Adding a Pre-Recorded Video to Mediasite

- Submit a Mediasite folder creation request to itvsupport@clarion.edu to have your folder created. Necessary info includes: **Name, Term (Spring/Fall & year), Course, Section(s)**
- Mediasite is capable of ingesting several types of video files** (see below for list) to host for playback. Below are the steps to handle this process.
  - Items you need to move forward with this process:
    - A pre-recorded video file
    - A folder on the Mediasite server to contain your video(s)

1. Once you have the video created/edited and a video file in hand, log into the Mediasite Management Portal at msite.clarion.edu/mediasite/manage. As an instructor/content creator, you have access to the management side of the Mediasite server.
2. Select your folder from the list on the left side of the screen.
3. At the top of the page, select the "Add New" dropdown and choose "Presentation".
4. Click "Change Template" and choose "On Demand Only"
5. Give your video a title in the "Title" bar.
6. Select yourself from the "Add New or Existing Presenters" dropdown. If you are not on this list, select "Add New" and add your information. Then, click the "X" next to "Default Presenter" to de-select Default Presenter as a presenter of the video.
7. Scroll to the top and click "Save".
8. On the next screen, select "Upload New Video".
9. Find your MP4 video file from your PC and select "Open".
10. A popup will say "Uploading to this presentation will reset its streams. Continue?", say "Ok".
11. A progress bar will start moving across the screen, indicating the progress of the upload. Once complete, click the "X" from the top right to return you to your folder.
    a. **NOTE** - The video will take some time to process, depending on the length. A processing video will be indicated by a red "Play" icon. A ready-to-view video will be denoted by a green "Play" icon. Refresh the page on occasion to check the processing status.
12. You can test and watch the upload by selecting "Watch" from underneath the newly created video.

- You can view a visual representation of this guide at:
  http://msite.clarion.edu/Mediasite/Play/85ec2881a8c7499ea4985975d85773501d
- ** = FLV, F4V, M4V, MP4, M4A, AVI, DIVX, MOV, QT, WMV, MP3, MKV