

## **MY MEDIASITE and MEDIASITE DESKTOP RECORDER**

**<https://mediasite.ecu.edu/MS/mymediasite>**

My Mediasite provides tools for managing your recordings. All faculty have access to My Mediasite and the ability to download the Desktop Recorder. Even if you do not use desktop recordings you are able to manage your semester recordings via the My Mediasite web page. By clicking on the title of your presentation you can Edit its title, availability, add descriptions, external links and add polls.

Analytics on a recording can be found here which includes information as to who watched, how long, when, etc.

Editing of content is available via My Mediasite, clip the beginning, end or middle of the presentation. Add chapters for quick reference. Below is information on the My Mediasite webpage and using the Mediasite Desktop Recorder (MDR).

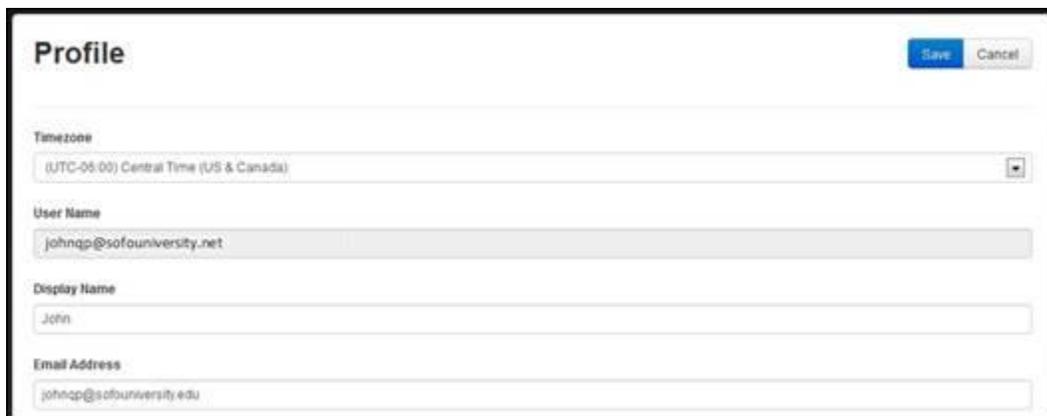
### **Update profile settings**

When you log into My Mediasite for the first time, you will be asked to create a user profile. However, you can always update your profile settings. Your user profile includes information such as the email address to which notifications should be sent as well as details that you want included when you are featured as a presenter in a presentation.

To update your user profile information:

1. Click **(Login Username) > Profile** and specify settings:

- Time Zone:** Select the time zone that will be used by default when you create presentations.
- Display Name:** The name displayed in My Mediasite when you are logged in.
- Email Address:** The email address associated with your user profile in Mediasite. Notifications, such as those sent when you are a moderator for a presentation, will be sent to this address. If you are logging into My Mediasite for the first time and have not confirmed your profile email, you will see the **Resend Confirmation** button. Click it to send the confirmation email again.



*Update presenter profile settings (Time zone, display name and email address)*

2. If you want to receive emails when questions are submitted by the audience for presentations you have created, select the **Forward viewer-submitted questions** option button. If you want these emails to go to an email address different from the one specified earlier, enter it in the **Moderator Email** address.
3. If you will create presentations, in which you will be the presenter, enter your presenter information. Only your first and last name are required:
  - Name:** Enter your name, optionally including prefixes and suffixes (for example, Mr. or Ms. as your prefix, Jr. or Ph.D. as your suffix), as you want it presented in your presentations.
  - Additional Information:** Include any information about yourself that you want displayed in presentations featuring you as a presenter, for example your current title or position.
  - Bio URL:** Enter the URL to add a link that viewers can click to view additional information about you.
  - Email:** Enter the email address you want associated with your presenter information. This email address may be different than the one associated with your profile.
4. Click **Save**.

The screenshot shows a web form with two main sections. The first section, titled "Email Notifications To Moderators", contains a blue informational box stating "All viewer-submitted questions can be forwarded to an email address in addition to appearing on the question moderation page." Below this, there are two radio button options: "Do not forward viewer-submitted questions." (unselected) and "Forward viewer-submitted questions." (selected). A text input field below contains the email address "askme@sobuniversity.edu". The second section, titled "Presenter Information", contains five input fields: "Prefix" (empty), "First Name" (containing "John"), "Middle Name" (containing "Q"), "Last Name" (containing "Professor"), and "Suffix" (empty). Below these are three more input fields: "Additional Information" (empty), "Bio URL" (containing "http://www.johnqprofessor.com"), and "Email" (containing "johnq@sobuniversity.edu").

*Update presenter profile settings (Email notifications and presenter information)*

**NOTE:** Changing your email address will deactivate your profile and you will lose all assigned permissions until you request a new activation email and confirm your new email address.

