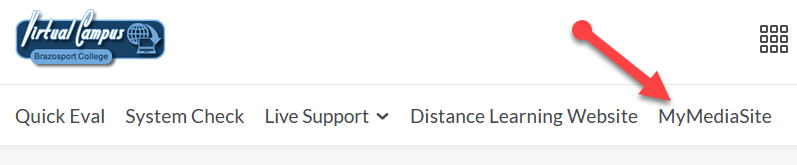
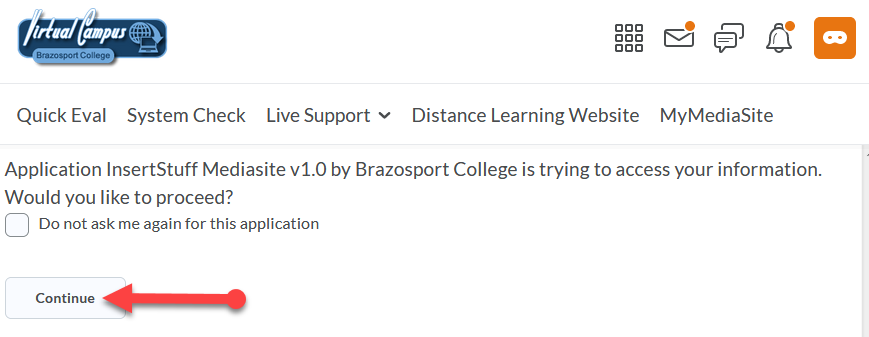
MyMediasite is used to upload, store, and share videos with students, faculty, and staff.

## Creating a MyMediasite Account

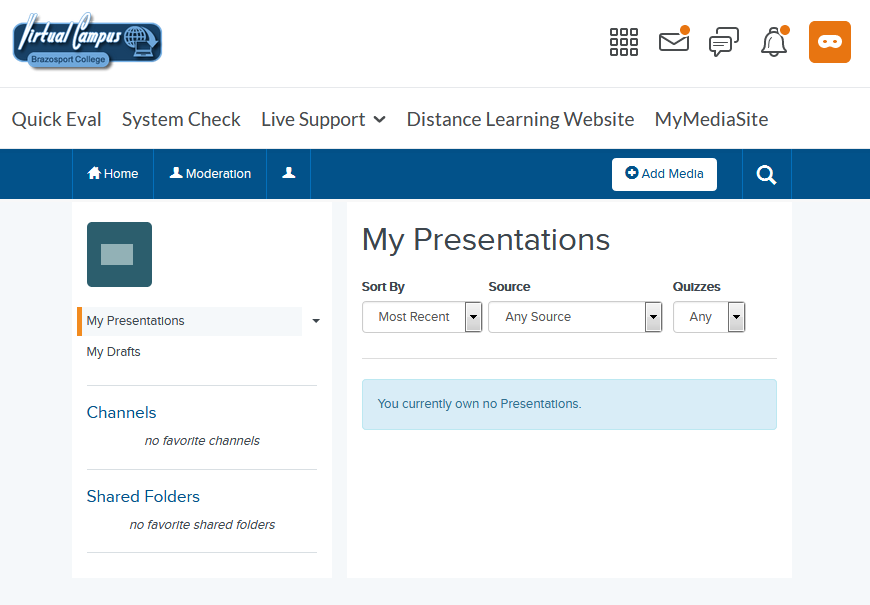
1. **Log into D2L** at <https://online.brazosport.edu> using your BC credentials.
2. **Click** on MyMediaSite in the Navigation bar at the top of page.



