



ONLINE LEARNING AND ACADEMIC TECHNOLOGY



Mediasite Training Manual

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What is Mediasite?

Mediasite is Tri-C's video capture and distribution tool. It allows instructors to make digital recordings of lectures, presentations or instructional activities performed on camera and / or a computer screen. These can be used as learning resources, learning tasks, and learning support for students. This is an efficient and effective means of presenting a PowerPoint presentation with narration and can be pedagogically equivalent to face-to-face instruction. Students can watch and re-watch a presentation anytime, anywhere and have complete control of their experience. Students can review any part of the presentation as needed. The ability to pause or review content also gives students the option to move at their own pace. The recordings are useful for online instruction, flipping the classroom, content review and as a study tool after a lecture. Mediasite enables instructors to create interactive lectures to engage students in active learning.

Three Parts of Your Mediasite Experience.

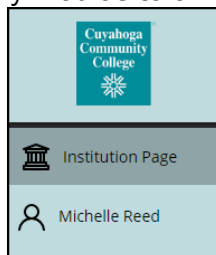
1. The Cloud: The cloud is where all the content is stored. OLAT manages our cloud but Sonic Foundry operates the back end and maintains with monthly updates.
2. My Mediasite: My Mediasite is the interface or dashboard, in which you will be working to manage and organize your content. You can access your My Mediasite through Blackboard or from a direct URL.
3. Mediasite Mosaic: Mediasite Mosaic is the tool used to create your presentations. Mosaic is an application that must be installed on your machine. The application can be launched from your desktop or from inside your My Mediasite.

Access Mediasite

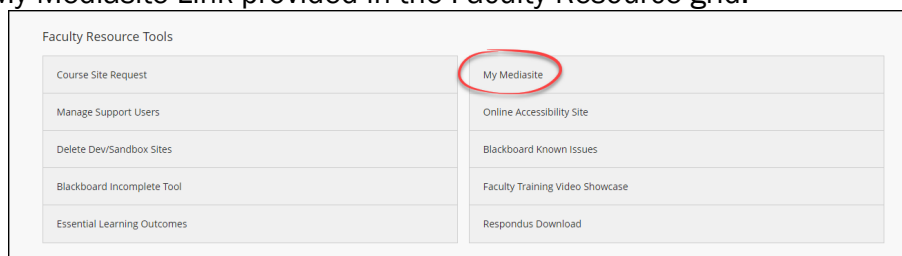
You can access your My Mediasite through Blackboard or from a direct URL.

Mediasite Access on the Blackboard Institution Page

Blackboard allows you to access your My Mediasite on the Blackboard Institution page.

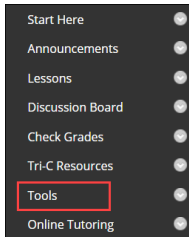


Click on the My Mediasite Link provided in the Faculty Resource grid.



Mediasite Access in a Blackboard Course

1. In Blackboard, navigate to Tools in the course menu.



2. Click on My Mediasite.



Mediasite Access Outside Blackboard

1. Navigate to Tri-C's [Mediasite sign on page](http://www.tri-c.edu/mediasite). (www.tri-c.edu/mediasite)
2. Enter your email and your network password.

Navigation

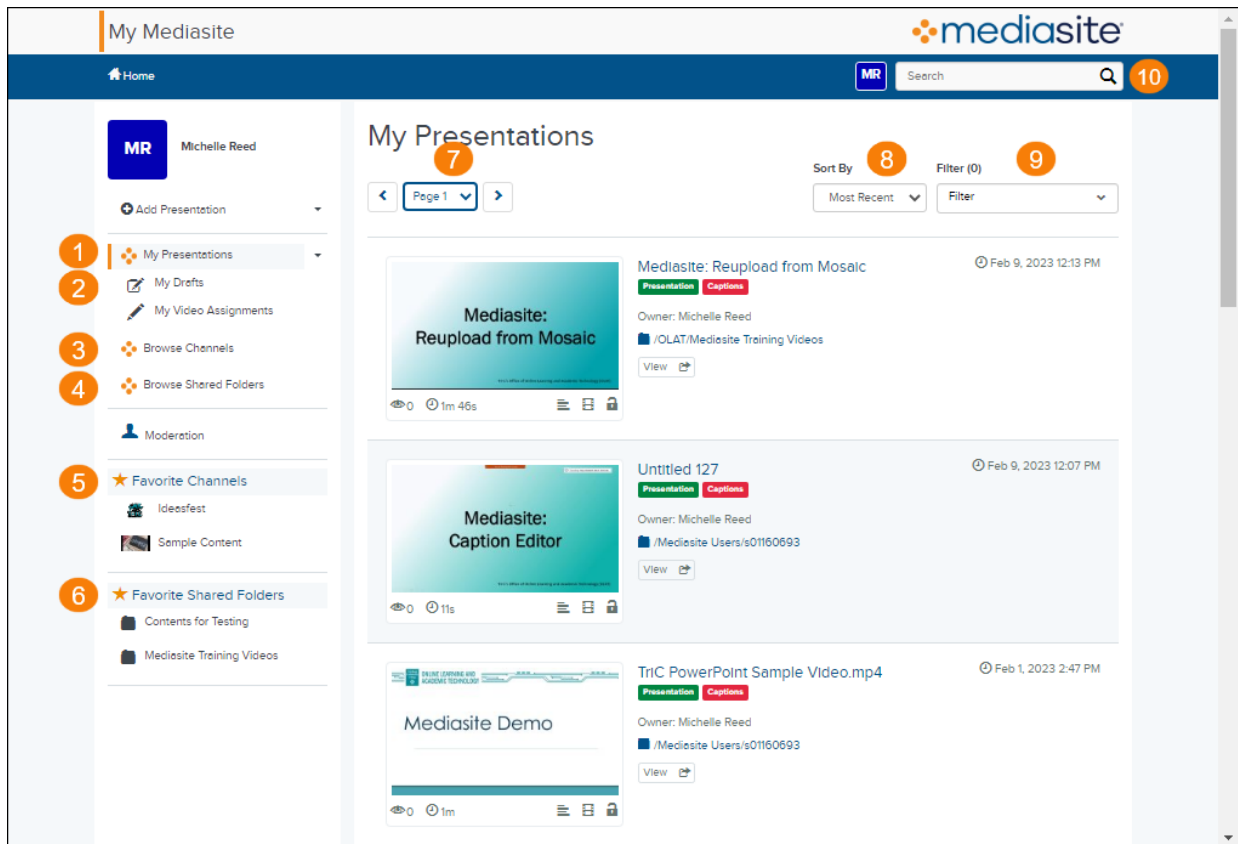
Understanding what pages you are looking at in Mediasite will allow you to have a more enjoyable and smoother experience. Please familiarize yourself with the different page navigations you may encounter when using Mediasite.

My Mediasite

When navigating your My Mediasite, you will see the options below.

Home Page

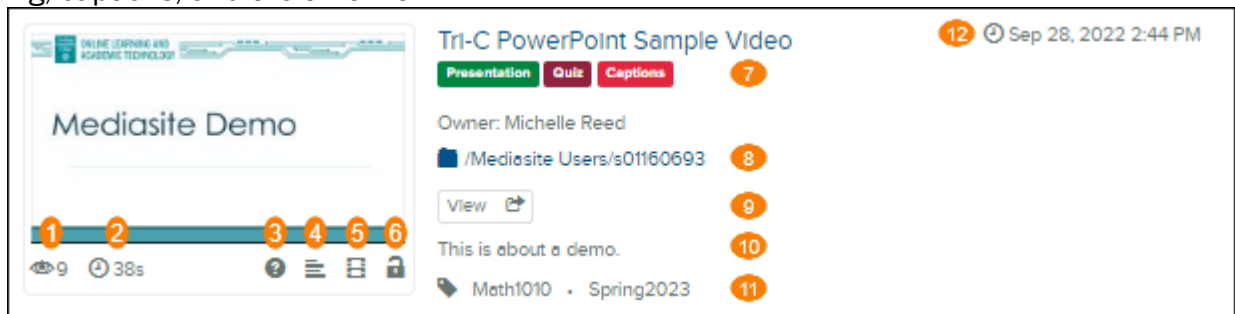
Upon logging in, you will see the home page for your My Mediasite. From this home page, you can navigate through your My Presentations, My Drafts, Channels, and Shared Folders. You can sort and filter to locate a single presentation or a group of presentations.