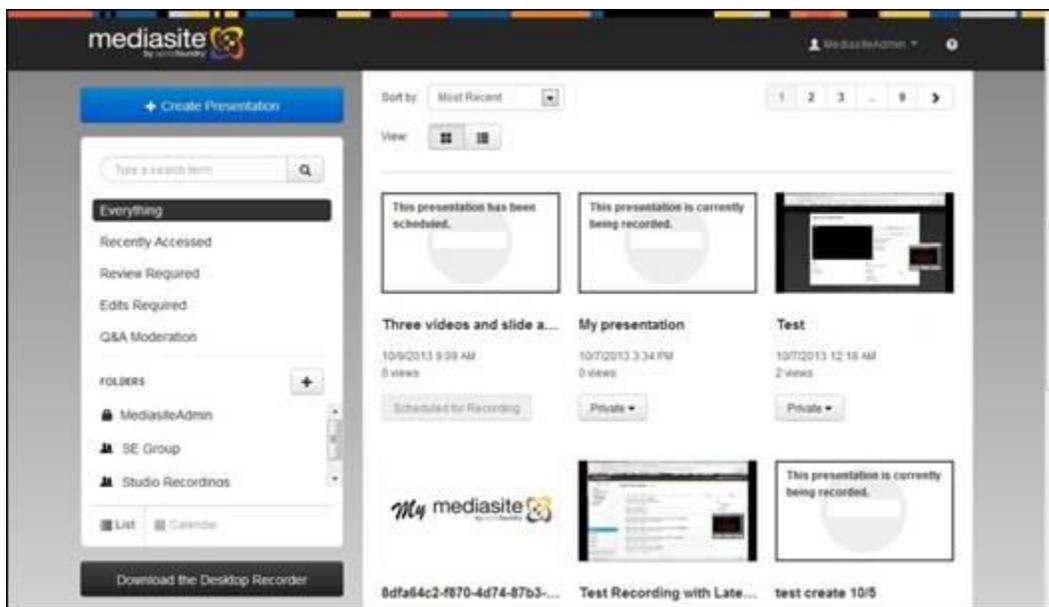
Upon Logging in you will see

## LIST VIEW

By default My Mediasite uses the List view. In the List view you can navigate through folders, use search terms, or use the **Sort by** menu to locate your presentations and initiate tasks. Filter the presentations even further to those requiring review, edits, with Q & A enabled, or most recently accessed using the tabs on the left. You can adjust the presentation list to display a single presentation or multiple presentations on each row.

Click the page number or use the arrow to navigate when there are multiple pages and scroll up and down as needed to locate the presentation you are seeking.

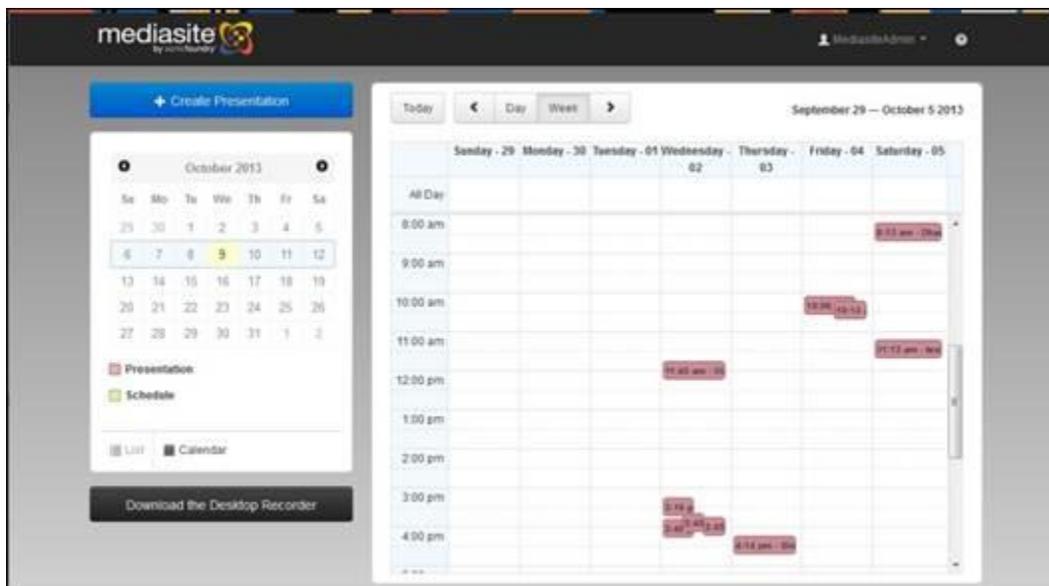
Click a presentation to bring up its properties page. On a presentation's properties page, you can update its settings, interact with the audience, or begin recording.



*Locate presentations using the List view*

## CALENDAR VIEW

The Calendar view (click **Calendar**) allows you, with a quick glance, to see which presentations and schedules are available for recording on your Mediasite. You can use the Calendar view to navigate to a specific date as well as switch between a weekly and daily view. Click a presentation to bring up its properties page. On a presentation's properties page, you can update its settings, interact with the audience, or begin recording.



*Locate presentations using the Calendar view*

## MANAGING PRESENTATIONS

Once you create a presentation you can update its settings as needed, share it with others, secure it, and view reports that show its viewing statistics. The tasks you can perform will depend on how your Mediasite has been configured.

### Update Presentation

Once you create a presentation, you can update its details as needed on its **Edit** page.

To update a presentation, navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.

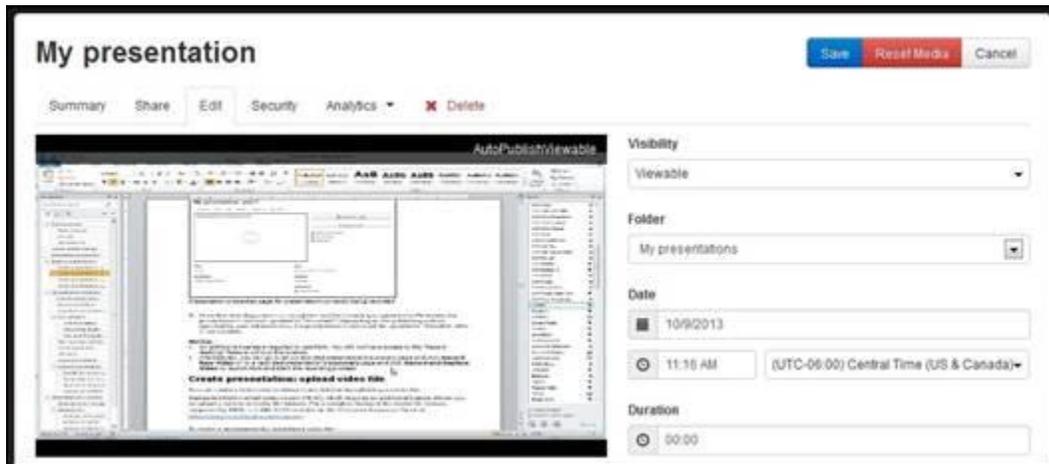
Click **Edit** and update the settings as needed. Once you have made your updates, make sure to click **Save**.

