

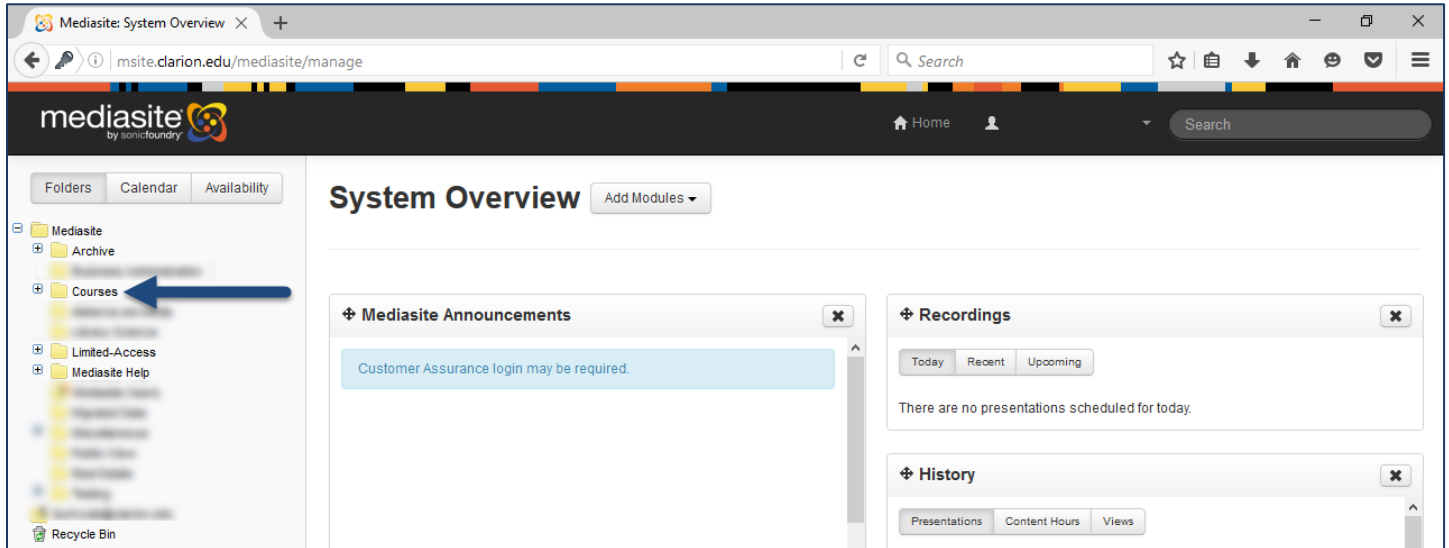
Mediasite for Faculty

- Navigate to msite.clarion.edu/mediasite/manage to access your captured videos.
- You will be prompted for a Username and Password.

- Upon entering your Username and Password, if you receive an error message in red that says: **Sign In Failed: Unknown username or bad password:**
 - 1) You mistakenly entered the wrong Username or Password in the fields.
- or -
 - 2) Your password is no longer valid and you need to change the password.
 - a. Please click on the following link to change your password:
<http://www.clarion.edu/about-clarion/computing-services/help-desk/password-change.html>
 - 3) Clean out any temporary files your computer has constructed. Your computer will create temporary files of images from internet sites you explore for easy access and need to be deleted regularly.
 - a. Directions for Mozilla Firefox: <https://goo.gl/mPZFqC>
 - b. Google Chrome: <https://goo.gl/nMZPle>
 - c. Internet Explorer: <http://goo.gl/3Ko4aT>
 - d. Safari: <http://goo.gl/5Uz7Jz>
 - 4) Lastly, please go to <https://support.sonicfoundry.com/Training/ViewingRequirements> to see the requirements needed for your computer.
- After attempting these instructions if you still are unable to successfully access the Mediasite captures please email the Learning Technology Center at itvsupport@clarion.edu with a "cc:" to your instructor and you will be contacted promptly to rectify the issue.

