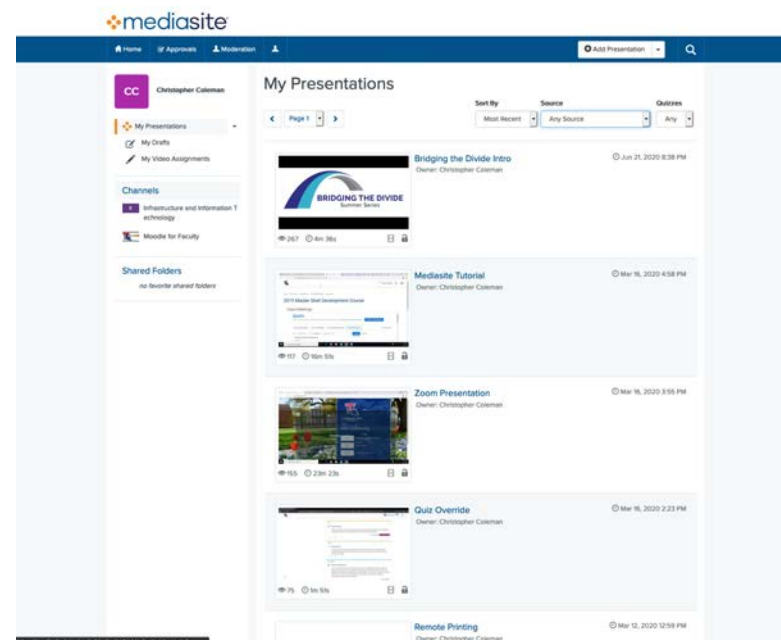


WHAT IS mediasite®

Mediasite is an enterprise video management system used by Louisiana Tech University to manage digital video assets captured using either classroom recorder hardware or the Mediasite Desktop Recorder. These largely consist of instructional videos developed for classes; however, it can also include other video material related to training, technical support, guest lectures, or other special events.

Mediasite is available for use by all Louisiana Tech University faculty, and is directly integrated with Moodle.



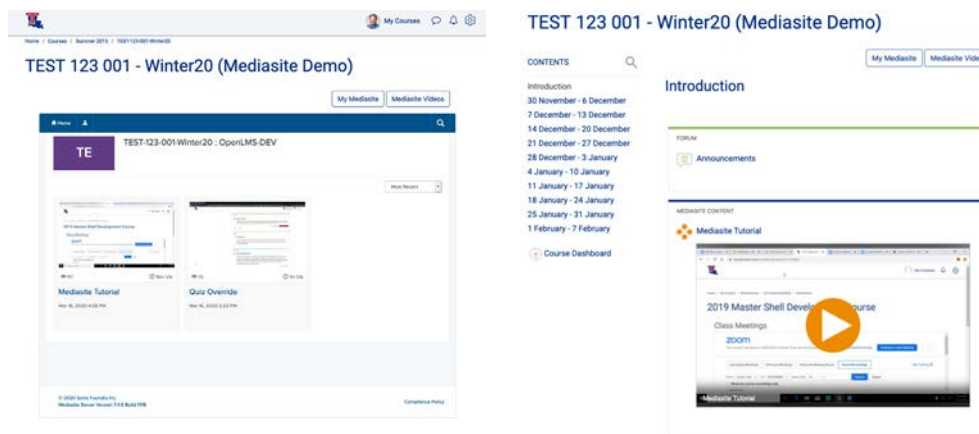
Accessing Mediasite

There are two supported methods for accessing Mediasite.

The recommended and preferred method is by using the Moodle integration. Through the Moodle integration, you can easily manage videos available in Moodle while still having access to all of your videos in the My Mediasite portal.

The other method is through the My Mediasite webpage at <http://mediasite.latech.edu/mediasite/mymediasite>.

