# MyMediasite environment

**Brief description before first use.**

Link:

[https://webcolleges.uva.nl/mediasite/mymediasite](https://webcolleges.uva.nl/mediasite/mymediasite)
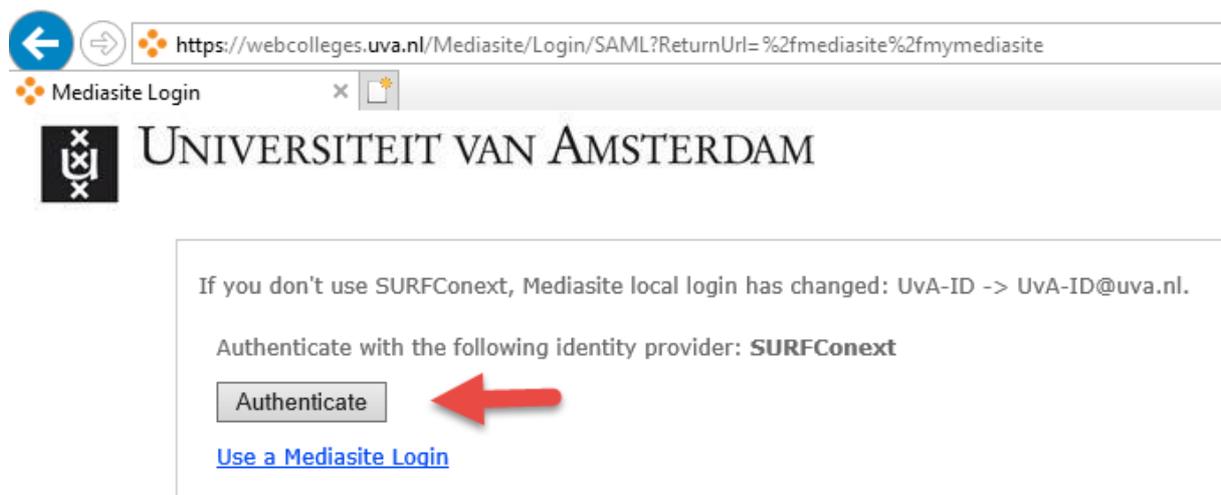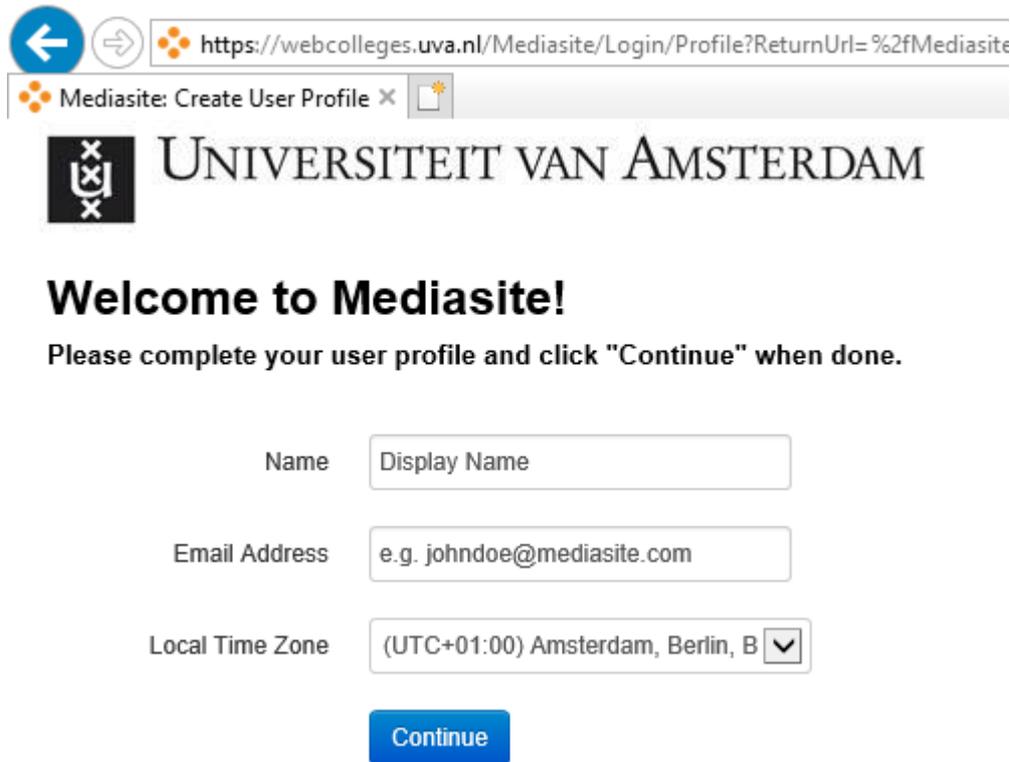
# 1.

Login with your UvA-ID via the 'Authenticate' button.



If you already have an account, proceed to step 3.

# 2.

Enter your details and click 'Continue'.



Check your e-mail and activate your account.