**3**. **Click** Continue when prompted (if needed click Continue again).

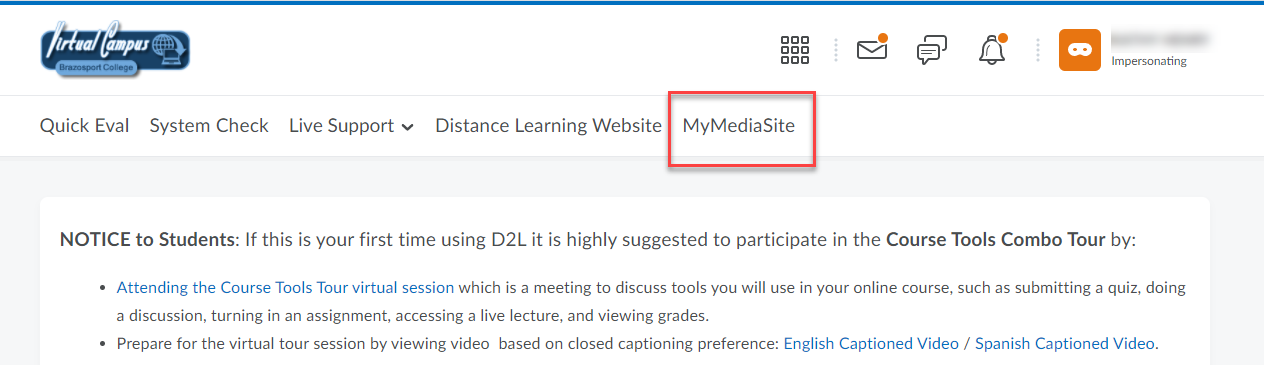


**4**. You have now created your account. **Click** on the Virtual Campus logo and return to D2L.

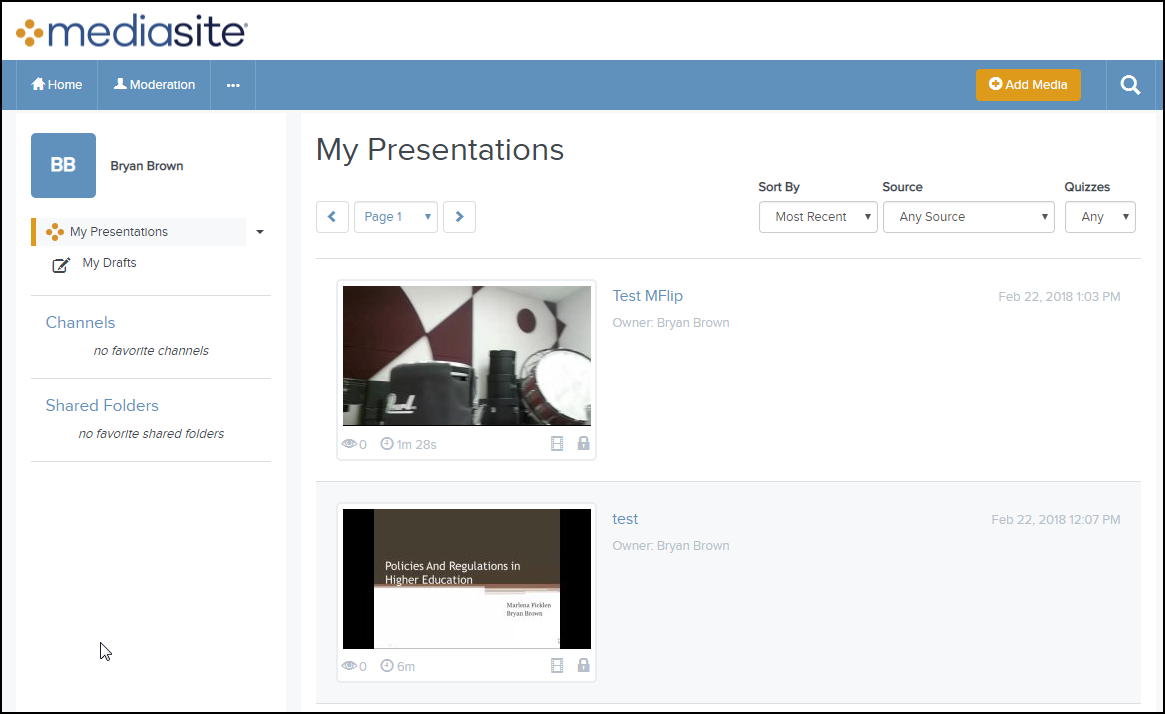


## Accessing MyMediasite

1. To access MyMediasite you will need to **sign into the Virtual Campus** (<https://online.brazosport.edu>) and **click** on MyMediasite from the Navigation bar at the top.



