MEDIASITE TRAINING

TOPICS
- Introduction
- Mediasite vs. MyMediasite
- Interface overview
- How to upload a video to Mediasite
- Recording your desktop using the Mediasite Desktop Recorder
- Sharing and embedding a video

INTRODUCTION
- New video platform, schedule class recordings, upload and share videos and improved security and support
- At least 1 Mediasite administrator per school
- Local school admin(s) are scheduling the classroom recordings
- School admins can only see their school videos.
- Students only have access to videos via Canvas
- Need help?
  eMail: Ernesto.bais@unthsc.edu
  phone: Ext. 2972
  office: LIB-451
  Or: John McKenzie, Lisa Hammonds
- A video walkthrough will be made available

MEDIASITE VS MYMEDIASITE
- **Mediasite:** This is what your students see. Students can find the classroom recordings and skill videos, etc.
- **MyMediasite:** Personal video repository. Only for Faculty and staff. You can upload videos here and make them available to students. By default, only you can see these videos.

  - For example: MEDE 7410 and 7510. Show a list of videos, including name, date, etc.

  - If Mediasite is empty, the issue can be:
    1. There are no videos for this course
    2. Faculty or Staff members hasn’t told Mediasite that his/her video belongs to this particular course. (See “sharing and embedding a video”)


**INTERFACE OVERVIEW**

- **Home**: Shows all videos that you have uploaded or created.
- **My Presentations**: The video list shows information about the videos: title, number of views, creation date and if it’s viewable or private.
- **Channels**: like YouTube. Not supported at this point.
- **Shared Folders**: We don’t use this.
- **When you click on a video**, gives you more information about the video.

**NOTE:** If you click for the first time, it may show you “Upload Media”. Click: **HOME**

- **List of all the videos I have uploaded or created**

- **Name, owner, date/time of creation**

- **# of views, duration, type and “viewable/private”**
Edit details like Title, Description, etc. of the video.

Analytics: # of views, how long, etc.

Edit the video (cut off head/tail)

Add a basic quiz

This is where you tell Mediasite that this video belongs to a particular course!

Set video to visible so other users can see your video!
More information about the video: Title, description, TAGS, presenter

Few actions on the side here:
  - Edit Details: to edit the details you see in the screenshot
  - View analytics: view how many times the video has been viewed and how long
  - Edit video: If you wish to cut off the head and tail end
  - Add basic quiz: let us know if you are interested to add a quiz!

Modules: This where you select that this video belongs to a course!

Edit Security (permissions)

Visibility (Private or Visible): by default, the video is only viewable by you!

Set this to viewable so others can see your video

HOW TO UPLOAD A VIDEO TO MEDIASITE

- Supports: MP4, MOV, WMV, AVI, Quicktime
- Click Add Media
- 3 options
- Select Upload a file form my computer
- New Presentation Details: Title and My Drafts
- Default is a private video

TO EMBED VIDEO INTO A CANVAS PAGE

- Step 1: In MyMediasite, change visibility to “Visible”
- Step 2: In Canvas, follow normal procedure to embed a video
- Edit Page
- Click the V-shaped icon in the page editor and select Mediasite
- Select Presentation
- Shows only the videos that you own
- Select Player Only

SHARE A VIDEO WITH ANOTHER FACULTY MEMBER

- Click share
- Navigate to Embed
- Copy the embed code
- Email to faculty
MAKE THE VIDEO AVAILABLE VIA THE MEDIASITE BUTTON IN CANVAS COURSE

- Step 1: In MyMediasite, change visibility to “Visible”
- Step 2: Select the video and click Edit Details
- Step 3: At the modules section, add the course ID

RECORDING THE DESKTOP USING THE MEDIASITE DESKTOP RECORDER

- Install MDR
- Register
- After registration, the Desktop Recorder works independently
- Select your recording type
- Click Record
- Step 1: Name and Type of recording
- Step 2: Check camera settings
- Step 3: Capture Area
- Step 4: Press Record!
- Automatically uploaded to Mediasite