1. The My Presentations folder contains a list of all of the presentations associated with your profile. This is a list of everything you own.
2. The My Drafts folder contains all presentations that have been created or uploaded but have not been assigned or moved into a channel or a shared folder.
3. Channels are created by you and allow you to organize and group content by topic, subject matter, etc. There is only one level. You can't have a channel inside a channel.
4. Shared Folders are created by a Mediasite administrator and used to allow users to collaborate and share content for others to use.
5. Your list of Favorited Channels.
6. Your list of Favorited Shared Folders.
7. You can quickly navigate to a specific page by clicking the arrows to the left and right or by clicking the drop-down to select a specific page.
8. You can sort your presentations to make them easier to find with Most Recent, Oldest, Title A-Z or Title Z-A.
9. You can filter by the Source, Quizzes, and / or Captions.
10. The Search function will search key words within your My Mediasite content. You can search for a presentation that will allow you to manage it in some way. You can enter key words from the presentation titles, descriptions you have entered for a presentation, channel names, and tags.

Presentation List Entry

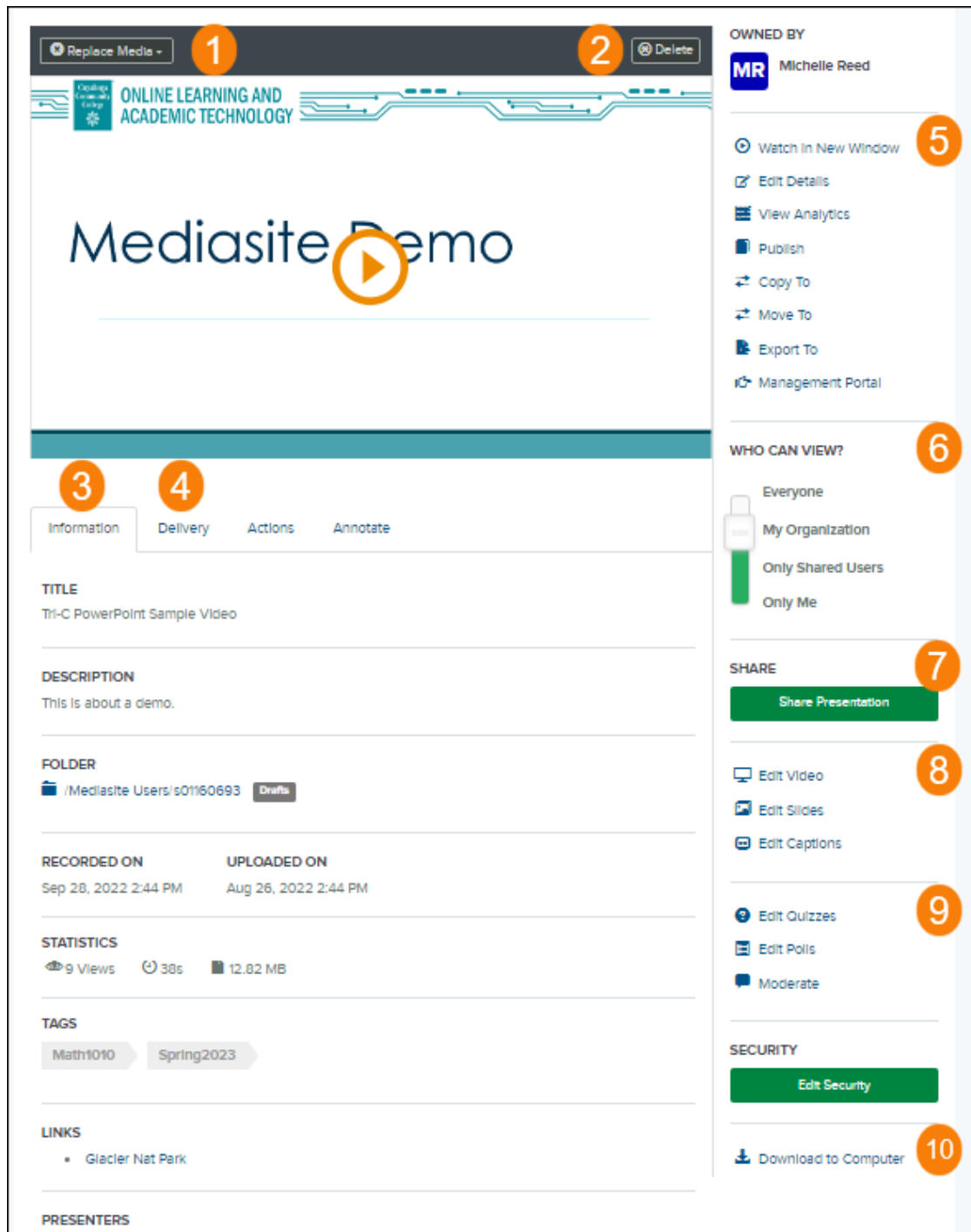
The Presentation list view allows you to see some details about your presentation and click to edit quizzing, captions, and the timeline.



1. The number of views.
2. The duration.
3. Click directly to the Quiz dashboard.
4. Click directly to the Caption Editor.
5. Click directly to the Web Editor.
6. Click to lock or unlock your presentation.
7. Entry labels indicating general system categories.
8. See and click to the location of this presentation.
9. Click to play the presentation in a new tab. Right click to copy the link.
10. The description.
11. Tags.
12. Date and time of creation.

Presentation Summary Page Navigation

When you click on the title of a presentation, a Presentation Summary Page opens. This page allows you to view information associated with a particular presentation. You are able to review and edit details about the presentation, enable and add engagement elements and access the web editor to edit the timeline of the video.



1. Replace Media will allow you to reupload or rerecord to cover over the existing presentation.
2. Delete will delete the presentation permanently.
3. The Information tab includes the title, description, folder location, stats, tags, links, and the presenter's information.
4. The Delivery tab includes the source (how it was uploaded), and indicates if a Podcast, Audio Transcriptions, Audio Descriptions, and / or the Video Podcast have been enabled.

5. Section 5

- Watch in New Window: this pops the presentation out into a new tab to preview with full features.
- Edit Details: this allows you to edit the metadata or information about the presentation.
- View Analytics: view analytics for the presentation including who watched and for how long.
- Move To: allows you to move this presentation to and from the drafts folder, a Shared Folder, or a Channel.

6. Who Can View? – easily slide the bar up or down to change the security of your presentation.

- Everyone: anyone with the link.
- My Organization: default. Anyone with an S#.
- Only Me: Private, no one can view.

7. Share Presentation: contains a link to share outside of Blackboard.

8. Section 8

- Edit Video: this will edit the timeline of the video.
- Edit Slides: this will edit the information and details.
- Edit Captions: this will edit the closed captions.

9. Section 9

- Edit Quizzes: this will allow you to create and edit quizzes.
- Edit Polls: this will allow you to create and edit polls.
- Moderate: This will allow you to moderate the Q & A.

10. Download To Computer: you can download the presentation to your computer once you have enabled the Vodcast.

Mediasite Player Navigation

The Mediasite player provides multiple options for the viewer. The Viewer can manipulate the player as well as find the icons to engage. Most of the options will be hidden unless you turn them on and those are indicated with (optional).



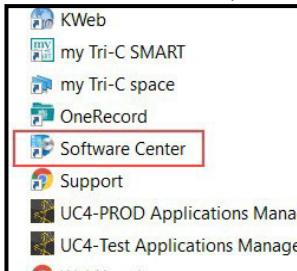
1. Play button: use this to start a presentation or resume a presentation after the pause button has been pressed. Click Pause to suspend playback.
2. Speaker button: toggle to mute and unmute the audio. Hover over to activate the volume slider.
3. Time indicator demonstrates where you are in the presentation and the total length.
4. 1x button: hover and drag for options to speed up or slow down the playback.
5. Chapters: hover over and drag to list and select chapters.
6. CC button: hover and drag to turn closed captions on and off and access the Caption Settings.
7. Picture-in-Picture
8. Full Screen
9. Ellipsis (...):
 - Ask a Question: this will give you a submission overlay so the viewer can send the presenter a question. (optional)
 - Downloads: download the presentation to your device. (optional)
 - Search: search a slides and closed captions for words that appear.
 - Help: this will be help documentation from the vendor on how to use the player.
 - Info: this can display the details about the presentation. (optional)
 - Show Polls (optional)
10. Quizzing Menu (optional)

Mediasite Mosaic

The Mediasite Mosaic is the recording software / application tool used to record your webcam and screen from your laptop or personal computer that is provided by Mediasite.

