Creating a BOLT Module and associated Channel in Mediasite

1. Navigate to the course page within BOLT.
2. Click the “Resources” menu.

3. Select Mediasite Module.
   a. Accept any browser or BOLT plugin security alerts that may appear.
4. Highlight and copy the name of the course. In this example “2019SpringLAW-1-475-01”
5. Click the “Resources” menu.

6. Select MyMediasite.
   a. Accept any browser or BOLT plugin security alerts that may appear.
7. Click “Channels” in the left side menu.
8. Click “+ Add Channel” in the top right corner.

9. Paste the course name copied in step 4 in the “Channel Name” field.

10. Hyphens are not allowed in channel names; replace the hyphens with spaces or periods.
11. All other settings are optional, default values are usually sufficient.
12. Click “Create Channel”

13. Complete the Template Request form: https://intranet.bloomu.edu/Mediasite/TemplateForm