Update presentation's general settings

The general settings include visibility, folder location and the record date, time and duration. On the **Edit** page, update the general settings as needed:

- **Visibility:** Update this setting to make presentation visible to other users or to just you:
  - o **Private:** Only you and your Mediasite administrator will be able to view this presentation.
  - o **Viewable:** You and users with appropriate permissions will be able to view the presentation.
- **Folder:** Select a folder in the drop-down list to update the presentation's location.
- **Date/Duration:** Specify the date and time, including the time zone, the presentation will be recorded and its duration. Entering the presentation's record date, time, and duration

does not limit you to starting and ending the presentation at the specified date and times.



*Update presentation's general settings*

Update presentation's information details

On the **Edit** page, click **Information** to update the presentation's title, description, presenters, or to add links:

- Title:** Enter a descriptive title for the presentation because titles can be searched in catalogs, the Recorder, and Editor later.
- Description:** Enter a short description of the presentation. Descriptions can be searched in catalogs later.
- Presenters:**
  - o Click the "Edit item" button  next to a presenter to update its details.
  - o Click the "Delete item" button  next to a presenter to remove it.
  - o Click **Add New or Existing Presenters** to add additional presenters. Use the search feature to find presenters that have already been added on the Mediasite. Click **Add New** to specify the details for a new presenter.
- Links:** Enter the name and URL for each hyperlink you want to add to your presentation. Your audience will be able to click the links in the Player to view other websites or online documents. Click **Add** after you enter each link's details to add additional ones.

The screenshot shows a web interface for editing a presentation. At the top, there are three tabs: 'Information', 'Player', and 'Delivery'. The 'Player' tab is selected. Below the tabs, there are several sections:

- Title:** A text input field containing 'Sumerian Art and Design'.
- Description:** A larger text area containing 'What a cool topic.'.
- Presenters:** A section with a '+ Default Presenter' button and a dropdown menu labeled 'Add New or Existing Presenters'.
- Links:** A section with two input fields: 'Link Name' (empty) and 'Link URL' (containing 'http://example.com'). There are 'Add' and 'Cancel' buttons at the bottom right of this section.

Update presentation's player settings

On the **Edit** page, click **Player** to update the player used for the presentation as well as the features available in the player:

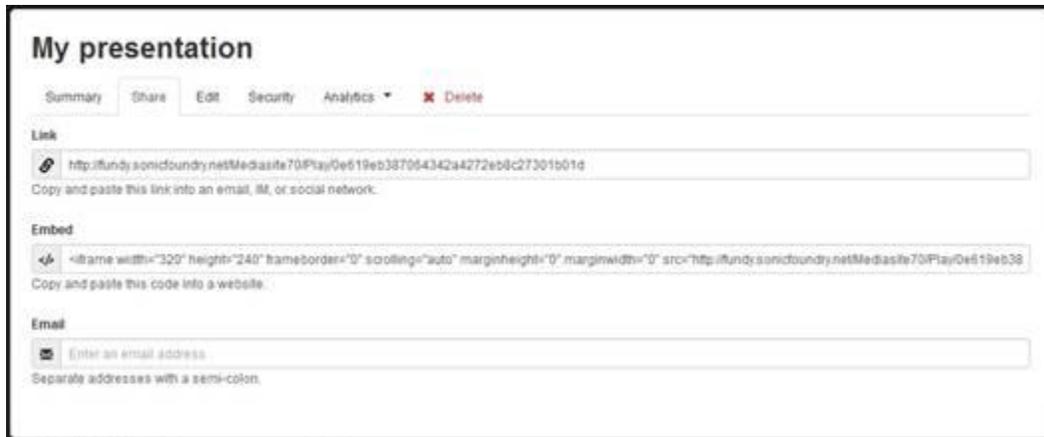
- **Player:** To update the player used for the presentation, select a new one from the drop-down list. Use the search feature as needed to locate the player you are seeking.

### Share Presentation

Go to a presentation's **Share** page to copy and share its link, to copy the code you will use to embed it in a page, or to email its link and details using Mediasite's system emails.

To share a presentation:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Share** and do one of the following to share your presentation with others:
  - *Send link via instant message (IM), email, or social network:* Copy the URL provided in the **Link** field and paste it into the email, IM, or social networking application you are using.
  - *Embed in a website:* Copy the code provided in the **Embed** field and paste it into the application you are using to update your website.
  - *Send Mediasite system email with prepared text and link:* Enter the destination email addresses in the **Email** field.



## Download presentation

You can download on-demand presentations as portable presentations to any location available from your network. Portable presentations, also known as "publish to go" presentations, are presentations users can view without being connected to a network—that is, you can distribute them on corporate intranets, DVDs, or CDs. The content for a portable presentation is the same as the original on-demand presentation except interactivity is disabled. Each portable presentation contains a launch file (Player.html) and all files required to view them.