Information in your e-mail:
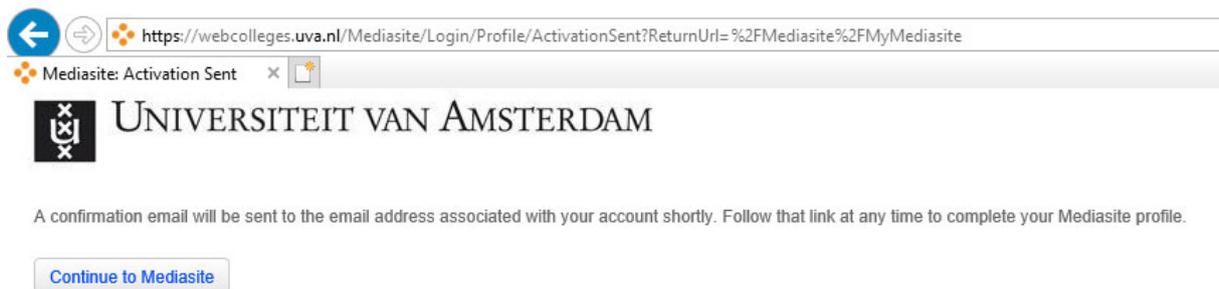
# 3.

You can create or upload videos via the button 'Add Media'.
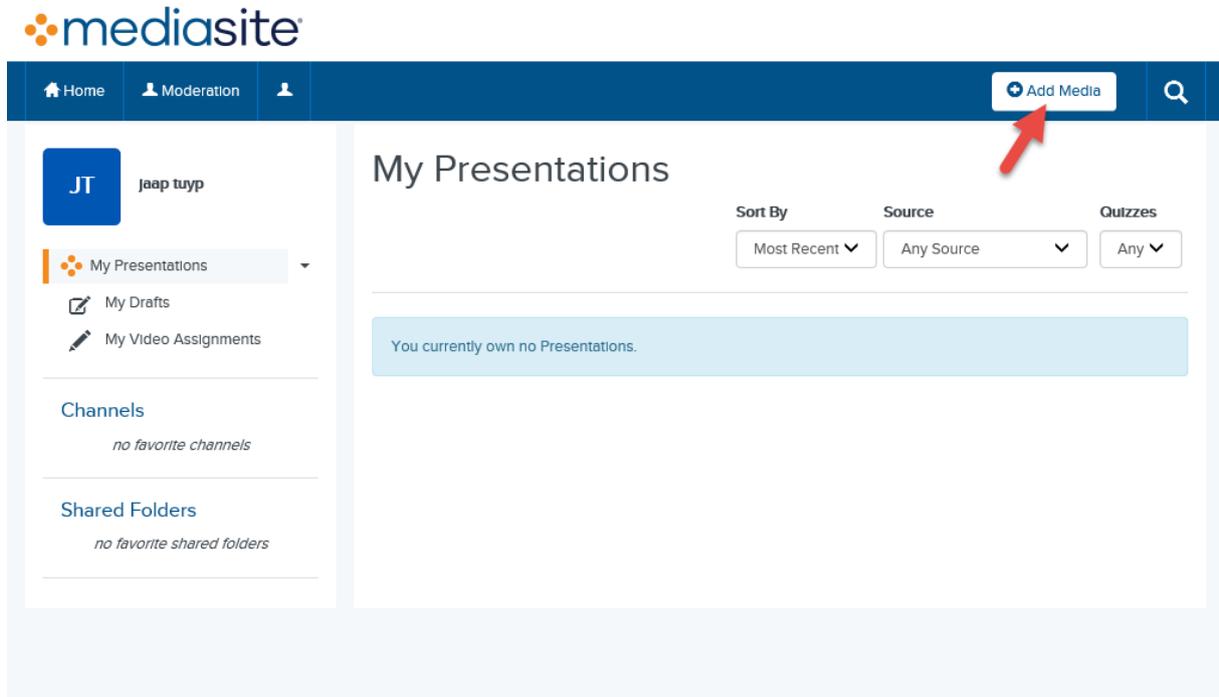


You can choose to place an existing video in your environment or make desktop recordings.

To place an existing video you can use the button 'I want to upload a file from my computer'. Then proceed to step 4.

If you want to make a desktop recording, for example a PowerPoint presentation with recorded image and sound via the built-in camera and microphone, you need to use the 'Mediasite Desktop Recorder'.

If you have an UvA laptop, the Mediasite Desktop Recorder can be found in the software catalog under the name UvA-Clipmaker.

If you have a personal or self-support PC, you can download the recorder software via the following link:



Start the now installed program 'Desktop Recorder 2'

After the installation it is important you register the recorder. This can be done with the 'Confirm & Register' button (step 3) on the page where you also go to download the software.

If you use an UvA laptop you must also register via the link:

https://webcolleges.uva.nl/mediasite/mymediasite/desktop-recorder/download (step 3.)

At the top left, you will see your name appear.

