Quick Use Guide for Staff
# mediasite®

## Quick Use Guide for Staff

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ACCESS MEDIASITE

Directly in the Web
2. Log in with your One ID credentials.

SETTINGS

1. In the Mediasite portal, click the person icon in the top left menu and select My Settings in the drop-down menu.

2. Select Notifications and uncheck any email notifications you do not want to receive. Click Save.
3. Select Publishing and choose Site Default (false) for both drop-down menus. Click Save.

ADD A PRESENTATION

In Mediasite

1. Select Add Presentation at the top of any page in Mediasite.
2. Select Capture Video, Upload New Video, or Link External Video.

Capture Video
You must download, install, and register Mediasite Mosaic to capture video. If you have Mediasite Desktop Recorder installed, you should download and install Mediasite Mosaic (Mediasite Desktop Recorder will not be supported in the future). For instructions to download, install, and register Mediasite Mosaic, see Install Mediasite Mosaic (Page 6).

Mediasite Mosaic is slightly different for Mac devices and Windows-based devices.

Capture Video (Windows):
1. In Mediasite Mosaic, click on the three dots beside your name and click on Settings in the dropdown menu.
2. If you would like to record both your desktop and individual windows, you will need to enable the settings by switching the radio button to the On position.
3. If you would like your recordings to be automatically uploaded to Mediasite, you will need to enable the setting by switching the radio button to the On position.

4. Click on Capture.

You can record audio, a camera display, and/or your computer screen.

5. Click on the microphone icon to select your audio source. You can check that it is working by watching the green bars on the right side of the app. As you talk, they should turn green.

6. Select the camera icon to choose your camera. This can be a webcam, document camera, or other camera connected to your computer.

7. Select the display icon to choose the part of the screen to be recorded. Use the dropdown menu to change between recording the entire screen and recording a window, if enabled. Click Ok.

8. If you choose both a camera and the screen, they will be displayed side-by-side. To change which is on the left, simply reverse the selection order (i.e., select the display before selecting the camera).

9. Click the Record button (red circle) in the bottom center of the application to begin recording.

10. You will get a countdown from 3 before recording begins. The app will go into the taskbar.

11. To pause or stop recording, click on the app to bring it to the front. Press Pause or Stop.

12. Click on Presentations to see details about your recording. All of your recordings will be located in this tab. You can view details about each including the date and time recorded, the length of the recording, and whether or not the recording has been uploaded to Mediasite.

13. To preview your recording, click on the play button.
14. To manually upload a video, click the three dots and select **Upload**. From this menu, you can also delete the video, rename it, see it in your files, and, once uploaded to Mediasite, open it in Mediasite.

**Capture Video (Mac):**

1. To change settings, click on Mediasite Mosaic in the menu bar and select **Preferences** from the dropdown menu. A new window will open.

2. Choose whether you want presentations to be automatically uploaded to Mediasite.

3. Click on **Capture**.

4. Select the Recording Mode: Single Video, Dual Video, or Audio Only.

5. Select the video source for each video.

6. Select the audio source. Check that the microphone is working by watching the bars in the bottom right corner. The bars should turn green, yellow, and red as you speak.
7. When ready, click the **Record** button . You will get a countdown from 3. The app will be hidden.

8. To pause or stop your recording, click on the Mediasite Mosaic icon in your dock or menu bar. Click **Pause** or **Stop**.

9. Click on **Presentations** to see details about your recording. All of your recordings will be in this tab. You can search, filter, and sort your recordings. You can also see details about each including the date and time recorded, the length of the recording, and whether the recording has been uploaded to Mediasite.

10. To preview your recording, click the **play** button.

11. To manually upload a video, click the three dots and select **Upload**. From this menu, you can also delete the video, rename it, see it in your files, and, once uploaded to Mediasite, open it in Mediasite.

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**Upload New Video**

1. Click **Browse Files** under **Upload New Video**.
2. Navigate to your file, select it, and click **Open**.
3. Give your video a name. You can also provide a description and choose to put it in a channel. Click **Create Presentation**.
Basic procedure:

1. Copy the URL or embed code of the video you would like to share.
2. Click **Link Video**.
3. Paste the URL or embed code. The thumbnail image will be automatically inserted for most videos.
4. Add the description and place in a channel if you’d like.
5. Click **Create External Video**.

**INSTALL MEDIASITE MOSAIC**

You must download, install, and register Mediasite Mosaic to capture video. For new installations:

1. Click on **More Information** below Capturing video requires an app.
2. Click on **Download** below Mediasite Mosaic in Step 1. (Mediasite Desktop Recorder will not be supported in the future). A new tab will open.
3. Click on the icon for your device’s app store to download and install.
   - macOS:
     Mediasite Mosaic is available in the Mac App Store:
     ![Apple App Store](image)
   - Windows:
     Mediasite Mosaic is available in the Microsoft Store:
     ![Microsoft Store](image)
4. Once installed, go back to the Mediasite Choose your Capture App page (from Item #2 above). Click on **Register** under Step 2 to connect the app to your Mediasite account.
EDIT A PRESENTATION

You can edit your presentations using the Mediasite Web Editor. You can only edit presentations that you have captured and/or uploaded with Mediasite Mosaic. In the editor, you can clip the beginning and ending; add a cut, fade, or dissolve; and add, delete, and edit slides.

