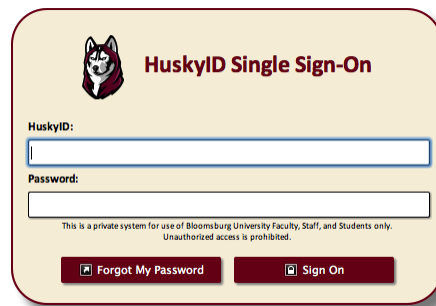


# Mediasite Recording in MCHS 1230 for Faculty to Review Assignments

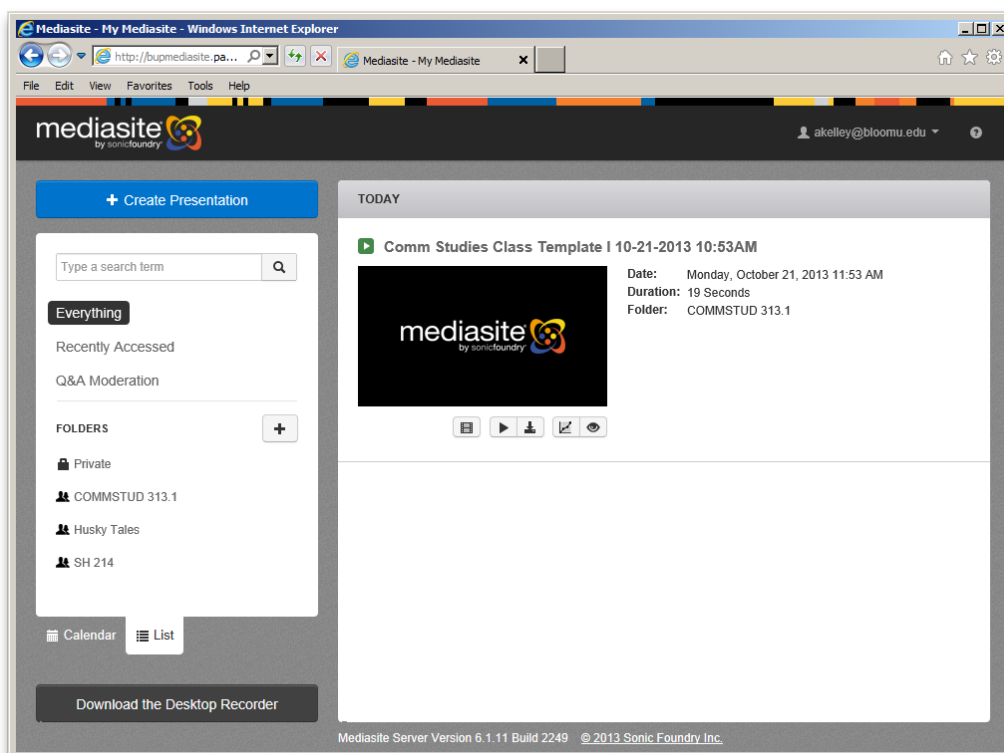
## To share recording:

1. Visit <http://mymediasite.bloomu.edu> from any web browser.
  - a. Note: This link is also available under “Student Resources” within BOLT.
2. Enter your HuskyID and password.
  - a. Note: If you are already logged in to BOLT or any other SSO services, the system will bypass this screen.



The image shows a login form titled "HuskyID Single Sign-On". It features a Husky logo on the left. Below the title, there are two input fields: "HuskyID:" and "Password:". Below these fields is a small disclaimer: "This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited." At the bottom of the form, there are two buttons: "Forgot My Password" and "Sign On".

3. Click “Sign On” (or press ‘return’)
4. If prompted, enter your full name in the Name field. Please do not enter titles, initials, or partial names.
  - a. Note: This will only occur the first time you log into this system.  
Do not alter your email address or the time zone settings.
5. Click Continue.
6. You should now see the following page:



7. To filter the list by course, choose the desired course in the left column.
  - a. Note: Each recording will have the default title including a template code and timestamp.
8. Click on a Presentation and click the play button to preview the video and identify students.
  - a. Note: If a presentation is empty or does not contain desired content, you may click the “Delete” tab to remove the presentation from the list.



