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What is Mediasite

Mediasite is Tri-C’s preferred video capture and distribution tool created by Sonic Foundry. It allows instructors to make digital recordings of lectures or presentations or instructional activities performed on camera and on a computer screen that 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 rewatch 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. They are useful for online instruction, content review and as a study tool after viewing a lecture. It enables instructors to create interactive lectures to engage students in active learning.

With Mediasite You Can:

- Store video and audio content
- Link to the content inside your Blackboard course
- Add Polls and Quiz questions
- Manage the Question and Answer forum
- Edit out mistakes and clip out the beginning and/or the end for a cleaner presentation
- Edit or add slides to the presentation
- Add resource links and searchable tags
- Add chapters and an index for easy navigation
- Create Channels to organize your presentations
- Utilize Shared Folders and share presentations with colleagues
- Analyze the viewer data on each presentation to find student and viewing trends
- Easily add ClosedCaptions to each presentation
- Access your content anywhere anytime
- Record with multiple options including Video Only and Audio Only
- Easily download the recorder on any personal computer

Cuyahoga Community College is currently running:

- My Mediasite version 7.2.2
- Mediasite Desktop Recorder version 2.5.233
Three Aspects of Your Mediasite Experience.

1. The Cloud. The cloud is where all the content is hosted or stored. Sonic Foundry operates our cloud but OLAT manages it.

2. My Mediasite. My Mediasite is the interface in which you will be working to manage and organize your content. You can access your My Mediasite through Blackboard.

3. Mediasite Desktop Recorder (MDR). The MDR is the tool used to create your presentations. The MDR is a local program or application that needs downloaded on your machine but can be launched from inside your My Mediasite.
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.

Mediasite Help

Look for the help button to access more instruction for specific pages or functions. This content is created by Sonic Foundry and updated for your use.

My Mediasite Search Function

The Search function will search key words within your My Mediasite content. You can enter key words from the presentation titles, descriptions you have entered for a presentation, and tags. When your My Mediasite content becomes large, this will be a great way for you to dial into a presentation that you might need to edit or share, or even delete if it is no longer relevant.
My Mediasite Navigation

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 +Add Media or use the magnifying glass to search for a presentation. You can use Sort By or Source filters to locate groups of presentations. You can sort to see only presentations with Quizzes. You can change the privacy of your presentations or click a presentation title to open and see the Presentation Summary Page.

1. The My Presentations folder contains a list of all of the presentations associated with your profile.
2. The My Drafts folder contains all presentations that have been created and uploaded but have not been assigned or moved into another location (a channel or shared folder).
3. Channels allow you to group content by topic, subject matter, etc.
4. Shared Folders are created by a Mediasite admin and shared with multiple faculty for presentations that will need to be accessed by multiple individuals.
5. You can quickly navigate to a specific page by clicking the arrow next to the Page number or selecting the drop down for a specific page.
6. You can sort your presentations to make them easier to find with Most Recent, Oldest, Title A-Z or Title Z-A.
7. You can filter by the source of your presentations.
8. You can filter your presentations that have or don’t have Quizzes.
Presentation Summary Page Navigation

When you click on the title of a presentation, a Presentation Summary Page window opens up. This page allows you to view or change information associated with this particular presentation. The Presentation Summary Page allows you to review and edit details about the presentation, edit Engagement elements and the presentation itself.

1. The Delete option will delete the presentation permanently.

2. The Information Presentation Tab includes the title, description, tags, resources links, and the presenter’s information.

3. The Delivery Presentation Tab includes the Publish To Go settings (the ability to download the presentation with the player and interactivity), Vodcast (a flat video file with no interactivity) and the Audio Transcriptions (closed captions).

4. The Actions Presentation Tab includes scheduled actions. These actions include ‘move to recycle bin’ and ‘adaptive release for visibility’.
5. The Right Navigation Pane includes:
   - **Watch** – this pops the presentation out into a new window to preview with audio. If you click on the play button in the preview pane, the video will play without audio.
   - **Edit** – Edit information in the Presentation Data Tabs including requesting captions and creating adaptive release, change visibility.
   - **View Analytics** – analytics for the presentation only. We will go further into detail in the Analytics module.
   - **Move To** – this allows you to move this presentation to your drafts folder, a shared folder, or a Channel.
   - **Edit Video** – this will edit the timeline of the video.
   - **Edit Slides** – this will edit the metadata of the slides, not the slide images.
   - **Edit Quizzes/Polls/Q & A** – this will allow you to create and edit quizzes, polls and the Q & A forum.

6. **Statistics** – This quick view, lists the number of views, duration and size in Megabits.

7. **Security** – you can edit the security of this presentation here to make your link public.

8. **Visibility** – your presentation is viewable by default. You can make this private so it doesn’t show up in a mashup list or if you no longer want people to see this that may have a link.

9. **Share** – this will provide you with a link or an embed code.

10. **Download To Computer** – you can download the presentation to your computer if you have Publish 2 Go enabled.
Mediasite Desktop Recorder Navigation

There are several elements to the Mediasite Desktop Recorder that you will need to be familiar with to get the most out of it.

1. User Indication: Be sure you see your S Number in this field. If you do not, please follow the steps to register the recorder so your content will be mapped to your My Mediasite location.

2. Main Options: these are the main options you have in the recorder. You can also use the drop down to the right of your S Number to find the same options so you may navigate to them without going back to this homepage.
   a. Overview will take you to an online help page provided by Sonic Foundry, the vendor that owns Mediasite.
   b. Record will take you to the page where you can select the type of recording you want to create and continue with setting the parameters of your recording.
   c. Manage will take you to the list of recordings that have been created with this MDR.
   d. Settings will allow you to set default settings to utilize the quick record feature.

3. The Question Mark bubble will take you to an online help page provided by Sonic Foundry, the vendor that owns Mediasite.
The Mediasite player provides multiple options for the viewer. The Viewer can manipulate the player as well as find the icons to engage with. Most of the options will be hidden unless you turn them on and they are indicated with (optional).

