

Athena Videos: Editing a Video

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

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

1. Edit the *Title* as desired.

NOTE: Athena will automatically import the video's title and description from the video streaming provider. Editing this field will override that data within Athena only.

The screenshot shows the Athena Video app interface. At the top, there is a navigation bar with the Athena logo, a 'Videos' tab, and 'Help' and 'Log Out' buttons. Below the navigation bar, the page title is 'Edit Video: Campus Mall Drone Flyover (TEST)'. The main content area is divided into two sections: 'Basic Info' and 'Organize Tags'. The 'Basic Info' section has a 'Title' field containing 'Campus Mall Drone Flyover (TEST)' and a 'Description' field which is currently empty. The 'Organize Tags' section has a 'Units' list on the left and a 'Selected Items' list on the right. The 'Units' list includes 'Academic Affairs/Provost', 'Academic Skills Center', 'Academic Testing', and 'Academics'. The 'Selected Items' list contains 'UWEC'.

2. Edit the Description.

NOTE: A description can be added to add more detail about the video and its contents.

3. Select the applicable *Unit(s)*.

NOTE: Units can be added to help organize your video. Units can also help to search for the video at a later time.

Categories and Keywords

Selected

Search Keywords and Categories..

Categories	Keywords
Academic Advising	Academic Department Associate
Academics	academic skills center
Achievements	addiction
Athletics	advising
Barron County	alumni
Blugold Success	alumni profiles
Budget	Alumni Room Events
Business	announcement
Campus Life	application process

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SAVE

4. Select the appropriate *Categories* and *Keywords*.

NOTE: Athena Keywords and Categories are used for search functions both in and out of Athena. If possible, select as many categories and keywords that describe your item.

5. Click **Save**.

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.