



MyMediasite Quick Steps

<https://engrmediacast.ttu.edu/mediasite/mymediasite>

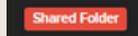
Locating a Shared Folder

Click Browse Shared Folders

Type last name in search engine and enter



Locate the shared folder.



Select the star on the right side to "favorite" the folder.

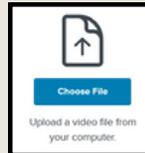


The shared folder is now accessible on the home screen.

Adding a Presentation to a Shared Folder

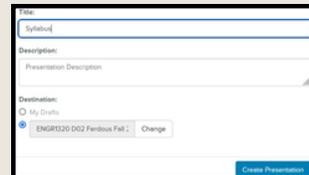
Click Add Presentation

Select "Choose File" ...



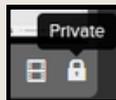
Locate and select the presentation mp4 file and "open"

Name the presentation, and select a destination, and "create" presentation. *The default location should be the shared folder.



The presentation will queue and process.

Security settings default to "private." To make the presentation viewable, simply unlock it.



View Analytics

Select the presentation

Select "View Analytics"



Share a Presentation Link

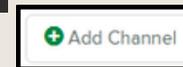
Select the presentation, then Select "Share Presentation" and "Copy" the quick link.



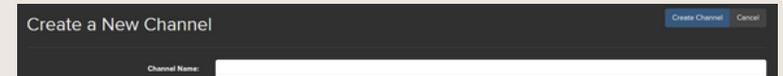
Create and Share a Video Channel Link

Click Browse Channels

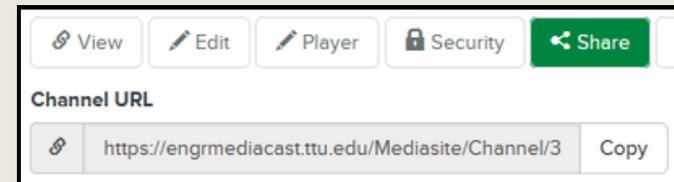
Select



Type an identifiable channel name. (Course number, section, faculty and semester) and "create" the channel.



To share the video channel link, select "Share" and then "Copy" the link.



WCOE Distance Learning Program Office

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