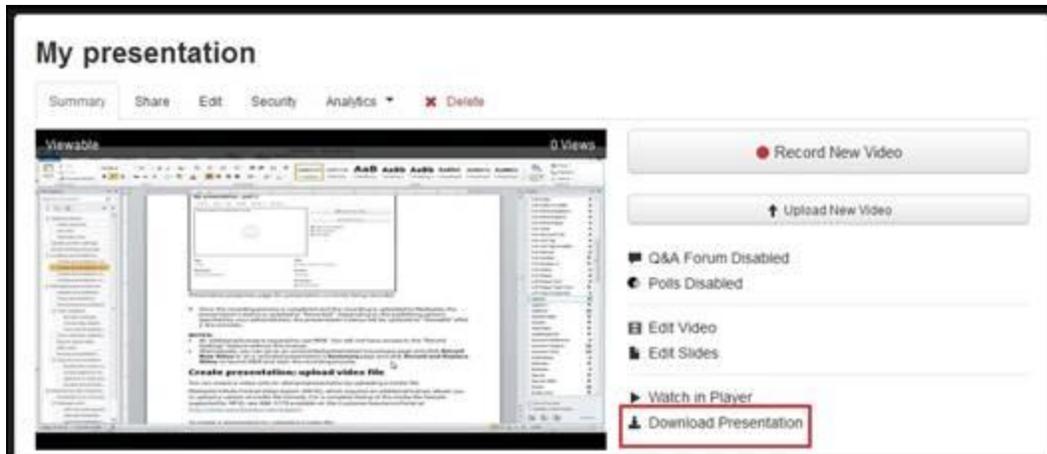
Portable presentations are downloaded as .zip files so you must unzip them before they can be played back, hosted on a server, or copied to a CD or DVD.

To download a portable presentation:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Download presentation**. If a "publish to go" package has not already been created for the presentation, you will see a message indicating this. Click **Submit** to create the package. The process may take a few minutes.
3. Once the package has been created, click **Download**. Save the file and browse to the download location. The name of the zip file will match the presentation's title.

### NOTES:

- Once you download a portable presentation, it is outside of the Mediasite system. Therefore, the security features available with live and on-demand presentations are not available with portable presentations.
- If the download feature is not available for your presentations, it may not be enabled or you may not have the appropriate permissions. For more information, contact your Mediasite administrator.



## View Analytics

For each presentation, you can view reports showing viewing statistics. In the presentation's analytics report, you will find performance data (views, peak connections, etc.), viewing trends, top users, and platforms used to view presentation. You can also view real-time statistics in the Who's Watching Report. For each report, you can download data to an Excel or XML file. (To get a editable Excel file you must do this in Firefox).

Report definitions

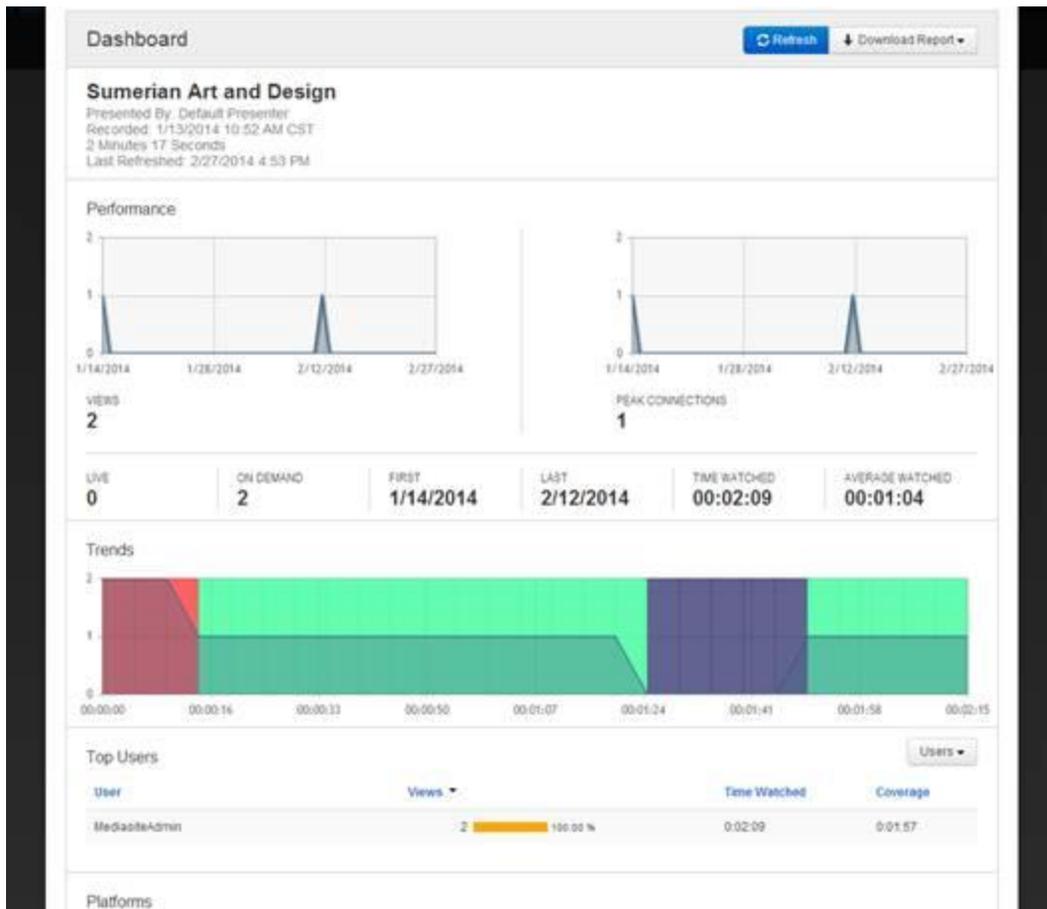
- **Views:** The total number of times the presentation was watched (includes live and on-demand views).
- **First:** Shows date the presentation was first viewed.
- **Last:** Shows date the presentation was last viewed.
- **IP address:** IP address of computer used to view presentation.
- **User:** Username used to view a presentation.
- **Live:** The number of times the presentation was watched live.
- **On Demand:** The number of times the presentation was watched live.
- **Time Watched:** The total amount of time (h:mm:ss) user spent watching the presentation.
- **Peak Connections:** The highest number of concurrent views for the presentation.
- **Trends:** An intensity graph that highlights which parts of presentations were viewed most. Views less than 60 seconds in duration are not displayed in the graph and grid.
- **Platforms:** Graphical data showing the top platforms and operating systems used to view the presentation.
- **Coverage:** The amount of presentation watched by user. Example: A user opens a presentation and watches the first 30 minutes of a presentation, pauses the video, seeks back to the start and watches for 40 minutes. The coverage for this user is 40 minutes. i.e. the user spent a total of 70 minutes watching the presentation (total time

