## **Reporting Videos**

Occasionally, you may find videos uploaded by users that violate the content rules your administrator has set. The "Report Video" feature allows you to bring inappropriate videos to your administrator's attention by flagging them. After a video is flagged, it is sent to a moderation queue, where your administrator can see and decide if it violates organizational rules.

To flag a video as inappropriate, do the following:

- 1. In the description of the inappropriate video, click the triple-dot icon.
- 2. From the drop-down menu, select "Mark as inappropriate".
- 3. A pop-up dialog will open, asking you to give a reason you find the video inappropriate.
- 4. To finish, click the [ Done ] button. Your report will be sent to your administrator.