

ADD A SHARED MEDIASITE FOLDER TO YOUR FAVORITES



Before you begin!

- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.
- ✓ Make sure you're *either a designated owner or shared user on the folder you're trying to favorite* – reach out to UNIT's Multimedia Technologies team if you're unsure.

Step 1 of 5

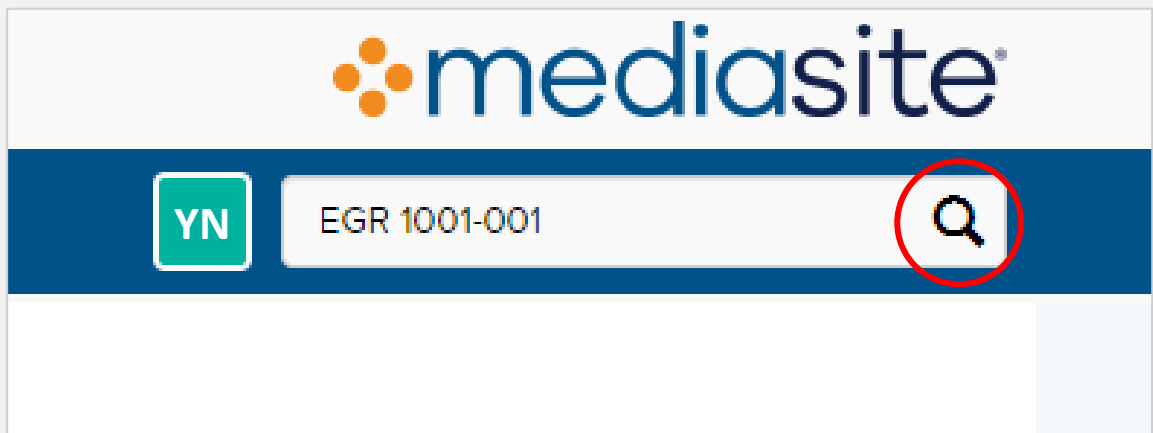
Log into MyMediasite at:

<https://vums-web.villanova.edu/mediasite/mymediasite>

Step 2 of 5

Type in the name of the Shared Folder you would like to favorite and click the magnifying glass icon to begin your search.

As a note, Villanova curricular courses on Mediasite use the following naming convention: SUBJ Course #-Section # (see image below).