watched), but in that time the user only 'covered' the first 40 minutes of the presentation.

View presentation analytics report

To view a presentation's analytics:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Analytics** and select **Dashboard** from the drop-down list to view the report.
3. Click **Refresh** to update the data shown.



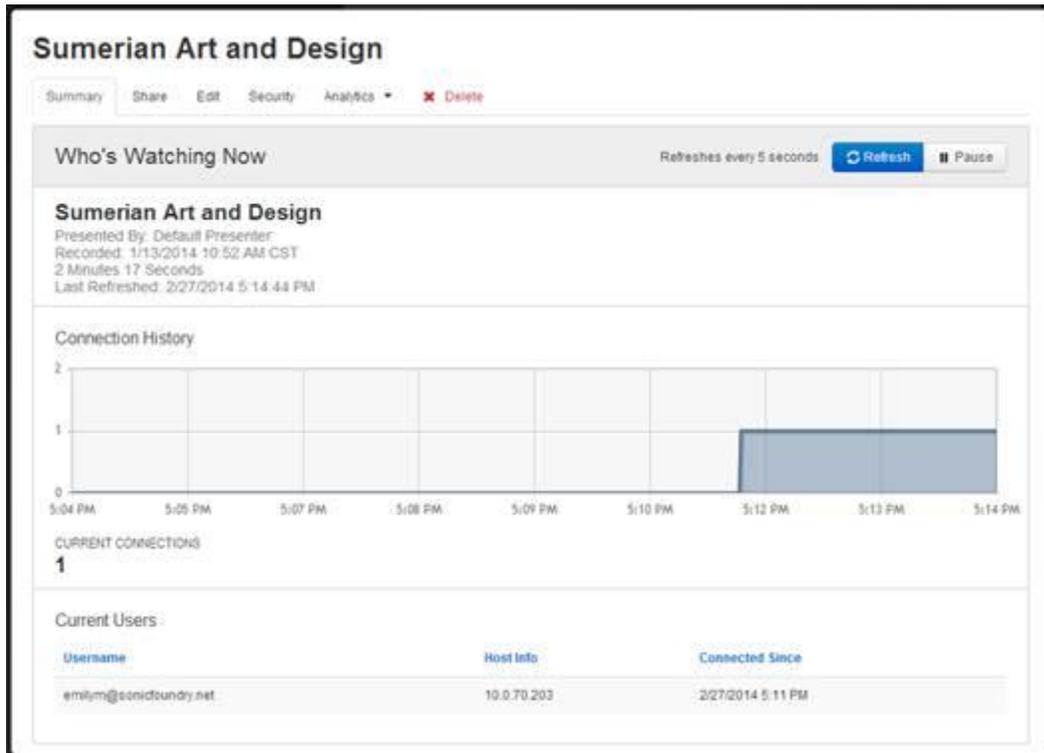
### View real-time statistics

For each presentation, you can view real-time viewing statistics: who is currently viewing the presentation and what platforms they are using to view it.

To view a presentation's real-time statistics:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Analytics** and select **Who's Watching Now** from the drop-down list to view the report.

3. Click **Refresh** to update the data shown. Otherwise, the report will refresh automatically every 5 seconds.



### Download Report Data (Use Firefox)

Export report data to Excel or XML files, which allows you to present data in an alternative format to the reports provided in Mediasite. Exported data includes report criteria and results. In Excel multiple worksheets are created with each worksheet containing similar type of data.

You can limit the data you print or export by going directly to the report data you want and printing or exporting from that page. For example, to export the report data for a single presentation when viewing statistics for multiple presentations, you would select the presentation's name in the top-level report and then export from that page. Exported files use the report name, for example, the file name for a report named "My report" is My\_report.xml.

### Download results to an Excel file

You must have Windows Office 2003 or later to open the downloaded Excel export file.

To download a report's data to an Excel file:

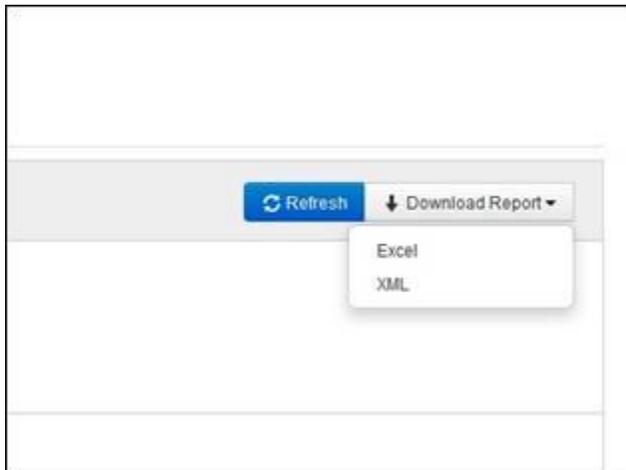
1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Analytics** and select **Dashboard** from the drop-down list.