Further explanation of the recorder can be found under the 'Help' button.
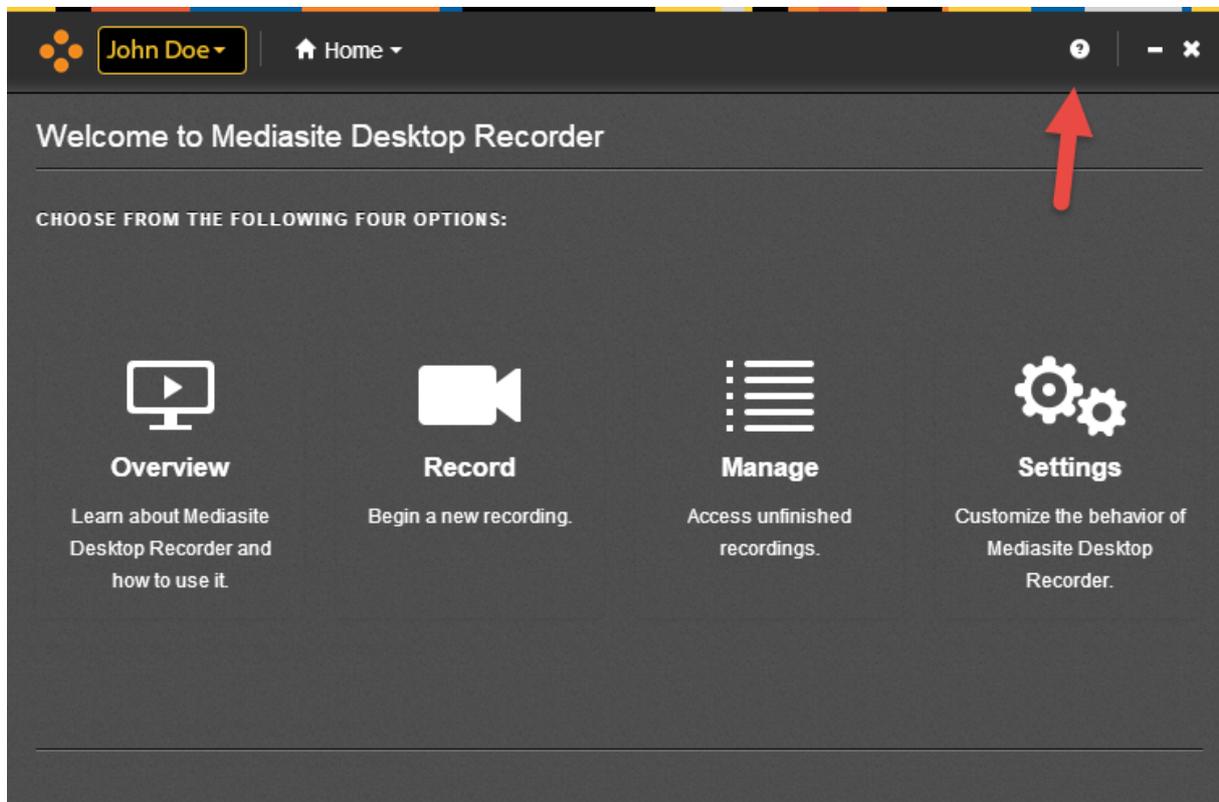


When you have made a recording, it is automatically placed in your personal environment after pressing the 'Finish' button.

# 4.

The file upload takes a couple of minutes, depending on the length of the recording and the upload bandwidth. If you try to upload a long recording with a small bandwidth at home this can even take tens of minutes.

When the file has arrived within the 'MyMediasite' environment, it must still be transcoded by the server in a streamable format. This again can take some time, depending on how busy the platform is.

During or after this process you can enter the description, tags and any external links of the presentation using the 'Edit Details' button.

⊙ Watch In New Window

✎ Edit Details ⬅

☷ View Analytics

▮ Publish

⇄ Move To

| Information | Player | Delivery | / |
|---|---|---|---|

**Title**

Unnamed Presentation

**Description**

Description

**Tags**

**Presenters**

DP
Default Presenter

➕
Add Presenter

**Links**

⊕ Add Link ▾

After the presentation is transcoded and has become visible to you, you can determine in the bottom right who can view the presentation. This is done under the item 'Who can view'.



**WHO CAN VIEW?**

Everyone

My Organization

Only Shared Users

Only Me

Pressing the button 'Security' you can see the result. It also contains preprogrammed rights patterns. These relate to the learning environment Canvas and cannot be changed. 'Only me' means that no one can see the presentation, except you.

With the button 'Share Presentation' you can share the link externally, embed the presentation or invite viewers via email.

Placing and sharing the presentation via Canvas is done via the buttons below:



After, press 'Presentation' and search for the presentation by name. Your personal presentation will automatically appear at the bottom of the screen.

PLEASE NOTE: the rights of the presentation may not be 'Only me'.

After this, you can choose the placement method.



Good luck with your first personal web lecture!

For further questions or problems please contact: info-avc-icts@uva.nl