Access the Web Editor

1. From the Mediasite home page, click on the name of the presentation you want to edit.
2. Select Edit Video on the right navigation menu.
3. The editor will open in a new tab.

Editor Functions

- Resize the timeline by clicking on the upper edge (you should see an arrow pointing up) and drag to the desired height.
- Click Toggle Thumbnails to show or hide thumbnails of your video in the timeline.
- Click Save Video in the top menu bar to choose how to save your changes.

Clip Your Video

1. Place your cursor on the timeline where you would like the presentation to begin.
2. Click and hold the arrow on the left. Drag it to the position you indicated.
3. Repeat for the end of the presentation, if needed.
4. To remove a piece of the video from the middle, click on the timeline where you would like to begin the clip.
5. Drag the timeline cursor to cover the portion you would like to cut.
6. Press **C** on your keyboard. The area will be removed.

7. You can adjust the cut portion by dragging the white arrows.

**Add Fade and Dissolve**

Fades can be applied at the beginning or end of any clipped section. Fades help ease the transition from one scene to another by fading the video to black, or up from black.

1. Click the purple dot, hold, and drag away from the cut line to create the desired amount of fade.

2. Within a middle cut, you can change the fade to a dissolve. A dissolve fades one image out while fading in the next image. Click the down arrow in the middle of the cut.

3. Select **Dissolve** from the dropdown menu.
4. You can also remove the cut from this menu.

**Add Slides to Your Presentation**

You can add images in .jpeg format to your presentation to be seen beside your video. To insert a slide presentation from PowerPoint or Google Slides, you will need to save each slide as an image in .jpeg format.

1. From the home page, click on the name of the presentation you want to edit.
2. Select **Edit Slides** on the right navigation menu.
3. If your video has not previously had slides enabled, a pop up will ask if you want to **Enable Slides**. Click **Enable Slides** and then **Open Editor**.

4. The editor will open in a new tab.
5. Place the timeline cursor where you would like to add your slide.

6. Click on Insert Slide. Slides will need to be in .jpeg format.

7. In the pop-up window, navigate to the location of your saved image. Click the image and click Open.
8. Click and drag the slide to a new location as needed.
9. Use the slides toolbar for more options.

10. Slides will continue to show throughout the video until the point on the timeline where a new slide has been inserted.

11. **PUBLISH AND SHARE A PRESENTATION**

Share from Mediasite

Change the Viewability

1. On the home page, click on the lock in the bottom left corner of your video preview to change the viewability.

2. Click on the presentation to access the presentation page.
3. On the right-hand menu, scroll down to Who Can View.

4. Move the slider to specify who can view your presentation.
   a. Only Me makes the presentation private (and also changes the viewability).
   b. Only Shared Users makes the presentation viewable only to people you specify. They do not have to have a Mediasite account.
   c. My Organization makes the presentation viewable by any faculty, staff or student at NC A&T. They will need to be signed in to their Mediasite account to view it.
   d. Everyone makes the presentation publicly viewable by anyone who has the link. If you will be embedding the video in a website, you will need to use this setting.
Share the Presentation

1. Click on **Share Presentation**. A new window will pop up.
2. Click on **Copy Link** to share a link to your presentation. For viewers outside of the NC A&T organization, the viewability must be Everyone.

Specify Users to View

1. Click on **Invite Registered Mediasite Users** to share your presentation with other Mediasite users. Under **Invite by Email Address or Name**, type in the name of the user to search the directory, or type in their email address directly.
2. Click on **Invite Registered Roles** to invite all users at a specific Mediasite administration level.
3. Click on **Invite by Email** to send an invitation to view your presentation. For viewers outside of the NC A&T organization, the viewability must be either **Only Shared Users** or **Everyone**.
4. Add a personal message, if you would like.
5. Click **Send Invite**.

Embed Your Presentation

1. Click **Embed**.
2. Select the size of the embed.
3. Copy the embed code and paste into the location for embedding.

Channels are collections of presentations.

Add a Channel

1. On the home page, in the left-hand menu, click on **Channels**.
2. On the top right, click on **Add Channel**.
3. Give the channel a name. This will be the name that is shown at the top of the channel page.

4. Optional: Give the channel a friendly name. This is a name without spaces that will be shown in the channel URL.
5. Optional: Provide a description of the channel.
6. Optional: Upload a top banner image and color. You can also link to an image.
7. Optional: Upload a channel thumbnail.
8. Set the default sort method for channel presentations.
9. Use the checkboxes to determine how the channel will function.
10. Click **Create Channel**.

**Add a Presentation to a Channel**

1. On the home page, click on the title for the presentation you would like to add to a channel.
2. On the right-hand menu, click on **Move To**. A new window will pop up.
3. Select **Place This Presentation in a Channel**.
4. You can search for a channel that you have already created by clicking on the magnifying glass and typing in your search in the search bar.
5. Select the channel to move your presentation to and click **Move Presentation**.

**Share a Channel from Mediasite Portal**

1. On the home page, in the left-hand menu, click on **Channels**.
2. Click on the title of the channel to open the Channel page.
3. Click on **View**. The channel will open in a new browser tab.
4. Select the URL in the address bar and copy (CTRL + C on Windows, CMD + C on Mac). You can now send the copied link.

[mediasite.ncat.edu/Mediasite/Channel/studentmediasitetutorials]