Sharing & Editing H5Ps

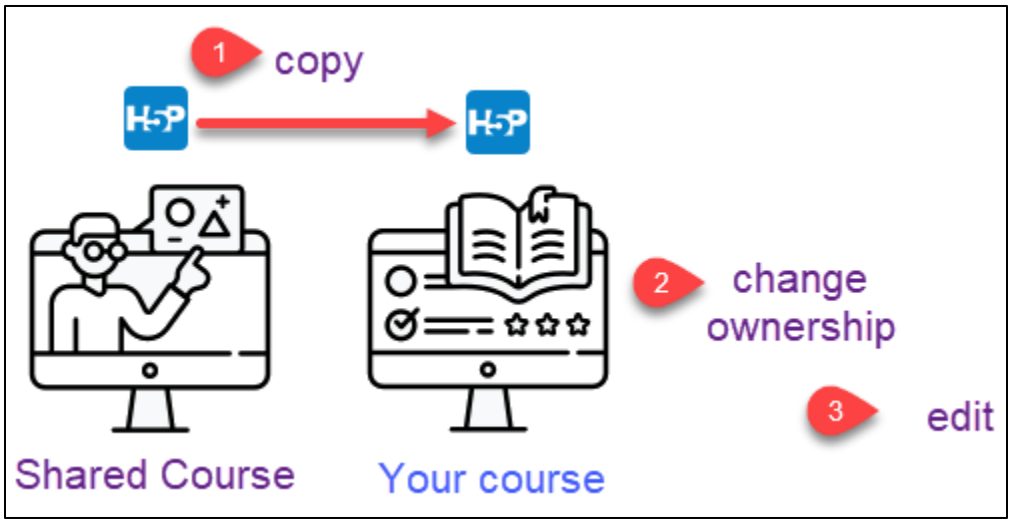
Most **H5Ps** are used as they appear in Avenue courseware. However, if you want to edit an **H5P** that you have borrowed from another instructor on a collaborative course to customize it for your learners, you must change the ownership to yourself.

Why Edit an H5P?

Potential **reasons to alter an H5Ps** may include augmenting questions or tasks, reordering learning events, adding closed captioning or adding transcripts, adding audio, revising images, adjusting alignment, and adding or removing behaviours to mention a few.

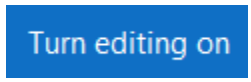
The Process

1) Copy an **H5P** to your course from a **Shared course.**
2) Change the **H5P** ownership.
3) Edit the **H5P**.

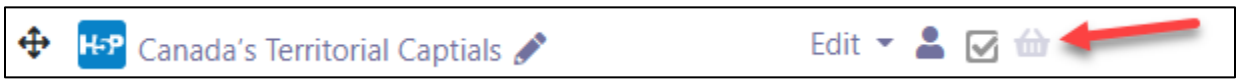


Acquiring an H5P from a Shared course

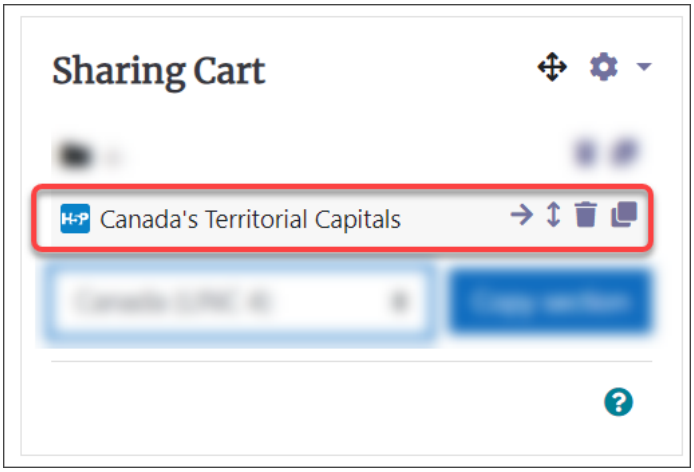
1. On the **shared course**, click on the **Turn editing on** button.
   Note: The **Sharing Cart** block should appear.



