

Mediasite - quickly create a presentation

1. Log into the Mediasite Management Portal

Management Portal Address: _____

2. Schedule your presentation

MediasiteAdmin sign out help

Home Presentations Presenters Players Reports Catalogs Podcasts System

Home > Add Presentation

Presentation Details

B Title: Introduction to Mediasite
Description: An overview of the Mediasite system.

Record Date: 1/13/2010
Record Time: 11:30 AM CST (GMT-06:00)
Duration: 1:00:00 (h:mm:ss)
 Live broadcast **F**
Interactivity
 Allow poll submissions
 Use Q & A forum

C Folder: Presentations

Presentation Template: - No Presentation Template -

D Player: Mediasite - Standard Video, Standard Slides

E Presenters: Mediasite Presenter

Mediasite Tasks

Explore Presentations
Add Presentation **A**
Add Presenter
Add Player
Add Podcast
Add Catalog

Publishing

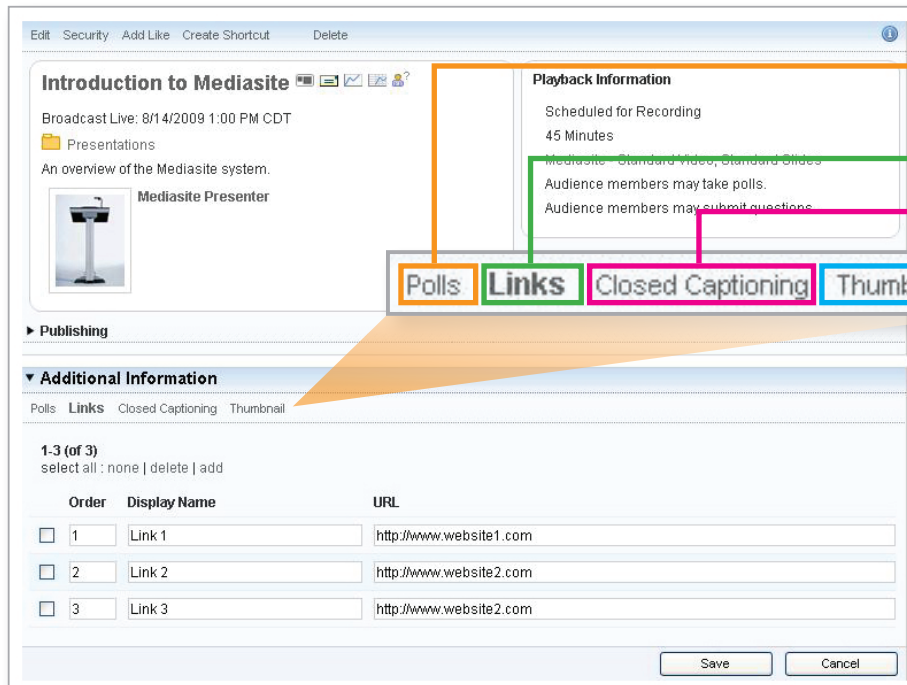
Server Group: Default Server Group
Publishing Options: Auto publish, set status to viewable
Encoding Profile: Standard Video (320x240 - 150 Kbps Video, 32 Kbps Audio)

Click to add a video file to this presentation.

G Save Cancel


- A** Select **Add Presentation** from the Mediasite Tasks list.
- B** Add a **title and description** for your presentation. Remember to be descriptive since viewers can use these keywords to search for your presentation in catalogs later.
- C** Select the **folder** where the presentation will be located on the Mediasite Server.
- D** Choose the **Mediasite Player** for your presentation. This is how the presentation will appear to your audience.
- E** Add **one or more presenters** to your presentation. The first presenter in the list is the primary presenter. The primary presenter's name, image, and email address will be associated with the presentation.
- F** Select the **Live Broadcast check box** if your presentation will be a live webcast. If your presentation is intended for an on-demand audience only, this check box should be unchecked.
- G** **Save** presentation.

2. Enhance your presentation



- A Polls** - Create poll questions for your audience.
- B Links** - Add hyperlinks that allow your audience to view other websites and related documents.
- C Closed Captioning** - Add a SAMI captioning file for your on-demand presentation so viewers can see closed captions below the video window.
- D Add thumbnail** - Vary the images displayed in a catalog when there are multiple presentations with the same presenter.

3. Invite your audience to watch your presentation

Click the  next to the presentation title to send a personalized email which includes the link to watch your presentation.

4. Record your presentation

- On the Mediasite Recorder, select Open Scheduled Presentation.
- Choose the Folder View check box to view a list of folders instead of a list of presentations. This is useful if you have a large number of presentations on your Mediasite Server. Navigate to the folder containing your presentation and select the scheduled presentation.
- Press **Record** to capture the video, audio, and slides for your presentation. If you selected "Live Broadcast" when scheduling your presentation, it is being streamed live to your viewing audience.
- Press **Stop** once your presentation is done recording. By default, the presentation will automatically be published to your Mediasite Server and made available for on-demand viewing.

