Basic Video Upload to MyMediasite

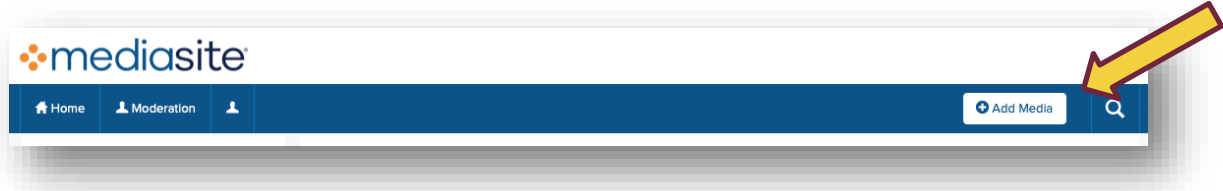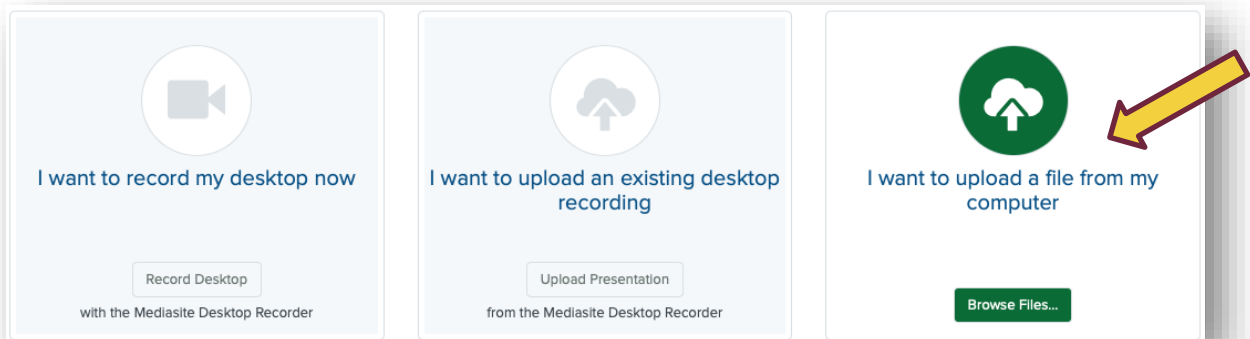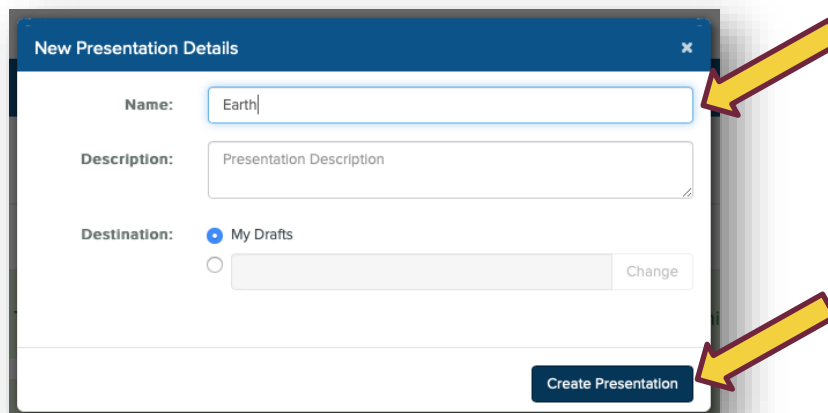1. Browse to http://mymediasite.bloomu.edu in any web browser
   or choose "MyMediasite" available in the Resources menu of any BOLT course.
2. If prompted, enter your HuskyID and password and click "Sign On" (or press 'return').
3. Click "+ Add Media" in the top right corner.

