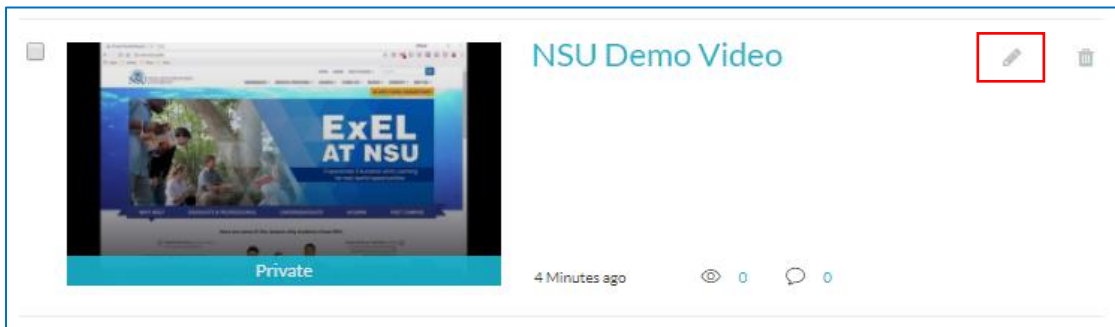


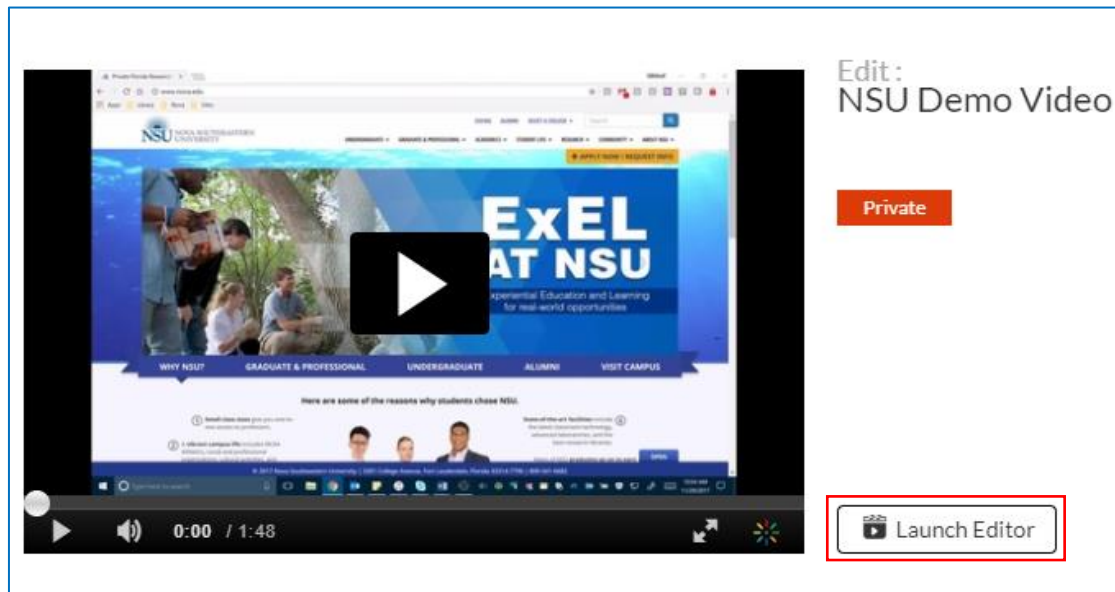
Launching the SharkMedia Video Editing Tools

You can launch the video editing tools from the Edit Entry window or from the Actions drop down menu in SharkMedia.

1. Login to **SharkMedia.nova.edu** or access the **SharkMedia tab in Blackboard**.
2. Go to **My Media**.
3. Click on the entry's **Edit** icon.

