

# Manual MyMediasite

## ***Why MyMediasite?***

MyMediasite is a video platform where you can safely upload your video files and from where you can place them in Canvas. This is a well-protected internal UvA website which complies with Dutch laws regarding privacy when making videos.

MyMediasite also has a separate application to record your computer screen together with your audio and/or video.

MyMediasite is from Mediasite, known from the web lectures.

**Beneath you find the chapters of this MyMediasite manual. Click to jump to the chapter in question.**

<b>Signup to MyMediasite .....</b>	<b>3</b>
1. Authenticate .....	3
2. Enter your details .....	3
3. Activate your account.....	3
<b>Upload a video file from your computer .....</b>	<b>4</b>
1. Add Media .....	4
2. Browse Files.....	4
3. Select the video file to upload .....	4
4. Enter the details of the video.....	5
5. Upload de video .....	5
<b>Make and upload a desktop recording .....</b>	<b>6</b>
1. Install Mediasite Desktop Recorder .....	6
2. Make a desktop recording with MyMediasite .....	7
3. Upload the video .....	9
<b>Make the video visible to others.....</b>	<b>10</b>
1. Navigate to the uploaded video.....	10
2. Determine who can see the video.....	10

<b>Place your video in a Canvas course</b> .....	<b>11</b>
1. Edit the page or assignment where you want to add the video .....	11
2. Select Webcolleges as externe tool.....	11
3. Place the video in your Canvas page .....	11
<b>Problem shooting</b> .....	<b>12</b>

# Signup to MyMediasite

## 1. Authenticate

Go to:

<https://webcolleges.uva.nl/mediasite/mymediasite>.

Login with your UvA-ID via the “Authenticate” button.

**Already an account?** You will enter the MyMediasite environment.

**Not an account yet?** Follow the next two steps.

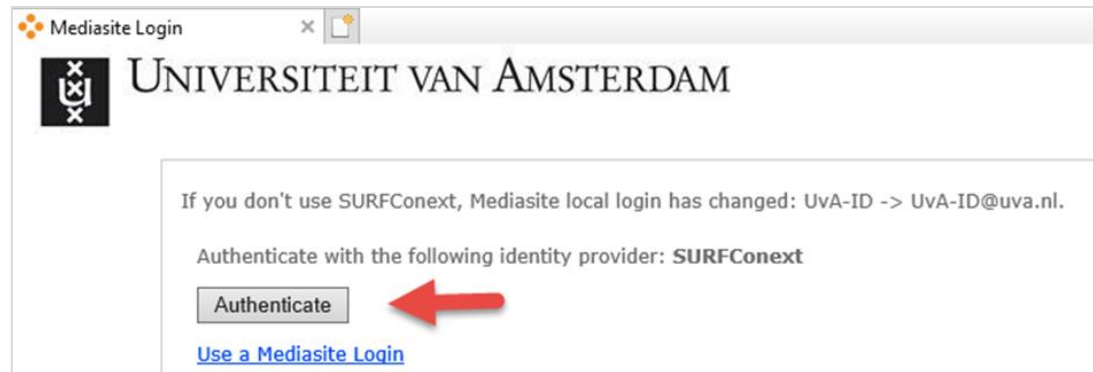
## 2. Enter your details

Enter your details and click on “Continue”.

**Note:** at the entry field “email address” you enter your real email address, NOT: uva-id@uva.nl.

## 3. Activate your account

You will receive an e-mail containing a link. Click on this link to activate your account.