Download Mosaic on a Tri-C Laptop or Computer

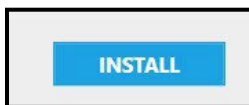
1. On an administrative machine, open the folder Tri-C Resources. Click on Software Center. (On an academic machine, go to the Start Menu, go to “Microsoft System Center” and select Software Center.)



2. Click to select Mediasite Mosaic.



3. Click install.

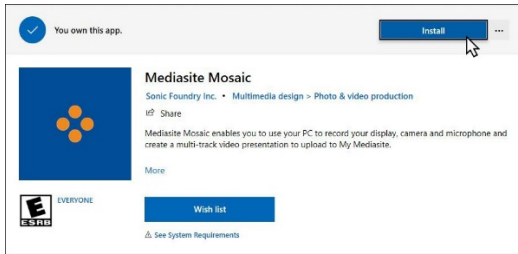


Download Mosaic on a Personal Laptop or Computer

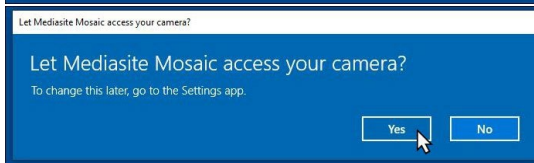
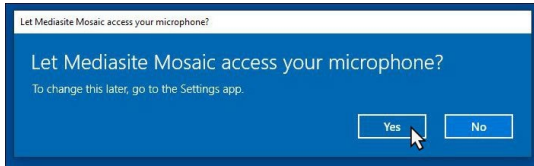
1. Navigate to the app store on your machine. (Windows-Microsoft Store or MAC-App Store)
2. Search Mediasite and select Mediasite Mosaic



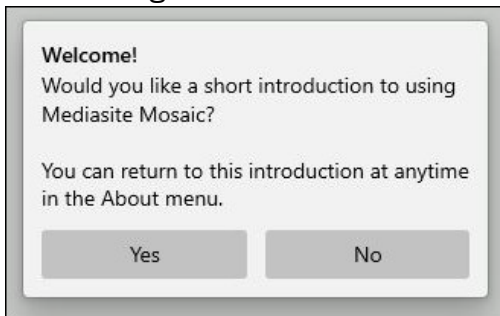
3. Click Install.



4. Click Allow for Camera and Mic



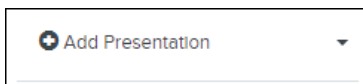
5. Click through the short introduction for a quick tutorial of Mediasite Mosaic.



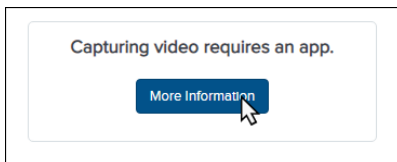
Register Mosaic

You must register Mosaic to map the upload path so your recordings will appear in your My Mediasite.

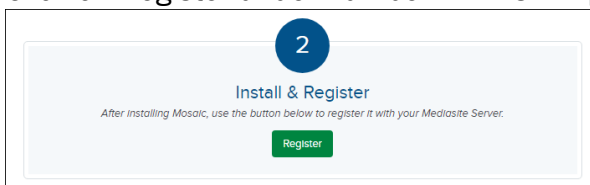
1. Click Add Presentation.



2. Click on More Information in the lower left had corner.



3. Click on Register under number 2. This will prompt the application to open. Click to allow.



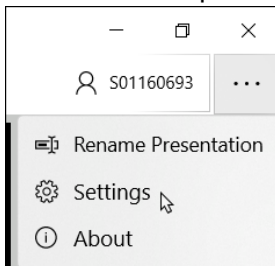
4. You will see your S# in the upper right-hand corner



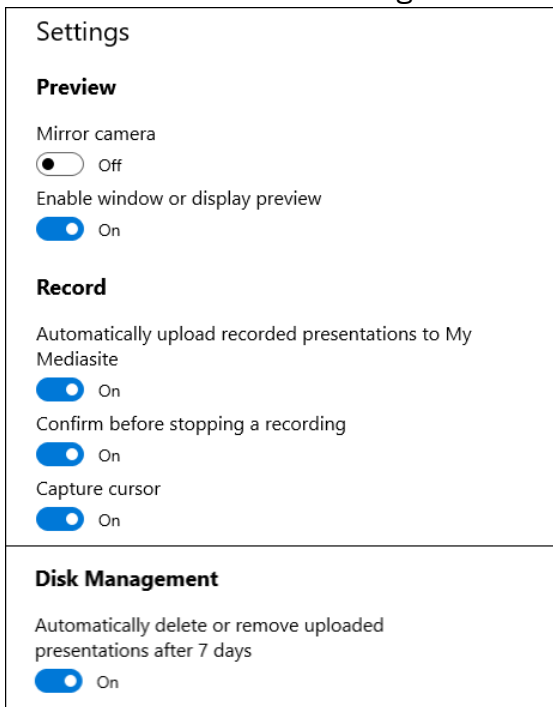
Mosaic Settings

The Mediasite Mosaic recording application has settings that you may want to utilize.

1. Click on the triple dots at the top right. Then click on Settings.



2. See the recommended settings below.



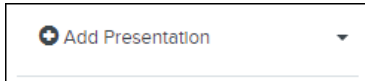
Content Creation

Upload Existing Video to Mediasite

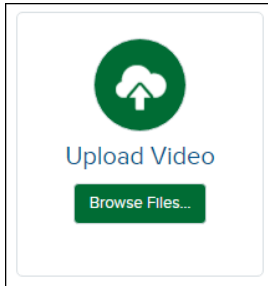
You can upload a video file that was created outside of Mediasite with another video creation application.

1. Navigate to your My Mediasite.

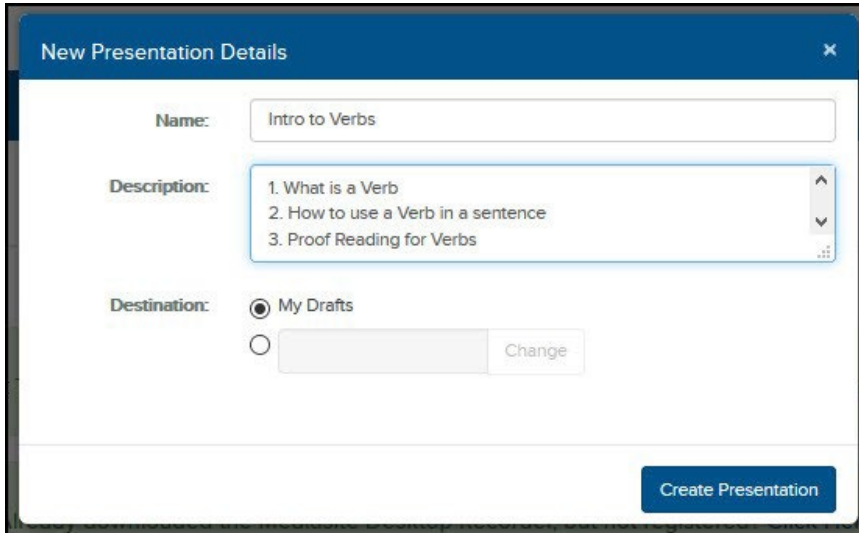
2. Click Add Presentation.



3. Click on Browse Files.



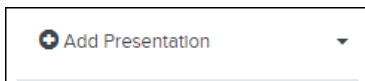
4. Select the file from your computer.
5. Click open.
6. Enter a presentation name and description and click Create Presentation.