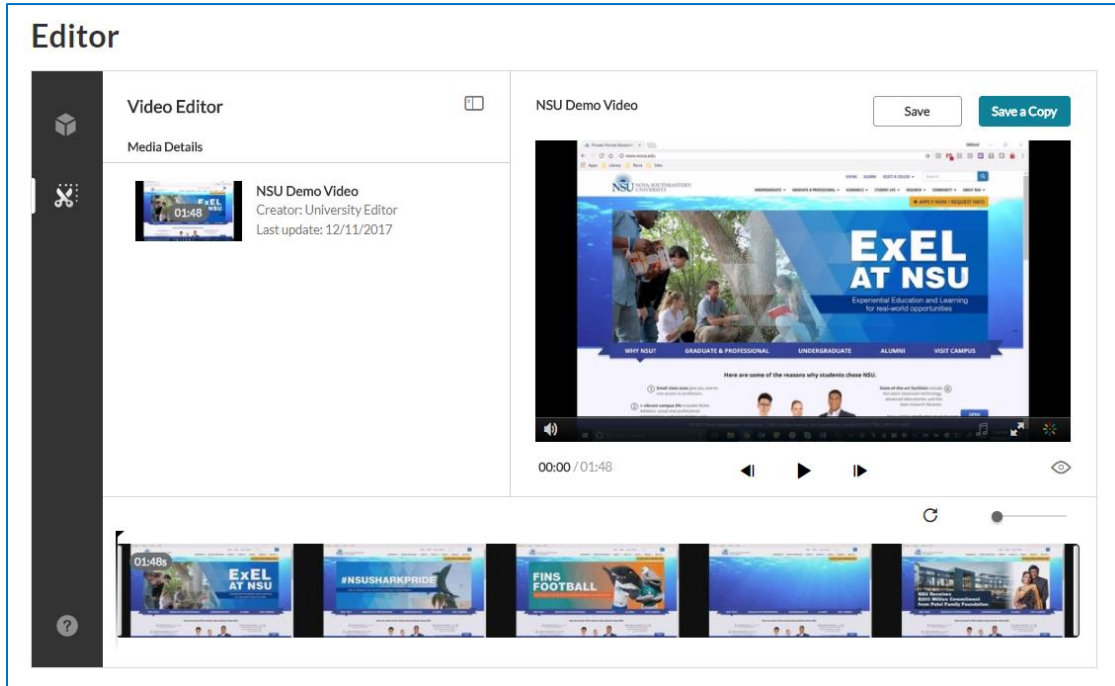


4. Click **Launch Editor**.



5. The editor window is displayed and contains the following navigation tabs:
- **Quiz Tab** – Creating and editing Interactive Video Quizzes.
 - **Edit Tab** – Video editor.

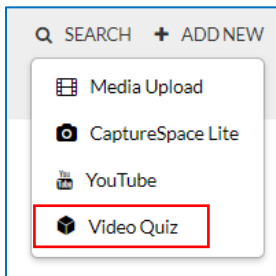
Note: Depending on the type of media you selected, the editor will open the relevant tab.



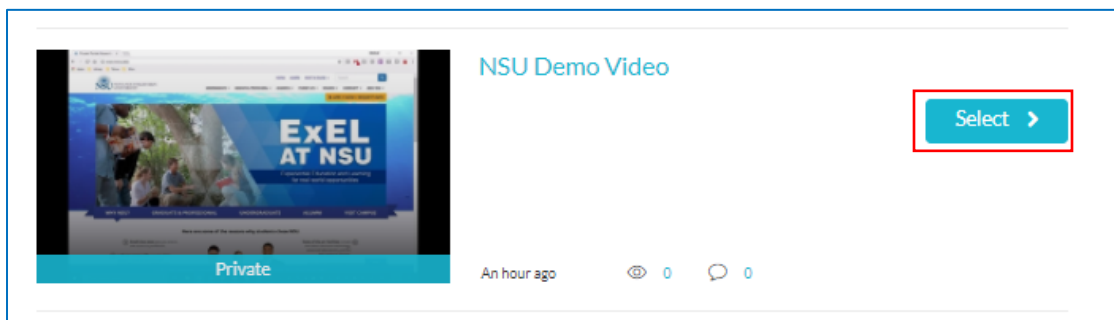
Creating and Editing Interactive Video Quizzes

Use the Interactive Video Quiz Editor to create and/or edit an IVQ.

