

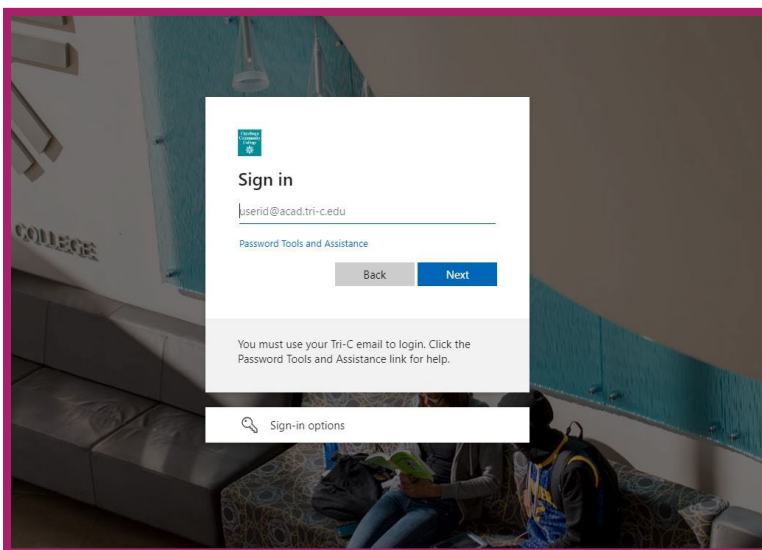
Adding Mediasite Links to Brightspace – Student Guide

Student Recording Procedure on Laptop or PC

You will be using Mediasite to store and share your presentations with your instructor and/or classmates. You can use Mediasite Capture to create and upload your recordings automatically or you can record with another recording application / device and upload the video to Mediasite to share. Please follow the step-by-step instructions below to record your presentation using Capture or upload your video and link to them in Brightspace.

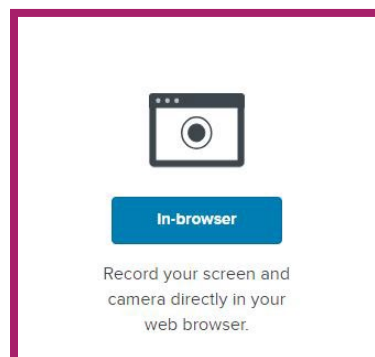
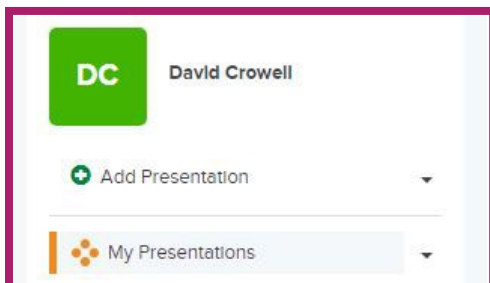
Access Mediasite

1. Navigate to Tri-C's Mediasite sign on page at <http://www.tri-c.edu/mediasite>.
2. Log in with your email and network password. You may be asked to perform the 2-step verification.