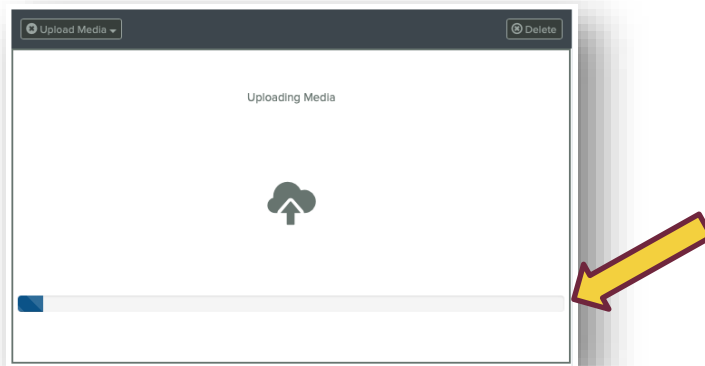4. Click "I want to upload a file from my computer"

5. Browse to and open your video file.
6. Enter a Name (and Description if desired) for the Presentation.
7. Choose a custom destination channel or shared folder if desired.
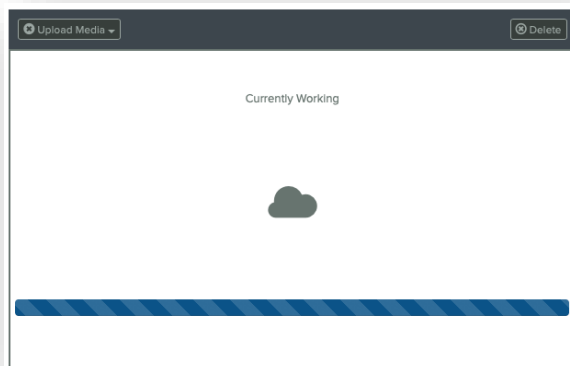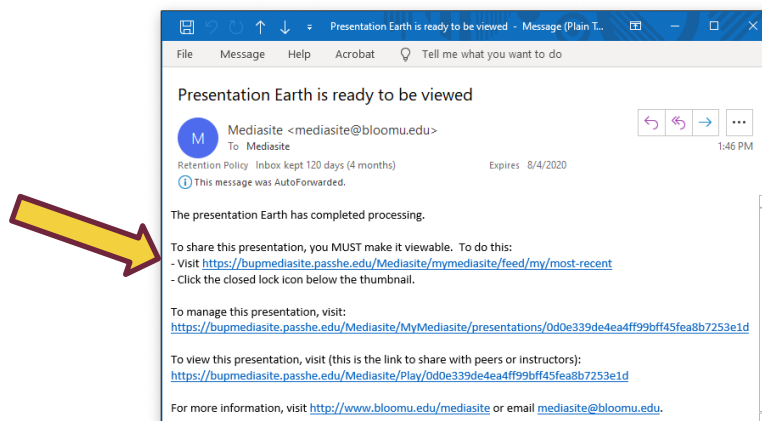

8. Click "Create Presentation"
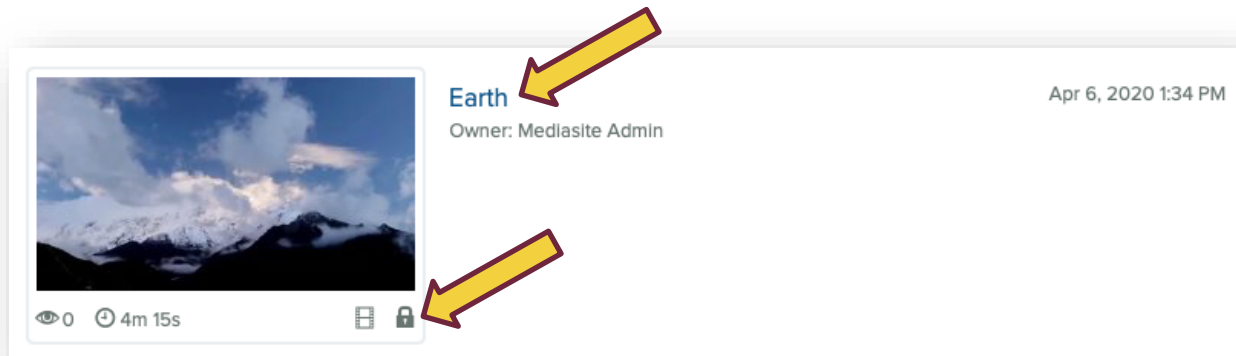
9. Wait for the progress bar to complete.

10. Once the upload has finished, you will see one of these messages:

    "Queued for Processing" or "Currently Working"

    At this time you can close the browser or return to step 3 to upload another video.