Mediasite and Moodle



There are two ways Mediasite can be used through Moodle. The first option (pictured to the left) is to create a course channel that contains all the videos relevant to your course. The second option (pictured to the right) is to use the Mediasite content resource to select and embed specific videos into course sections. You are free to use either or both methods.

Creating and Using A Course Channel

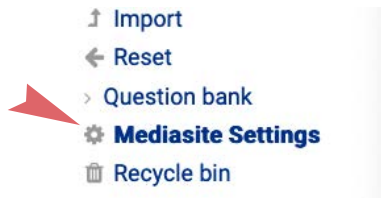
Setup

To create a course channel, you must have two buttons available at the top of your course page: the My Mediasite button and the Mediasite Videos button.

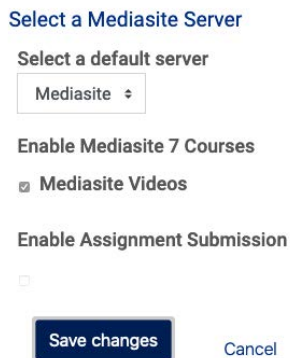


If you see both, you can proceed to the next step. If you do not - you need to perform some setup.

Open the Administration menu and navigate to Course Administration > Mediasite Settings.



On the Mediasite setup page, ensure that under "Enable Mediasite 7 Courses" the option "Mediasite Videos" is checked and click "Save Changes."

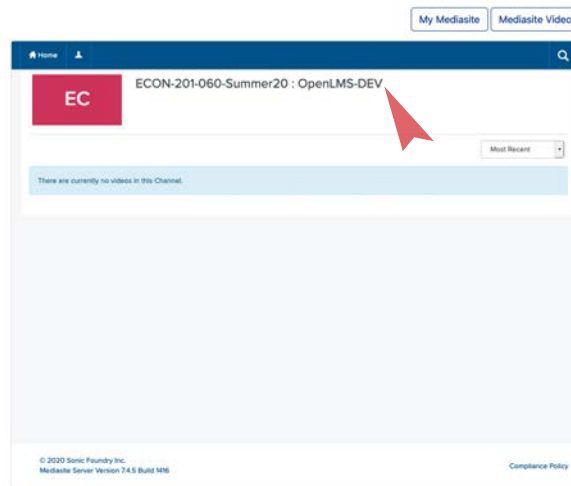


Creating the Channel

To create a class Mediasite channel, click the Mediasite Videos button at the top of your course page.



Your newly-created course channel will be created in Mediasite automatically, and will be displayed in your browser.



On the Mediasite setup page, ensure that under "Enable Mediasite 7 Courses" the option "Mediasite Videos" is checked and click "Save Changes."

Adding Content

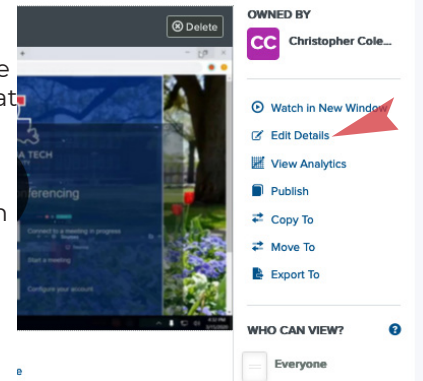
Content can be added to your course channel through the My Mediasite portal. These instructions assume you have already uploaded

content. To learn more about uploading content to Mediasite, see the section "Creating Content in Mediasite."

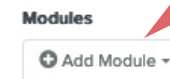
Open the portal by clicking the My Mediasite button.



Once the My Mediasite portal opens, select the presentation that you want to add to your course channel. Once the presentation settings open, click the "Edit Details" link in the right menu.

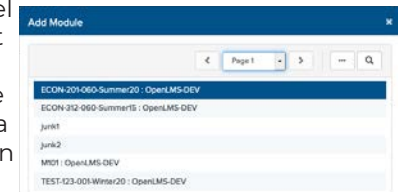


Scroll to the



bottom of the Edit Presentation page, and find the "Modules" section. Click the "Add Module" button.