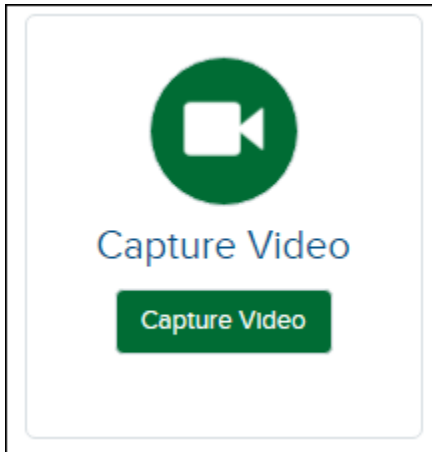
Create a Recording using Mosaic

The Mediasite Mosaic recording application allows you several options for recording. You can select to include a video of your computer screen as well as a video of your webcam or any combination of the two.

1. Navigate to your My Mediasite.
2. Click Add Presentation.



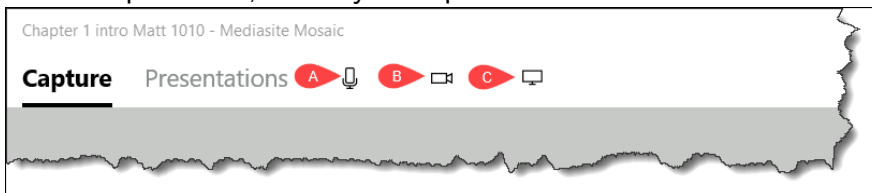
3. Click on Browse Files.



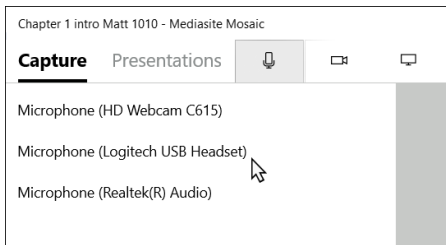
4. Enter a presentation name and description and click Create and Launch. Be sure to click to allow if your browser asks.

A screenshot of a web form titled "New Presentation Details" in a blue header bar with a close button (X) on the right. The form has three main sections: "Name:" with a text input field containing "World War I and II Introduction"; "Description:" with a larger text area containing "Learn about when and why each of these wars begun."; and "Destination:" with two radio button options. The first option is "My Drafts" and is selected. The second option is an empty text field followed by a "Change" button. At the bottom right of the form is a blue button labeled "Create and Launch".

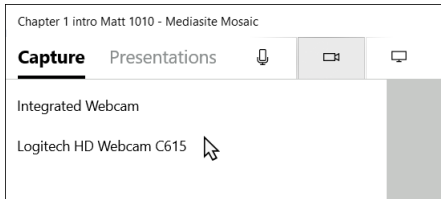
5. In the Capture tab, select your inputs.



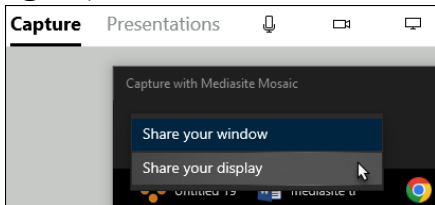
- a. Select an audio device. There must be audio recorded. Check your audio levels on the right side.



6. Select a video device. Deselect a device if you wish to not have your webcam recorded.



7. Click the Display icon. It is recommended that you click the dropdown, select to share your display. Select the display to share and click OK. (Note: Once the window or display is selected, you cannot deselect to record your screen. You will have to cancel and begin the process again.)



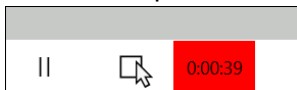
8. Click the red dot to begin your recording. You will get a 3 second count down.



9. Click the to pause.



10. Click the square to stop.



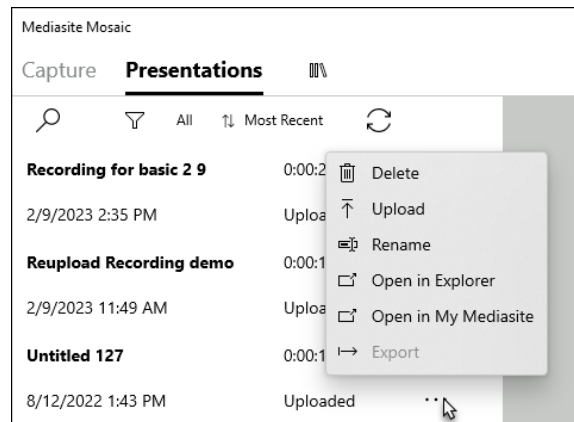
11. Use the icon to expand or shrink the recording preview.



Mosaic Recording Management

Mediasite Mosaic allows you to see your recorded presentations from the application itself. You can see a list of your presentations as well as information about the recording including the title, the date and time it was recorded, the length and the status. You can also preview

the video right from in the application. You can manage the presentations from here as well. From the Triple dots, you can delete, upload, rename, Open in file explorer, or open in My Mediasite.

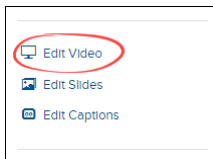


Editing a Presentation Timeline

The Mediasite Web Editor is the tool used to edit your presentations inside Mediasite. The Web Editor allows you to make and save simple changes to your presentations. Editing options include clipping the beginning and/or the end, removing a section with a cut, fade or dissolve, managing slides, and adding chapters. When you open a presentation for editing, it is saved as a project. The Web Editor saves each change you make to the project automatically and lists it in the project's revision history.

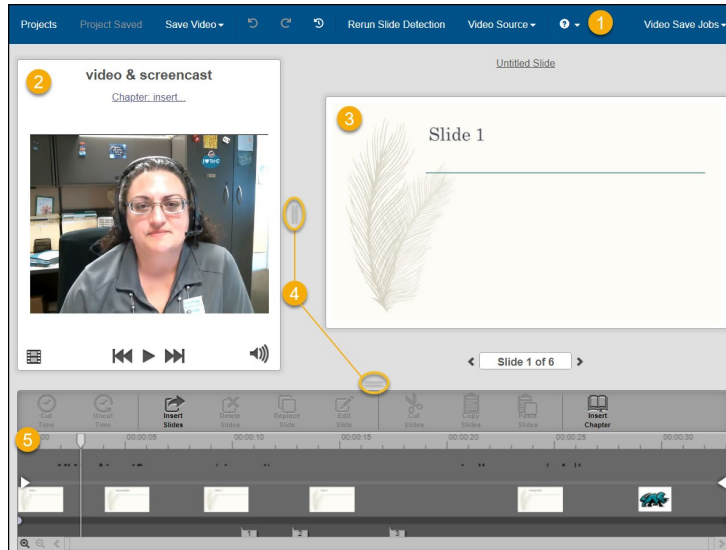
Open the Mediasite Web Editor

1. Navigate to Mediasite and open the presentation you wish to edit.
2. Click on Edit Video in the right navigation.



3. The Mediasite Web Editor opens in a new tab.

Mediasite Web Editor Workspace Navigation

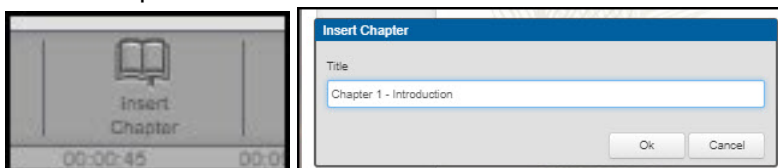


1. The top navigation gives you the Projects, save status, Save Video, Undo, Redo, Revision History, Rerun Slide Detection, Video Source, help options, and saving status.
2. Left video preview window displays the video source and the associated audio with the presentation, chapter title, a link to insert a chapter, and the playback and volume controls.
3. Right video/slide preview displays the slides or video source if selected from the Video Source option in the top navigation.
4. The timeline expansion can be used to adjust the size of the timeline workspace areas. Click/hold/drag them to make the spaces larger or smaller.
5. The timeline workspace features the video, audio, and slide tracks, edit options toolbar, zoom controls, and the time stamp.

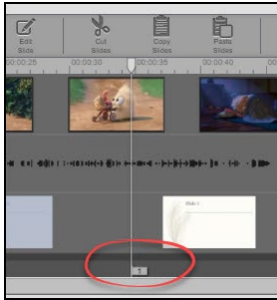
Chapters

Adding chapters allows your viewers to skip ahead to a specific location based on a specific point in the video. These chapters also create a table of contents that can be accessed by the viewer in the player. Follow the instructions below to manage chapters after you have opened the Mediasite Web Editor.