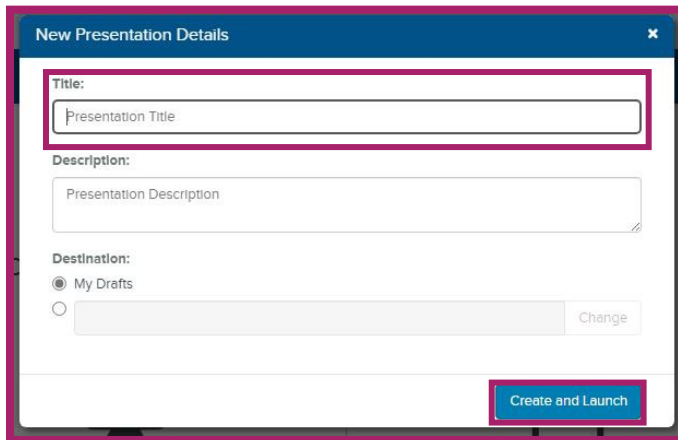


Record with Mediasite Capture

1. Select "Add Presentation". Do not click on the dropdown arrow.
2. Under "Record Video". Click on In-Browser.

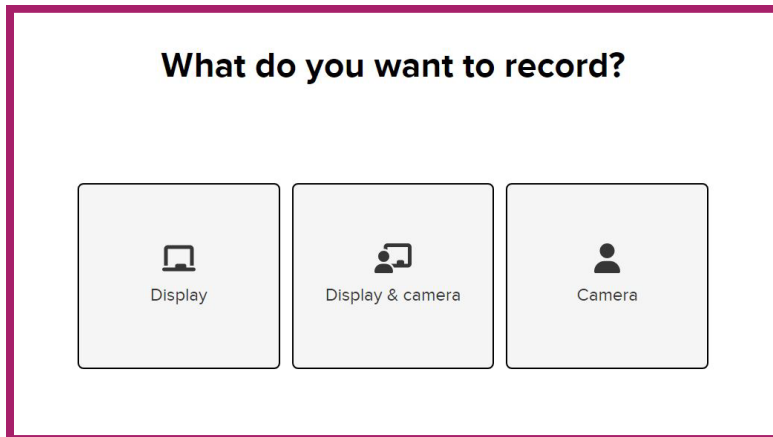


3. Enter a presentation name. Be sure to check if your instructor has included guidelines for presentation names. If there are no specific guidelines it is recommended to use the title of the presentation and your last name.
4. Click “Create and Launch”.



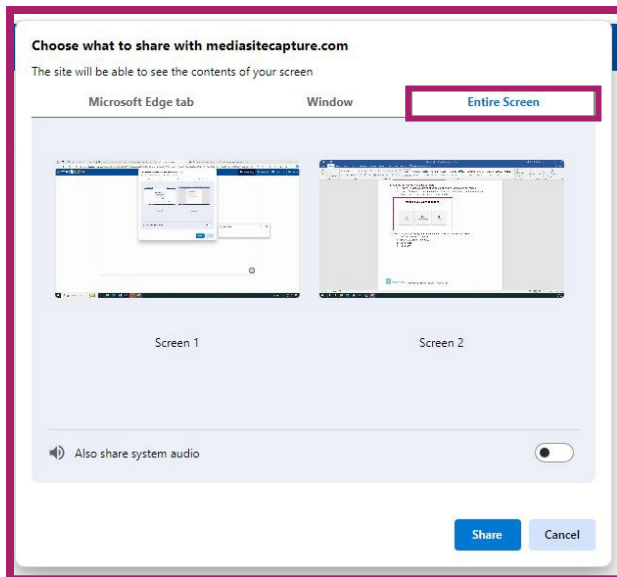
The screenshot shows a dialog box titled "New Presentation Details". It has three main sections: "Title:" with a text input field containing "Presentation Title"; "Description:" with a text area containing "Presentation Description"; and "Destination:" with a radio button selected for "My Drafts" and a "Change" button. A blue "Create and Launch" button is located at the bottom right of the dialog.

5. Choose the way you would like to record
 - a. Display – a video recording of content displayed on your computer screen,
 - b. Display & camera – a video recording of your computer screen and a web camera.
 - c. Camera – a recording of our web camera only.

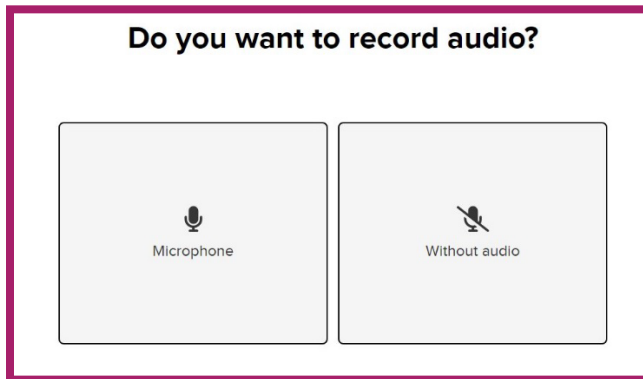


The screenshot shows a screen titled "What do you want to record?". It contains three buttons arranged horizontally. The first button is labeled "Display" and has a laptop icon. The second button is labeled "Display & camera" and has an icon of a laptop with a camera. The third button is labeled "Camera" and has a person icon.

6. If recording with a Display, it is recommended to record your entire screen.
 - a. Click the Entire Screen tab.
 - b. Select the screen to record.
 - c. Click share.
 - d. Click Next.



7. Choose to record with audio. Be sure you select the right microphone, and that the indicator is responding when you talk into the microphone.



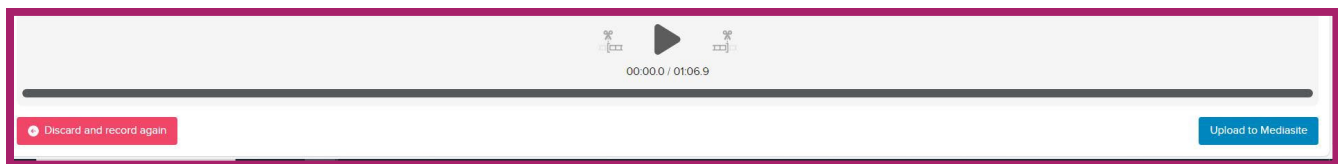
8. Select the record button at the bottom of the screen. Select which program you wish to record. Do NOT close the tab or the browser window with the recording application open.