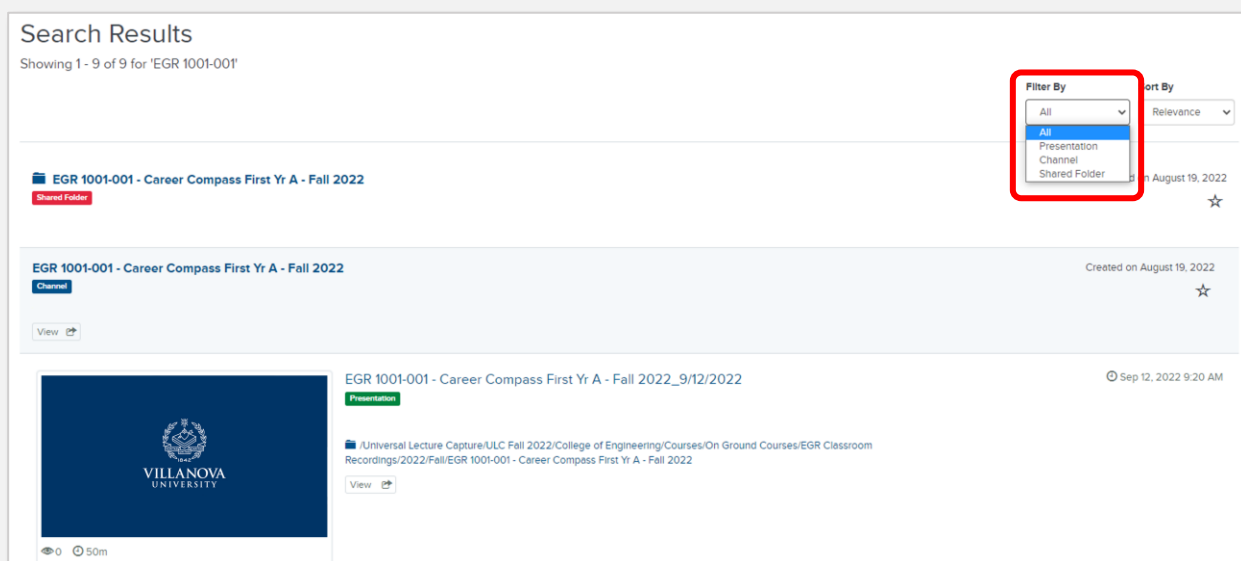


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Step 3 of 5

By default, your search results will return all Mediasite content that matches the keyword you used – including individual presentations (*denoted by a green tag*), Channels (*denoted by a blue tag*), and Shared Folders (*denoted by a red tag*).

If needed, use the dropdown menu (*see image below*) to isolate search results by **Shared Folder** only.



The screenshot shows a search results page for 'EGR 1001-001'. At the top right, there is a 'Filter By' dropdown menu with a red box around it. The menu is open, showing options: 'All', 'Presentation', 'Channel', and 'Shared Folder'. The 'Shared Folder' option is highlighted in blue. To the right of the filter menu is a 'Sort By' dropdown menu set to 'Relevance'. Below the filter menu, there are three search results. The first result is 'EGR 1001-001 - Career Compass First Yr A - Fall 2022' with a red 'Shared Folder' tag and a star icon. The second result is 'EGR 1001-001 - Career Compass First Yr A - Fall 2022' with a blue 'Channel' tag and a star icon. The third result is 'EGR 1001-001 - Career Compass First Yr A - Fall 2022_9/12/2022' with a green 'Presentation' tag and a star icon. A 'View' button is visible next to the third result.

Step 4 of 5

Next, click on the star outline to the right of the Shared Folder you would like to favorite – it will turn orange, indicated the Shared Folder has now been added to your “Favorites” (*see image below*).

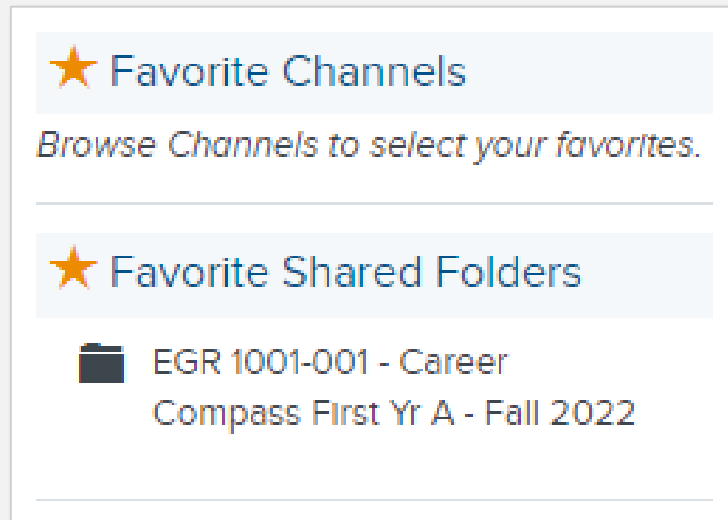


The screenshot shows the same search results page as above. The first result, 'EGR 1001-001 - Career Compass First Yr A - Fall 2022', is highlighted with a red box. A red star icon is now visible to the right of the result, indicating it has been added to favorites. A red circle highlights the star icon, and a red line connects it to another red circle containing a yellow star icon.

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Step 5 of 5

All favorited Shared Folders will appear at the bottom of your lefthand navigation bar when you log into MyMediasite for quick access (*see image below*).



You can remove a Shared Folder from your list of favorites at any time by hovering your cursor over the folder name in your sidebar, then clicking on the "X" to confirm removal.