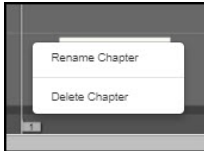
1. Place your cursor on the timeline where you would like to add a chapter.
2. Click Insert Chapter. Enter the chapter title and click OK. Do not include any special characters in the chapter title.



3. Chapters are numbered in order and a place holder is placed on the bottom of the timeline to indicate where the chapter begins.

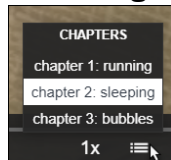


4. To rename or delete a chapter, right click on the chapter flag at the bottom of the timeline. Select the necessary action. To rename the chapter, simply type the correct name.



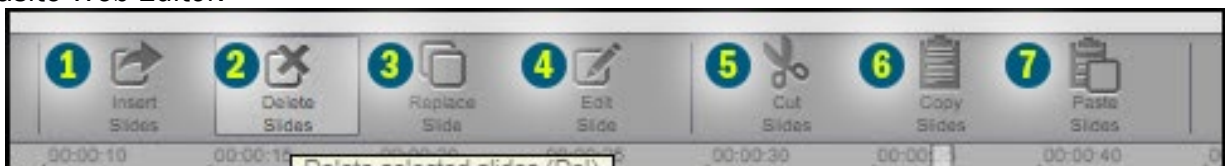
5. To move the chapters on the timeline or to reorder them, simply click/hold/drag them left or right on the timeline. They will automatically reorder their numbers based on the location of the timeline.

*In the Player, chapters will create an index or table of contents accessible from the icon in the bottom right hand side of the player of the presentation for the viewer.



Edit Slides

You can edit the slides by adding and deleting slides, and moving them on your timeline to relocate them. Click on the slide you are interested in editing or you can enter a number under the right preview area to jump ahead to that slide. Follow the instructions below after you have opened the Mediasite Web Editor.



1. Insert Slides – Place your cursor on the timeline where you would like the new slide to be and click Insert Slides. This will open a file dialogue box. Select the image file you wish to insert. You can add a .jpg or .png file. *Note: You can save PowerPoint to those file formats as well to insert at a later time.
2. Delete Slides – Click the slide on the timeline to highlight it and click Delete Slides. It will remove it from the timeline.
3. Replace Slides – Click the slide on the timeline to highlight it and click Replace Slide. This will open a file dialogue box. Select the image file you wish to use to replace the old one.
4. Edit Slide – Click the slide on the timeline to highlight it and click Edit Slide. Add or edit the title and description and click Ok. You CANNOT edit the text or graphics ON the slide itself. If

you need to do that – follow step 3 above after editing the slide in PowerPoint or Word and saving it as a .jpg or .png file.

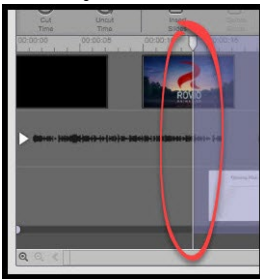
5. Cut Slides – Click the slide in the timeline to highlight it and click Cut Slides. This will remove it from the timeline and add it to the clipboard with the ability to paste it elsewhere.
6. Copy Slides – Click the slide in the timeline to highlight it and click Copy Slides. This will add it to the clipboard with the ability to paste it elsewhere without removing it from the timeline in the original position.
7. Paste Slides – Place your cursor on the timeline where you wish to place the slide or select a region of the timeline before inserting multiple slides to spread them evenly and click Paste Slides. This will paste slides you have in your clipboard. You can drag and drop your slides to move them to a new position on the time line as well.

*You can drag and drop slides from Windows Explorer or the Mac Finder to the timeline to insert them into the presentation.

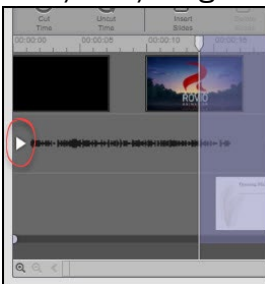
Adjust the Beginning

You can adjust the beginning of your presentation to give your presentation a clean beginning. Follow the instructions below after you have opened the Mediasite Web Editor.

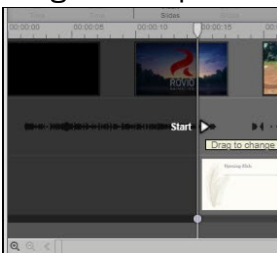
1. Place your cursor on the timeline where you would like the presentation to begin.



2. Click/hold/drag the arrow on the left of the timeline.



3. Drag and drop it to the place on the timeline where your cursor is. It should snap into place.

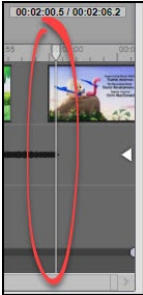


*That is now the beginning of your presentation.

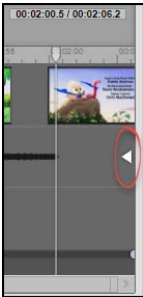
Adjust the Ending

You can adjust the ending of your presentation to give your presentation a clean ending. Follow the instructions below after you have opened the Mediasite Web Editor.

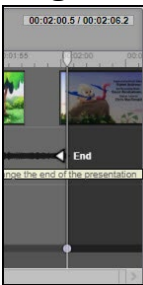
1. Place your cursor on the timeline where you would like the presentation to end.



2. Click/hold/drag the arrow on the right of the timeline.



3. Drag and drop it to the place on the timeline where your cursor is. It should snap into place.



*That is now the end of your presentation.

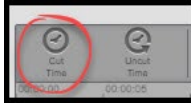
Cut, Fade, Dissolve

You can edit a portion of your presentation to provide a cleaner and more polished presentation. Follow the instructions below after you have opened the Mediasite Web Editor.

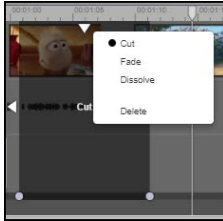
1. Click/hold/drag the timeline cursor over the section you would like to remove.



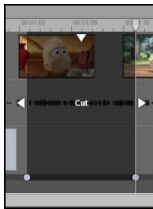
2. Click Cut Time on the Edit Menu Bar or use the C on your keyboard.



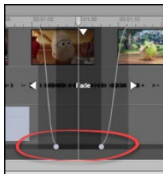
3. Click the down arrow on the timeline in your cut section.



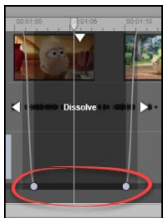
4. Select your timeline edit preference. Once a section is selected, it will not be removed from the timeline but when played back, it will skip over the cut section.
5. Cut to remove the entire section. Then your presentation will cut from the frame before the cut to the frame after the cut.



6. Click Fade and set the fade time by dragging the dots at the bottom of the timeline in that section. A Fade will result in a fade down to black and up from black to remove that space on the timeline.

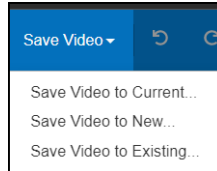


7. Click Dissolve and set the dissolve distance by dragging the dots at the bottom of the timeline in that section. A Dissolve will dissolve 2 frames together to remove that space on the timeline.



Save Video

There are three options available to you after you have made changes to your presentations. When you open a presentation for editing, it is saved as a project. Each change you make to a project, Mediasite automatically saves and lists it in the project's revision history. Once you are finished editing, you can save your changes. Save Video options can be found in the top navigation under the Save Video dropdown.



1. Save Video to Current saves your changes to the original presentation. This option is like a Microsoft “save” option. You will use this most often. The project used to edit the original presentation is still associated with the presentation and can be used to make additional changes or to revert back to a previous revision. If you have created a link to a presentation in Blackboard or have shared a link to the presentation, you will want to always use Save Video to Current, then the viewers will use the same link and see the new edits.
2. Save Video to New allows you to create a new presentation and will prompt you to give it a name. This option is like a Microsoft “save as” option. Do not include any special characters in the name of the presentation. To continue editing this presentation, you will need to open the new presentation from your My Mediasite presentation list. It will not change the original presentation.
3. Save Video to Existing will prompt you to select an existing presentation that you want to save it as and it will overwrite that video. Use with caution!!!!!!

