

# Athena Videos: Adding a Video

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*NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.*

*NOTE: If you are looking to activate or deactivate an already created item [click here](#)*

This article is for adding a new video within the Video app in Athena.

1. [Log in to Athena](#)
2. Select **Videos** from the navigation menu.

*NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.*

The screenshot shows the Athena Home page. At the top, there is a navigation bar with the Athena logo, "Athena Home", and links for "Help" and "Log Out". Below the navigation bar, there is a "Welcome to Athena" message. The main content area is divided into two columns. The left column contains the text "Knowledge + Intelligence" and a paragraph describing Athena as a suite of interrelated data management systems. Below this is a link to "App Links" and a grid of icons for various apps: DOC (Documents), HOURS (Hours), IMG (Images), LOC (Locations), PGS (Pages), PPL (Profiles), STORY, and VID (Videos). The right column contains a "New decade, new look!" message and a link to the helpdesk.

3. Click **Add Video**.

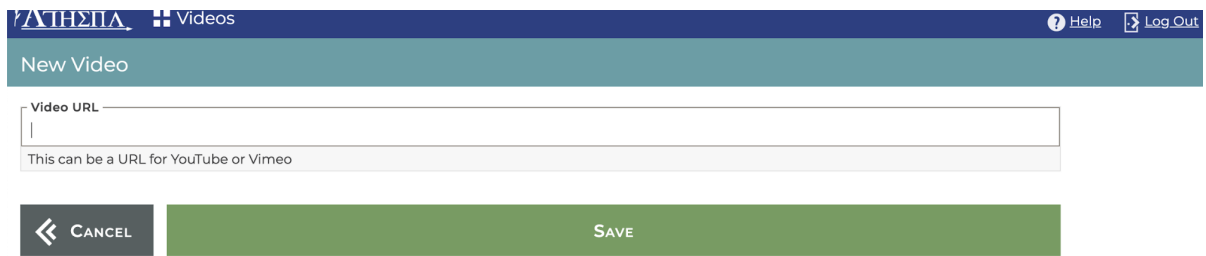
The screenshot shows the Athena Videos page. At the top, there is a search bar and an "Add Video" button. Below this is a table with the following columns: ID, Preview, Title, Last Updated, and Actions. The table contains four rows of video entries.

ID	Preview	Title	Last Updated	Actions
605		Larrick Potvin	3/7/2018	
604		Career Conference Internships	3/7/2018	
603		University Honors Program	3/2/2018	
602		Fireball: Revolution	3/1/2018	

4. Add the *Video URL*.

*NOTE: Supported video streaming platforms are YouTube and Vimeo. Athena Videos does not host videos but rather organizes and categorizes select videos hosted on other platforms and makes them available for use within Athena. If you need help uploading a video to one of the*

supported platforms, see [YouTube](#) or [Vimeo](#) for help.



The screenshot shows a web interface for creating a new video. At the top, there is a dark blue header with the logo of the University of Wisconsin-Eau Claire (UWEC) on the left, the word "Videos" in the center, and "Help" and "Log Out" links on the right. Below the header is a teal bar with the text "New Video". Underneath is a text input field labeled "Video URL" with a vertical cursor. Below the input field is a light gray tooltip that says "This can be a URL for YouTube or Vimeo". At the bottom of the form are two buttons: a dark gray button with a left-pointing arrow and the text "CANCEL", and a green button with the text "SAVE".

5. Click **Create Video**.
6. Proceed to [Editing a Video](#).

### Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).