Mediasite Login

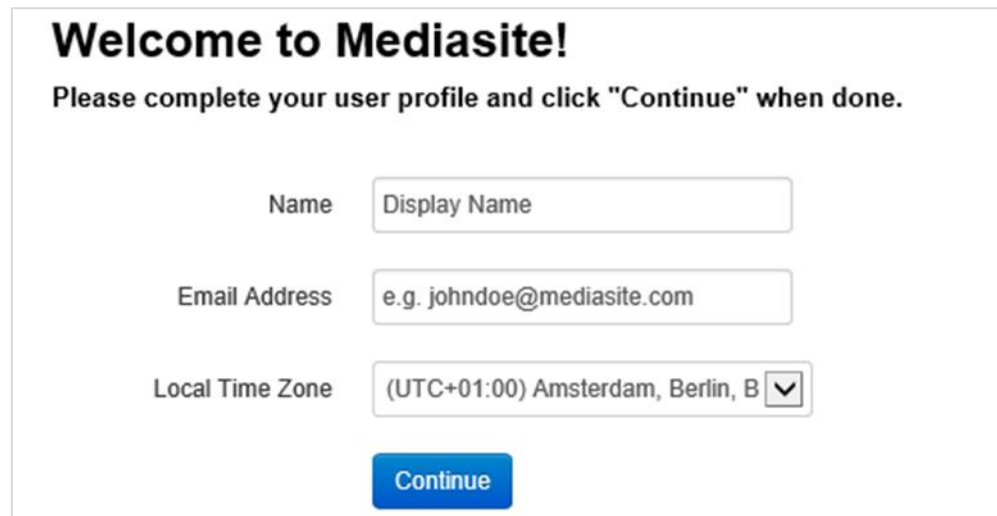
UNIVERSITEIT VAN AMSTERDAM

If you don't use SURFConext, Mediasite local login has changed: UvA-ID -> UvA-ID@uva.nl.

Authenticate with the following identity provider: **SURFConext**



[Use a Mediasite Login](#)




**Welcome to Mediasite!**

Please complete your user profile and click "Continue" when done.

Name

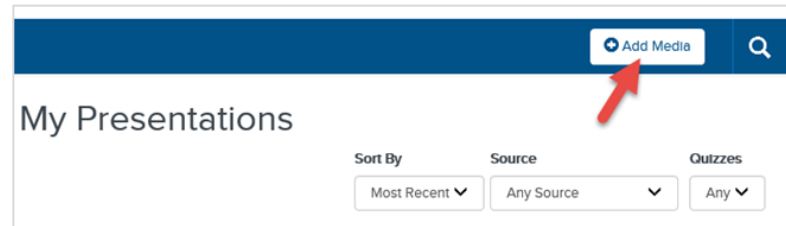
Email Address

Local Time Zone  

# Upload a video file from your computer

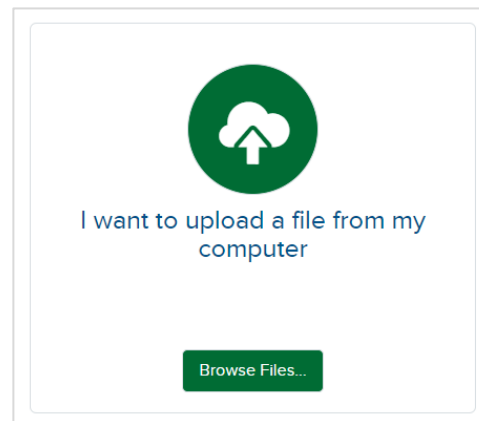
## 1. Add Media

When logged in, click on the button “Add Media” on the top right of your screen.



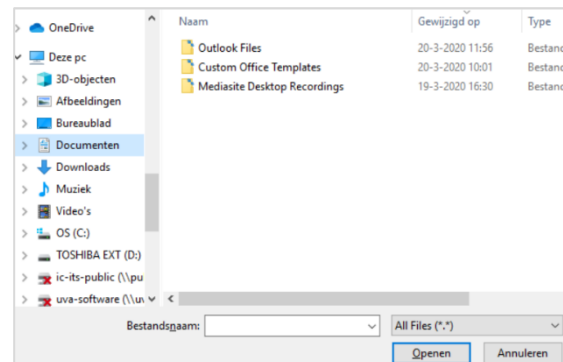
## 2. Browse Files

In the next screen you have three options. Click on the rightmost option: “I want to upload a file from my computer”.