1. You are now on your personal MyMediasite.



## Accessing Shared Folders

Any folders you belong to or share with others can be accessed from the **Shared Folders**section of MyMediasite. On the left-side of the page of MyMediasite **click** on Browse Shared Folders.

Graphical user interface, application

Description automatically generated

**1**. You will find a list of all your own video folders as well as ones that are shared. **Click** on a folder (**1**). On the right-side of the page, you will see all the videos contained within that folder (**2**).

A screenshot of a computer

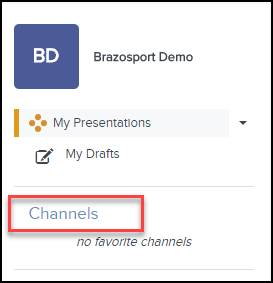
Description automatically generated

## Creating a Channel

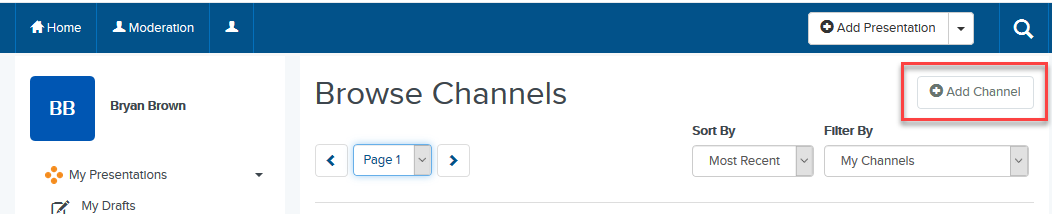
With MyMediasite you have the ability to create as many Channels as you would like to publish your videos to. Channels are similar to folders in that they allow you to easily organize and categorize your videos. Any channel you create can be shared as a whole with others, or you can distribute and share the videos within a channel individually with others. You can create a channel for each class you teach, etc.…

***NOTE:*** *If you intend to publish a video to a Channel, it is recommended that you create the Channel first. Doing so will make the process of adding the video to the channel faster and simpler*.

**1**. To create a channel, **click** on Channels from the left-side of the page.



**2**. **Click** the Add Channel button  in the top-right corner of the page.

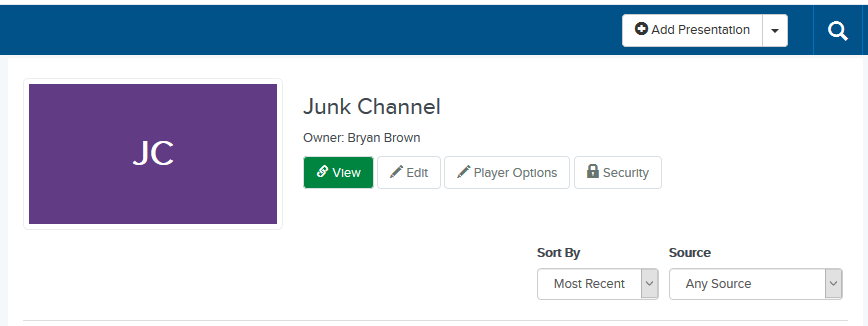


**3.** **Enter** in a Name for your channel (**1**). If you like you can **enter** a Friendly Name (**2**) and a Channel Description (**3**). When done **click** on the Create Channel button (**4**).

