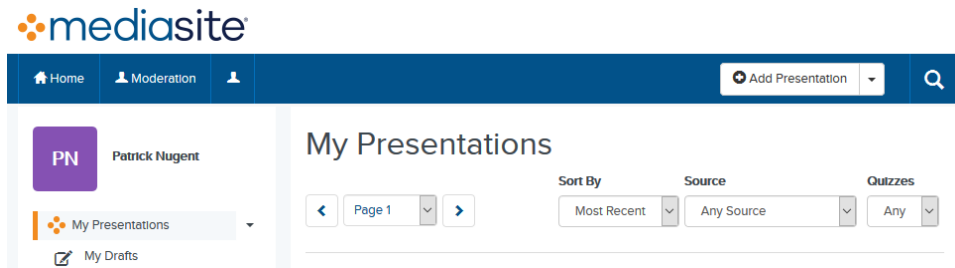


## Uploading Videos to VU MyMediasite & Sharing Online

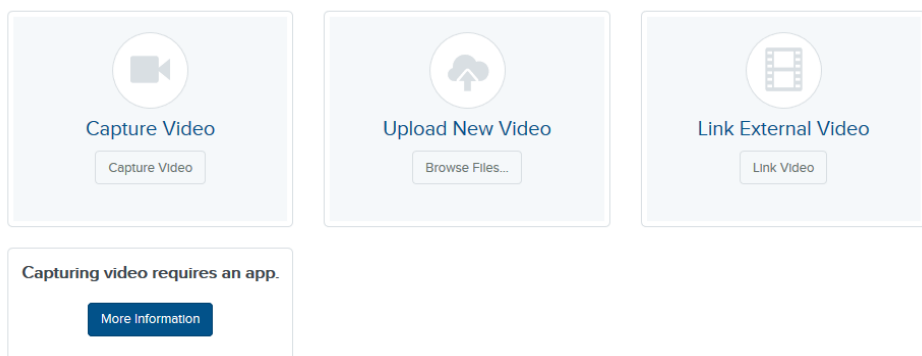
Updated: September 2020

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

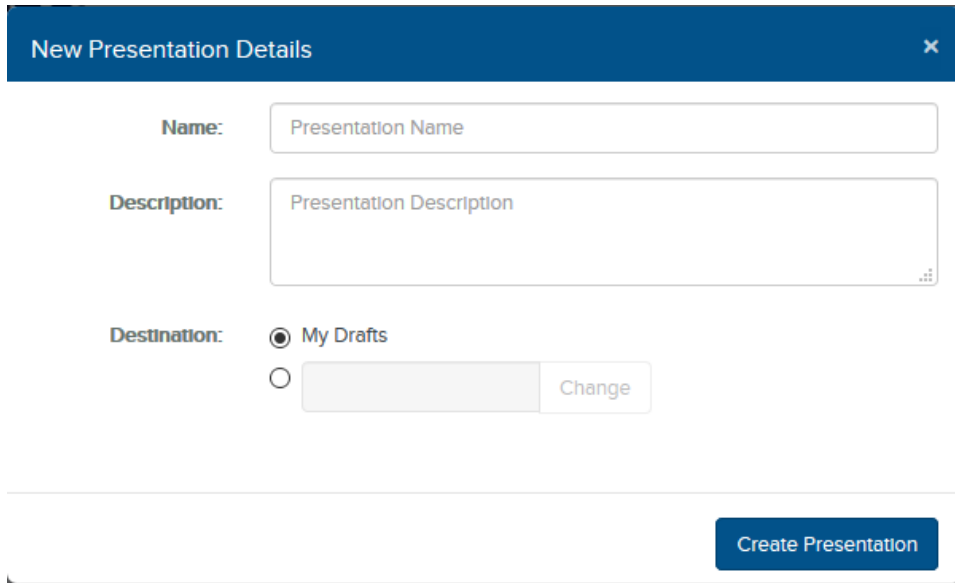


3. Select the middle option: “Upload New Video”

### Add Presentation



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:



**New Presentation Details**

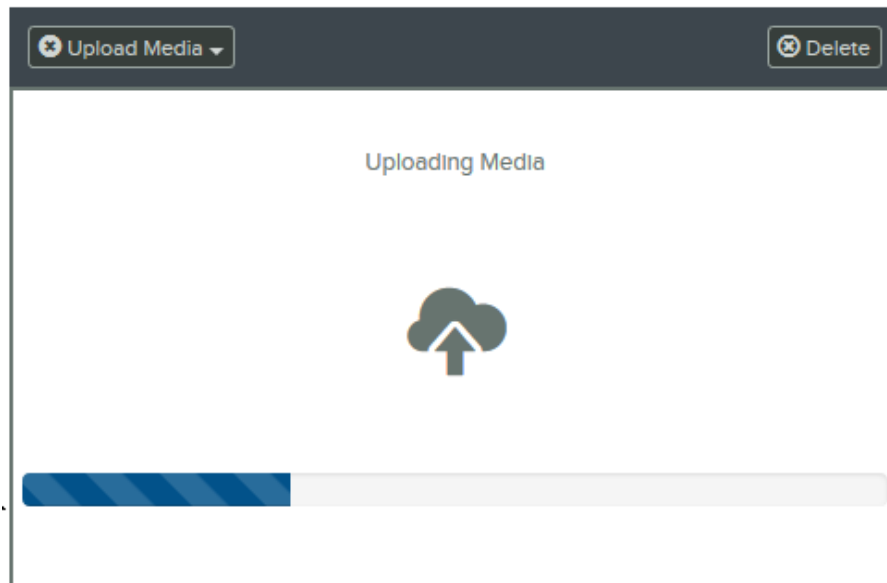
**Name:** Presentation Name

**Description:** Presentation Description

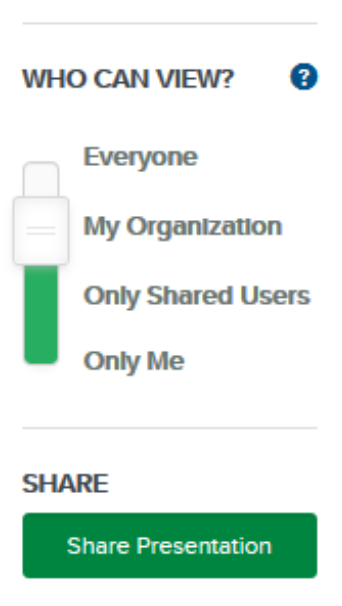
**Destination:**  My Drafts  Change

**Create Presentation**

- 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:**



- 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, it must be made viewable to “**My Organization**” This option is near the middle of the right hand-column:



10. 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 **“My Organization”** (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 Blackboard they will be prompted to enter their Villanova userid/password.

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