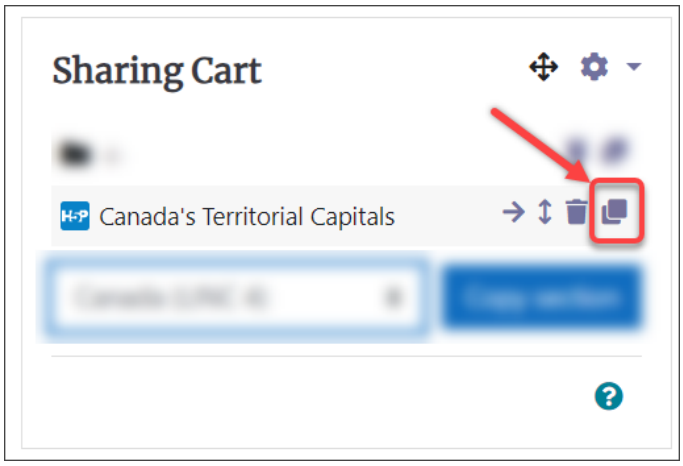
2. Locate the **H5P** activity on the shared course, and then click on the **Sharing Cart** icon.



Note: The **H5P** activity appears in the **Sharing Cart** block.



3. In the **Sharing Cart** block, click on the **H5P** activity **Copy to course** icon.

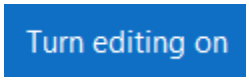


4. At the bottom of the appropriate **Topic/section**, click on the **copy here** icon.



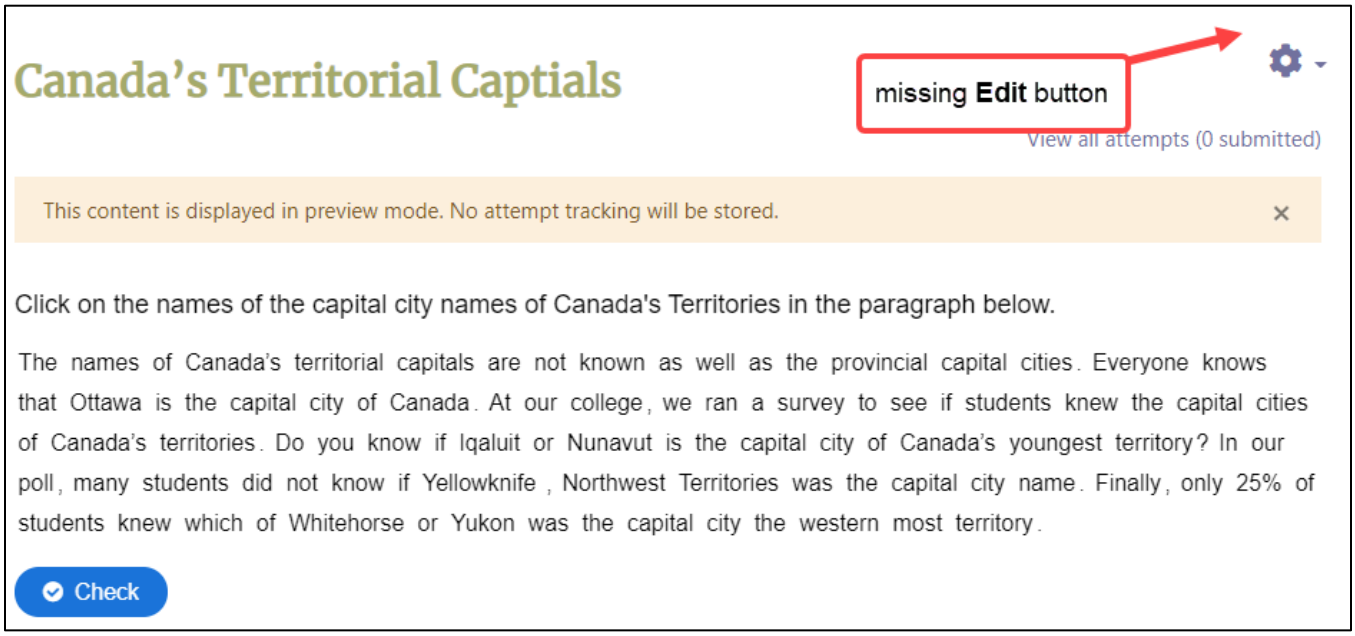
5. The **H5P** activity appears on your course.