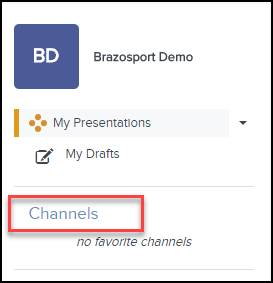
A screenshot of a computer

Description automatically generated

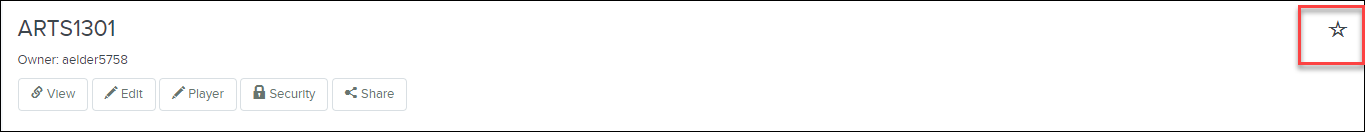
**4**. The channel is now created.



**5**. To see your channels, **click** on Channelson the left-side of the page.



**6.** You will now see the **Browse Channels** window with all the channels you have created. To add a channel to your favorites so it appears underneath you Channels on the left-side of the page, click the star  button for it.



**7.** The channel will now appear under your Channels on the left.

A screenshot of a computer

Description automatically generated

## Editing a Channel

If necessary, you can edit the channels you create in MyMediasite.

**1**. To edit a channel **view** Channels on the left-side of the page (**1**) and then **click** the edit  button (**2**).

A screenshot of a phone

Description automatically generated A screenshot of a computer

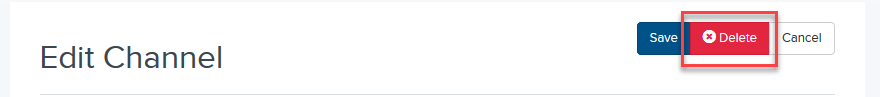
Description automatically generated

**2**. **Edit** the channel where necessary (**1**) and **click** the Save button when done (**2**).

A red circle with black lines

Description automatically generated

**NOTE**: You can also delete the channel, if necessary, by **clicking** the Delete button.



## Uploading a Video to MyMediasite

You can upload video files to MyMediasite to share them with others. The process of uploading video files to MyMediasite consists of the following steps:

* Uploading a Video
* Sharing a Video

*Uploading a Video*

1. From the homepage, **click** the Add Presentationbutton.

A screenshot of a computer

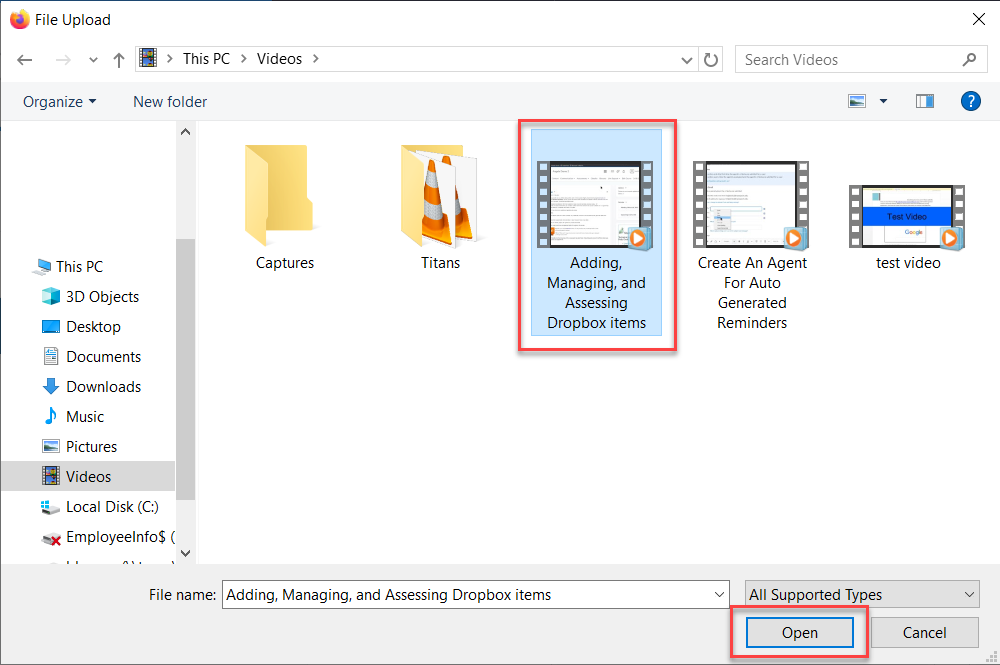
Description automatically generated

1. **Click** on the Choose Filebutton.