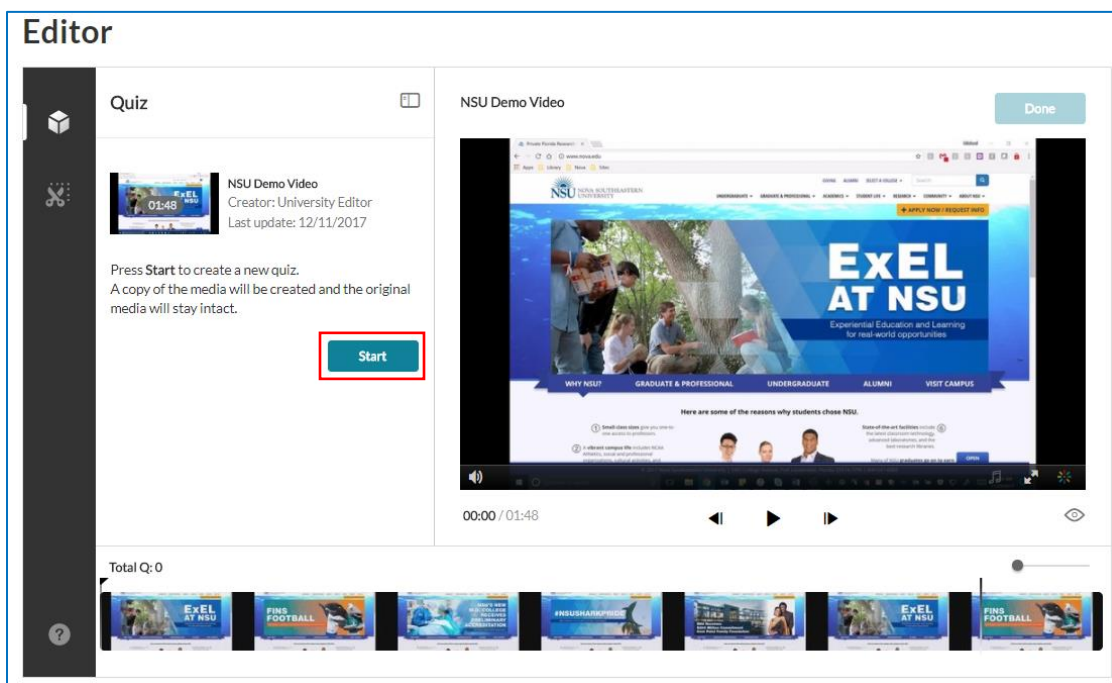
1. Select **Add New > Video Quiz**.



2. The **Editor/Media Selection** page is displayed.
3. Click **Select** next to the media you want to create a quiz from.



4. Click **Start** to create the Quiz.
- Note:** A copy of the media is created, and the original media is retained.



5. Optional – All options in the Quiz Editor include default values. Open each section to modify the default values.
 - a. Click on the details tab. Default values are displayed. You may revert to the defaults at any time.
 - b. Modify the following fields (optional).
 - Quiz Name
 - Welcome Message – this appears on the first screen of the quiz
 - Instructions – include basic instructions on how to complete the quiz
6. Click the Scoring tab to set or modify the scoring options. Default values are displayed. You may Revert to defaults at any time.