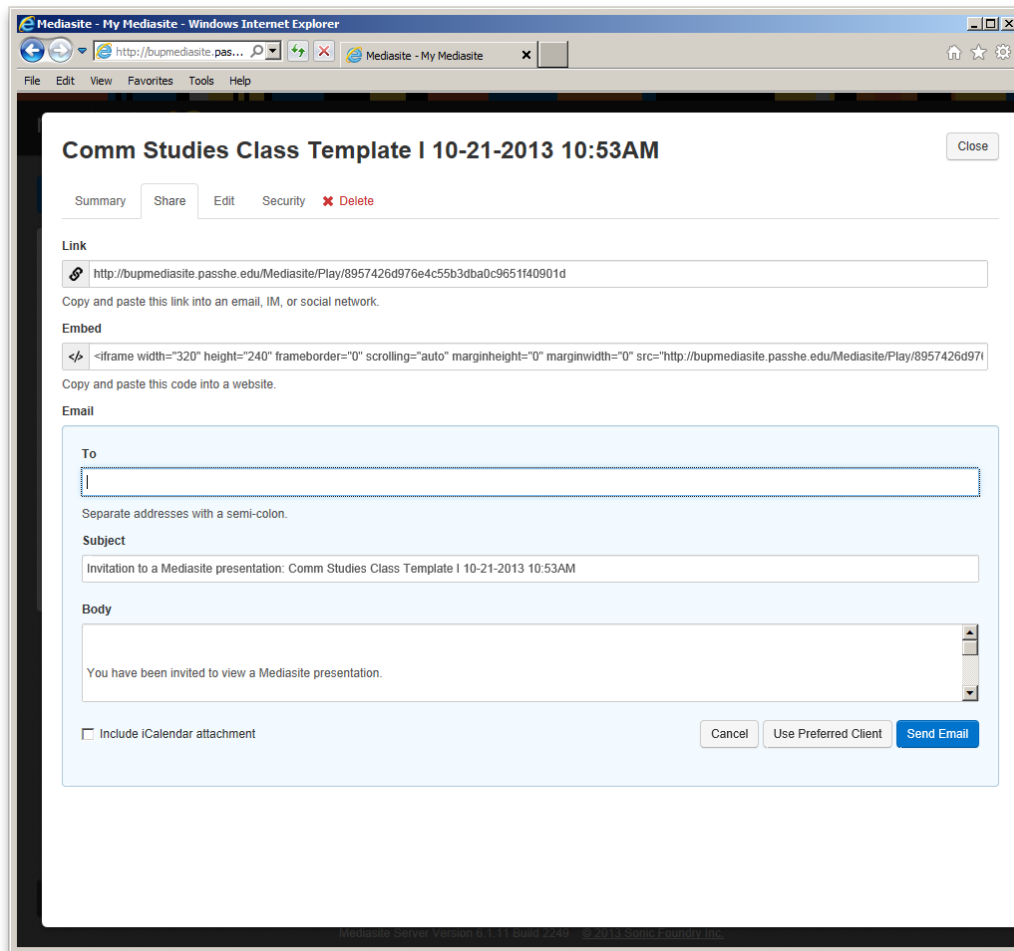
9. Select the “Edit” tab.

A screenshot of a web browser window showing the Mediasite 'Edit' interface. The browser title is 'Mediasite - My Mediasite - Windows Internet Explorer'. The address bar shows 'http://bupmediasite.pas...'. The page title is 'Comm Studies Class Template I 10-21-2013 10:53AM'. There are 'Save' and 'Close' buttons in the top right. Below the title are tabs for 'Summary', 'Share', 'Edit' (selected), 'Security', and 'Delete'. The main content area is divided into several sections: 'Name' (text input with 'Comm Studies Class Template I 10-21-2013 10:53AM'), 'Status' (dropdown menu with 'Viewable'), 'Description' (text area), 'Record Date' (calendar icon and '10/21/2013'), 'Record Time' (time picker showing '11:53 AM' and a time zone dropdown for 'EDT (GMT-04:00)'), 'Duration' (time picker showing '0:00:19 (H:MM:SS)'), 'Folder' (dropdown menu with 'COMMSTUD 313.1'), 'Presenters' (list with 'Default Presenter' and an 'Add New' button), 'Tags' (text input with 'Type a tag name'), 'Player' (checkbox for 'Video Only'), 'Interactivity' (checkboxes for 'Use Q & A Forum', 'Enable Polls on Player', 'Manage Polls Externally', and 'Enable Presentation Sharing on Player'), and 'Links' (text input with 'Type a link name' and a value of 'http://example.com').

10. Change the Name and add a Description as desired.
11. Click the blue “Save” button in the top right corner.

12. To share the video, click the “Share” tab:

- a. The system can automatically send an email.  
Enter the destination email address(es) in the third field and click the “Send Email” button.
- b. Alternatively, copy the link address in the first line.  
You may paste the link in an email client, BOLT, or a website editor.



13. Click the “Close” button.

14. Return to Step 8 and complete the process for each recording.

### Customizable options:

- If you would like to arrange your recordings into additional folders, you can click the “+” sign next to “FOLDERS” in the menu bar on the left side. To change the folder of a presentation already on the server, click on the presentation, select the “Edit” tab, and select the desired folder.
- If you would like to share a group of presentations via a single link, create a folder and move desired presentations into it as described above. Then send an email to [mediasite@bloomu.edu](mailto:mediasite@bloomu.edu) with the following information:
  - Folder Name
  - Desired shortcut name (can be same as folder, but cannot be repeated throughout the system)