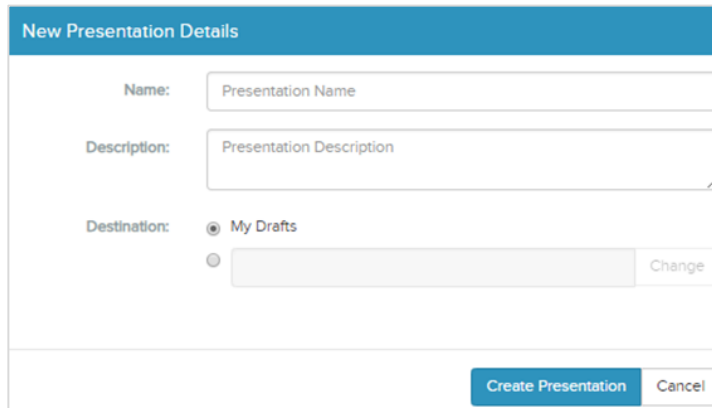
## 3. Select the video file to upload

Search for the video file to upload on your computer. Select the file and click on “Open” to upload the video.



#### 4. Enter the details of the video

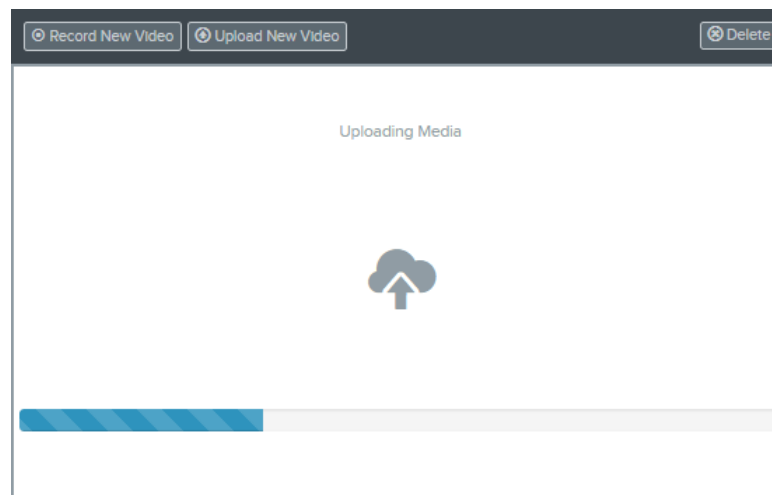
Now you can name your video (at least mention the name of the course you are using this video in). Click on “Create Presentation”.

A form titled "New Presentation Details" with a blue header. It contains three input fields: "Name:" with a placeholder "Presentation Name", "Description:" with a placeholder "Presentation Description", and "Destination:" with a radio button selected for "My Drafts" and a "Change" button. At the bottom right are "Create Presentation" and "Cancel" buttons.

#### 5. Upload de video

It could take a couple of seconds for the screen to react after clicking on the video, but after that you will be taken to a page showing the video being uploaded. During uploading you will see the blue bar filling up. **This could take a long time, especially when you are uploading a large file.** Thirty to sixty minutes are not an exception, depending on upload speed and the size of the file.

*Please take note: if the upload takes more than sixty minutes, the server is prone to time out and stop with the upload. You should receive an error message when that happens. Please try again; and if possible, connect to your network using an LAN-cable instead of using wi-fi. If the error persists, please go to another location with a higher upload speed if possible.*



After successfully uploading the video, it will be converted. The message will change from “Uploading Media” to “Currently Working”. It is not necessary to stay on the website for this conversion – you can now close this screen. How long the conversion takes depends on how busy it is on the server. Between an hour and a day is normal, you will be notified when this is done.

**NOTE:** As a default, all videos are set to “private”: only you can see the video. **Make sure others can see the video too! See the chapter “Make the video visible to others” and click here.**

# Make and upload a desktop recording

A desktop recording is a recording of (a part of) your computer screen with audio and/or video recorded through the build-in microphone and webcam or through a with the computer connected microphone and camera.

## 1. Install Mediasite Desktop Recorder

### Add Media

When logged in, click on the button “Add Media” on the top right of your screen.

### Download Mediasite Desktop Recorder

Do you have an UvA laptop? You can find the software in de software catalog under the name UvA-Clipmaker.

Do you have a private or self support computer? Within the “Add Media” page, click on: “download the Mediasite Desktop Recorder”.