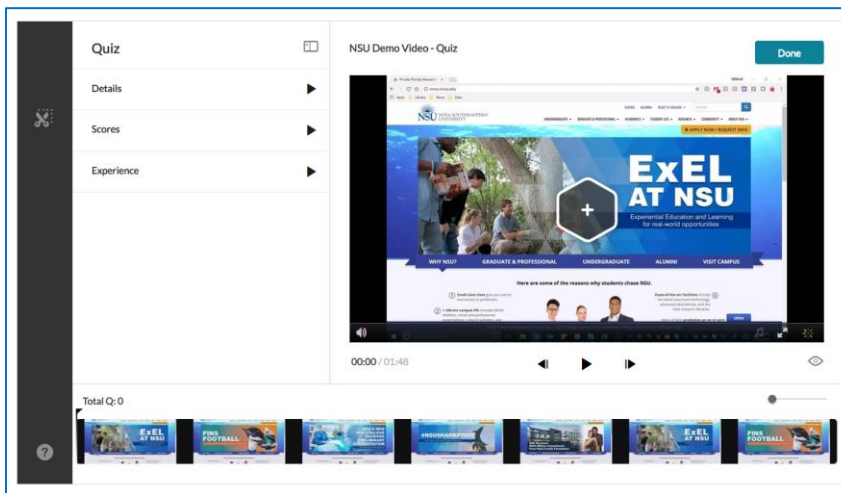
Upon Submission	Resulting Display for the End-User
Do Not Show Scores	A 'Thank You' message will display after submitting the quiz. No scores will be presented to the quiz-taker.
Show Scores	Your viewers will see the quiz score page after the quiz is submitted.
Include Answers	Your viewers will be able to see correct/incorrect answers, as well as the correct answer’s rationale if you chose to add it during the quiz creation (add link to where we talk about the “Why” button)

7. Click the Experience tab to set or modify the experience options. Default values are displayed. You may Revert to defaults at any time.

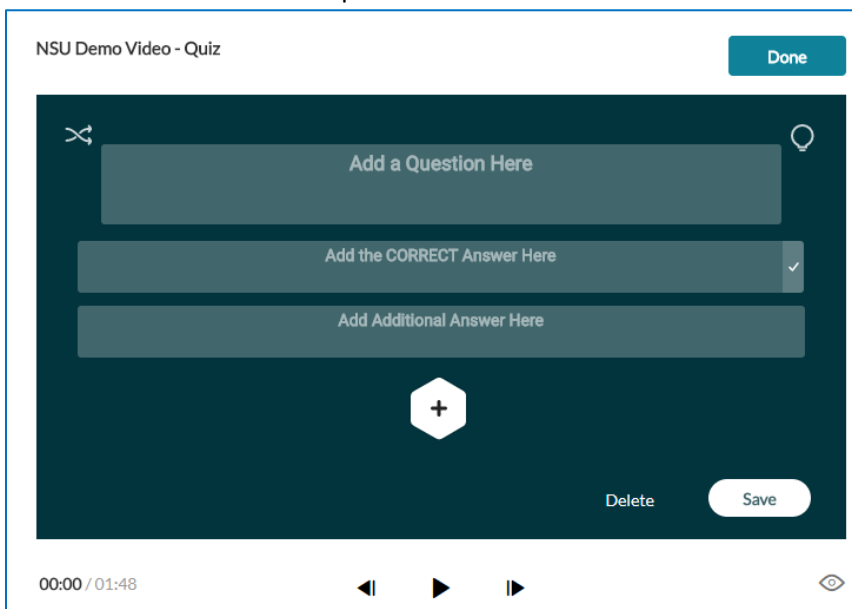
Option	Resulting Display for the end-user
Question List	Your viewers will be able to download the quiz question list and possible answers before they start playing the media.
Edit Answer	Your viewers will be able to change an answer before submitting the entire quiz, during review mode.
Skip for Now	Your viewers will be able to skip a question and come back to answer it later. Setting this off, will mean that your viewers will be blocked from continuing the playback until the answer the question.

Adding Questions

After completing the setup, you can begin adding questions to the quiz:



1. Start playing the video or seek to the point you would like to add a quiz question.
2. Pause once you are in the correct location.
3. Press the + button to add a question and related answers.



