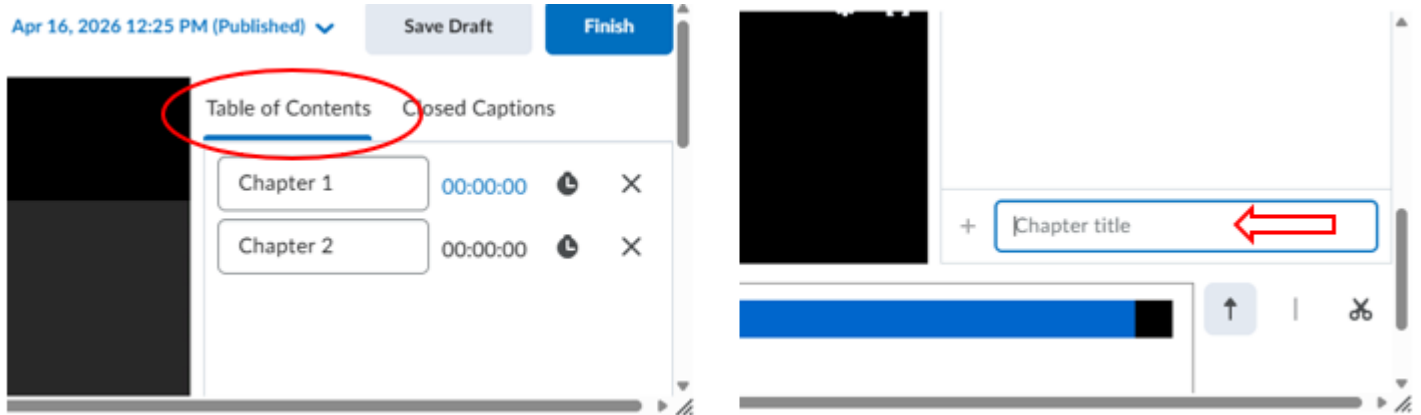
**Step seven:**

On the **Closed Captions** tab, use the **Auto-Generate** or **Upload** options to add captions.



### Step eight:

On the **Table of Contents** tab, add **Chapter Titles** and set their locations on the timeline.



### Note:

After changes have been saved, the date indicator allows users to open a menu and select from previous versions.