1. Click the Play button to start a presentation or resume a presentation after the pause button has been pressed. Click Pause to suspend playback.
2. Click the Skip Back button to go back 2 seconds in the presentation.
3. Toggle the Speaker button to mute and unmute the audio.
4. Adjust the volume by moving the Volume slider left or right.
5. Seek bar can be used to scan through the presentation to a desired spot to view.
6. Click the CC button to show or hide the closed captions. (optional)
7. Click the i button to see details the presenter added to the presentation including information about the presenter, presentation, and a list of chapters. If there isn’t anything, then the presenter has not included any information in this location. (optional)
8. Interaction buttons (optional)
   a. Polls – this will show the polls for the presentation if they exist
   b. Q & A – this will give you a form so the viewer can send the presenter a question
   c. Share – viewers can share this presentation if you have selected this as an option
9. Click the magnifying glass to search a presentation’s slides and closed caption. Enter a word or phrase you are seeking and click Search.
10. You can use these arrows to swap the content in the larger window with content that is displaying in a smaller window.
11. Quizzes takes you to the quiz questions the presenter has included with the presentation. (optional)
It is recommended that faculty access Mediasite from their Blackboard courses. For those faculty members that do not utilize Blackboard, Mediasite can be accessed from a secure URL using your Tri-C credentials.

Access Mediasite in a Blackboard Course

1. Navigate to the Control Panel.
2. Populate Course Tools in the left navigation menu.
3. Click on My Mediasite.

Access Mediasite Outside Blackboard

1. Navigate to our Mediasite sign on page https://tri-c.edu/mediasite
2. Enter your S number and your network password and click Sign in.
The Mediasite Desktop Recorder is the tool used to record your presentation from your laptop or personal computer.

Download the MDR 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 Desktop Recorder 2.5.

3. Click install.
Download the MDR on a Personal Laptop or Computer

1. Navigate to your My Mediasite home page inside any Blackboard course by clicking on Course Tools. In the control panel, click on My Mediasite.

2. Click on Add Media.

3. Click “download the Mediasite Desktop Recorder”.

4. Click Download for Windows or Show me the Download for Mac.

5. After the download, run the .exe file to install.
Register the MDR

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

1. Navigate to your My Mediasite.

2. Click Add Media.

3. Click the Click Here link in the second green box to register.

*A dialogue box will pop up saying “Attempting to launch the Mediasite Desktop Recorder...” Then once it is registered, the box will say “If the Mediasite Desktop Recorder has not loaded yet, it may not be installed. Please ignore the box and click close when the option is available. This may take up to 2 minutes. You can click Home on the top ribbon to return to your presentations.

*If you are using a public lab or pc, please unregister the Mediasite Desktop Recorder before you log off. If you do not unregister, all subsequent recordings will be mapped to your My Mediasite.

*Always be sure that you see your own S# in the top of the Mediasite Desktop Recorder so your recordings will be mapped to your My Mediasite and not to another users’.
Unregister the MDR

It is highly recommended that you unregister the Mediasite Desktop Recorder if you are using a lab or public computer.

1. Open the Mediasite Desktop Recorder.
2. Click the dropdown arrow next to your S number.

3. Click Forget a Connection. An X will appear in front of the S numbers.

4. Click on the X in front of your S number. There may be multiple numbers listed. Be sure to click on only yours.

5. Click on Forget.
Set Your MDR Recording Preferences

You can set your recording preferences to allow a quick Record option. You can set your preferences up the first time you click on the Record button or you can go into settings and set your preferences. If you click the Record button the first time, you will see the same settings page as below.

1. Navigate to the Mediasite Desktop Recorder.

2. Click the navigation drop down.

3. Click Settings.

4. Scroll down and click on Set Default Inputs.

5. Click the drop down arrows to select your default capture inputs (device settings).
6. Click Save.

7. Click Home to return to your My Mediasite page.
Video Creation

These instructions will explain how to upload media content in My Mediasite as well as create a Slideshow and a Screencast using the Mediasite Desktop Recorder (MDR). We do not recommend creating content with the MDR if you log into Tri-C’s Horizon Client, simply use the native desktop of your machine.

Mediasite allows you to add content in 3 ways.

1. “I want to record my desktop now” will prompt you to name a presentation and select a location. It will then open the Mediasite Desktop Recorder so you can begin to set the recording preferences.

2. “I want to upload an existing desktop recording” will prompt you to name a presentation and select a location. It will then open the Mediasite Desktop Recorder to the list of presentation on that machine and you can select the presentation and click upload to the right of the presentation name.

3. “I want to upload a file from my computer” will then open a dialog box on your computer asking you to select the file from your computer or external source. It will prompt you to name a presentation and select a location.
Upload Existing Video to Mediasite

1. Navigate to your My Mediasite.
2. Click on the + Add Media button in the upper right hand corner.
3. Click on Browse Files.
4. Select the file from your computer.
5. Click open.
6. Enter a presentation name and description. Do not include any special characters in the name of your presentation. Select where you would like to place the presentation. You can select to place it in your Drafts folder, a Shared folder, or into a Channel. If you select to have it added to your Drafts folder, you can move to step 9. If you would like to put it in a Shared folder or a Channel, click on Change.

7. Search for a folder name or select the destination type. If you select to move it to a Shared folder or to a Channel, a list of the available locations will populate. This may take a minute or two.

8. Select the destination.

9. Click Create Presentation.
Create a Slideshow or Screencast Using the MDR

A Slideshow is recommended for a narrated PowerPoint and a Screencast is recommended for a demonstration on the screen that shows stepping through a process. Always choose Record Desktop and you will have the option to pick between the two after the recorder launches.

1. Navigate to your My Mediasite.
2. Click on the + Add Media button in the upper right hand corner.
3. Click Record Desktop.
4. Enter a presentation name and description. Do not include special characters in the name of your presentation.
5. Select where you would like to place the presentation. You can select to place it in your Drafts folder, a Shared folder, or into a Channel. If you select to have it added to your Drafts folder, you can move to step 11. If you would like to put it in a Shared folder or a Channel, click on Change.
6. Search for a folder name or select the destination type. If you select to move it to a Shared folder or to a Channel, a list of the available locations will populate. This may take a minute or two.

7. Select the destination.

8. Click Create and Launch. The Mediasite Desktop Recorder will launch from your computer.

9. Click the left or right arrow keys to scroll through the presentation recording options and select the type of recording you want to create.

10. Audio options include:

11. Video options include:
12. After choosing the type of recording you want to create, click Next.

![Next button]

13. Select your device settings, then click Next. If you are using a web cam, verify that your camera size is set to Medium, your Camera and Microphone inputs are correct, and verify that your audio is registering on the meter bar. If you are using audio only, verify the setting and levels for your microphone in the meter bar.