3. On the report page, click **Download Report > Excel**.
4. When the dialog appears, select **Open** to view the Excel file or select **Save File** to save it.

### Download results to an XML file

To download a report's data to an XML file:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Analytics** and select **Dashboard** from the drop-down list.
3. On the report page, click **Download Report > Excel**.
4. When the dialog appears, select **Open** to view the Excel file or select **Save File** to save it.

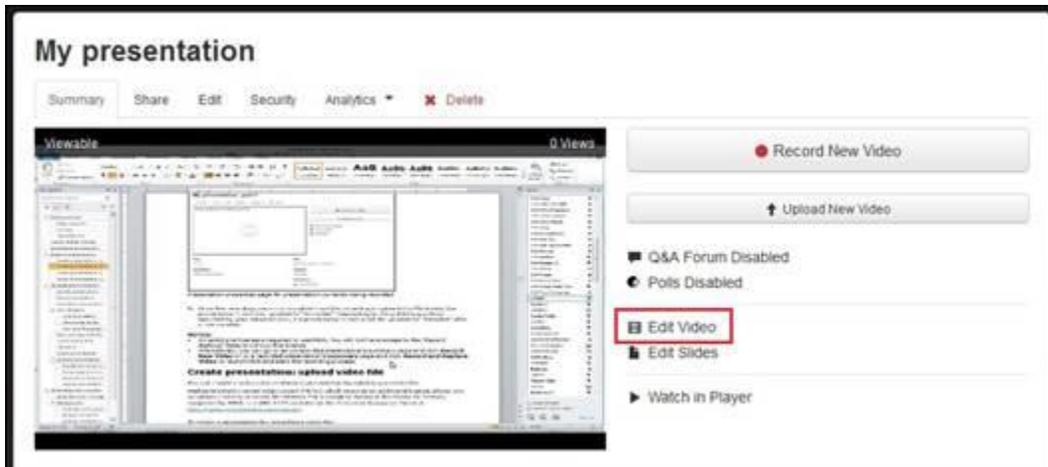


dit video

You can launch the web-based Editor from a presentation's **Summary** page and use it to crop the presentation's video, update slides, add slide descriptions that can be read by screen readers, and add chapters.

To edit a presentation's video:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Edit Video**. The Editor will open in a separate browser window with a project based on the presentation loaded.



*Launch video editor*

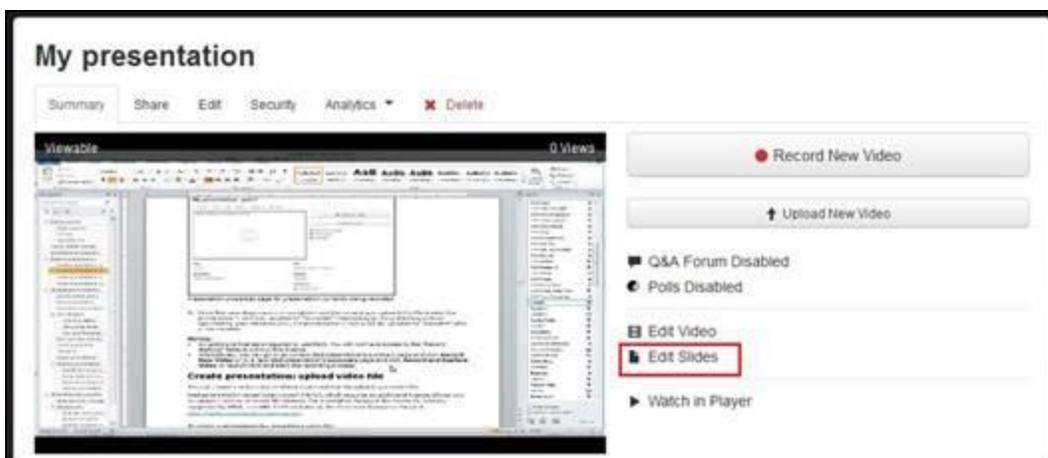
**NOTE:** You will find detailed instructions for editing presentations in the Editor help.

## Edit Slides

My Mediasite allows you to add titles and descriptions to your slides using the Slide Editor. Titles and descriptions can be read in screen readers. You can also use the Slide Editor to save a slide as a thumbnail.

To edit a presentation's slides:

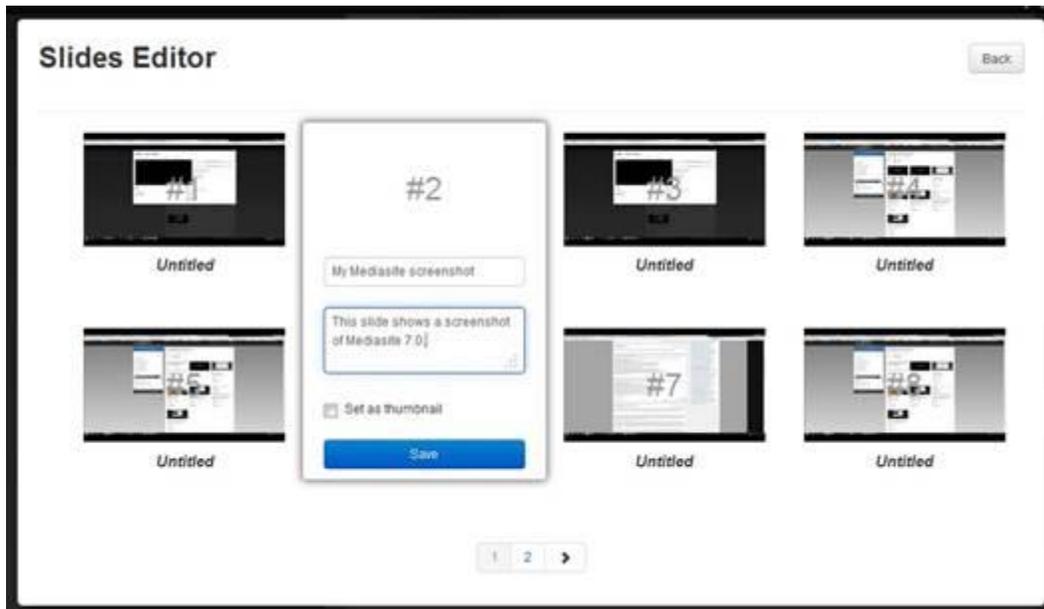
1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Edit Slides** to launch the Slide Editor.