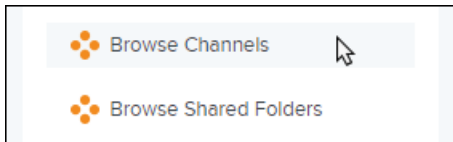
Presentation Management

Channels

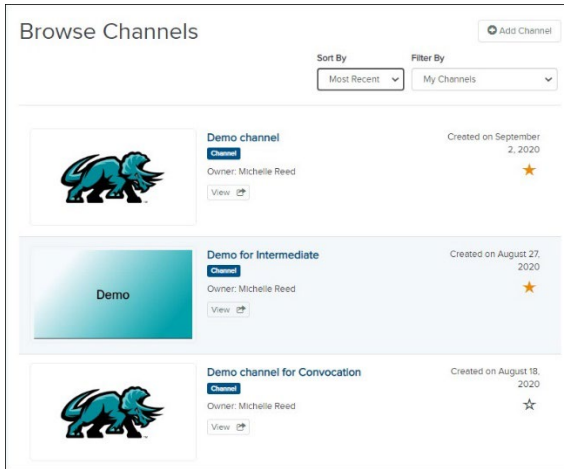
Channels allow you to create a filing system to organize your content. It is recommended that you organize your content into Channels. You can organize by course or by topic. You can share a link to a channel.

Create a Channel

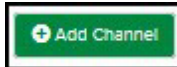
1. Click on Browse Channels in the left navigation.



2. This will populate your Channel list.



3. Click +Add Channel to create a new Channel.



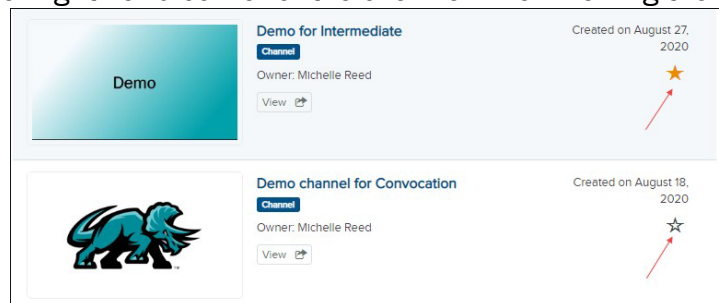
4. Enter a unique and easily identifiable name and a short description for your Channel. Do not include any special characters in the Channel Name.

5. Click Create Channel.



Favorite a Channel

Once you have channels created, you can Favorite or Unfavorite channels so they will appear on the list under the Channels heading in the left navigation. Click the star to the right of the channel you want to add to the favorites list. Click the star again to remove from the favorites list. You can also click the star in the upper right-hand corner of the channel when viewing the channel.

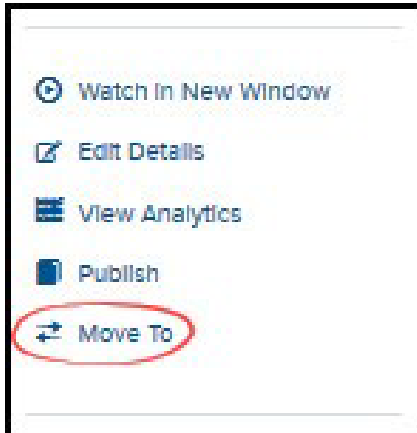


Move Content

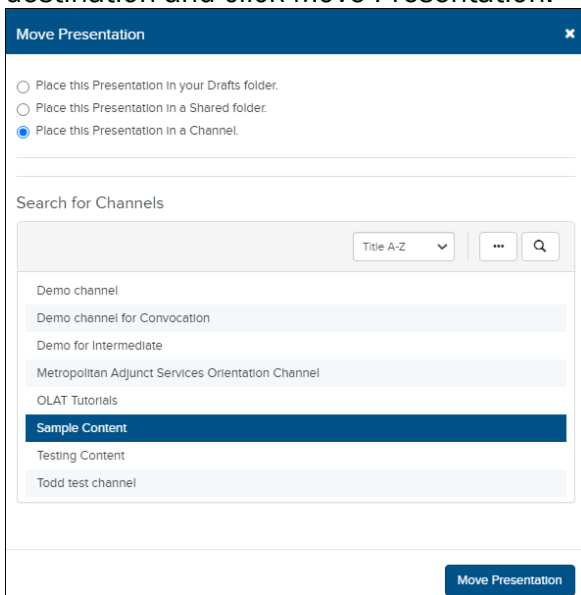
Once you have created Channels you will need to move your content there. This allows you

to organize your content for quicker reference when working within your My Mediasite.

1. From the Presentation Summary Page, Click Move To.

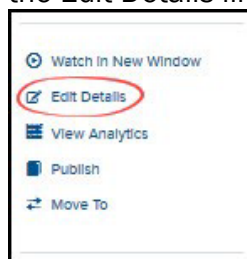


2. Select where you would like to place the presentation. You can select to move it to your Drafts folder, a Shared folder, or into a Channel. After you select one of the three options, a list of the available locations will populate. This may take a minute or two. Select the destination and click Move Presentation.



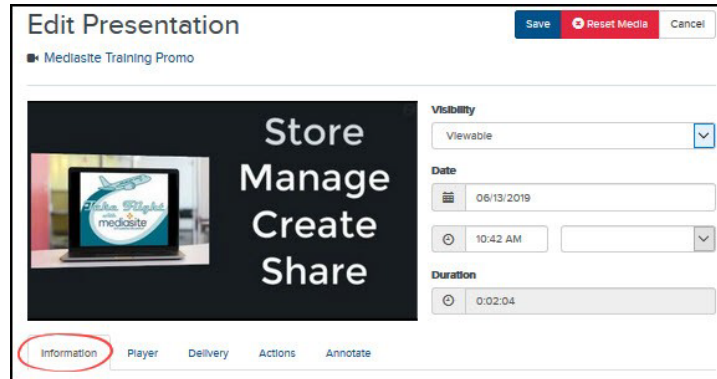
Edit Details

The following actions are performed from the Edit Details link on the right navigation.



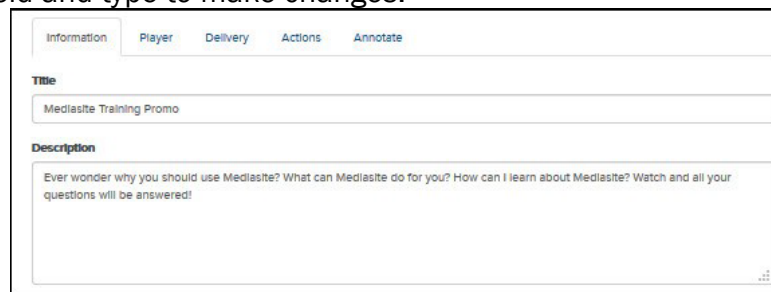
Information Tab

The information tab is located under the preview window. The information tab allows you to edit the title and description, add tags and resources links as well as update the presenter information. If you update or change any setting while in Edit Details, be sure to click Save in the upper right-hand corner when finished.



Update the Title and Description

Click in the desired field and type to make changes.



Tags

Add searchable tags to a presentation to help narrow your search in your My Mediasite. For example, if this presentation will be used for a computer science class titled "CS150: Components and Design Techniques for Digital Systems," you might want to include the following tags: CS 150, digital design, computer science. This will allow you to easily find “like” presentations.

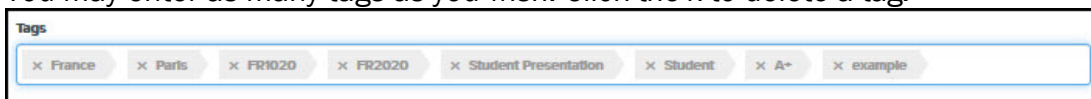
1. Click in the text field under Tags.



2. Begin typing your desired tag and hit enter on the keyboard. Your tag will appear.



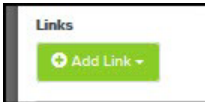
3. You may enter as many tags as you wish. Click the x to delete a tag.