After Successfully Logging on:

- Your recorded videos will be saved in a folder corresponding to your term and class.
 - If you have an archive folder set up, you may also have videos in your archive folder.
- To access your unarchived recorded videos, click “Courses” from the options on the left bar



- Select your term:
 - **Clarion University semester terms are as follows:**

Fall 2015:	2158
Winter 2015-2016:	2159
Spring 2016:	2161
Summer 2016:	2165
Fall 2016:	2168
Winter 2016-2017:	2169
Spring 2017:	2171
Summer 2017:	2175
Fall 2017:	2178

- Select your term and course

The screenshot shows the Mediasite interface. On the left, a folder tree is visible under 'Courses', with '2168-1-ACTG251-ACT500' selected. The main area displays a list of presentations. The first item, '9/29/16 Chapter 4 Lecture', is selected, and its 'Edit' tab is highlighted with a blue arrow. The presentation details include recording date, duration, and view count. A 'Filter' panel on the right shows options for 'Type' (Presentation) and 'Creation Date' (Last Day, Last Week, Last Two Weeks, Last Month, Last Quarter, Last Year).

Editing Titles

- Once your video has been published, you can edit the title
- To start, click on the title of your presentation, then click the “Edit” tab

The screenshot shows the Mediasite interface for the '9/29/16 Chapter 4 Lecture' presentation. The title is highlighted with a blue arrow. Below the title, there are tabs for 'Summary', 'Share', 'Edit', 'Security', 'Publish', 'Analytics', 'More', and 'Delete'. The 'Edit' tab is highlighted with a blue arrow. The main content area shows a video player with a play button and a thumbnail image. The video is labeled 'Viewable' and has '212 Views'. On the right side, there are options for 'Upload New Video', 'Watch in New Window', 'Edit Video', 'Edit Slides', 'Download', 'Q&A Disabled', 'Polls Disabled', and 'Registration Disabled'.

- On the edit screen, you can change the title of the video by editing the text in the “Title” bar
- Click “Save” to save the edit

9/29/16 Chapter 4 Lecture

Summary Share **Edit** Security Publish Analytics More Delete

Visibility: Viewable

Folder: /Courses/2168/2168-1-ACTG251-ACT500

Date: 9/28/2016
11:13 AM (UTC-05:00) Eastern Time (US & Cana...)

Duration: 01:35

Information Player Delivery Actions

Title: 9/29/16 Chapter 4 Lecture

Creating Shortcuts

- Click here to see a short video for a more visual description of the shortcut process: <http://msite.clarion.edu/Mediasite/Play/109aec594bff42e4ae1822171c8a3edd1d>
- Shortcuts are the recommended way of reusing videos from one semester to another. Shortcuts are useful in that they show the original video, while resetting the viewcount for the new semester and obtaining proper folder permissions.
- To create a shortcut, click on the title of the presentation to open the summary pane
- On the summary pane, click the “More” tab and then choose “Shortcut”

9/29/16 Chapter 4 Lecture

Summary Share Edit Security Publish Analytics More Delete

Viewable

More menu options: Add Like, Copy To, Registration, **Shortcut**, Custom Fields

Other options: Watch in New Window, Edit Video, Edit Slides, Download, Q&A Disabled, Polls Disabled, Registration Disabled

- You can then change the title of the new shortcut. This will NOT effect the title of the original video.
- To send the shortcut to the new destination, click inside the “Folder” box and navigate to the new folder, then click save

9/29/16 Chapter 4 Lecture 3 Save Cancel

Summary Share Edit Security Publish Analytics ▾ More ▾ ✕ Delete

Title
9/29/16 Chapter 4 Lecture 1

Description

Folder
/Courses/2168/2168-1-ACTG251-ACT500 2

Player
Clarion - MultiView Player

- Contact itvsupport@clarion.edu with any issues you may experience during your video playback.