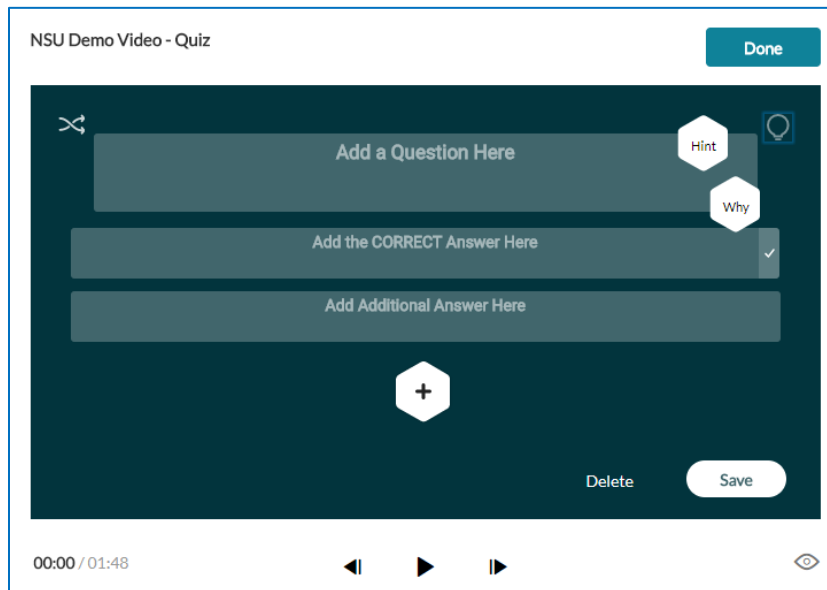
4. Click Add a Question Here and enter the question text.
5. In the Add CORRECT Answer Here field – enter the correct answer.
6. In the Add Additional Answer Here field– enter other possible answers to choose from. Two answers are mandatory. Click the Plus sign to add more answers. You may add up to four answers (maximum).
7. Use the Shuffle icon to shuffle the order of the answers, or hover over the three dots in the answers to manually drag the answers to re-order them. Shuffling your answers will ensure that the correct answer is not presented at the same order every time. The correct answer displays a checkmark at the right end of it.

- To delete an answer, click on the x near the answer. The correct answer cannot be deleted, only modified.

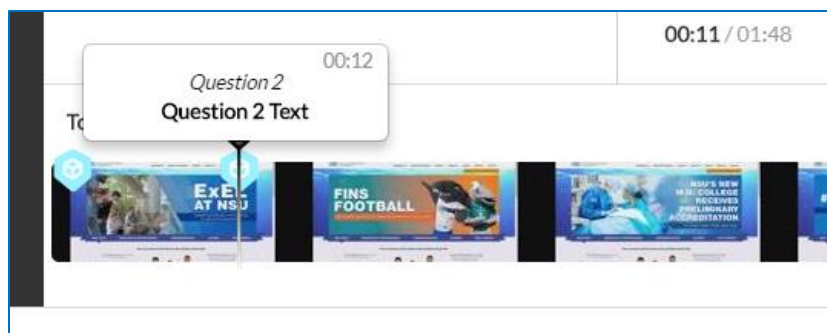
NOTE: Before you save the question, you may add a hint to the correct answer. When you finalize the quiz, you may add the Why rational.

Hints and Explanations

You can also add a question Hint or an Explanation of the correct answer by clicking the light bulb and selecting *Hint* or *Why*.