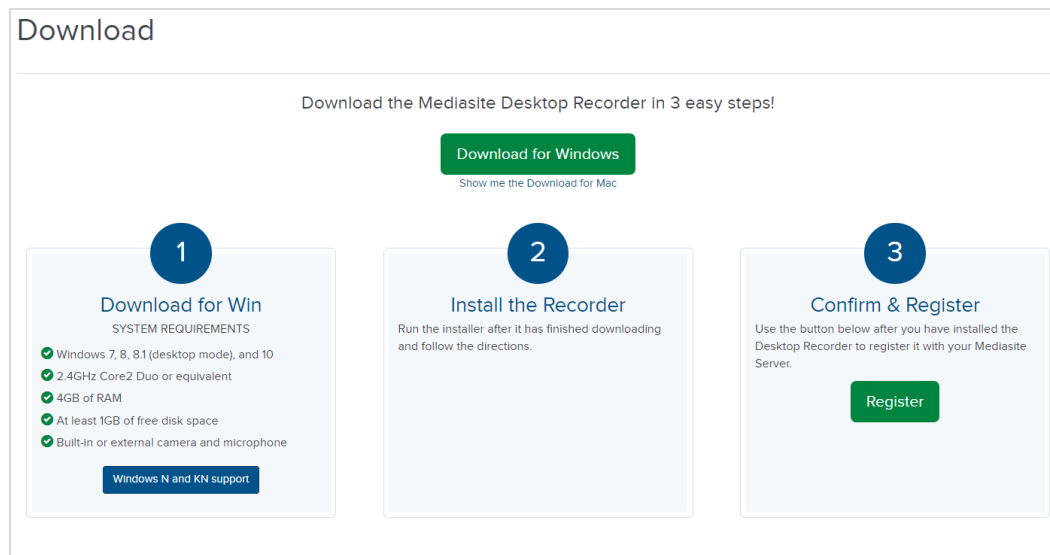
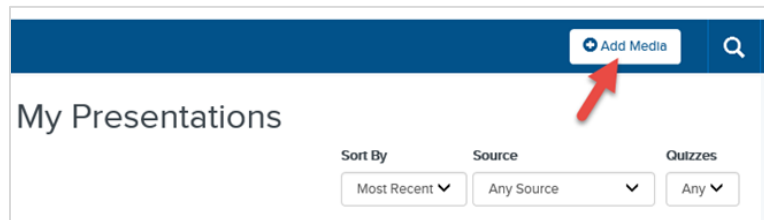
### Install and register the application

You now see the download page. Mediasite automatically detects which operation system is installed on the computer so you download the correct version.

This is not the case for MacOS users with operating system version 10.15 (Catalina) or higher! They download Mediasite in the Appstore-App.

Download and install the application like your used to by following the three steps.

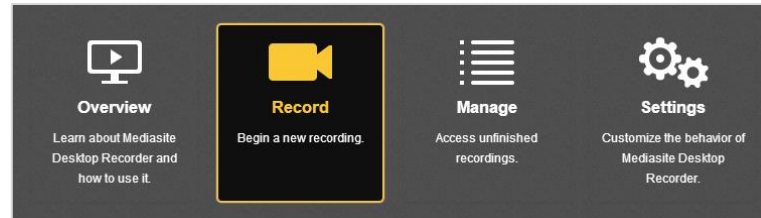
**NOTE:** Make sure that you follow all three steps and thus click on the “Register”-button after installing. Otherwise MyMediasite does not work!



## 2. Make a desktop recording with MyMediasite

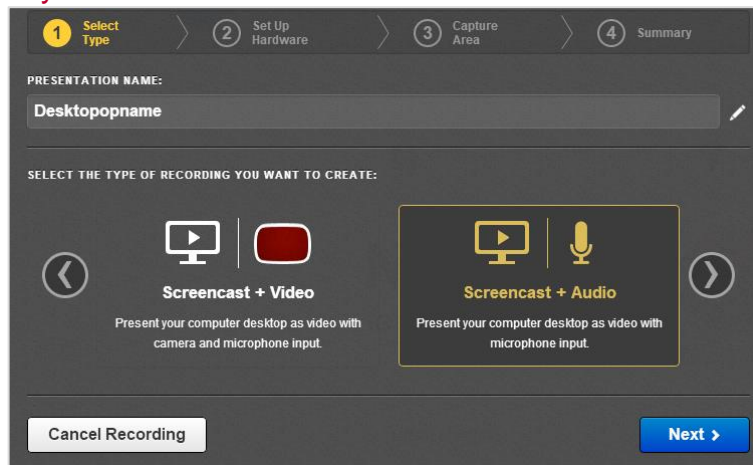
Open the application Mediasite Desktop Recorder that is now installed on your computer.