*The preview image if you are recording without a Web Cam.

14. Select the screen or region to record and click the green check mark.

- Choose the desktop down arrow if you have multiple desktop monitors to pick from.
- Choose Window to click on a specific open window.
- Choose Region if you want to select a specific recording area. You will be prompted to click and drag the region you wish to record.
*Editing your presentation is easy! If you make a mistake, DO NOT STOP RECORDING. Collect your thoughts, count to 5 and then resume your presentation. This will make it easier to edit/cut out that part later. We will discuss editing later. *Remember to smile, have fun and make “eye contact” with the camera.

15. Verify your settings are correct. You can select to have the MDR Preview window disappear. This will be beneficial if you are recording with only 1 monitor.

16. Click the Record button.
17. Record your presentation.

18. When you have completed your presentation, click on the finish button in the Preview box or use Control F8 on your keyboard. You will also find a pause button in your system tray. OLAT recommends using the Control F8 option. Depending on your browser or presets, your preview window may automatically disappear. Remember to click Ctrl+F8 to pause the recording.

19. You will then have 3 options. You can Discard Recording, Resume Recording or Finish Recording.

- If you select Discard Recording, it will trash what you have just recorded and take you back to the MDR to record again.
- If you select Resume Recording, it will begin recording where you left off.
- If you select Finish Recording, it will upload and transcode your recording and you can find it in your My Mediasite.
Example of Slideshow and Video

Moved to Copley Ohio to raise my family.

Example of Screencast and Video
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 commit (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 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 your My Mediasite and open a presentation.
2. Click on Edit Video in the right navigation.

![Edit Video](Edit Video)  ![Edit Slides](Edit Slides)

3. The Mediasite Web Editor opens in a new tab or window depending on your browser settings.

*You can use the web editor to clip the beginning, clip the ending, and add a cut, fade or a dissolve to your presentation. The web editor also allows you to add, delete and edit slides and chapters.*
1. Top Navigation gives you options such as Project History, Commit, Undo, Redo, Revision History, Run Slide Detection, Video Source, and Help.

2. Left video preview window displays the video source and the associated audio with the presentation, chapter title or a link to insert a chapter, and the playback controls.

3. Right video/slide preview displays the slides or video source from your screencast and the slide number field.

4. Timeline workspace features the 3 tracks (left source, audio, right source), edit options, zoom controls and the time display.

5. Timeline expansion – as you edit your content, you can adjust the size of the timeline workspace areas by using the “resize area” buttons. Click and drag them to make the spaces larger or smaller.
Chapters

Adding chapters allows your viewers to skip ahead to a specific location based on a 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 number icon on 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 and drag them left and right on the timeline. They will automatically reorder their numbers based on the location of the timeline.

*Chapters will create an Index or Table of Contents accessible from the Info button of the presentation for the viewer.
**Edit Slides**

Slides are natively created when choosing Slideshow in the Mediasite Desktop Recorder. You can then edit the slides, add and delete slides and move the slides 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 dialogue box. Select the file you wish to insert. You can add a .jpg or .png file. You can export 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 dialogue box. Select the 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.

5. **Cut Slides** – Click the slide in the timeline to highlight it and click Cut Slides. This will remove it from the timeline 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.

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

*You can drag and drop your slides to move them to a new position on the time line as well.
Clipping the Beginning

You can clip out 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 and hold the arrow on the left of the timeline.
3. Drag it to the place on the timeline you indicated to be the beginning. It should snap into place.

*That is now the beginning of your presentation.
Clipping the Ending

You can clip out 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 and hold the arrow on the right of the timeline.
3. Drag it to the place on the timeline you indicated to be the end. 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 and drag the timeline cursor over the section you would like to remove.

2. Click Cut Time on the Edit Menu Bar.

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.
   
a. Cut to remove the entire section. Then your presentation will cut to the next part.

![Diagram of timeline with cut option highlighted.]

b. 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.

![Diagram of timeline with fade option highlighted.]

c. 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. It will transition from one frame to the next.

![Diagram of timeline with dissolve option highlighted.]

Committing the Project to Save Your Work

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 commit your changes. Commit options can be found in the top navigation under the Commit dropdown. Committing a project saves it.

1. Commit to Current saves your changes to the original presentation. This option is like a Microsoft “save as” 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 Mashup to a presentation in Blackboard or have shared a link to the presentation, you will want to always use Commit to Current, then the viewers will use the same mashup or link and see the new edits.

2. Commit to New allows you to create a new presentation and will ask that you name the presentation. Do not include any special characters in the name of the presentation. This is similar to a Save As action. To continue editing this presentation, you will need to open it from your My Mediasite presentation list. It will not change the original presentation.

3. Commit to Existing will prompt you to select an existing presentation that you want to save it as.
Projects are created when you have started to edit a presentation. You can click into the Projects tab and manage your projects.

Revision History

Revision History will allow you to see your past edits and it gives you the option to restore to the original version.
These instructions will explain how to navigate your My Mediasite and the Presentation Summary Page including, searching and filtering, organizing with Channels and Shared Folders, and changing the Visibility, moving your presentation to a channel or shared folder, sharing your presentations outside of Mediasite, and adaptive release of your videos.

**Organize your Content**

Mediasite offers many ways to manage the organization of your content. You can create Channels or request Shared folders. You can move your content in and out of those folders too.

**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. For example, if I teach Nursing, I would create a Channel for Nursing 1601 and Nursing 2501. If I teach English, I might want to have a Channel for grammar, MLA, writing skills, or reading skills. You can share a link to a channel and have the added feature of allowing commenting on each presentation. This is a great way to allow for peer feedback, etc.
Create a Channel

1. Navigate to My Mediasite.
2. Click on Channels in the left navigation.
3. This will populate your Channel list.
4. Click +Add Channel to create a new Channel.
5. Enter an easily identifiable name, a Friendly Name with no spaces and a short description for your Channel. Do not include any special characters in the Channel Name or Friendly Name. The Friendly Name will appear in the URL link for identification purposes only.
6. Click Create Channel.
Share a Channel

1. Navigate to My Mediasite.
2. Click on Channels in the left navigation.

3. This will populate your Channel list.

4. Click on the Channel name.

5. Click View.
6. This will open the Channel up. Highlight the URL, right click on the highlighted URL and click Copy. You can share this link in an email or with a Blackboard Mashup to Web link. Note that if you want to make this channel public you will need to change the security setting for the Channel and make it available to everyone, otherwise the recipient will need to enter their s# and network password to view the channel.
Other Channel Options.

