Submitting Presentations in MyMediasite

1. Publish your content to MyMediasite, wait for it to become ready, confirm that it plays properly, and change the privacy to Viewable (Unlocked).

2. To submit the video, click on the presentation title to open its Summary page and then click the “Copy To” button to the right of the preview window:

3. Click the “Destination Folder” box to show the list of available folders:

4. Click your course name

5. Click the blue “Start Copying” button

6. The server will process your request and send your instructor an email notification.

7. You may close the web browser window.