

ENABLE MP4 DOWNLOADS (aka VODCASTS) OF YOUR PRESENTATIONS



Before you begin!

- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.
- ✓ Make sure you're the video's owner – only the Villanovafaculty or staff designated as the "Owner" of a video will be able to change its delivery options

Step 1 of 7

Open a new internet browser window and go to MyMediasite at:
<https://vums-web.villanova.edu/mediasite/mymediasite>

Step 2 of 7

Login using your Villanova User ID and current password.

Step 3 of 7

From your list of available presentations, select the one you would like to enable for download, either by clicking on the title of the video or its thumbnail image.

Step 4 of 7

Next, select **Edit Details** from the right-hand navigation bar (*see image*).

OWNED BY

Your Name

Watch In New Window

Edit Details

View Analytics

Publish

Copy To

Move To

Export To

Management Portal

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Step 5 of 7

On the **Edit Presentation** page, first click the **Delivery** tab, then select the **Vodcast** check box.

Edit Presentation

Save Reset Media Cancel

Untitled 40



Visibility
Private

Date
06/14/2022
4:17 PM (UTC-05:00) Eastern

Duration
0:00:06

Information **Delivery** Actions Annotate

Audio Transcriptions

Live
Your content does not support live capable media.

Podcast

Vodcast

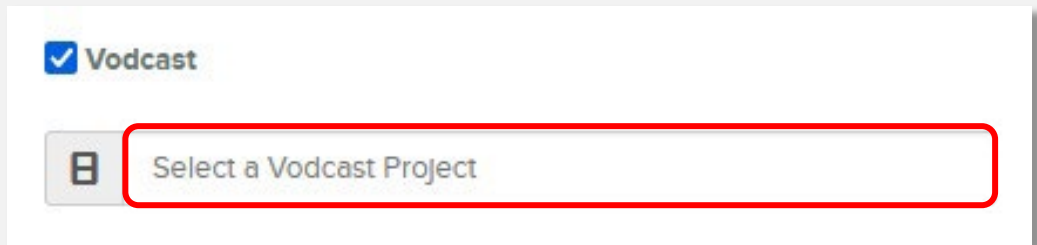
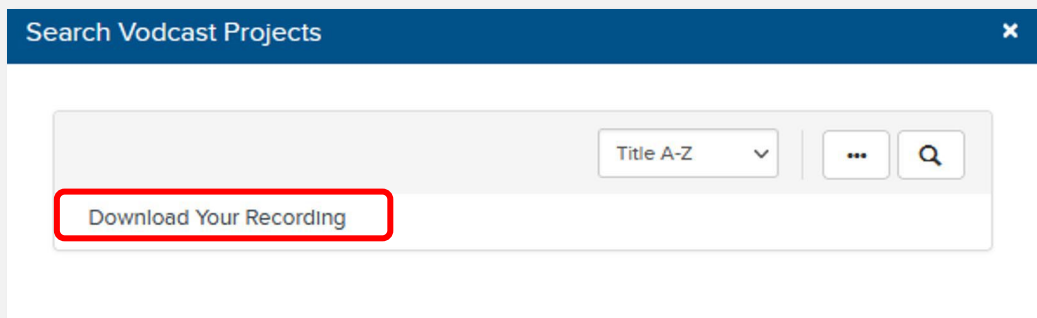
Publish To Go

Presentation Thumbnail
f678e8b0-362e-4aa1-a836-5c849be7a99b.jpg Select a File

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Step 6 of 7

Click anywhere on the text that says, “Select a Vodcast Project” (*image A below*), then select **Download Your Recording** (*image B below*) from the dropdown menu that pops up.

A**B**

When you're done, click the blue **Save** button in the lower righthand corner of the browser window.

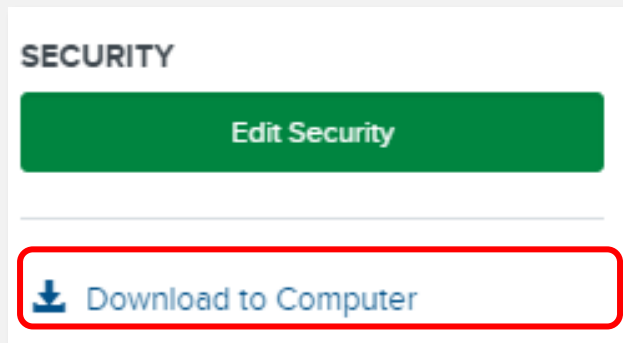


Reminder: the amount of time it takes for Mediasite to generate a downloadable MP4 file of your presentation will depend on how busy the server is and/or the length and graphic complexity of the presentation.

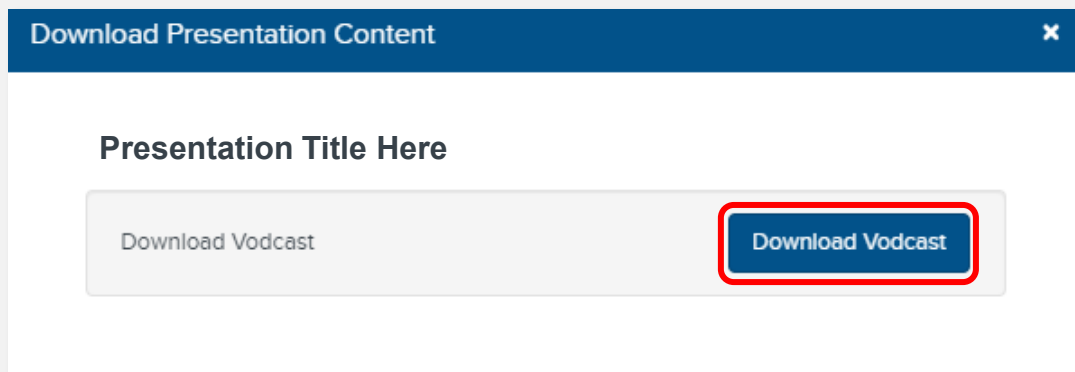
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Step 7 of 7

After the Vodcast finishes processing, select **Download to Computer** from the right-hand navigation bar (*right under the "Security" section*).



After the "Download Presentation Content" pop-up appears, click the blue **Download Vodcast** button to download the MP4 video file to your personal device.



Note: if your pop-up has no blue button and says "No download options are available right now" that means the presentation hasn't finished processing yet. Check back in a few minutes, refresh your browser window, and try again.