

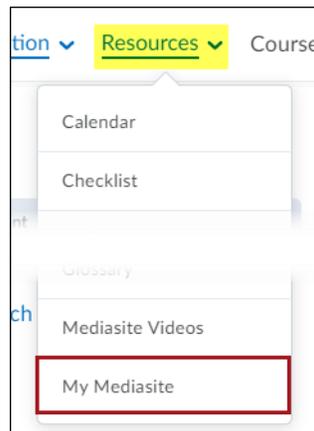
My Mediasite and Brightspace

My Mediasite is a video web portal where you can upload, create and store video content. My Mediasite is integrated with Brightspace which enables faculty to embed video content directly within courses.

Getting Started with My Mediasite

The 'My Mediasite' portal is accessible under the Resources tab within every D2L course. **First steps:**

1. **Create your My Mediasite account:** Access *My Mediasite* from any D2L course by clicking the "Resources" menu and selecting "My Mediasite".



- a. At the authentication screen, click the "Do not ask me again for this application" checkbox and click "continue". My Mediasite will open in a new tab.



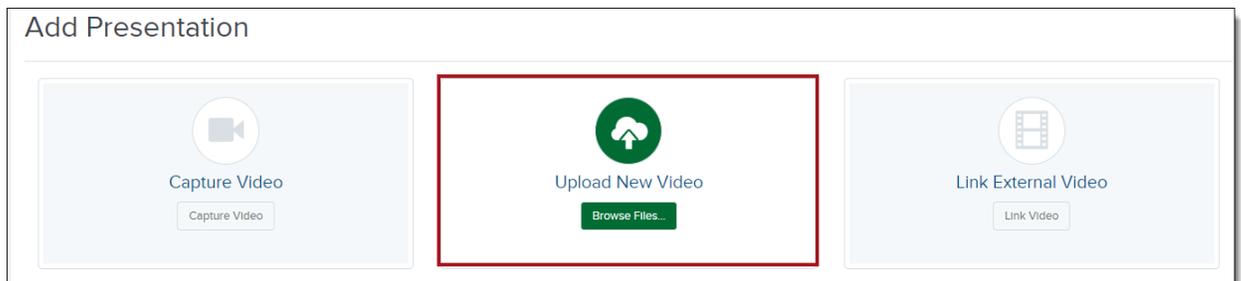
2. **Create your course "Mediasite" module:** This is where the course video content will display (unless you embed it elsewhere in D2L). Return to your D2L course navigation and click **Mediasite Videos**. This will automatically establish a Mediasite 'Module' for your course. Repeat the selection of 'Mediasite Videos' from within each course you wish to have a 'Mediasite module' for. (This does not create a D2L module.)

Basic Video Upload to My Mediasite

1. From the My Mediasite/My Presentations window, click “Add Presentation”



2. Choose whether you want to upload an existing video file from your computer, or record a video.
3. To upload an existing video file from your computer, select “Upload New Video”

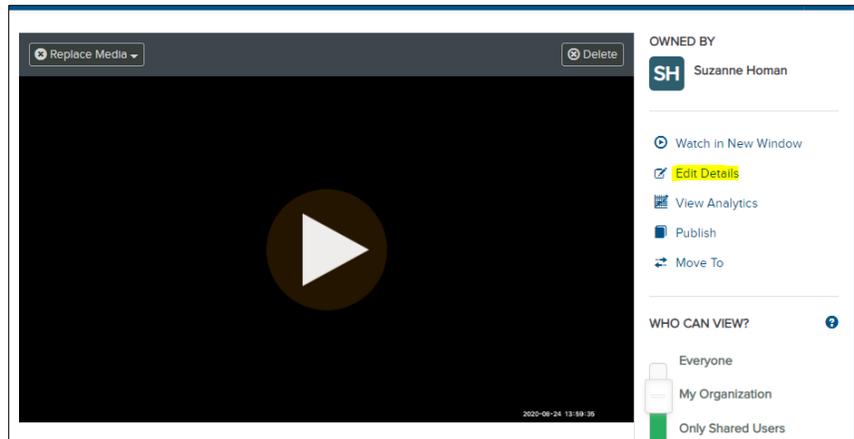


4. Navigate to your video location and select the file.
 - a. Acceptable video file types: Popular supported formats include MP4 (preferred), FLV, MOV, MPEG, AVI and VOB, among others. If you recorded narration with PowerPoint, export the PowerPoint as a video before uploading it to Mediasite.
5. On the ‘New Presentation Details’ dialog box, give the video a name and description (optional) for the video. For Destination: Select “MyDrafts” to upload to your general My Mediasite space or select a ‘channel’ (course) if you have one. Click “Create Presentation”.

 A screenshot of the 'New Presentation Details' dialog box. It contains the following fields:

- Name:** A text input field containing 'Zoom polling', highlighted with a red box.
- Description:** A text input field containing 'This short video describes how to create a poll in a Zoom meeting.', highlighted with a red box.
- Destination:** Radio buttons for 'My Drafts' (selected) and an empty field with a 'Change' button.
- Create Presentation:** A blue button at the bottom right, highlighted with a red box.

6. The video will begin to upload and the screen will show “queued for processing” or “currently working”. During this stage, you can close the browser or return to Step 3. and upload another video. Once the video has completed processing, you will see a video preview and are ready to share, edit, etc.
 - a. NOTE: Videos automatically upload as ‘viewable’. If you are not ready to share the video, click “Edit Details”



- b. Set to “Private” under the “visibility drop down:



Adding the Videos to D2L Courses

Once the videos complete uploading, you are ready to add them to one or more course modules that were created in the “Getting Started” section.

Associate the video to a Mediasite module:

1. Access your My Mediasite portal and click on the presentation to open its summary page.
2. Click “Edit details” to the right of the video playback window.
3. Scroll down and click the green “Add Module” button.
4. Select from the list of available courses. **Note:** If you do not see your course, make sure you click the “Mediasite Videos” link in the Resources drop-down menu from that specific course.
5. Scroll down to confirm the course module is associated with the specific presentation and click **SAVE**.
6. The video has been added to your course module and can be viewed from the Mediasite Videos link in the Resources tab in the nav bar.

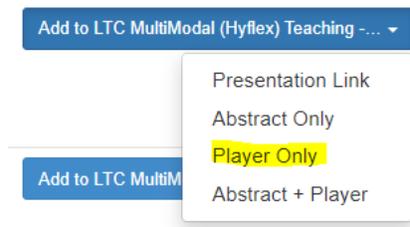
Embed the video to a Brightspace course page:

You can also embed your Mediasite Video Presentations within a specific part of a Brightspace Course Page. This makes it easy for students to reference a video within the context of the Course.

1. Create or edit a course file (Content > Upload/Create > Create a File)
2. Click: Insert Stuff (in the text editor toolbar)



3. Click “Mediasite Content”
4. When the Medisite screen opens click “Presentation”
5. Search for your Video Presentation if needed.
6. Click “Add to (course name)” > Select “Player Only”



7. Click “Insert”
8. Add any additional instructions on the page and click “Update” or “Save and Close” to save the changes to the Brightspace Course Page.

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