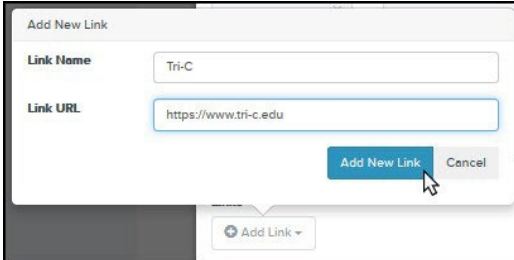
Resource Links

Mediasite allows the owner of the presentation to add resource links for the viewer to see and utilize to enhance or further their knowledge of the subject. These links can be to websites with further information or documents if they have a URL. These will populate in the information button for the viewer.

1. Click Add Link.

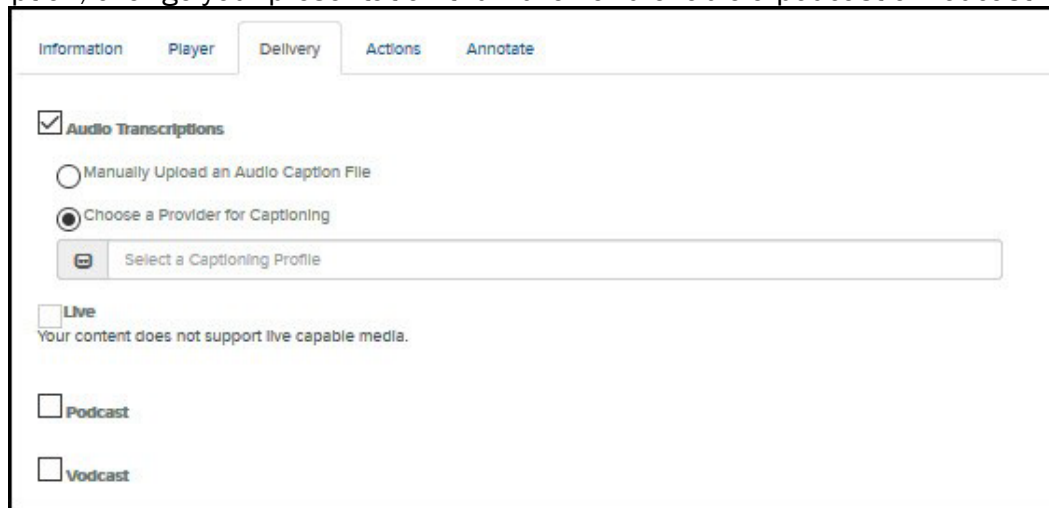


2. Enter link name, URL and click Add New Link.



Delivery Tab

The delivery tab is where you can request captions if they were not automatically added, upload an audio description, change your presentation thumbnail and enable a podcast or vodcast.



Save all changes when in the Edit Details page.



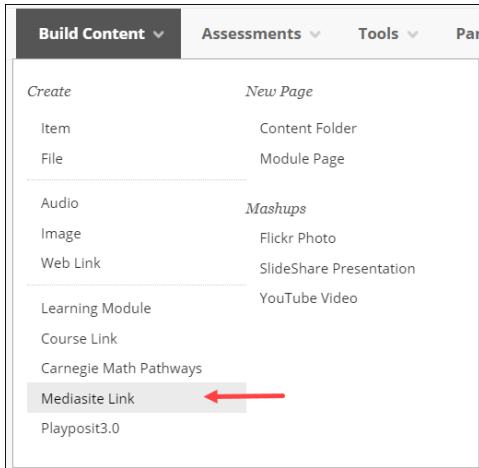
Blackboard Actions

Mediasite integration into Blackboard was updated in December of 2020. Mediasite is now an LTI (Learning Tools Interoperability) and the current integration is more robust and offers more features for faculty and students.

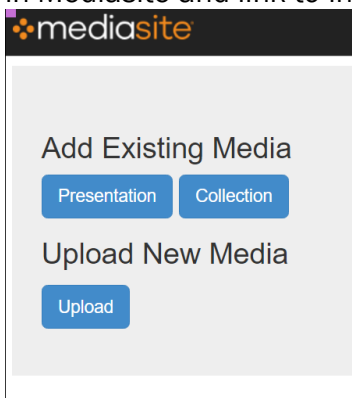
Build Content Mediasite Link

A build content Mediasite Link inside blackboard is the most native and direct link to your Mediasite presentations. Follow the instructions below when you have a Build Content option in Blackboard.

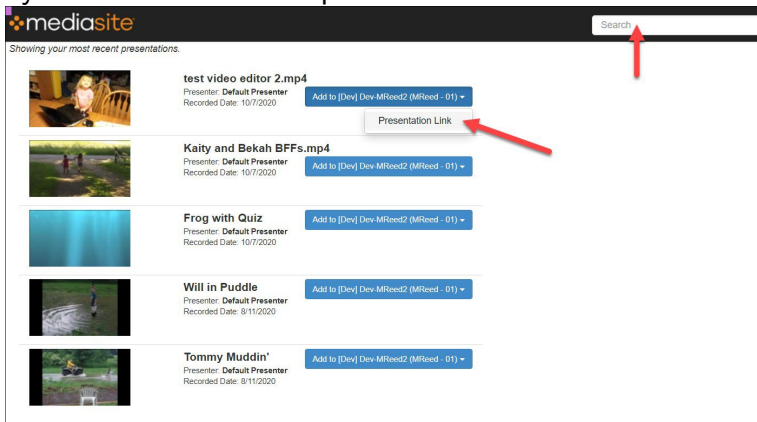
1. Click on Build Content and click on Mediasite Link.



2. Choose one of the options. Choose Presentation to link to one video. Choose Collection to link to a channel you have created. Choose Upload if you would like to create a new video to place in Mediasite and link to in Blackboard. You will



3. Select your presentation. Choose a Presentation from the list of most recent or search for one by title. Click on the drop-down arrow then click Presentation Link.



4. Your Mediasite link will populate. There will be no thumbnail.



Virtual Text Box Editor Mediasite Link

A Mediasite link can be created where there is a virtual text box editor in Blackboard. Once you have entered the necessary information inside your content entry, follow these instructions to create a virtual text box Editor Mediasite link.

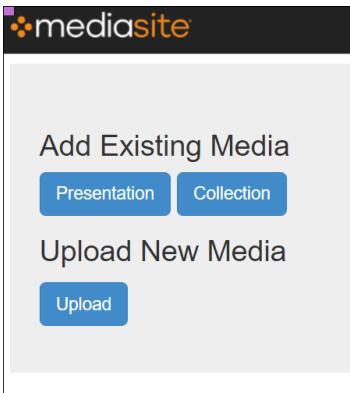
1. Click on the plus sign in the third-row toolbar. If you do not see 3 rows, click on the triple dots in the first-row toolbar to populate 2 more tool bars.



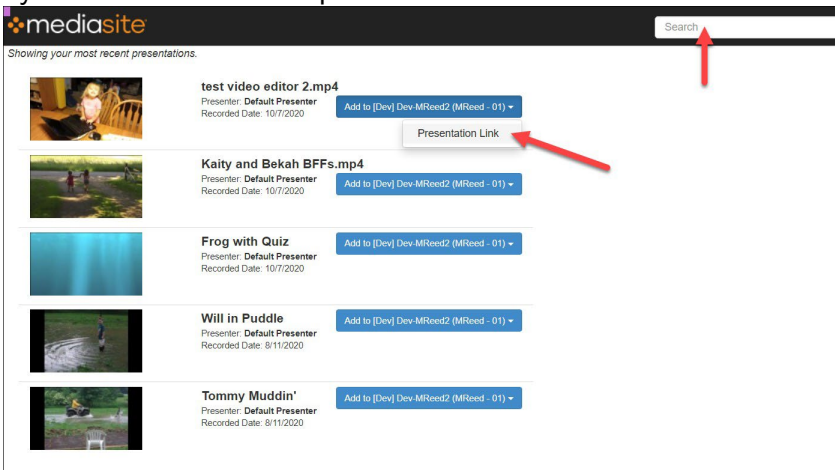
2. Click on Mediasite under Additional Tools.



