

# 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](mailto: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

The screenshot shows the 'My Presentations' page in a learning management system. At the top, there is a navigation bar with 'Home', 'Moderation', and a profile icon. A red box highlights the 'Add Media' button with the text 'upload a video' below it. On the left, a sidebar shows the user's profile 'Ea eab0322' and navigation options: 'My Presentations' (selected), 'My Drafts', and 'My Video Assignments'. Below these are sections for 'Channels' (no favorite channels) and 'Shared Folders' (no favorite shared folders). The main content area is titled 'My Presentations' and includes a 'Page 1' indicator and sorting options: 'Sort By' (Most Recent), 'Source' (Any Source), and 'Quizzes' (Any). A list of three videos is displayed:

- Test Recording**: Jan 8, 2019 12:59 PM, Owner: eab0322. Annotations: '# of views, duration, type and "viewable/private"' points to the video thumbnail; 'Name, owner, date/time of creation' points to the title and date.
- Test Video**: Jan 8, 2019 12:31 PM, Owner: eab0322.
- CIL Demo**: Jan 8, 2019 11:26 AM, Owner: eab0322.

A red arrow on the right side of the page indicates scrolling down.

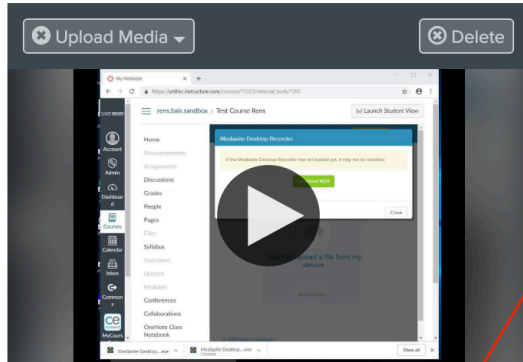
- **NOTE:** First Time you click, it may show you "Upload Media". Click: HOME
- Shows all videos that you have uploaded or created.
- The video list shows information about the videos: title, number of views, creation date and if it's viewable or private.
- At the top: This is where you can upload your own video to MyMediasite
- 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

Ea eab0322

- My Presentations
- My Drafts
- My Video Assignments

Channels  
no favorite channels

Shared Folders  
no favorite shared folders



OWNED BY  
Ea eab0322

- Watch in New Window
- Edit Details
- View Analytics
- Publish
- Copy To
- Move To
- Export To

Information Delivery Actions

Annotate  
Edit details like Title, Description, etc. of the video

TITLE  
Test Recording  
Analytics: # of views, how long, etc.

DESCRIPTION  
No Description  
Edit the video (cut off head/tail)

TAGS  
No Tags

Add a basic quiz

- Edit Video
- Edit Slides

- Edit Quizzes
- Edit Polls
- Q & A Forum Disabled

LINKS  
No Links

PRESENTERS

**RB**  
Rens Bais

RECORDED ON  
Jan 8, 2019 12:59 PM

UPLOADED ON  
Jan 8, 2019 1:01 PM

STATISTICS

0 Views

55s

23.82 MB

MODULES  
No associations exist

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!

SECURITY  
Edit Security

VISIBILITY  
Private

SHARE  
Share Presentation

- 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