1. Click Edit to update or change the title, description and settings.

2. Click Player Options to change the player settings and how the viewer will see the presentations in the channel.

3. Click Security to change the security level.
Make Channel Public

1. Navigate to My Mediasite.
2. Click on Channels in the left navigation.
3. Click on the Channel name.
5. In the blue section at the bottom of that dialog box, click the dropdown box and select Viewer.

6. Type “Everyone” in the box. A list will populate below. Click on Everyone.

7. Click Save.
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.

1. Navigate to My Mediasite.
2. Click on Channels in the left navigation.
3. Click the Favorite to the right of the channel you want to add to the Left Navigation list.
4. Click the Unfavorite to the right of the channel you want to remove from the Left Navigation list.
Shared Folders

Shared Folders are available and can be created by a Mediasite System Administrator. Shared Folders allow multiple users to see, add, and edit content within the same folder.

For example, there are 5 faculty members that create, edit and contribute to the content for the same course. A Shared Folder can be created and those 5 faculty members would be given permission to see that folder in their list of Shared Folders and would have the ability to use the content in that Shared Folder to ‘build content’ in Blackboard to their individual class. Any updates, uploads, or changes to that folder or the contents, would be global and all 5 faculty members would be able to see the latest version of the content in that folder. Once you click on the folder title, the look and feel is the same as your presentation list.

Please contact BbFacultySupport@Tri-C.edu if you would like a Shared Folder created for you.
Move Content

Once you have created Channels or been given rights to Shared Folders 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. Navigate to your My Mediasite.
2. Navigate to the presentation you wish to move. This will open the Presentation Summary Page.
3. Click Move To.
4. 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.
5. After you select one of the three options, a list of the available locations will populate. This may take a minute or two.
6. Select the destination.

[Image of Move Presentation dialog box]

7. Click Move Presentation.

[Image of Move Presentation button]
Share a Presentation

Mediasite allows the owner of a presentation to share it with a link, embed code, or email a presentation link. If you are sharing this with someone who has an S#, you do not have to take any further action. If you are sharing it with someone outside of the college that doesn’t not have an S#, you will need to change the security of the presentation.

Share a Quick Link (URL)

1. In your My Mediasite, navigate to the presentation you wish to share.
2. Scroll down and click on Share Presentation
3. Click Copy to copy the Quick Link. You can then paste this link in an email or a document.
Share an Embed Code

Mediasite allows you to copy an embed code to share in a webpage. Note that you will need to follow the instructions to make your presentation public if you wish to share with an embed code.

1. In your My Mediasite, navigate to the presentation you wish to share.

2. Scroll down and click on Share Presentation

3. Click the Embed tab.

4. Click Copy under the embed code. You can then paste this embed code where you need it.
Make your Presentation Public

You can share your presentation with people outside of Tri-C by editing your security settings for that presentation.

1. In your My Mediasite, navigate to the presentation you wish to share.
2. Scroll down and click on Edit Security.
3. Uncheck Inherit permissions from parent folder.
4. In the blue section at the bottom of that dialog box, click the dropdown box and select Viewer.
5. Type “Everyone” in the box. A list will populate below. Click on Everyone.
6. Click Save.
Podcast

Each Mediasite presentation can be enabled to allow for a downloadable Podcast or .mp3 you can share. You will first need to enable this option then download the file.

Enable Podcast

1. Navigate to the presentation and click Edit.

2. Click on the Delivery tab below the presentation preview window.

3. Check Podcast.

4. Click Select Podcast Profile.
5. Choose the settings. MP3 64 kbps is recommended.

6. Click Save.
Download Podcast

1. Navigate to the presentation.
2. Scroll to the bottom of the window and click Download to Computer.
3. Choose Download Podcast and save it to your computer or device.
Vodcast

Each Mediasite presentation can be enabled to allow for a downloadable Vodcast or .mp4 file that you can share. You will first need to enable this option then download the file.

Enable Vodcast

1. Navigate to the presentation and click Edit.

2. Click on the Delivery tab below the presentation preview window.

3. Check Vodcast.

4. Click Select Vodcast Project.
5. Choose Vodcast Project. DEFAULT – All Streams is recommended.

6. Click Save.
Download Vodcast

1. Navigate to the presentation.
2. Scroll to the bottom of the window and click Download to Computer.
3. Choose Download Vodcast and save it to your computer or device.
Publish to Go

Each Mediasite presentation can be enabled to allow for a downloadable file, a Publish to Go file, which will package the presentation, the player and the transcripts to share with your viewers to play back the presentation without an active internet connection. You will first need to enable this option then download the file. Once the option is enabled, the system will take at least 2 times as long as the presentation is to create the downloadable file.

Enable Publish to Go

1. Navigate to the presentation and click Edit.

2. Click on the Delivery tab below the presentation preview window.

3. Check Vodcast.

4. Click Save.
Download Publish to Go

1. Navigate to the presentation.

2. Scroll to the bottom of the window and click Download to Computer.

3. Choose Publish to Go and save it to your computer or device.

4. Open the downloaded zip file and click on Default
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. Navigate to the presentation and click Edit.

2. Click on the Information Tab below the presentation preview.

3. Click in the text field under Tags.

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

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

6. Click Save.
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.

Add Resource Links

1. Navigate to the presentation and click Edit.

2. Click on the Information Tab below the presentation preview.

3. Click Add Link.

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

5. Click Save
Edit Resource Links

To edit a Resource Link, click on the pencil icon to the left of the Link Name, make your edits and click Save.

Delete Resource Links

To delete a Resource Link, click on the trash can to the left of the Link Name. Click Save.

View Resource Links

The viewer can see the Resource Links by clicking the i icon or the link icon.
Adaptive Release per presentation

Adaptive release can be utilized for your presentations. This action can schedule a change to the visibility of the content that will be available for Mashup in Blackboard. This is done by adding an Action per your specifications. Follow the instructions below to add an Action to your presentation.