A screenshot of a computer

Description automatically generated

1. **Locate** and **select** the video file wherever you have it saved on your computer.



1. **Enter** a Name for the video (**1**) and if you like, **type** in a Descriptionfor the video (**2**). To add the video to one of your existing channels, **select** the option underneath My Drafts (**3**) and **click** on the Change button (**4**).

A screenshot of a computer

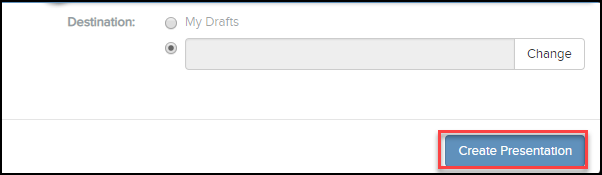
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1. Make sure User Channel is **selected** for the Destination Type (**1**) and then **select** the channel you want to add it to from the list of channels at the bottom of the window (**2**).

A screenshot of a search engine

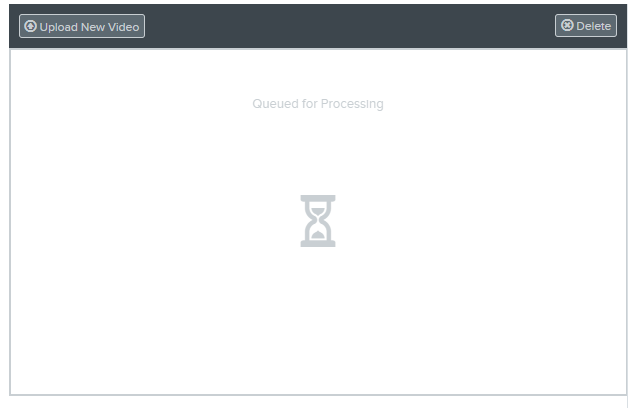
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1. **Click** the Create Presentation button.



1. IMPORTANT: When you upload a video to MyMediasite it will not be published right away. Instead it might say, “**Queued for Processing**”. This means the video is being automatically converted into a format that is suitable for optimized playback across multiple platforms (i.e.; cellphones, tablets, etc.).

Depending on the size of the video you uploaded and the number of other users uploading videos, this process can take up to an hour, so you will need to plan ahead. Once it is completed the video will be published and you should receive an email letting you know. **NOTE:** If your video does not process within an hour, contact the BC IT helpdesk (ext.3266||[helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu))



1. Once a video has been processed, you will then have the option to **Replace Media** to replace the initial video you uploaded with a different one whenever needed (1), **Delete** (2), and/or **Edit the details** (3) of the video.

A screenshot of a video

Description automatically generated

***Edit***

1. When you **click** the Edit Detailslink for the video, The Edit Presentation mode will be enabled and you can edit the details of the video (i.e.; title, name, etc.). **Click** Save when done.

A screenshot of a computer

Description automatically generated

A white sky with clouds

Description automatically generated

## Changing the View Setting for a MyMediasite Video

In order for your students or anyone else to view your video you must make the video viewable to everyone. **By default, this option should automatically be selected** whenever you upload a video.

1. **Browse** your channels (**1**) and locate and click on the video you want everyone to be able to view (**2**). A **closed lock** icon  means the video is only viewable by you. An **open lock** icon  means the video is viewable to everyone (**3**).

A screenshot of a computer

Description automatically generatedA screenshot of a video chat

Description automatically generated

A screenshot of a computer

Description automatically generated

1. **Click** on the video (**1**). Then from the *Who Can View* section in the right sidebar, **verify** the slider is on Everyone (**2**). If it is not, slide the slider up to it.