From the Add Module menu, select the name of the course channel to which you want the presentation added. Repeat the process to assign a single presentation to multiple modules.



Click the Save button at the bottom or top of the page when done. Note that it may take a few moments for the channel to update.

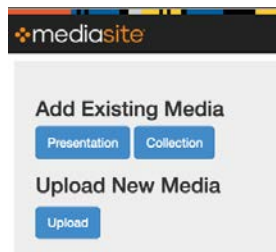


2 Embedding Mediasite Content in Moodle

To embed Mediasite content directly in your course, begin by navigating to your course in Moodle and clicking the “Create learning activity” button.

 From the “Activities” tab, select the “Mediasite Content” button

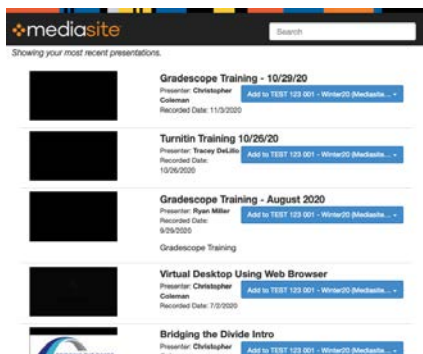
You will be given three options: add a presentation, add a collection, or upload new media. This section will focus on existing content. For information on uploading, see the section “Creating Content in Mediasite.”



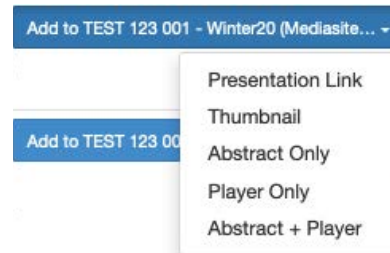
Add Presentation

Adding a presentation is the most conventional option. It allows you to insert a single, existing Mediasite presentation into your Moodle course.

To proceed, click the “Presentation” button. Mediasite will load a list of presentations that are available for embedding. Use the search in the upper-right to narrow the videos shown.



Once you have located the desired video, click the button that says “Add to” followed by your course name. You will be presented with a menu to select the embedding layout you would like to use for your video. There are five available embedding formats:



- Presentation Link – Creates a link to the video
- Thumbnail – Inserts only the video thumbnail; opening the full player when clicked
- Abstract Only – Creates a link to video and includes presentation details
- Player Only – Inserts only an embedded video
- Abstract and Player – Embeds the video and includes presentation details.

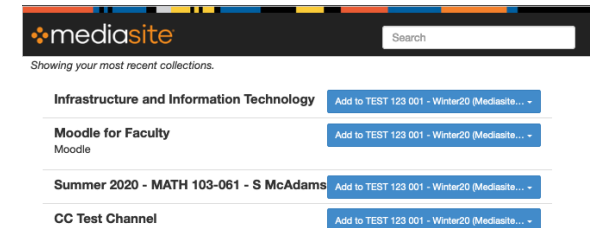
When in doubt, it is suggested using the Abstract and Player format because it provides both an inline player as well as text content to describe the presentation, improving accessibility.

Once you select the embedding format, you will return to the Moodle activity configuration page. Click “Save and return to course.” You should see the presentation now added to your course.

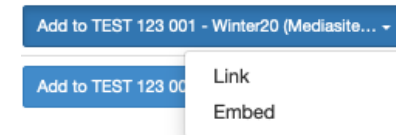
Add Collection

Adding a collection allows you embed entire sets of videos into your Moodle course. This approach is convenient if you have already organized videos using the “channels” function in My Mediasite.

To proceed, click the “Collection” button. Mediasite will load a list of collections available. Use the search in the upper-right to narrow the displayed channels, if necessary.