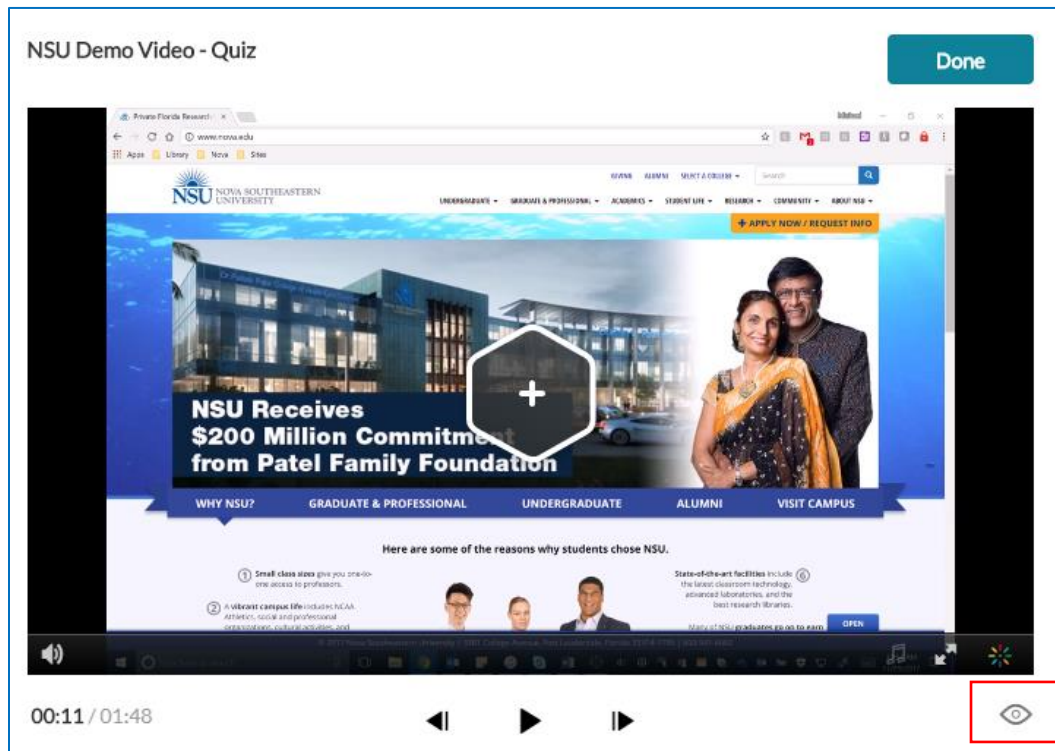


As you add your questions, they will each show as a turquoise diamond on the timeline below the video.



Hover over the turquoise diamond to see which question it is, and click it to make changes to the question. Continue the process for as many questions as you would like to add.

After you have added all your questions, you can use the Preview Quiz button to verify that it works properly.



Tips

- Be sure to shuffle your answers
- All wrong-answer options should be plausible
- It is not recommended to use “all of the above” and “none of the above” as wrong-answer options
- Make sure the question is meaningful by itself and represents a definite problem.
- Keep answer length similar
- Try not to create trick questions, but allow for constructive learning

Trimming a Media Item

Use the trimming tool to trim the start and/or end of your media. Trimming is only available the owner and co-editors of the video.

NOTE: Trimming media will modify the source media permanently. Create a clip to trim a copy and preserve the original media in Kaltura.

To Trim Media

1. Set the Range. Use any of the methods in **Setting a Range below**.
2. Click Save to create a new media item.

Clipping a Media Item

Clipping a media item creates a copy of the original media item based on the length you specify when setting the in and out points. Only the owner and co-editor of a media entry can create clips from media.

To Create a Clip

1. Set the Range. Use any of the methods listed in **Setting a Range below**.
2. Click Save a Copy (clip) to create a clip. Saving a copy creates a copy and the original media is unchanged.

Setting a Range

To trim media or to create a clip, you must first define the range you want to keep or make a clip from. You can set the range in one of the following ways:

- Drag the handlebars of the start or end points with your mouse to set the range.
- Enter a start time or end time in the Real-Time Input field, and press Enter. The Real-Time marker will position itself on the timeline at the manually set time. You can then drag either handlebar on the Timeline edge to snap it to the real time marker.
- Click anywhere on the Timeline, the real time marker will position itself there. Drag either Timeline edge to snap it to the real time marker.
- Play the media, and pause on desired time. the Real-Time marker will position itself at that time. Drag either Timeline handlebar to snap it to the real time marker. When arrows are displayed on the Real-Time marker, you can move the Real Time marker on the timeline to a different position, either backwards or forwards.

NOTE: You cannot trim or clip any segment under 2 seconds.