A screenshot of a video chat

Description automatically generated

A screen shot of a video chat

Description automatically generated

**3**. You will get a success message.

A white background with black text

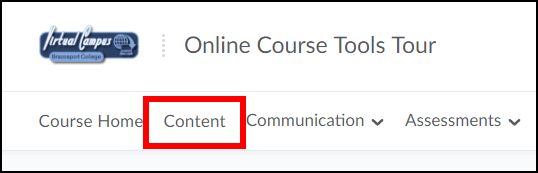
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## Sharing MyMediasite Videos with Students via D2L

Any video you upload to MyMediasite can be shared with students as an embedded video.

Although the following directions show how to paste a link into the Content area, you can paste anywhere that has a HTML text editor such as News, Discussions, and even in a quiz.

**1. Click** on Content from the navigation bar.



**2. Click** the New button (**1**) and **select** Create a File (**2**).

A screenshot of a computer

Description automatically generated

**3. Enter** an applicable title (**1**). **Place your** **cursor** inside the HTML Editor wherever you want to embed the video (**2**) and **click** the Insert Stuff button  (**3**).

A screenshot of a computer

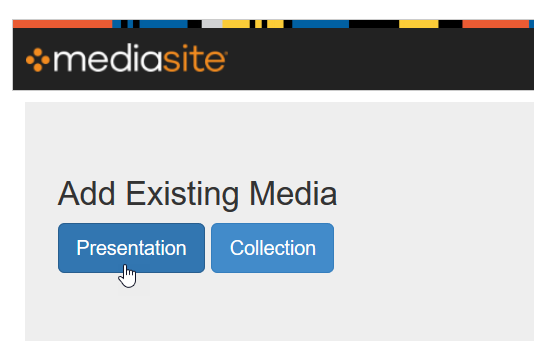
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**4**. Scroll down and **select** Mediasite (**1**).

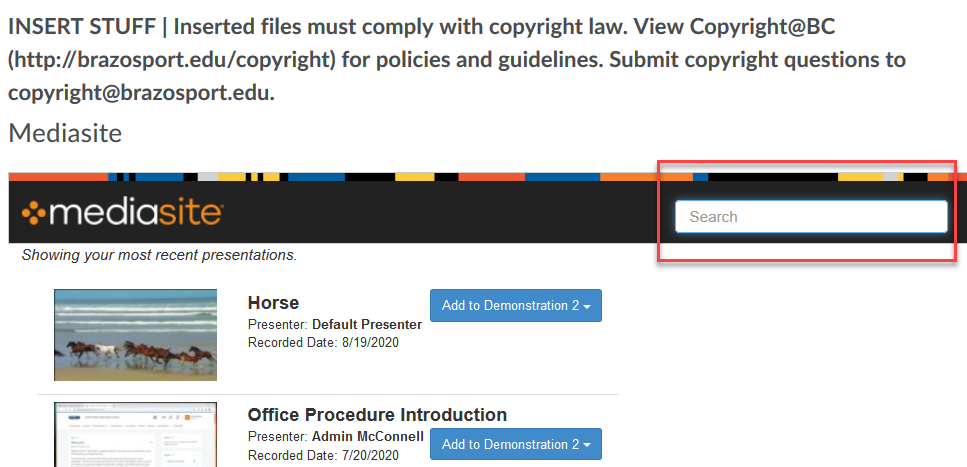
A screenshot of a computer

Description automatically generated

**5. Click** on Presentation.



**6. Type** the title of presentation in the Search field on the right and **click** the Enter key.



7. Once video pops up **click** on “Add to ….” (**1**) And **select** Player Only (**2**)**.**

A screenshot of a computer

Description automatically generated

1. **8**. Once the video loads, **click** the Insert button.

A screenshot of a video

Description automatically generated

1. **9**. The video should now be embedded. Make sure to **Save and Close** when done.

A screenshot of a video chat

Description automatically generated