Once you have located the desired collection, click the button that says “Add to” followed by your course name. You will be presented with a menu to select the embedding layout. Unlike videos, collections only provide two embedding formats:



- Link – Creates a link to the collection page
- Embed – Embeds the collection page into the Moodle course.

When in doubt, the “Link” format is suggested for collections. While the “Embed” format works, the window embedded in your Moodle course can become cluttered if you use a large number of videos.

Once you select the embedding format, you will return to the Moodle activity configuration page. Click “Save and return to course,” and you should see the collection now added to your course.

Creating Content in Mediasite

Generally speaking, there are three ways to add content to Mediasite: hardware recording, software recording, and by uploading video files to the My Mediasite portal.

Hardware Recording

The first method is using a hardware recorder.



Hardware recorders are integrated with selected SmartClassrooms, and support multiple inputs from the podium PC, document camera, conferencing cameras, and other auxiliary sources. Mediasite recorders are currently available in:

- Academic Success Center - 1
- Academic Success Center - 2
- Bogard Hall 302
- Bogard Hall 305
- College of Business Building 101
- College of Business Building 126
- College of Business Building 219
- Nethken Hall 140

Configuration of classroom recordings can be involved, and it is recommended you contact the Help Desk for assistance if you plan to use a hardware recorder.

Software Recording

The second method of adding content to Mediasite relies on recording software installed on a computer to record and transmit audio and video back to Mediasite. There are currently two pieces of software that can be used.

Mediasite Desktop Recorder

Until recently, Mediasite Desktop Recorder was the preferred method to record Mediasite presentations from a personal computer. As a result, Desktop Recorder is what is most widely available on campus computers and what most faculty have been trained to use. If you want to learn about how to use Desktop Recorder, you can still view a [recorded training session](#) about capture using Desktop Recorder.

Mediasite Mosaic

Mediasite released Mosaic as the modern successor to Desktop recorder. Previously Mosaic was only available on macOS, and required on all Macs running 10.15 (Catalina) or higher. It is now available for Windows as well and will replace Desktop Recorder. It is recommended that Mosaic be used on all personal Windows devices.

Mosaic can be installed on your computer using the [Apple App Store](#) or [Microsoft Store](#).

We are still developing support materials and a deployment strategy for Mediasite Mosaic. In the meantime, for information on using Mosaic you can see the following products from Mediasite:

- [Recording Your Screen with Mediasite Mosaic](#)
- [Mediasite Mosaic](#) in Mediasite KB

Uploading via My Mediasite

The third method of adding content is by uploading your video to Mediasite directly. This option is ideal for individuals who already have a preferred workflow for creating videos using other tools (such as Camtasia or a non-linear video editor such as iMovie or Adobe Premiere).

To learn about this option, we recommend completing the short Mediasite course: [Uploading Your First Video Presentation](#).

Frequently Asked Questions

Q. Why should I use Mediasite instead of uploading videos to Moodle?

A. There are a number of reasons Mediasite is preferable to Moodle for storing video. Most generally, all are because Mediasite is intended for video archival and streaming whereas Moodle is not. Because Moodle is not intended to store or stream video, using it for that purpose could negative impact the student experience in terms of speed and reliability.

Q. Can I import Zoom sessions?

A. Zoom sessions can be imported manually and we are currently testing an integration that allows automatic recording of Zoom meetings. More information will be shared when those processes are fully tested and documented.

Q. Can I automatically caption videos?

A. Currently, we do not have the capability to automatically caption Mediasite videos. Captions in the .vtt or .srt formats can be imported from Zoom or YouTube, if needed.

Need Help?

Having trouble? Visit our FAQ page for common IT issues you may encounter at <https://www.latech.edu/it-faq/>.

Still need help? Contact us at:

 318.257.5300

 helpdesk@latech.edu

Support Hours:

Regular Hours: Mon.-Fri. 8:00am - 5:00pm.

Summer Hours: Mon.-Thurs. 7:30am - 5:00pm;
Fri. 7:30am - 12:30pm.