Change the H5P Ownership

1. On **your course**, click on the **Turn editing on** button. 

2. Click on the **H5P** link.





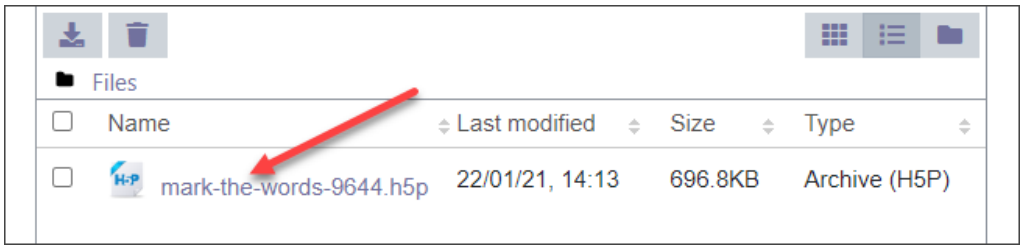
Note: If you are not the owner of this H5P, there will be no **Edit** button. If there is an **Edit** button, you own this H5P. The following steps assume that you do not own this H5P and you cannot edit this **H5P**.

3. Click on the browser **Back** button.

4. On **your course**, locate the **H5P**, and then click on the **Actions menu** icon.

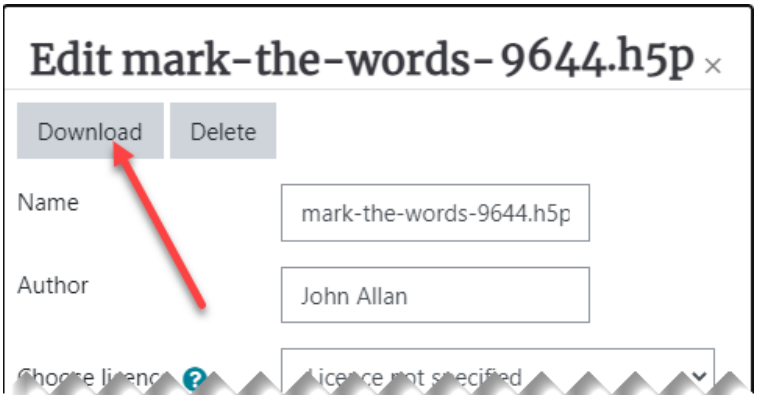
5. In the drop-down menu, click on the **Edit Settings** option.

6. Scroll down to the **Package file** section.



7. Click on the **H5P** file name.

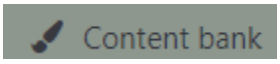
   Note: The **Edit H5P** pop-up appears.



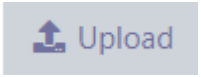
8. Click on the **Download** button.
   Note: the **H5P** downloads to your hard drive.

9. Click on the **Save and return to course** button.

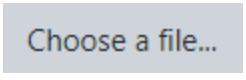
10. In the **Navigation Drawer,** click on the **Content bank** link.



11. When the **Content bank** opens, click on the **Upload** button.



12. In the **Upload content** area, click on the **Choose a file...** button.



13. In the **File picker**, click on the **Choose File** button.

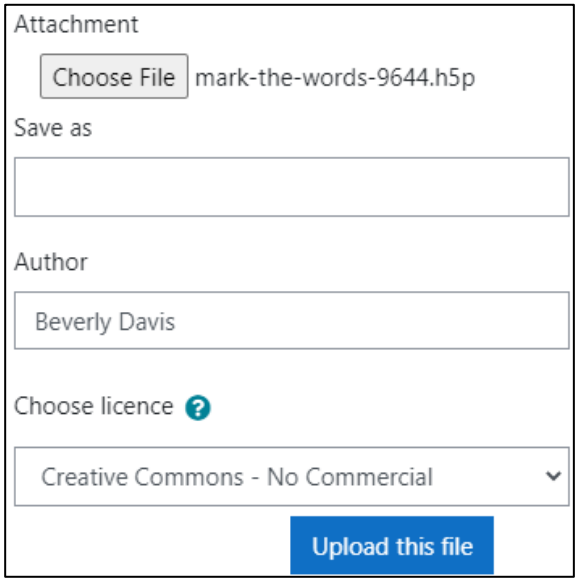
14. Locate the downloaded **H5P** file, and then click on the **Open** button.

15. In the **Author** field, ensure your name appears.

16. Choose an appropriate **license**.

17. Click on the **Upload this file** button.

18. Click on the **Save changes** button.



Note: The **H5P** activity preview opens, however, there is now an **Edit** button. You can edit this **H5P**.

