

Navigating a presentation's properties page

On a presentation's properties page, you will initiate most management tasks, including updating the presentation's settings, interacting with the audience, editing the video, and sharing it with your audience.

The screenshot displays the properties page for a presentation titled "Academic Video at the Tipping Point". The page is divided into several sections, with numbered callouts (1-10) highlighting specific features:

- 1:** Top navigation bar containing "Record New Video", "Upload New Video", and "Delete" buttons.
- 2:** The "Delete" button in the top navigation bar.
- 3:** The play button icon on the video player.
- 4:** The "Information" tab in the navigation menu.
- 5:** The "View Analytics" button in the "OWNED BY" section.
- 6:** The "Edit Video" button in the "OWNED BY" section.
- 7:** The "Edit Quizzes" button in the "OWNED BY" section.
- 8:** The "RECORDED ON" and "UPLOADED ON" date and time information.
- 9:** The "Edit Security" button in the "SECURITY" section.
- 10:** The "Share Presentation" button in the "SHARE" section.

The main content area includes:

- TITLE:** Preparing Your Campus for the Future of Academic Video
- DESCRIPTION:** Demand for academic video from the "YouTube generation" of students is growing at an astronomical rate, and universities large and small are evaluating how best to harness the power of video to meet this new level of student expectations and broaden the reach of their institutions. Video is foundational to the cutting edge trends in higher education today, including personalized education, flipped instruction and MOOCs. Does your institution have an academic video strategy? Join us for this live webinar as JD Solomon, Editorial Director for University Business, reveals research findings from a new white paper.
- TAGS:** MOOC, Flipped Classroom
- LINKS:** Presentation Slides
- PRESENTERS:** University of Life Faculty


The right-hand sidebar contains the "OWNED BY" section (Mu Multi) and various management options:



- Watch
- Edit
- View Analytics (5)
- Publish
- Copy To
- Move To
- Export To
- Edit Video (6)
- Edit Slides
- Edit Quizzes (7)
- Edit Polls
- Edit Q & A Forum
- RECORDED ON: Sep 24, 2016 1:00 PM
- UPLOADED ON: Sep 9, 2013 6:42 PM
- STATISTICS: 52 Views, 48m, 2.03 GB
- SECURITY (9): Edit Security
- VISIBILITY: Viewable
- SHARE (10): Share Presentation, Download to Computer

Sample presentation properties page (summary)



The features available in your system may differ from the ones described here. Also, when using your mobile device some features are not available such as editing videos and slides, managing polls and q & A forums, and downloading to your computer. Contact your Mediasite administrator for more information.

1	<p>Add media to your presentation</p> <p>Click Record New Video to launch Mediasite Desktop Recorder (MDR) and record a video or upload a desktop recording.</p> <p>Click Upload New Video to upload a video file to a presentation.</p>
2	<p>Clicking Delete removes a presentation from My Mediasite. If you accidentally delete a presentation, contact your Mediasite administrator to recover it.</p>
3	<p>Click the "Play" button () to view a presentation.</p>
4	<p>View your presentation's details</p> <p>Click Information to see a presentation's tags, description, recording details, player, presenter information, and links. Click a link to view the associated web page in a separate browser tab.</p> <p>Click Delivery to view a presentation's recording source and the delivery methods available for the presentation: Audio transcriptions, Podcast, Video podcast (composite), and Publish To Go.</p> <p>Click Actions to view scheduled and completed actions (visibility updates, move to Recycle Bin) for the presentation. Your Mediasite administrator may have already configured default actions.</p> <p>Click REA comments to view comments made as part of the content approval workflow.</p>

<p>5</p>	<p>Manage your presentation</p> <p>Watch: Click to view a presentation in the Player. This allows you to view the presentation in the same manner your audience will.</p> <p>Edit: Click to update a presentation’s general, information, player, and delivery settings and schedule actions.</p> <p>View Analytics: Click to view a presentation’s analytics report and download report data.</p> <p>Publish: Click to view your presentation’s publishing destinations and external publishing requests. You can also add new publishing destinations.</p> <p>Copy to: Click to create a copy of your presentation in a folder.</p> <p>Move To: Click to move the presentation to your Drafts folder, a shared folder, or a channel.</p> <p>Export To: Select this option to copy or move your presentation to another Mediasite.</p>
<p>6</p>	<p>Edit content</p> <p>Click Edit Video to launch the web-based Editor, which you will use to edit video, update slides, and add chapters.</p> <p> Edit video is not available when managing your presentations using a mobile device.</p> <p>Click Edit Slides to launch the Slides Editor, which you will use to add titles and descriptions to your slides as well as to save a slide as the presentation’s thumbnail.</p>
<p>7</p>	<p>Interact with your audience</p> <p>Click Edit Quizzes to update online quizzes available to your audience via Engage.</p> <p>Click Edit Polls to launch the Poll Admin page on which you can add and manage your presentation’s polls and poll templates.</p> <p>Click Edit Q & A Forum to review and respond to questions from the audience. Only users with appropriate permissions can moderate forums.</p> <p> Interacting with your audience using polls and Q & A forums is not available when managing your presentations using a mobile device.</p>
<p>8</p>	<p>View your presentation’s statistics:</p> <p>View a presentation’s recording and uploading details, run time and file size as well as real-time viewing statistics.</p>

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Give other users access to your presentation

Security: You can [secure the presentation](#) by assigning permissions to it.

Visibility: Update the presentation's visibility: **Viewable** or **Private**



Only you can view your private presentations. Any user with appropriate permissions can watch viewable presentations.

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Share your presentation with others

Share: Share your presentations with others by sending a quick link to the presentation, sending an email invitation, or embedding it in a website.

Download to Computer: Click to download presentation as an audio podcast (MP3), video podcast (MP4), or as a Publish to Go presentation. A Publish to Go presentation is a self-contained portable presentation that does not require an Internet connection for viewing.



If a download option is not enabled, you have the option to add the feature from the **Download Presentation Content** dialog. Also, downloads are not available when using your mobile device to manage presentations.

[Tutorials](#)