Edit Your Media

1. Log in to audio-video.shanti.virginia.edu
   - Learn more at Log in to Audio-Video

2. Click the **Main Menu icon**
   - This icon has four horizontal lines and is at the top right of the page
   - A menu will expand

3. Click **My Content**
   - A drop-down menu will unfold

4. Click **My Media**
   - A list of sound and video you own will open

5. Click on the sound or video asset you want to edit
   - The media item will open

6. Click the **Edit** tab
   - The media item will open

7. Edit the fields
8. **Save** your changes
   - Audio-Video will confirm your changes