*Launch the Slide Editor.*

3. Click a slide to launch the editing dialog. Add a title and description for the slides.
4. Select the **Set as thumbnail** check box to make the slide a thumbnail for the presentation. If there is not a presenter image associated with the presentation, this is the image users will see when they view the presentation in a catalog.

5. Click **Save**.



### Interacting with the Audience

You can interact with your audience using polls or through question and answer (Q & A) sessions.

#### Moderate Q & A forums

Use My Mediasite to review and respond to questions from the audience. This feature will work only if it is enabled on the presentation. Viewers ask questions using the Mediasite Player and can optionally include with their question the exact time in the presentation that they submitted the question.

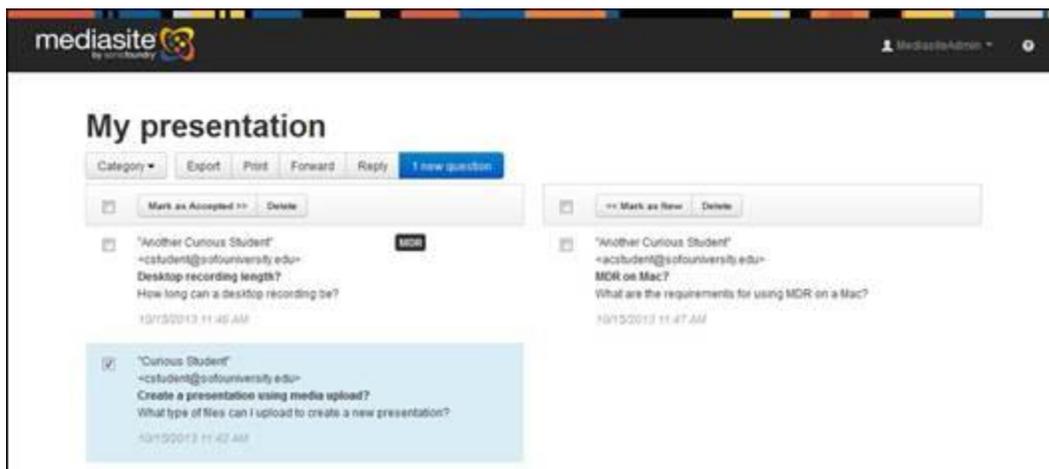
The image shows a 'Ask a Question' form. It has a dark background with white text and input fields. The form includes: a 'Name:' field with the text 'Another Curious Student'; an 'Email:' field with the text 'acstudent@scofouniversity.edu'; a 'Subject:' field with the text 'Need to know more'; a 'Message:' field with the text 'Where can I get more information?'; and a 'Time:' field with a dropdown menu set to '00:00:00' and the label 'HH:MM:SS'. At the bottom left is an 'Ask Question' button. At the bottom center is the text 'Create presentation: upload video file'.

*Player, audience members can ask questions*

On the presentation's moderation page, you can review questions submitted by viewers, watching live or on-demand. All submitted questions are listed on the page until deleted.

To moderate a presentation's Q & A forum:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Q & A Forum Enabled**. A separate browser tab opens with a list of questions that audience members have submitted.
3. To add questions to a category, select the check box next to them, click the **Category** drop-down list and select **Add Category**. Enter the category name and click **OK**.
4. When a new question is submitted, an alert is displayed on the page. Click the alert to view the new question.
5. To accept a question, select the check box next to it and click **Mark as Accepted**. It will appear in the list of questions on the right side of the page.



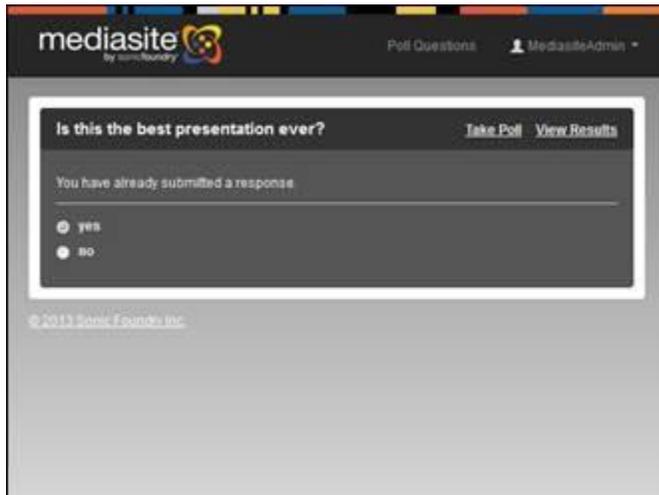
*Q & A Forum page, view questions from audience*

6. To reply to a question with an email address provided, select the check box next to it and click **Reply**. An email form will appear that you can use to send a response to the person who submitted a question. Similarly, you can forward the question via email to someone by clicking **Forward**.
7. If you want to forward one or more questions to an Excel file or save them to the clipboard, select the check boxes next to them, click **Export** and select the radio button next to the option you want. Click **Save**.

## Manage polls

Polls allow you to interact with your audience during a presentation and receive direct feedback. You can add new polls or poll templates to a presentation. Poll templates are polls that are prepared in advance for use in different presentations. This feature will work only if it is enabled on the presentation.