11. When the video has completed processing (usually within 30 minutes), you will receive an email with links to manage and view the presentation. At this point, only the creator can view the presentation.

Revised 4/6/2020 2:01 PM

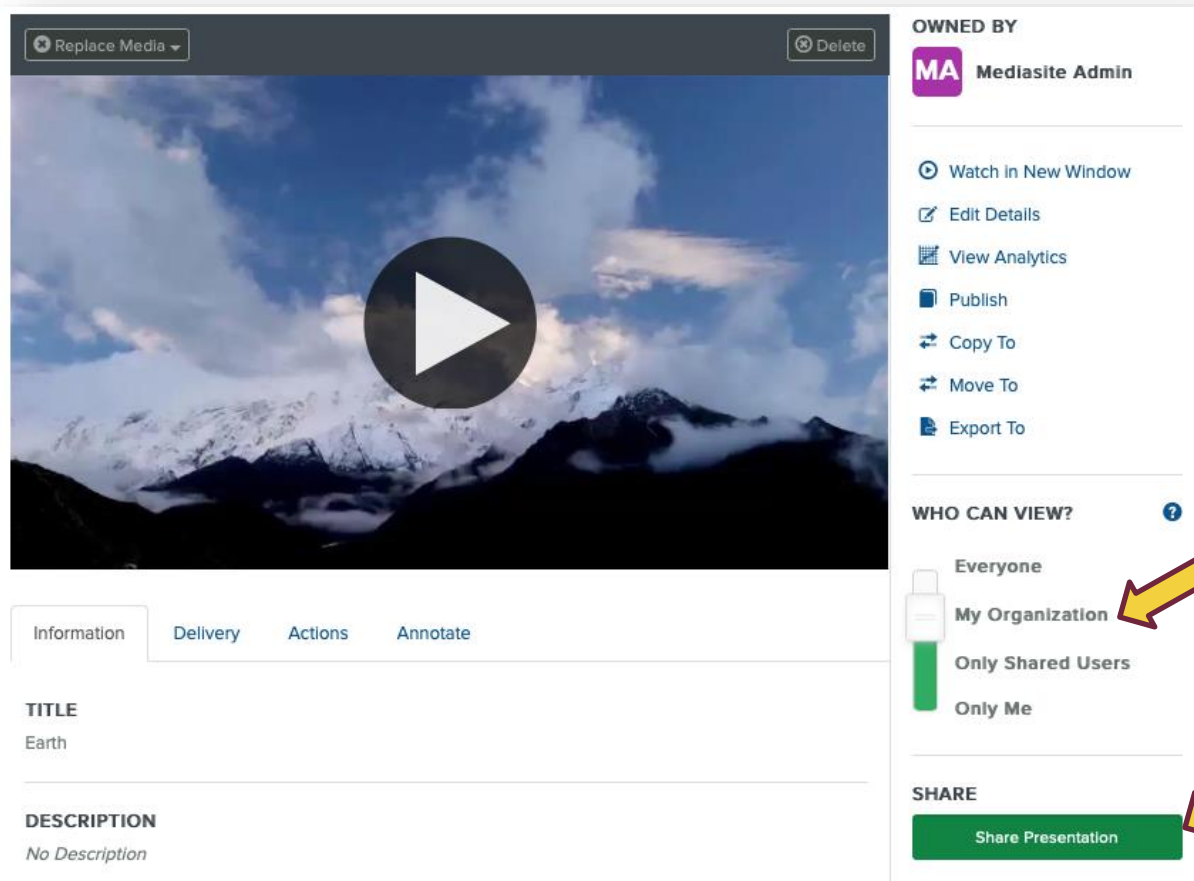Screenshots created in Mediasite Server Version 7.2.2 Build 3474

