1. Sign-in with the American History in Video account you have already created. (Your Marist Account will not work here.)

2. Select and open the video from which you would like to make a clip.

3. There are several ways to find the section of the video you want to include in the clip.

   3.1. You can browse through the transcript and click on the words in the transcript to advance the video to that point.

   3.2. You can use the search function above the video viewing area. A timeline will have orange marks where you term appears in the video. You can click on each of the orange marks to advance to that point in the video.

4. Directly above the video screen, click on the button Make Clips
5. A new dialog box will open up directly above the viewing box.

5.1 Enter in a title for the clip.
5.2 Enter any notes you wish in the “Notes” box to the right.
5.3 Drop down the “Viewable by” menu and choose “My Institution Only”.

6. Use the Minute/Second menus to select the start and stop time for the clip. Directly below the viewing box the minute and second of the current frame is displayed.

You can use the selection arrows by each Minute and Second box to move back and forth through the video. The Second box will move one frame at a time.

7. Click on the “Save “ button.
8. You can now access this clip from several places in American History in Video.

8.1. There are two tabs for the “Transcript” window. Click on the “Clips” button

8.2. 
1) You can also use the “Clips” sub-menu from the main system menu.
2) Select the “My Clips” tab.

9. To create a URL to embed into iLearn, click on the “Share and embed this video” button from the “Clips” list.
10. A new window will open up with a “Permalink” to the video clip.

![Permalink to "Susan Anthony Philosophy"](http://ahiv.alexanderstreet.com.online.library.marist.edu/view/734202/clip/6435)

11. You will need to make some simple changes to this link so that students off-campus will be able to see the video clip.
   11.1. Remove the text "online.library.marist.edu" from the Permalink.
   11.2. Place this prefix at the beginning of the URL: 
   11.3. The correct URL should read as follows: