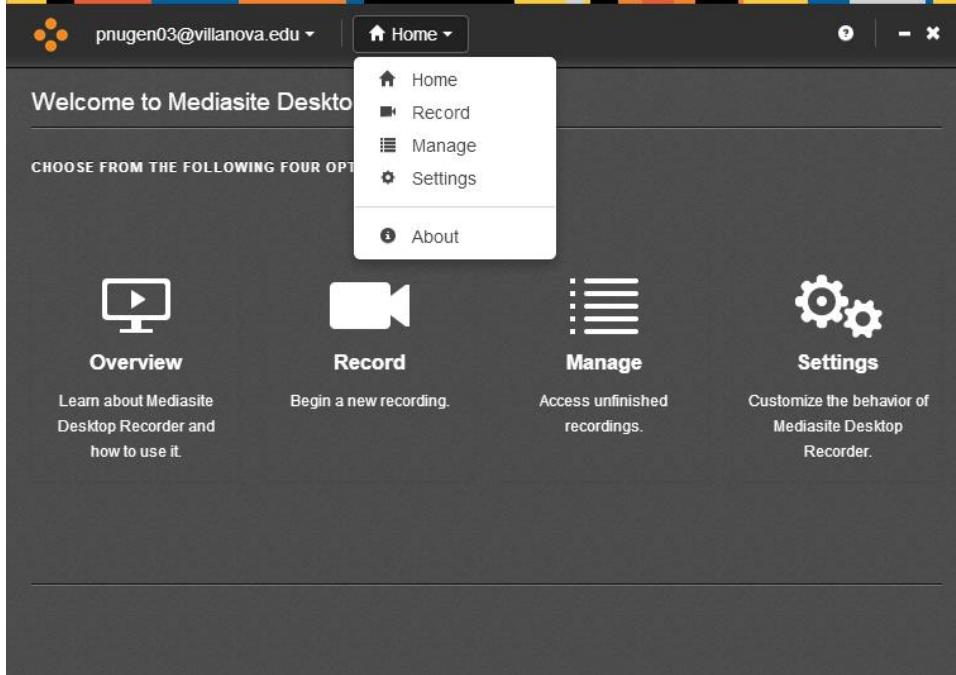


MyMediasite at Villanova:

How to Temporarily Disable Automatic Uploads

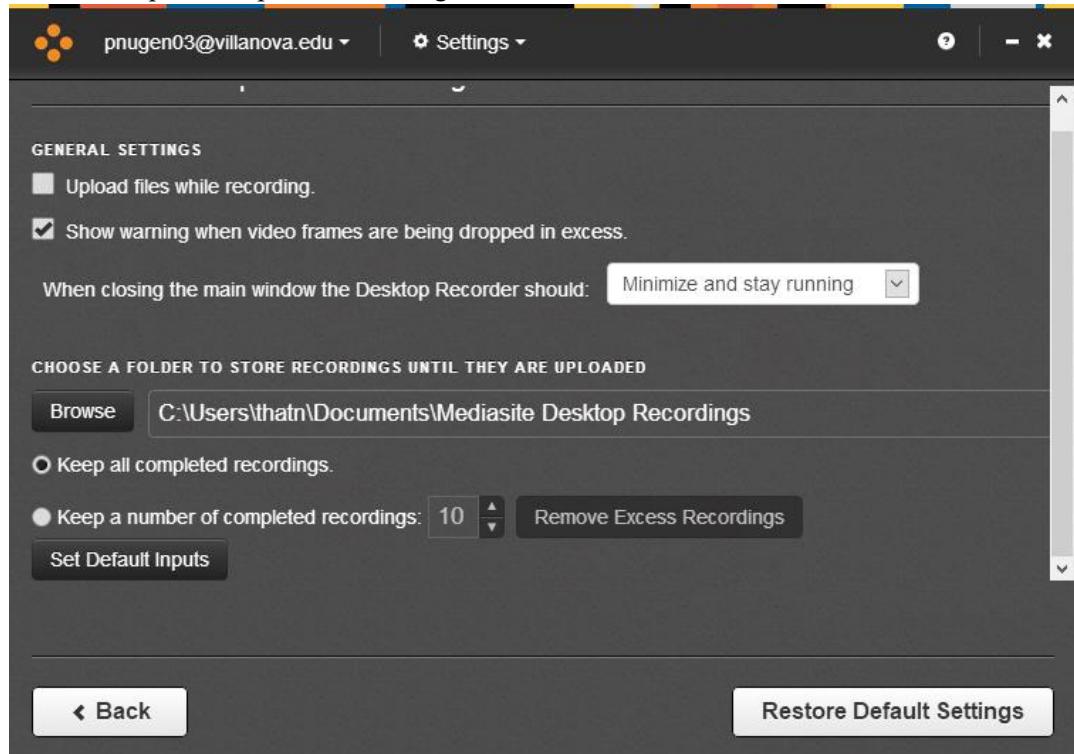
How to Disable Automatic Uploads

1. Open the Mediasite Desktop Recorder
2. Go to the Settings Menu
(via the dropdown at the top or the gears icon at the right)



3. On the settings page:
 - a. Uncheck "Upload files while recording"

- b. Select “Keep all completed recordings”

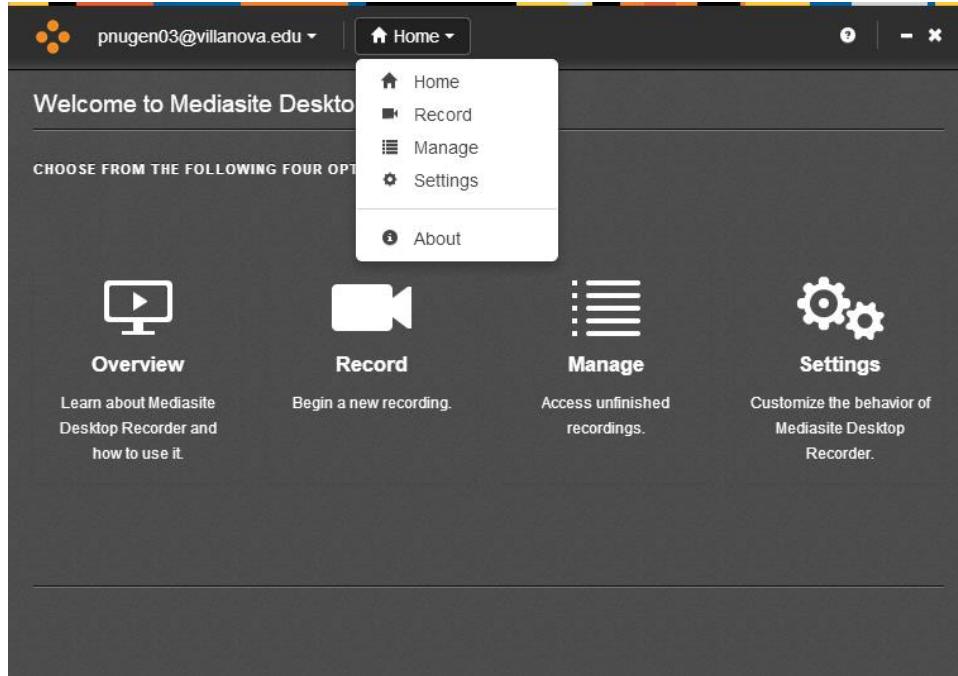


4. Close the settings window.
a. You may now use the desktop recorder as usual.

How to Manually Upload Presentations

(only after August 6)

1. After August 6, you will need to manually tell your new presentations to upload. You can do this from the “Manage” page in the Desktop Recorder



2. On the Manage page, you will see a list of recorded presentations on your local machine. Click “Upload” in the column to the right. Depending on the size of the video this process will take some time.

The screenshot shows the "Recording Management" page. The title bar says "Recording Management: You have 1 unfinished recording". Below is a table with three columns: "Recording Name", "Recording Date", and "Status".

Recording Name	Recording Date	Status
My Class Recording - Completed U...	07/23/2020 4:31 PM	Uploaded
My Class Recording - August 4, 2020	07/23/2020 4:26 PM	Upload ↑

At the bottom, there are two buttons: "Manage Selected Recordings" and "+ Make New Recording".

3. Do this for each presentation you would like to upload.

How to Re-enable Automatic Uploads
(only after August 6)

1. From the settings page, re-enable the checkbox for “Upload files while recording”
2. Optionally, re-enable “keep a number of completed recordings” to only keep the most recent recordings locally on your computer

Background:

Between **August 3 and August 6, 2020**, uploading content to Villanova’s Mediasite servers will be **temporarily unavailable**. You may continue to record lectures with the MyMediasite Desktop Recorder, but you will not be able to upload or view videos online. Presentations recorded during this time may be uploaded once the servers are back online. Until then they will reside locally on your computer.

To prevent any unexpected issues, we encourage you to **temporarily change your Desktop Recorder settings to disable automatic uploads** for these dates. Once this period is over you will need to submit your videos for upload (a single click in the Desktop Recorder) and re-enable automatic uploads.

Thank you for your cooperation.