1. Navigate to the presentation and click Edit.

2. Click on the Actions Tab below the presentation preview.

3. Click +Schedule new Action.

4. Select the time frame or the exact date to perform the action, select action type Change Visibility, and the new visibility you wish to choose.
5. Click Add New Action button.

*Be sure that you verify that the action you wanted to add was saved. It should appear in the list under that Actions Tab.

6. Click Save in the top right corner.

*OLAT recommends using the adaptive release in Blackboard rather than the Action in Mediasite.
Visibility

The visibility of your presentation is, by default, “Viewable”. A “Viewable” presentation is a presentation that will be seen in the search list of presentations for a Blackboard Mashup. No one will see the presentation until you create the Mashup in Blackboard. There are two ways to change the visibility of your presentation.

1. You are able to change the visibility in the Presentation list view by clicking on the lock below the thumbnail to toggle between Private and Viewable.

2. You can change the visibility in a presentation by opening up the Presentation Summary Page, scrolling down and clicking the Visibility drop down box located in the bottom right hand side of the page. This option simply makes this presentation viewable to you in the list for a mashup search.
Change your default visibility to Private.

You can change your default visibility so this setting is standard for all the content you upload and create.

1. Navigate to your My Mediasite and click the extra menu dots drop down.

2. Click on My Settings.

3. Click on Publishing.

4. Click the drop down for each option to be False.

5. Click Save.
Managing your Notifications

Mediasite emails notifications for many reasons. You can manage your email notifications.

1. Navigate to your My Mediasite.
2. Click on the Triple Dots and select My Settings.
3. Select Notifications in the left navigation.
4. Check or Uncheck the notifications based on your personal preferences.
5. Click Save.
Captions

Closed captions are required for online and blended classes’ video content intended to be watched over multiple terms. It is the faculty’s responsibility to request the captions.

Captions can be requested from the edit option of the Presentation Summary Page and once requested, will be added automatically within 48 hours. After you have requested captions, there will be no further actions needed on your part. All faculty will have access to the ‘Cielo 48 English to English’ profile which will return 99% accurate human captions within 48 hours. There will be 3 others profile options that can be made available, upon request, if the need is there. We will have a Cielo 24 English to English for 24 hour turnaround if you have a student registered through the Access office. There will also be Cielo 48 French to French and Cielo 48 Spanish to Spanish. Those will be language to language captions, not translations to English. If you have students that need captions sooner than 48 hours, if you teach French or Spanish or if you would like a different foreign language, please contact BbFacultySupport@tri-c.edu to request permission to have access to the additional caption profiles.

It is expected that you will only request captions after you have completed and saved any video edits. If you have already requested captions and then edit your presentation, you will need to re-request captions so they are synced. This will incur charges.

Captions do not need to be requested if you will be using the presentation for one term. If you decide at a later date that you would like to use a presentation that does not have captions, you may request the captions at that time.

If you see that your presentation needs the captions corrected, please email OLAT@tri-c.edu with your s#, your name, the name of the presentation, the time stamp of where the correction needs to take place, the incorrect word or phrase, and the correct word or phrase.

Our captioning vendor allows us to create a glossary term list to aid the captioners in correct spelling. If you feel that it will be helpful to add terms or names to this list to ensure correct spelling, please email OLAT@tri-c.edu with a list of glossary terms.
Requesting Captions

1. Navigate to the presentation and click Edit.

2. Click on the Delivery tab below the presentation preview window

3. Check the box for Audio Transcriptions.

4. Click Select a Captioning Profile.

5. Select Cielo 48 English to English (or the profile appropriate for your presentation if there are options)

6. Click Save.
Verifying Captions

To verify that you have requested captions and to see the status of the captions, return to the Presentation Summary Page and click on the Delivery tab below the preview monitor. If you see:

1. **Captioning content has not been configured** – you have not requested captions for this presentation. Go to Edit in the Presentation Summary Tab and request captions (see above).

2. **Captioning is in Progress** – the presentation has been sent to the captioning provider and the captions will appear in the presentation within 48 hours.

3. **2 bullets with the provider name and the file name** – your captions have been successfully uploaded to the presentation and are viewable by clicking CC while the presentation plays.

4. Captioning Error – If you see this - please contact BbFacultySupport@tri-c.edu.
These instructions will explain how to enable the engagement options for a presentation and how to create the content for the quizzing, polling, and Q & A Questions as well as how to answer the Questions. It is recommended that you add the term Quiz, Poll or Q&A to the description of your presentation once you have added an Engagement piece so you can search or quickly see that you have those features enabled. All engagement functions are off by default.

### Polling

Polling inside Mediasite allows you to see an anonymous collection of results based on your viewer’s opinions and/or knowledge of a topic. Viewers click on the Pie Graph icon at the bottom of the player to access the Polling Questions. A new window will open. You may need to elude to that at the beginning or during the presentation so your viewers can pause the video and answer the questions. You must first enable Polling and then you may create your Polls.

#### Enable Polling in a Presentation

1. Navigate to the presentation.
2. Click Edit in the right navigation.
3. Click Player in the tabs below the preview window.
4. Check the box in front of Enable Polls.
5. Choose Use Mediasite Polls and add or edit poll questions manually.

6. Click the drop down to select Link to External Polls to use programs similar to Survey Monkey. You will then be prompted to add the External URL of the Poll.
Create or Edit Polls

1. Navigate to the presentation.
2. Click Edit Polls in the right navigation. A new tab will open.

3. Click New Question or click on the question you wish to edit.

4. Enter Question information to the right.
   a. Question: The question text.
      ![Question]
   b. Type: choose between single and multiple selections.
      ![Type]
   c. Question Visibility:
      ![Question Visibility]
      *Hidden: check this if you don’t want the viewers to see the poll question.
      *Show Results: check this if you want the viewers to see the poll with everyone’s answers after they reply.
   d. Answers: add the possible answers.
      ![Answers]
      *Use the red X to delete an answer or the +Add Choice to add more answer choices.
5. Click Save Question.