12. To enable sharing of the video, return to the MyMediasite portal and click the closed lock icon below the thumbnail.
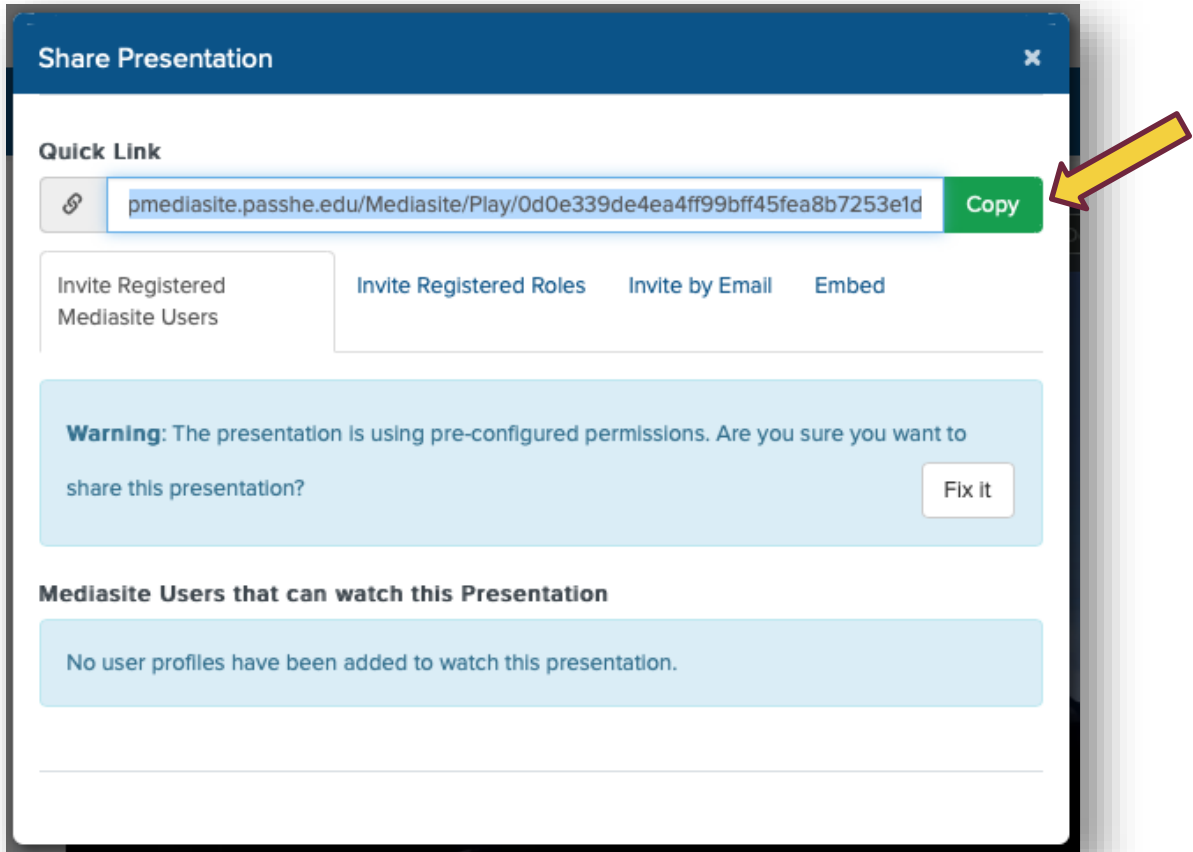

13. To share the video, click on the presentation title to open its Summary page.
14. Confirm that the "Who Can View?" slider is set to "My Organization".
15. Click the green "Share Presentation" button.

16. Click the green "Copy" button to the right of the Quick Link box.

17. Paste the link in an email, BOLT assignment submission, BOLT discussion board, or a website editor.