



Take Flight

with

mediasite[®]

Tri-C's preferred video platform

MEDIASITE

QUICK GUIDE

1 mediasite best practices



BEFORE YOU RECORD:

- Have a script, outline or notes prepared prior to recording
- Wear solid colors and remove jewelry
- Turn off your phone, TV, radio, and all computer notifications
- Close all windows except for the programs you need and Mediasite
- Do a quick 10 second video to test your microphone and camera settings



WHILE YOU RECORD:

- Speak clearly and look into the camera
- If you make a mistake, pause for 5 seconds, repeat that part and continue
This will enable you to edit out the mistakes later
- Keep videos short, 5-6 minute segments are recommended
- Do not expect perfection. Remember to SMILE and have fun, mistakes are OK!

2 mediasite video creation



UPLOAD AN EXISTING VIDEO:

Navigate to your My Mediasite > **Add Presentation**> **Browse Files** >
select file to upload > **Open** > enter presentation details > **Create Presentation**



CREATE A DESKTOP RECORDING WITH MOSAIC:

Navigate to your My Mediasite > **Add Presentation** > **Capture Video** >
enter presentation details > create and launch > Mosaic will open >
select mic/camera/display > click the red dot to record



CREATE A CLASSROOM RECORDING:

To use a classroom's installed Mediasite hardware for recording lectures or student presentations, please contact helpdesk@tri-c.edu for information. To use Mosaic follow the "Create a Desktop Recording with Mosaic" instructions above.

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CAPTION YOUR VIDEOS:

Closed captions are required for online and blended video content intended to be watched over multiple terms. Please allow 48 hours for captions to become available.

To request captions: Navigate to your My Mediasite > click the presentation title > **Edit Details** > **Delivery** tab > **Audio Transcriptions** > select **Cielo48 English to English** > **Save**



EDIT YOUR VIDEOS:

Navigate to your My Mediasite > click the presentation title > **Edit Video** > make necessary edits > **Save Video** > select **Save To Current**



ORGANIZE YOUR VIDEOS INTO CHANNELS:

To create a Channel: Navigate to your My Mediasite > **Channels** > **Add Channel** > enter the details > **Create Channel**

To add content to a Channel: Navigate to your My Mediasite > click the presentation title > **Move To** > **Place this Presentation in a Channel** > select the channel > **Move Presentation**

*Be sure to click **Favorite** to have your channels appear in the list on the left.



MEDIASITE LINK INSIDE BLACKBOARD:

To create a Mediasite Link in a Content Item: Navigate to Blackboard > navigate to the desired location for the Mediasite Link > **Build Content** > **Mediasite Link** > **Presentation** > search to locate the presentation > Click the drop down in blue bar > **Presentation Link**

To create a Mediasite Link inside a Text Editor: Navigate to Blackboard > **Build Content** > in the text box editor click the Plus Sign > **Mediasite** > **Presentation** > search to locate the presentation > Click the drop down in blue bar > **Presentation Link** > finish your content item

MY MEDIASITE:

www.tri-c.edu/mediasite

OLAT MEDIASITE RESOURCE PAGE:

www.tri-c.edu/online-learning/technology-resources/mediasite.html

OLAT TRAINING VIDEOS:

<https://mediasite.tri-c.edu/Mediasite/Channel/mediasitetrainingvideos>

OLAT MEDIASITE USER GUIDE:

<https://www.tri-c.edu/online-learning/technology-resources/documents/mediasite-training-manual.pdf>

OLAT GLOSSARY:

www.tri-c.edu/online-learning/olat/glossary.html

HELP DESK:

216-987-4357

helpdesk@tri-c.edu

MEDIASITE'S YOUTUBE CHANNEL:

www.youtube.com/channel/UCaT_6DFilf_nwBijX9pGJLw/videos