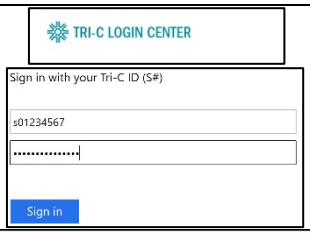
Video Uploads to Mediasite with Mobile Device

January 2022

1. After recording your video with your mobile device, navigate to a browser and type in www.tri-c.edu/mediasite

2. Log in with your S# and network password.

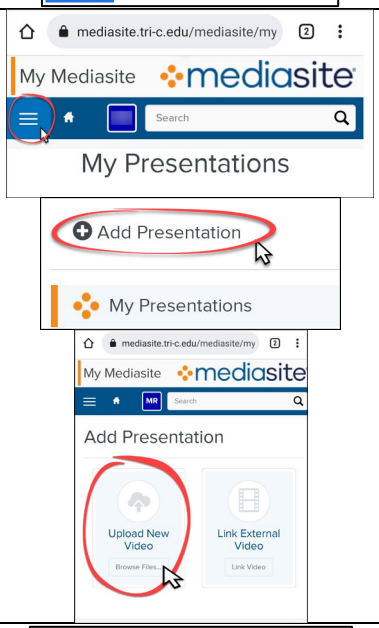


3. Click on the triple lines.

4. Click on Add Presentation. Do not click on the drop-down.

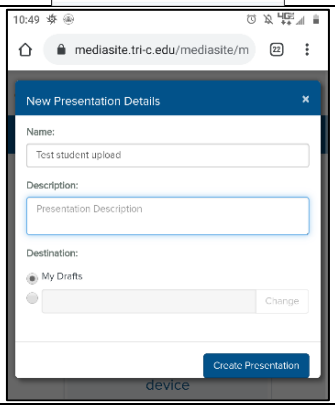
5. Click Browse Files.

6. Find your video or audio file on your device and select it.

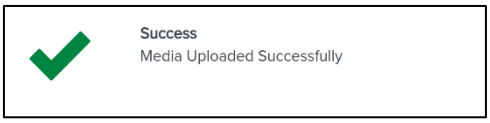


7. Name your presentation. The description is optional.
    a. *Be sure you check if your instructor has included guidelines for the presentation name. If there were no instructions, it is recommended to use the title of the speech and your last name.

8. Click Create Presentation.

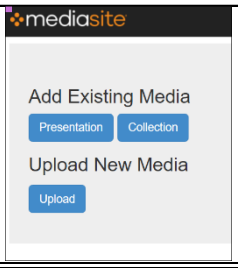


9. After you see the notification that it has uploaded successfully, wait for the upload to finish processing in the cloud and be sure you can watch it. If you don't see it, email Michelle.Reed@tri-c.edu for help.



Mediasite link in Blackboard

You can share a link to your presentation in Blackboard so your instructor can view your presentation for a grade.

1. In Blackboard, open your assignment. Click on Write Submission to open the text box editor.	
2. Click the triple dots in the Text Box Editor to populate all the tool bars for the Text Box Editor	
3. Click the Plus Sign	
4. Click Mediasite link	
5. Click Presentation	
6. Search for the title of your presentation	
7. Click on the dropdown in the blue bar with your course name and click Presentation Link. Then proceed with submitting your assignment in Blackboard.	

Mobile Recording Best Practices

- Do not wait until the last minute!
- Look at the camera. Do not have your back to the camera. Do not walk around while you are recording.
- If someone holds the phone or tablet for you, ask that they hold it as steady as possible. It is better to set it on a stable surface.
- Put the camera even with your face so you are not looking down or up at it nor pointing it to the ceiling, floor, or your back.
- Rotate your phone or tablet sideways (horizontally) for a better playback experience for your instructor.
- Be sure your head is not cut off in the view.
- Sit up or stand. Do not lay down or lay back on the couch.
- Speak up.
- Remove distractions like animals, music, television, siblings, children, gum, construction sounds, etc.
- Find a nice quiet place to concentrate and “perform” your speech.

- Do not sit in front of a window or a lamp, instead face the window to light your face or try using a lamp to light your face.
- Be sure to make frequent eye contact with the camera.
- Wear plain clothes that do not include distracting patterns or logos.
- Check your audio and camera settings by doing a quick test recording and playing it back on your device before performing your speech.
- Use your test recording to test the upload process to Mediasite so you can reach out for help if something doesn't go as planned.

Mobile Recording and Uploading FAQs

- What equipment do I need to use Mediasite?
  - A smart phone or tablet with a camera.
  - Internet upload speed over 3 Mbps.
  - Chrome, Firefox, or Edge browser
- Why is my upload taking so long?
  - Several factors come into play when uploading to Mediasite including your data speed, the Wi-Fi signal strength, the internet service provider, or your device video codecs and file types. If your upload takes longer than 2 hours, please reach out to Michelle Reed..
  - Uploading with cell phones using data will be slower than using high speed internet Wi-Fi.
- What do I do if my instructor gets an error message when trying to play back my video?
  - Be sure you can see the video in your My Mediasite before sharing the link to ensure this doesn't happen.
  - Students should reach out to Michelle Reed for assistance.
- What does "Presentation Unavailable" mean?
  - It could mean that your presentation did not finish processing in the cloud and will finish. This should not take longer than 2 hours.
  - There was something with your device that was not compatible with the way the presentation was created and uploaded to Mediasite. If it has been longer than 2 hours, please reach out to Michelle Reed.
- What does "Presentation Scheduled" mean?
  - This presentation was started but never completed. Please rerecord your presentation.
- What do I do if the volume is not working on my video?
  - Be sure there was audio on your original video, on your device, during playback.
  - Be sure your device audio is not turned down or muted.
  - Be sure the Mediasite player window audio is not muted.
  - If there is still no sound, please reach out to Michelle Reed.
- Why was the top of my head cut off in the video when using my phone?
  - Aspect ratio is an issue when uploading to Mediasite. Please be sure to rotate your phone or tablet to be sideways (horizontally) and that your head is in the frame of the recording before you begin.

Additional Resources

- Online Learning and Academic Technology web page
- Online Learning and Academic Technology Student Resource Page
- Online Learning and Academic Technology Tech Resource Page
- Mediasite Tech Resource Page
- Student Online Learning Tutorial videos
- Outdoor Wi-Fi Access list