

Uploading Videos to MyMediasite & Sharing it with your Students

1. Goto <https://vums-web.villanova.edu/mediasite/mymediasite> in your internet browser
2. Enter your Villanova userid & password (e.g. Your username would be: jdoe01)
3. When prompted, enter your First and Last Name & your email address.

Welcome to Mediasite!

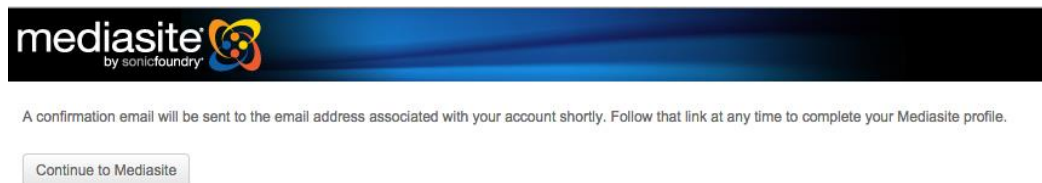
Please complete your user profile and click "Continue" when done.

Name

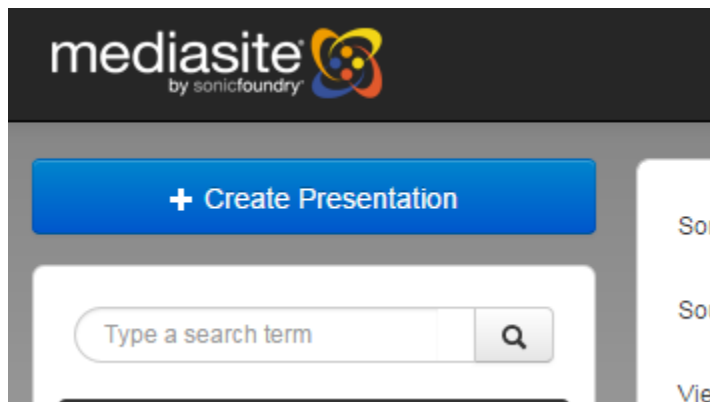
Email Address

Local Time Zone

You will receive a confirmation email from cit@villanova.edu, asking you to activate your profile. Please click on the link to activate your profile. If you do not activate your profile, your recordings will not upload.



4. Click on the "Create Presentation" button in the upper-left hand corner of your screen.



5. Click on "Upload Media".

Please contact UNIT - Instructional Technologies if you have any questions (support@villanova.edu or 519-7777)

6. Enter the name of your video.
7. Then, click on “Select Video” button and find the video on your computer and click open. The video will then start to upload.

Upload Media

[Back](#)

Name (optional)

Description (optional)

Publish To

[Select Video](#)[Save and Upload Later](#)

8. Once it has finished uploading, refresh the page by pressing “F5”.

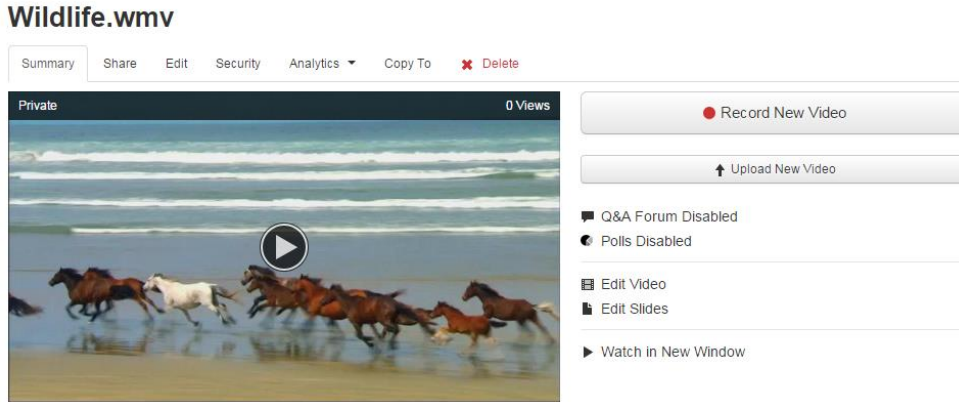
After your video has uploaded, your video will need to process.

You will see one of the 2 following messages. You will need to wait until these messages disappear and you see a thumbnail of your video. Check the status of your video by refreshing your browser page (e.g. press “F5”)

This desktop recording has been queued for processing: This means your presentation is in line to be processed by the server. You need to wait until you see the “Viewable” message.

This desktop recording is being processed: The server is processing your presentation. You need to wait until you see the “Viewable” message.

Once the video has finished processing, your video look something like this:



9. Make you recording viewable by clicking on “Edit”. Change “Visibility” from “Private” to “Viewable”.
10. Copy the weblink to the video by clicking on “Share”. Copy the URL from the “Link” box.
11. To post in Blackboard:

Within your Blackboard course, click Build Content and click Web Link.

Enter what you want to name weblink in the Name field

Paste the URL in the URL field.

Please make sure to check off the box titled “This link is to a Tool Provider.” This will check the users’ Villanova userid/password. If someone tries to play the recording outside of the blackboard they will be prompted to enter their Villanova userid/password.

Please leave the text description field blank. Otherwise the video will not play.