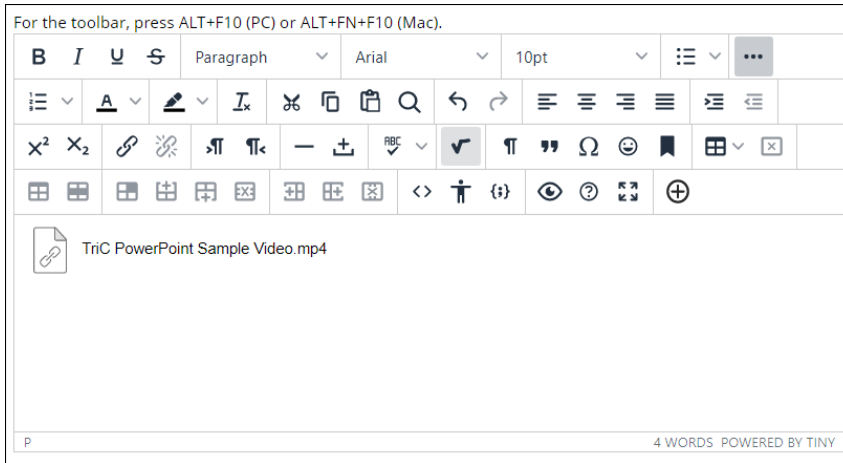
3. Choose Presentation under Add Existing Media.



4. Select your presentation. Choose a Presentation from the list of most recent or search for one by title. Click on the drop-down arrow then click Presentation Link.



5. Your presentation will show up as a line.

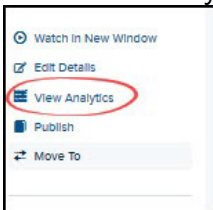


6. Click Submit.

Analytics

Mediasite offers analytical data for each Presentation. It tracks trends, users, time watched, etc. It also allows you to download a report of that information.

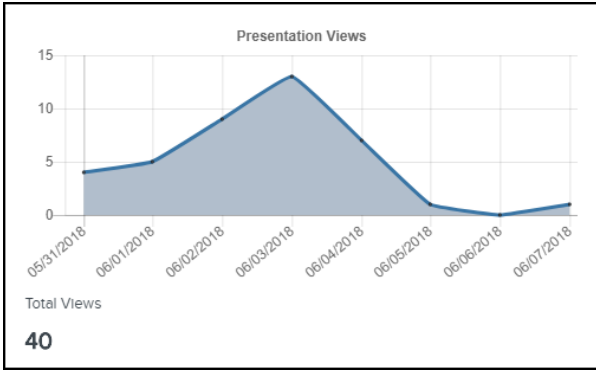
1. Navigate to a Presentation.
2. Click View Analytics.



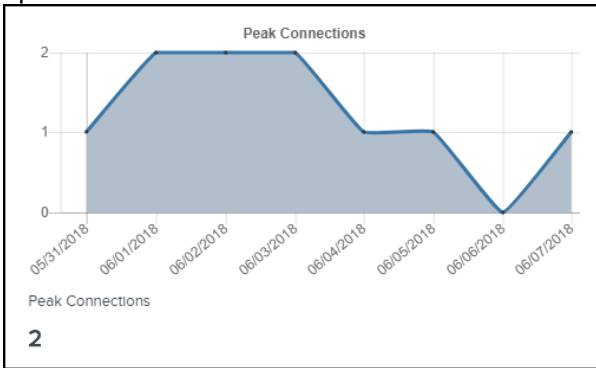
3. At the top you will find the title, who the presenter is, the date it was recorded, the duration, and the last time the Presentation Analytics page was refreshed.



4. The Presentation Views graph shows how many views the presentation had on a specific date.



5. The Peak Connections graph shows how many viewers were watching simultaneously on a specific date.

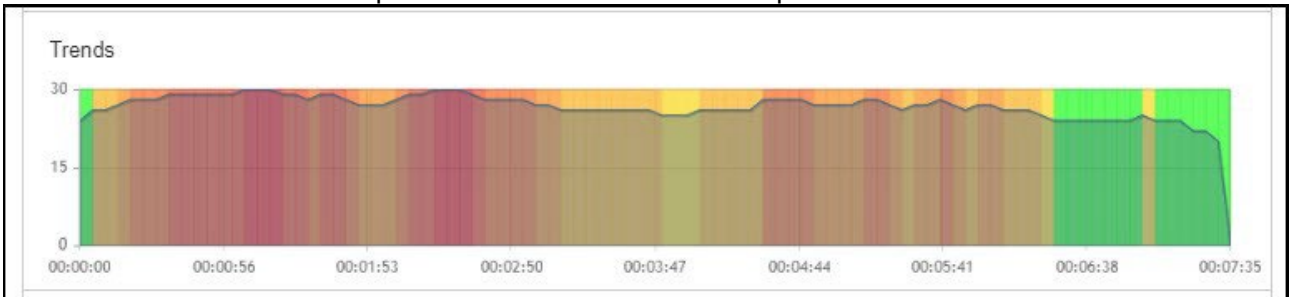


6. Statistics of the presentation.

Live Views	On Demand Views	Date of First View	Date of Last View	Total Time Watched	Average Time Watched
0	40	May 31, 2018	May 31, 2018	3:32:17	0:05:18

Trends

7. The Trends show a heat map of the number of views at a particular time interval.



8. The Users view allow you to see a snapshot of how that individual interacted with that presentation. It lists views, which are how many times the user clicked into the video, Time Watched, which is the complete amount of time they watched the video on each view, and the Coverage which indicates the amount of the video they actually saw.

Users	Views	% Views	Time Watched	Coverage
s0	5	12.5%	0:09:36	0:09:36
s0	5	12.5%	0:37:16	0:09:36
s0	4	10%	0:11:25	0:09:33
s0	4	10%	0:20:57	0:09:36
s0	3	7.5%	0:34:39	0:09:36
s0	3	7.5%	0:12:20	0:09:36
s0	2	5%	0:10:21	0:09:36

9. You can use the Refresh button to update the data when needed.



Best Practices

Effective educational presentations depend not only on thorough planning but also on thoughtful and careful editing to re-sequence lesson elements, eliminate awkward and unnecessary portions, and craft a focused, easy-to-follow presentation that uses students' time efficiently.

Before You Record

- Know your objective. Create a script or a list of talking points to use as a guideline to stay focused and on track. This will assist in visualizing each step of the recording.
- Presentations with text. When preparing a PowerPoint or text document use at least a 14pt font. Leave the lower 10% of the screen free of text and images for the placement of Closed Captions.
- Remove distractions. Be aware of ambient sounds like dogs barking, music playing, TVs, ringing phone, notifications on the phone or computer, other people talking in the background, fans and lights humming, etc.
- Camera setup. Zoom into a straight on 'head and chest' shot, careful not to cut off the top of the head. Position the light in front to light the face. Do not sit in front of a window or mirror. Use an external camera if the internal camera is not the right angle.
- Microphone setup: Verify audio levels are registering in the green on the audio indicator bar. Position the mic close enough to pick up the audio and not too close to cause distortion. An external mic is recommended to enhance the audio quality.
- Prepare your PC. Close all programs that will not be used. Turn off all notifications to avoid a pop-up or a noise during the recording. Have all of the presentations, documents, web pages, and applications open prior to recording. Use ALT+TAB to navigate smoothly from one application to another. Be sure all windows will fit in the recording area.
- Recording duration. The recommended length for a lecture recording is 5-6 minutes but no more than 20 minutes. For lectures that are usually longer than 20 minutes, create several smaller recordings. This preference is for not only server and streaming management purposes but it also aids in student engagement and comprehension of the content with more of a modular approach to the content.
- Practice! Do a quick 10-second test recording to check for distractions, proper lighting, camera shot, and audio levels. This is a great time to check if web links work in the

presentation, and the demonstration of materials is as intended.

- Wear solid colors. Pattern shirts tend to make the auto focus of your camera go in and out and distracts from what you are saying.

While You Record

- Silently count out 5 seconds before speaking and count out 5 seconds before pressing stop.
- Stay within the range of the camera view.
- Specify the learning objectives in the beginning.
- Speak clearly, crisply and try your best to make eye contact with your camera.
- Keep a good pace to keep the learner engaged.
- Be deliberate with mouse movements to eliminate confusion.
- Pause after a mistake to allow clean edits in post-production.
- Do not expect perfection. Remember to SMILE and have fun. Mistakes are OK!

Tri-C Help Desk

24/7 Support 216-987-4357

Local Support 8:30am-5pm M-F 216-987-4257

Email: helpdesk@tri-c.edu