![Save Question Button](image)

*If creating the same type of question with similar parameters, you can save that as a template to make question creation quicker.*
See Poll Results

1. Navigate to the presentation.
2. Click Edit Polls in the right navigation.
3. Click the question.
4. View the results to each answer next to the answer choices.
**Quizzing**

The Quizzing feature allows you to create a timestamped quiz that will pause the video and pop up the quiz interface for the viewer to take the quiz before continuing. You can choose to have the quiz as a Study Guide, a personal Assessment or Scored. The quiz scores can be exported and saved. A Presentation can have multiple quizzes and each quiz can have multiple questions. You will need to edit the Presentation Player as well as create the quizzes and questions. To enable Quizzing in a presentation, you must select the Mediasite – Quiz player.

**Choose Quiz Player**

1. Navigate to the presentation.
2. Click Edit in the right navigation.
3. Click Player in the tabs below the preview window.
4. Click inside the player bar.
5. Select Mediasite – Quiz Player.
6. Click Save.
Create or Edit Quiz

1. In the Presentation Summary Page, click Edit Quizzes.

2. Select the Quiz Type. A Study Guide will not be scored. An Assessment will be scored but not shared with the instructor. The Scored option will be scored and shared with the instructor.

3. When you select an option above, preferences are preselected for you but you may select/deselect the preferences to fit your needs.

4. The presentation title is prepopulated. Enter a Description about the video if desired. This will be a description about the presentation in general. This will show up at the start of the presentation and will inform the students of what to expect during the presentation.
5. Click Next.

6. Click Add Quiz.

7. Title the Quiz and enter Description information. This would be a great place for quiz instructions. This will show up when the Quiz pops up. *Note that the Position is at 0:00:00. You can change the place this quiz pops up manually or you can click on Sync to Video to make it pop up at the place you are in the video.

8. Click Done.

*To go back and edit the Quiz information, click the gear to the right of the Quiz title. You can click the trash can to delete the quiz.
Create or Edit Quiz Questions

1. Once you are inside the Quiz, click on Add Question.

2. Enter the question text.

3. A description can be entered if desired.

4. Select the Type of question from the drop down.

5. Assign the question a point value.

6. Enter the answers and choose the correct one. You can also add additional answers or trash current answers.
*You can choose to have the answers randomly ordered.

*You can drag and sort them manually by clicking and dragging the 3 vertical dots.

7. Once you have all of your questions entered for that quiz, you can click Save to save your work but the viewers won’t see the questions or click Publish to publish the questions for the viewers to see.

*You will manage all quizzes and questions for the presentation in this one window.
*You can delete quiz questions by clicking on the trash can next to the question.

*The following are Quiz views from the viewer’s point of view.
*You can quickly see what presentations have quizzes by the question mark icon in the presentation list.

*You can sort for presentations that contain quizzes.
Export or Clear Quiz Results

1. Click Edit Quizzes.
2. Click the Results dropdown.

3. Select:
   a. Export Results will pop open a new window that will appear for you to save or open an Excel file.
   b. Clear all Results will clear the current results. This is recommended at the beginning of a term.
   c. Clear Individual Results will pop open a new window where you can select an individual’s response to remove their results.

***The Quiz results do not currently integrate with the Blackboard gradebook.
Q & A

Presentation owners can choose to enable a feature allowing viewers to ask questions while they watch the recorded session. Owners can then review and respond to the questions through the dashboard or directly through email.

Since this tool is used with recorded presentations, students should expect the same time delay between asking a question and getting an answer as they would for an emailed question.

Enable Q & A

1. Navigate to the presentation.
2. Click Edit.
3. Click on the Player Tab.
4. Check Use Q & A Forum.
5. Click Save.

*To Disable the Q & A feature, follow these instructions and uncheck Use Q & A Forum.
Ask a Question

1. While watching a presentation, the viewer can click on the speech balloon.

2. The presentation will pause. The viewer will need to enter their Name, Subject, and the question in the Message section. They can check the timestamp if they would like. Do not include any special characters except for the email field.

3. Click Ask Question.

4. Click OK.
Moderate the Questions

1. Open your My Mediasite.
2. Click on the Moderation tab. All presentation that have Q & A Forum enabled will populate.
3. Click on the Moderate button.
4. Select a question.
5. Click Reply or Forward. This will behave similar to most email options.
6. Enter your name and answer the question in the text field and click send.
*It is suggested that you Mark it as Accepted>> so you know what questions have been answered.

*You can also get to the moderation page from the Presentation summary page by clicking on Edit Q & A Forum.

*The answer thread doesn’t appear on the original question.

*This is a sample of the email that will be received when the moderator replies to the questions.

Wednesday, June 13, 2018 4:05 PM @ 00:01:21 “Student 3” <michelle.reed@tri-c.edu> Tri-C Login Center what can i get to when i log into the login center?

–

You can get to lots of resources, try to log in and look around
We are currently working with PlayPosit to allow the integration with Mediasite presentations.
These instructions will explain how and where you can create a Blackboard Mashup to your Mediasite presentations. These instructions will explain how to set Mediasite up in a new Blackboard course and a rolled over course as well as how to access Mediasite outside of Blackboard. The Mediasite set-up or a reset will be necessary for each course copy, each semester.

Set up Mediasite in a New Blackboard Course

1. If “New Course Site Template” is chosen when requesting a Blackboard course site, Mediasite will be active.
2. To access Mediasite within Blackboard, navigate to the Control Panel, then to Course Tools in the left navigation menu, then to My Mediasite.

*If you do not see My Mediasite in the Course Tools list move on to the next step to Set Up Mediasite in a Blackboard Course.
Set up Mediasite in a Course Copy/Roll-over Blackboard Course

1. Navigate to a Blackboard course, then the Control Panel.
2. Click Customization on the left navigation.
3. Click Tool Availability.
4. Scroll down to Mediasite alphabetically. There will be 6 boxes to check.
5. Click to check all available options for Mediasite lines.
6. Click submit.
7. To access Mediasite within Blackboard navigate to the Control Panel, then to Course Tools in the left navigation menu then to My Mediasite.
Existing Mediasite Mashup links may not work after you have copied an existing Blackboard course. You must Synchronize the Mashup links.

1. Navigate to the Blackboard Course copy with existing Mediasite Mashup links.
2. In the Control Panel, click on Course Tools.
3. Click on Mediasite Options.
4. Without making any changes, click Submit.
Add a Mediasite Module on the Home Page of Blackboard

Blackboard allows you to customize the My Blackboard page. You can add the Mediasite module to your My Blackboard homepage which will allow you to quickly navigate to your My Mediasite without having to enter through a specific course.

