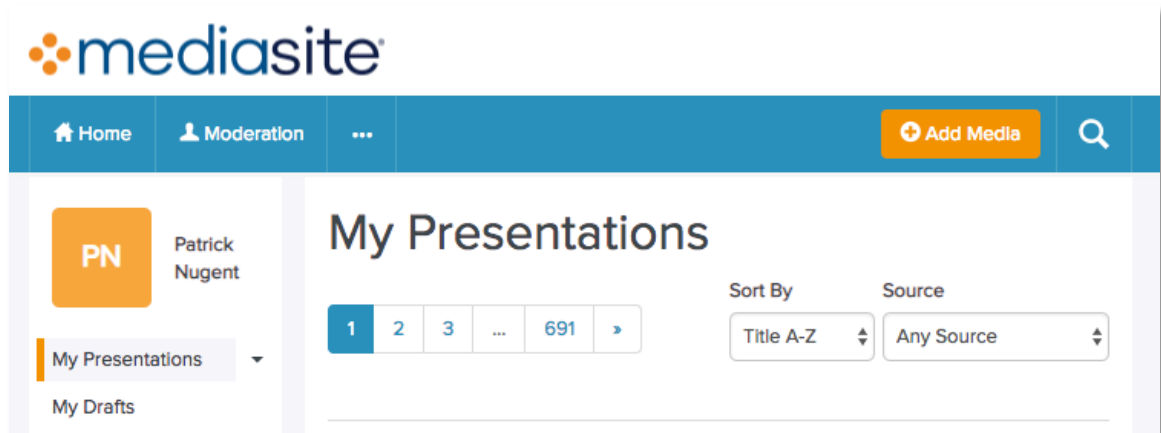


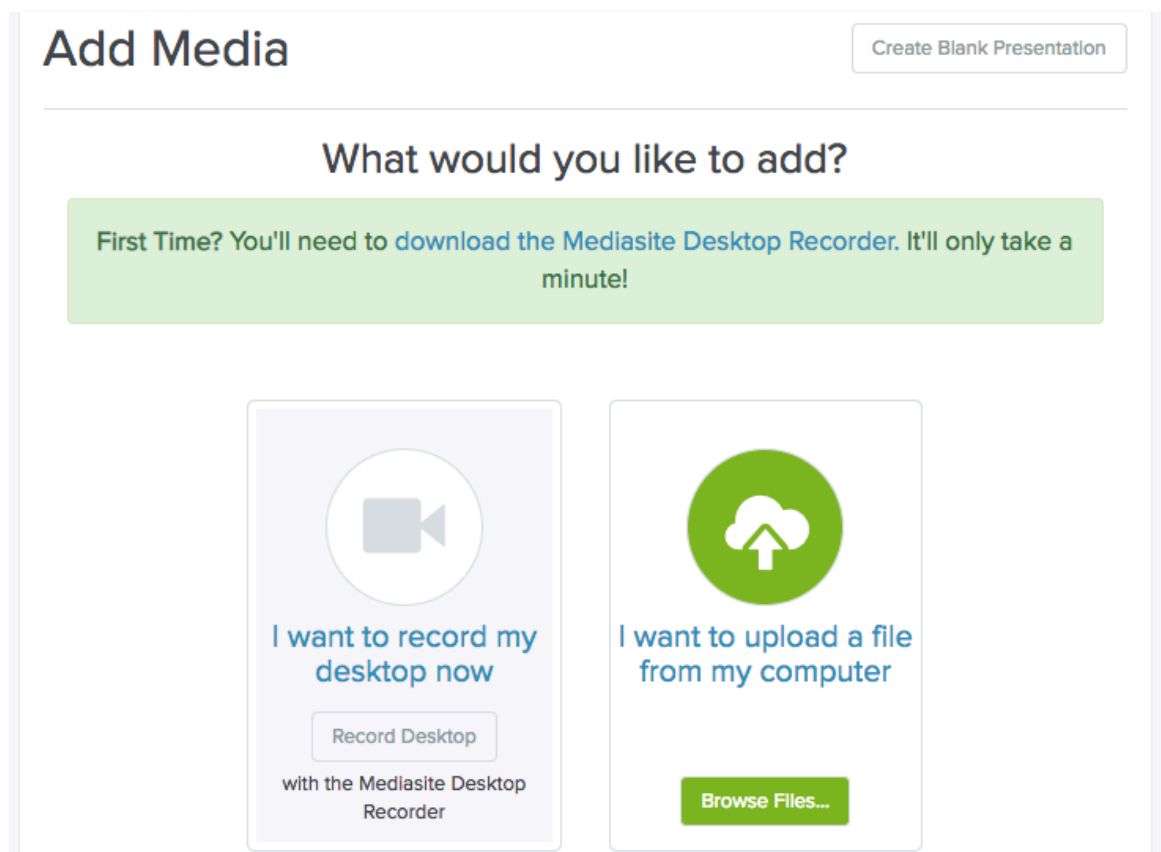
Uploading Videos to VU MyMediasite & Sharing Online