On a presentation's **Polls Admin** page you can add new poll questions, modify existing ones, add poll templates, view poll results, and delete polls.



*Player, sample poll*

Add new poll questions

To add new poll questions:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Polls enabled**. The **Polls Admin** page opens in a separate browser tab. From here you can begin your poll management tasks.
3. Click **New Question** to add a new poll. Specify the poll details:
  - Question:** Enter the poll question as you would like it to be presented to your audience
  - Type:** Select the question type from the drop-down list. Select **Single Selection** if viewers can only choose one answer or **Multiple Selections** if viewers can choose more than one answer.
  - Question Status:** By default the question status is **Open**, which means that the viewing audience can answer the question. Select **Closed** if you don't want the users to be able to answer the question. The status can be changed at any time during the presentation.
  - Question Visibility:** Select the **Hidden** check box to hide the question from the audience. The question can be hidden or made visible to the audience at any time during the presentation.
  - Show results:** Select the check box to allow the audience to see the results of the poll in the Player.
  - Choices:** Add possible answers to the poll question. Click **Add Choice** to add more poll answers.
4. Click **Save Question** to add the poll and make it visible to your audience. You can always save a question as a template by clicking **Save as Template**.

The screenshot shows the 'New Question' form in the Poll Admin interface. The form is divided into several sections:

- Question:** A text input field containing the question: "Is this the best presentation ever?"
- Type:** A dropdown menu set to "Single Selection".
- Question Status:** A dropdown menu set to "Open".
- Question Visibility:** Two checkboxes: "Hidden" (unchecked) and "Show Results" (checked).
- Answers:** A section with two rows:
 

Choices	Result
yes	0
no	0

 Each row has a red 'X' icon to the right of the result field.

At the bottom of the form, there are three buttons: "Save Question" (highlighted in blue), "Save as Template", and "Cancel". There is also an "+ Add Choice" button at the bottom right of the answers section.

*Poll Admin page, add new poll question*

## Add poll template

To add poll templates:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Polls enabled**. The **Polls Admin** page opens in a separate browser tab. From here you can begin your poll management tasks.
3. Click **Templates > New Question** and specify the poll details:
  - Question:** Enter the poll question as you would like it to be presented to your audience
  - Type:** Select the question type from the drop-down list. Select **Single Selection** if viewers can only choose one answer or **Multiple Selections** if viewers can choose more than one answer.
  - Question Status:** By default the question status is **Open**, which means that the viewing audience can answer the question. Select **Closed** if you don't want the users to be able to answer the question. The status can be changed at any time during the presentation.
  - Question Visibility:** By default the **Hidden** check box is selected, which hides the question from the audience. When the template is saved as a question in a presentation, it can be made visible to the audience at any time during the presentation.
  - Show results:** Select the check box to allow users to see the results of the poll in the Player.

•**Choices:** Add possible answers to the poll question. Click **Add Choice** to add more poll answers.

4. Click **Save as Template**.

The screenshot shows the 'Poll Admin' interface with the 'Templates' tab selected. On the left, there is a list of questions, including 'Is this the best presentation ever?'. A 'New Question' button is visible. The main area on the right is for configuring a new question. The question text is 'Would you recommend this course to a friend?'. The 'Type' is set to 'Multiple Selections'. The 'Question Status' is 'Open'. Under 'Question Visibility', both 'Hidden' and 'Show Results' are checked. The 'Answers' section shows two choices: 'yes' and 'no', each with a 'Result' of 0. There is an '+ Add Choice' button. At the bottom, there are three buttons: 'Save Template' (highlighted in blue), 'Save as Question', and 'Cancel'.

*Poll Admin page, add new poll template*

### **Add poll template to the presentation**

To add a poll template to a presentation:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Polls enabled**. The **Polls Admin** page opens in a separate browser window. From here you can begin your poll management tasks.
3. Click **Templates** and select the poll template you want.
4. Click **Save as Question** to add the poll to the presentation and make it visible to your audience.

**Question**

Would you recommend this course to a friend?

**Type**

Multiple Selections

**Question Status**

Open

**Question Visibility**

Hidden

Show Results

**Answers**

Choices	Result	
yes	0	X
no	0	X

[+ Add Choice](#)

[Save Template](#) [Save as Question](#) [Cancel](#)

*Poll Admin page, add poll template to presentation*

## View poll results

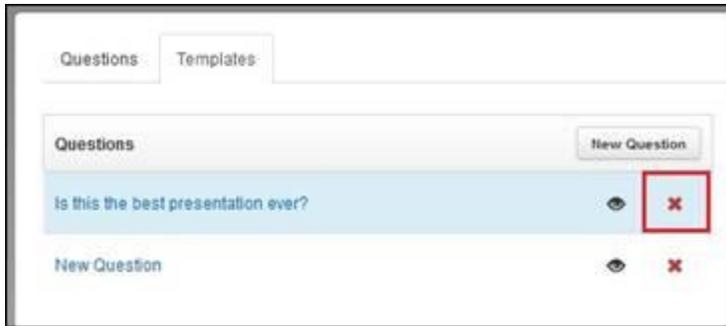
To view a presentation's poll results:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Polls enabled**. The **Polls Admin** page opens in a separate browser window. From here you can begin your poll management tasks.
3. Select the poll and click **Poll Results** to see how your audience answered it. The results will open in a separate browser window.

## Delete poll or template

To delete a poll or template:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its **Summary** page.
2. Click **Polls enabled**. The **Polls Admin** page opens in a separate browser window.
3. On the appropriate page, click the **X** next to the poll or template you want to delete.



*Poll Admin page, delete poll or template*