9. Select the stop button when finished recording. You can play back the recording to be sure it is acceptable.



10. Upload to Mediasite or Select Discard and Record Again.

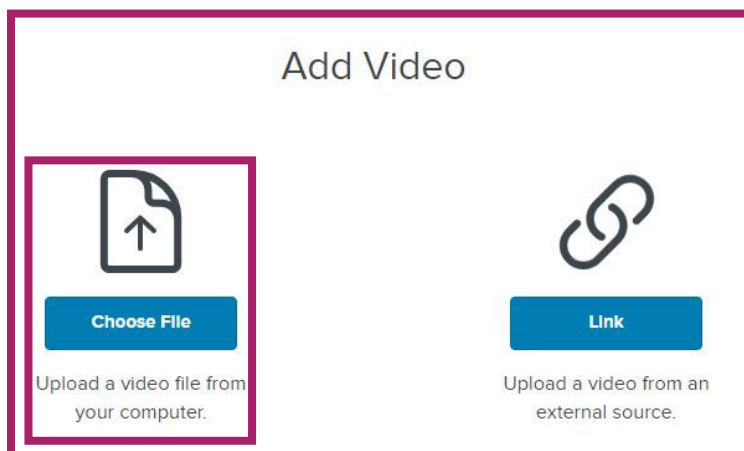


*DO NOT close the tab or the browser window until it says you can. If you see any message other than “Upload Complete” you should record again.

Upload a video to Mediasite from a Laptop or Computer

You can record with another video or screen recording software and upload that file to Mediasite to share with your instructor

1. Follow the steps above to log into Mediasite and select “Add Presentation”.
2. Select “Choose File”.



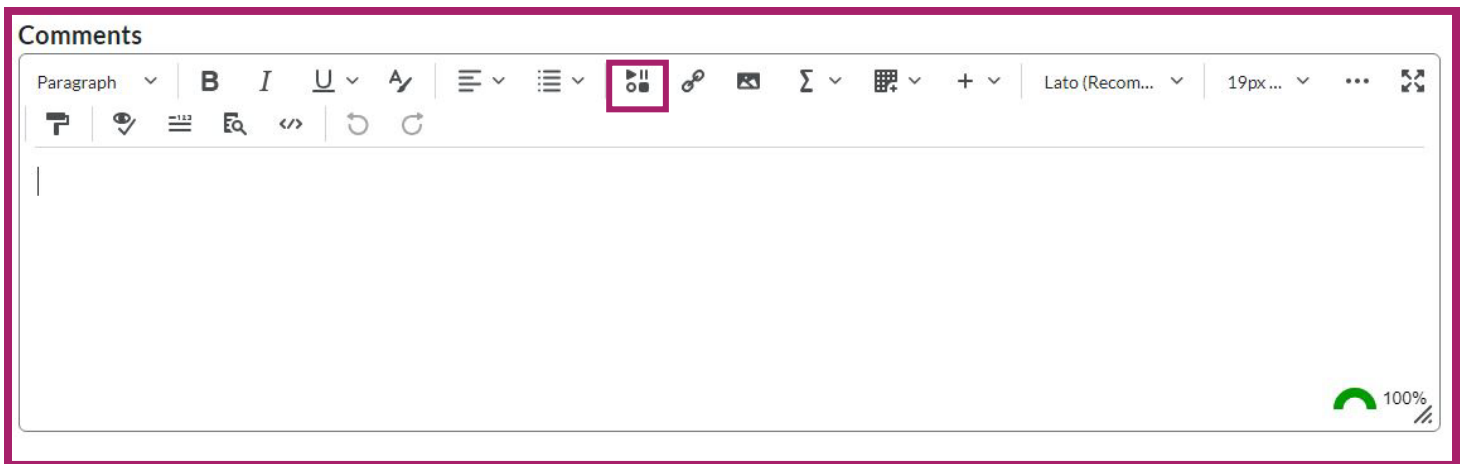
3. Navigate to the video you wish to upload, select it and click open.
4. Enter a presentation name and description. Be sure to check if your instructor provides guidelines for name files. If there are no specific guidelines it is recommended to use the title of the presentation and your last name.
5. Select “Create Presentation”.