Updated: August 2018

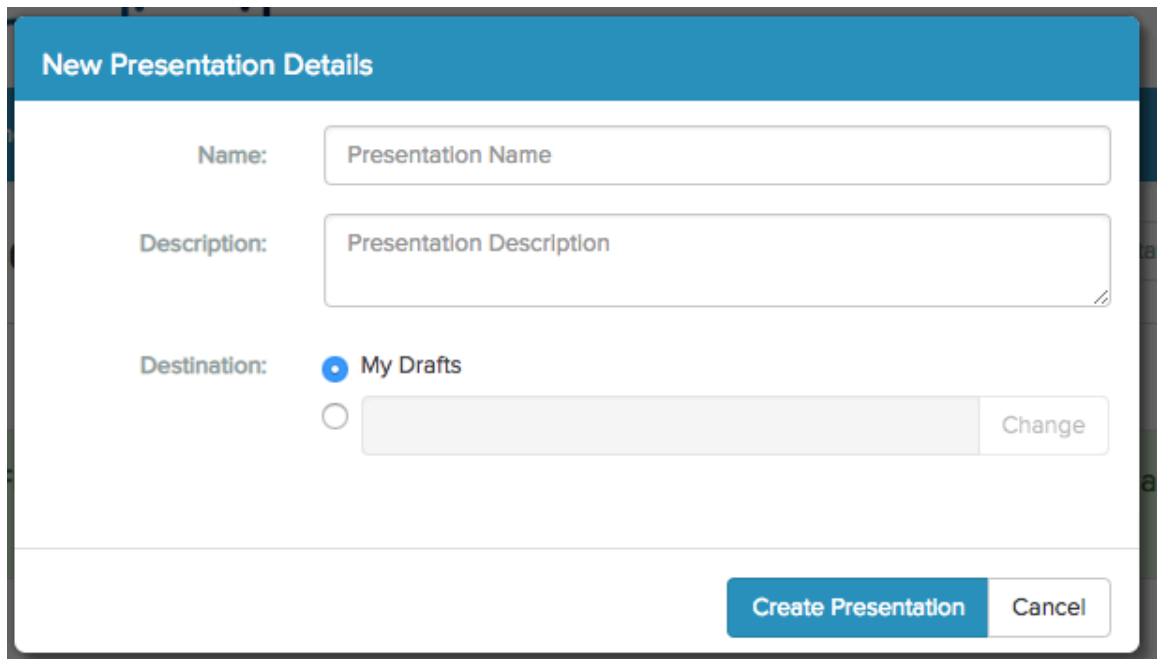
1. Log in to Villanova University's MyMediasite here:
 - a. <https://vums-web.villanova.edu/Mediasite/mymediasite>
2. Click on the "Add Media" Button on the top-right of the banner:



3. Select the option on the right: "I want to upload a file from my computer"

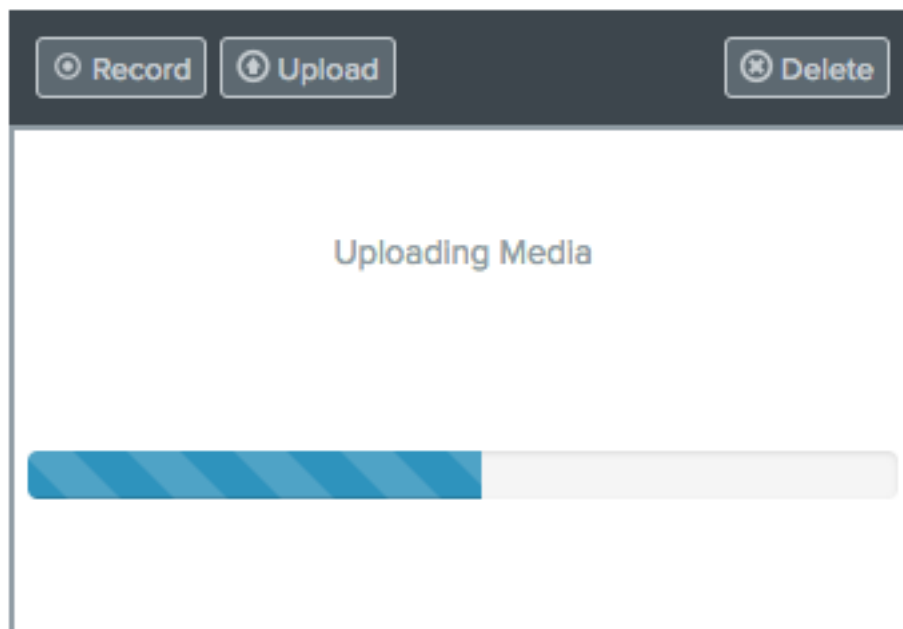


4. You will be prompted to **select the video file you would like to upload**.
5. Once you have selected the file, it will ask you to provide a name for the presentation and an optional description. These can be changed later at any time. Click **“Create Presentation”** when you are ready:



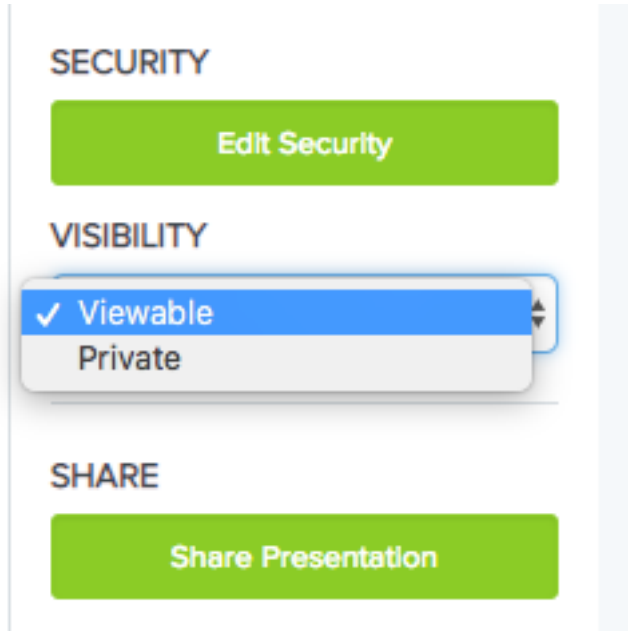
The screenshot shows a form titled "New Presentation Details" with a blue header. It contains three main sections: "Name:" with a text input field containing "Presentation Name"; "Description:" with a larger text input field containing "Presentation Description"; and "Destination:" with a radio button selected for "My Drafts" and another radio button next to a greyed-out input field. A "Change" button is located to the right of the second radio button. At the bottom right, there are two buttons: "Create Presentation" (highlighted in blue) and "Cancel".

6. The video will begin uploading and a progress bar will let you know when it is complete. Larger files may take some time to complete uploading. You may use other browser tabs or windows while this is running, but **do not close this window while the upload is in progress**:



7. Once the upload is complete, the server will process the video and convert it into a Mediasite presentation. (You do not need to keep the browser window open for this process.)

- Once the video has processed, reload or refresh the page in your browser.
- New uploads are set to **“Private”** by default. Before sharing the video its **Visibility must be made “Viewable.”** This option is near the bottom of the right hand-column:



- Click **“Share Presentation”** below the Visibility options and copy the address in the **“Quick Link” bar**. This link can be shared via email or posted on Blackboard. Note: If the video was not set to **“Viewable”** (see previous step) students will receive an error when they attempt to play the video.

11. To Post in BlackBoard:

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

Enter a name for the Web Link in the Name field.

Paste the Share link in the URL field.

Please make sure to check 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.