1. Log into Blackboard and navigate to your My Blackboard page.

2. Click on Add Module.

3. Scroll, alphabetically, to Mediasite and click Add.

4. Click OK.

5. If desired, click and drag the module title bar to reposition it on your My Blackboard page.
Content Area Mashup

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

1. Hover over Build Content and click on Mediasite – Link to Presentation(s).

2. Enter key words for the title of your presentation or just leave it blank and click Search Presentations to populate all your presentations.

3. Select the video you wish to mashup.
4. Click Submit.

![Submit Button]

5. Click OK.

![Mediasite Content Added]

6. Your content entry in Blackboard will appear with a green play symbol with the title on the left and a preview of the first frame of the presentation on the far right. Click on the title to play the video.

![Frogs 1]

*Note: Images and diagrams are not included in the natural text representation.*
Text Editor Mashup

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

1. Click on Mashups in the text editor toolbar.

   ![Mashups in the text editor toolbar](image)

*If you do not see the Mashups in the Text Box Toolbar, click on the carrots in the upper right hand corner of the text box.

2. Click on Mediasite Presentations – a dialogue box will open.

   ![Mediasite Presentations dialogue box](image)

3. Enter key words for the title of your presentation or just leave it blank and click Search Presentations to populate all your presentations.

   ![Search Presentations](image)
4. Select the video you wish to mashup.

5. Click Submit in the Mediasite pop-up window and your presentation will appear in the text box.

6. Finish with your Content Item in Blackboard and Click Submit.
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.

Analytics View

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

3. The Presentation Analytics Dashboard opens up. You have 4 options inside this page. You can view the dashboard, See Who’s Watching at that moment in time, you can Refresh the page for the latest statistics, and you can Download a Report.
Dashboard Tab

1. 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.

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

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

4. The Trends show statistics of the presentation.

<table>
<thead>
<tr>
<th>Live Views</th>
<th>On Demand Views</th>
<th>Date of First View</th>
<th>Date of Last View</th>
<th>Total Time Watched</th>
<th>Average Time Watched</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>40</td>
<td>May 31, 2018</td>
<td>May 31, 2018</td>
<td>3:32:17</td>
<td>0:05:18</td>
</tr>
</tbody>
</table>
5. 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](image)

6. The Top Browsers pie chart shows the browsers the viewers are using to watch the presentations.

![Top Browsers](image)

7. The Top Operating Systems pie chart shows the OS that viewers are using to watch the presentation.

![Top Operating Systems](image)

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

![Refresh](image)
Reports

You can Download Reports from the Dashboard tab. The report is a snapshot of the collective data for that Presentation and can be used to analyze student engagement of that Presentation. The report can be downloaded in Excel format.

1. Click the Download Report dropdown arrow and select Excel.

![Download Report dropdown](image)

2. Click the Analytics file once it has been downloaded.

![Analytics file](image)

3. The report will open in Excel and this is an example of what the Excel Report will look like.

![Excel Report](image)
Who’s Watching Tab

1. The Connection History shows the current time and the number of Users that are viewing the content at that minute. Below the graph, the individual users that are watching are listed and the amount of time they have been connected.

![Graph showing connection history with users listed]

<table>
<thead>
<tr>
<th>Current Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

2. The timeline refreshes every 5 seconds, but you can use the Refresh button to Refresh it sooner. You can also Pause and Resume the timeline if you need to.

![Buttons for Refresh, Pause, Resume]

Refreshes Every 5 Seconds
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!
Keyboard Shortcuts

### Mediasite Player

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space bar</td>
<td>Activate selected control</td>
</tr>
<tr>
<td>Enter</td>
<td>Activate selected control</td>
</tr>
<tr>
<td>Ctrl+Up Arrow (↑)</td>
<td>Increase volume</td>
</tr>
<tr>
<td>Ctrl+Down Arrow (↓)</td>
<td>Decrease volume</td>
</tr>
<tr>
<td>M</td>
<td>Mute/in mute audio</td>
</tr>
<tr>
<td>Alt+F1</td>
<td>Open Player Help menu</td>
</tr>
<tr>
<td>A*</td>
<td>Ask a question</td>
</tr>
<tr>
<td>E*</td>
<td>Share presentation using e-mail</td>
</tr>
<tr>
<td>L*</td>
<td>View links</td>
</tr>
<tr>
<td>P*</td>
<td>View polls</td>
</tr>
<tr>
<td>F*</td>
<td>Open search window</td>
</tr>
<tr>
<td>C*</td>
<td>View chapters</td>
</tr>
<tr>
<td>Ctrl+S*</td>
<td>View/Hide captions</td>
</tr>
<tr>
<td>S*</td>
<td>Toggle between slide show and slide list views</td>
</tr>
<tr>
<td>Shift+S*</td>
<td>Toggle between slide image view and slide text description</td>
</tr>
<tr>
<td>Ctrl+Z</td>
<td>Activate Screen Reader Player</td>
</tr>
<tr>
<td>..**</td>
<td>Cycle forward to change the primary content (shown in large window)</td>
</tr>
<tr>
<td>..**</td>
<td>Cycle backward to change the primary content (shown in large window)</td>
</tr>
<tr>
<td>Space bar</td>
<td>Activate selected control. If a control is not selected, use the space bar to play or pause presentation</td>
</tr>
<tr>
<td>Left Arrow (←)</td>
<td>Skip back 3 seconds</td>
</tr>
<tr>
<td>Right Arrow (→)</td>
<td>Fast forward 10 seconds</td>
</tr>
<tr>
<td>Ctrl+Alt+Left Arrow (←)</td>
<td>Go to the previous slide</td>
</tr>
<tr>
<td>Ctrl+Alt+Right Arrow (→)</td>
<td>Go to the next slide</td>
</tr>
<tr>
<td>Up Arrow (↑)</td>
<td>Increase playback speed</td>
</tr>
<tr>
<td>Down Arrow (↓)</td>
<td>Decrease playback speed</td>
</tr>
<tr>
<td>[</td>
<td>Jump back by 1% of the presentation’s total length or 10 seconds, whichever is longer</td>
</tr>
<tr>
<td>]</td>
<td>Jump forward by 1% of the presentation’s total length or 10 seconds, whichever is longer</td>
</tr>
<tr>
<td>Shift+[</td>
<td>Jump back by 10% of the presentation’s total length</td>
</tr>
<tr>
<td>Shift+]</td>
<td>Jump forward by 10% of the presentation’s total length</td>
</tr>
<tr>
<td>Ctrl+[</td>
<td>Jump back 30 seconds</td>
</tr>
<tr>
<td>Ctrl+]</td>
<td>Jump forward 30 seconds</td>
</tr>
<tr>
<td>Shift+↑</td>
<td>Increase volume</td>
</tr>
<tr>
<td>Shift+↓</td>
<td>Decrease volume. Mute audio</td>
</tr>
<tr>
<td>1 **</td>
<td>View priority 1 stream in full-frame (Enter t/exit full-frame)</td>
</tr>
<tr>
<td>2 **</td>
<td>View priority 2 stream in full-frame (Enter t/exit full-frame)</td>
</tr>
<tr>
<td>3 **</td>
<td>View priority 3 stream in full-frame (Enter t/exit full-frame)</td>
</tr>
<tr>
<td>4 **</td>
<td>View priority 4 stream in full-frame (Enter t/exit full-frame)</td>
</tr>
</tbody>
</table>
### Mediasite Desktop Recorder