6. After you see the notification that it has uploaded successfully, wait for the upload to finish processing and be sure you can watch it. If you do not see it, email Michelle Reed at michelle.reed@tri-c.edu for help.

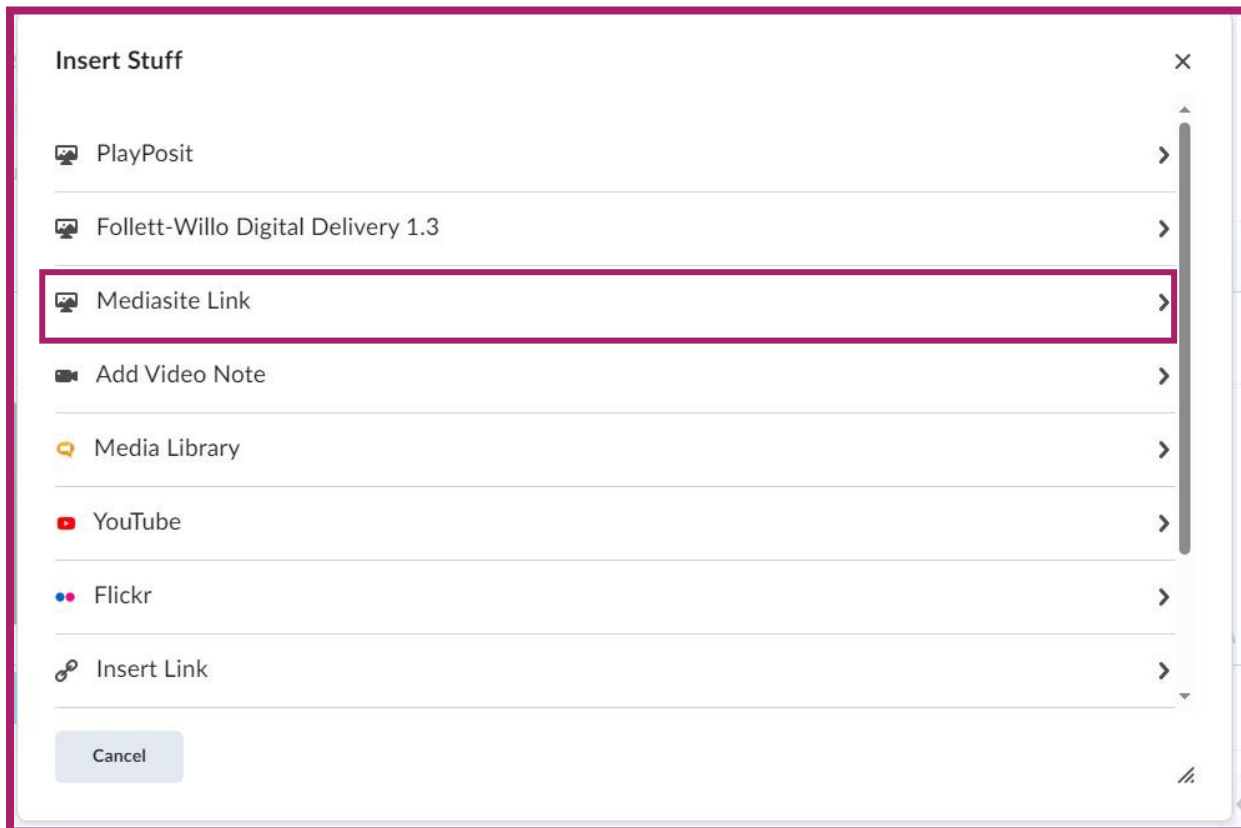
Create a Mediasite Link in Brightspace

You can link to your presentation in Brightspace so your instructor can view your presentation for a grade.

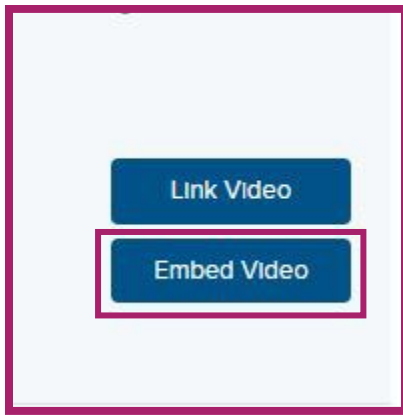
1. In Brightspace, navigate to the assignment you want to add a Mediasite link to.
2. Find the Comment section of the Assignment at the bottom of the page and select the “Insert Stuff” button.



3. Scroll to find “Mediasite Link” and select it.



4. Select the video you would like to upload from the dropdown menu and choose “Embed Video”.



5. Select “Submit”.