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift+O</td>
<td>Open presentation on Mediasite</td>
</tr>
<tr>
<td>Shift+N</td>
<td>New presentation</td>
</tr>
<tr>
<td>Shift+R</td>
<td>Start recording</td>
</tr>
<tr>
<td>Shift+S</td>
<td>Stop recording</td>
</tr>
<tr>
<td>Shift+F</td>
<td>Pause recording</td>
</tr>
<tr>
<td>Shift+A</td>
<td>Switch to Recorder tab</td>
</tr>
<tr>
<td>Shift+B</td>
<td>Switch to Presentations tab</td>
</tr>
<tr>
<td>Shift+C</td>
<td>Switch to Schedules tab</td>
</tr>
<tr>
<td>Shift+D</td>
<td>Switch to Settings tab</td>
</tr>
<tr>
<td>Shift+H</td>
<td>Open Help</td>
</tr>
<tr>
<td>Shift+M</td>
<td>Advance image when using manual image advance</td>
</tr>
</tbody>
</table>

### Mediasite Web Editor

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Cut Time</td>
</tr>
<tr>
<td>F</td>
<td>Find</td>
</tr>
<tr>
<td>D</td>
<td>Delete</td>
</tr>
<tr>
<td>U</td>
<td>Uncut Time</td>
</tr>
<tr>
<td>Ctrl+M/⌘+M</td>
<td>Add watermark</td>
</tr>
<tr>
<td>Ctrl+X/⌘+X</td>
<td>Cut selected slide(s) and place on clipboard</td>
</tr>
<tr>
<td>Ctrl+C/⌘+C</td>
<td>Copy selected slide(s) and place on clipboard</td>
</tr>
<tr>
<td>Ctrl+V/⌘+V</td>
<td>Replace selected slide(s) image with image on clipboard</td>
</tr>
<tr>
<td>S</td>
<td>Insert slide</td>
</tr>
<tr>
<td>Del</td>
<td>Delete selected slide(s)</td>
</tr>
<tr>
<td>N</td>
<td>Insert chapter</td>
</tr>
<tr>
<td>Ctrl+Z/⌘+Z</td>
<td>Undo</td>
</tr>
<tr>
<td>Ctrl+Y/⌘+Y</td>
<td>Redo</td>
</tr>
<tr>
<td>Space</td>
<td>Play/pause</td>
</tr>
<tr>
<td>Page Up</td>
<td>Go to previous slide</td>
</tr>
<tr>
<td>Page Down</td>
<td>Go to next slide</td>
</tr>
<tr>
<td>Home</td>
<td>Go to previous chapter/start</td>
</tr>
<tr>
<td>End</td>
<td>Go to next chapter/end</td>
</tr>
<tr>
<td>I</td>
<td>Mark in (cut everything before the cursor)</td>
</tr>
<tr>
<td>O</td>
<td>Mark out (cut everything after the cursor)</td>
</tr>
<tr>
<td>Shift + I</td>
<td>Go to start of edited presentation</td>
</tr>
<tr>
<td>Shift + O</td>
<td>Go to end of edited presentation</td>
</tr>
<tr>
<td>[ ]</td>
<td>Go to previous edit point</td>
</tr>
<tr>
<td>]</td>
<td>Go to next edit point</td>
</tr>
<tr>
<td>←</td>
<td>Go back one frame</td>
</tr>
<tr>
<td>↑</td>
<td>Go forward one frame</td>
</tr>
<tr>
<td>Ctrl ←/⌘←</td>
<td>Go back one second</td>
</tr>
<tr>
<td>Ctrl →/⌘→</td>
<td>Go forward one second</td>
</tr>
<tr>
<td>↑↓ or Mouse Wheel</td>
<td>Zoom in/out</td>
</tr>
<tr>
<td>Shift+Mouse Wheel or Mouse Wheel Left/Right</td>
<td>Scroll timeline</td>
</tr>
</tbody>
</table>
After training, assistance with Mediasite is available from the Centers of Learning Excellence on your campus as well as contacting the Tri-C Helpdesk.

**Centers for Learning Excellence (CLE)**

The CLEs at Tri-C are campus-based hubs to support full-time and adjunct faculty. The CLEs are conveniently located on each campus to provide streamlined access for faculty to instructional support. The CLE team includes Sr. Instructional Designers, Instructional Technologists, and Instructional Support Specialists, whose expertise provide a wide-range of support to teaching in any modality.

**Western Campus G-201**
Kevin Dranuski  
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Karen Gray  
Instructional Technologist, [Karen.Gray@tri-c.edu](mailto:Karen.Gray@tri-c.edu), 216-987-5093

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TBD  
Instructional Technologist

**Metro Campus MBA 113**
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Kessandra Jackson  
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Sarah Goode  
Instructional Technologist, [Sarah.Goode@tri-c.edu](mailto:Sarah.Goode@tri-c.edu), 216-987-2173

**Tri-C Help Desk**

24/7 Support 216-987-4357  
Local Support 8:30am-5pm M-F 216-987-4257; [Bbfacultysupport@tri-c.edu](mailto:Bbfacultysupport@tri-c.edu)