Click on “Record”



### Choose if you want to record video or audio only

Give your video a title in the “presentation name” field, choose a recording type and click “Next”.



### Check your hardware settings

Check that your webcam is working (if applicable) and that the sound is working (the red-orange-green bar).

If you have connected an external microphone or camera, you can select it here.



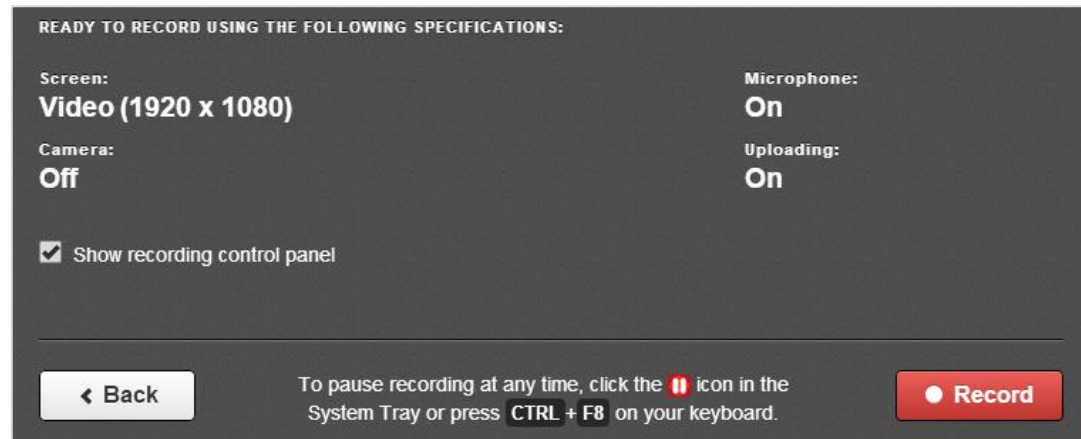
### Select the area on the screen to record

You have the option to record your entire desktop, a "Window" (your screen without the start bar) or to select a part of your screen yourself. Click on the green check mark.



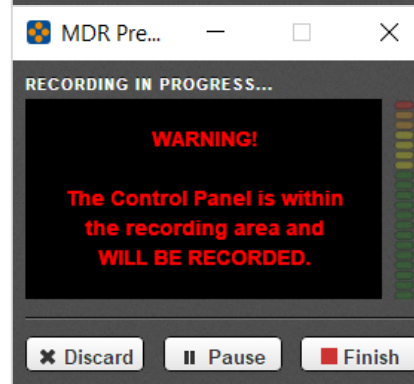
### Start recording

Check the settings and click on "Record". The program counts down from five and then starts recording.



### Stop recording

If you indicated in the previous step that you want to see the "control panel", you will see this at the bottom right. You can minimize this when it comes into view. When you have finished recording, click "Finish".





### 3. Upload the video

Once you stop recording it will upload automatically. Wait for the upload to finish. This usually takes no more than a few minutes. With a low internet speed and a long video, this can take up to several tens of minutes.

Once the upload is complete, you will receive an email from [webcolleges@uva.nl](mailto:webcolleges@uva.nl) and the video can be found at <https://webcolleges.uva.nl/mediasite/mymediasite>. It may take a while before you can play the video on the MyMediasite website because the video is processed on the website (it is converted into a different type of format). How long the conversion takes, depends on how busy it is on the server. Between an hour and a day is normal, you will be notified when this is done.

**NOTE:** As a default, all videos are set to “private”: only you can see the video. [Make sure others can see the video too! See the chapter “Make the video visible to others” and click here.](#)

Recording Management: You have no unfinished recordings		
<input type="checkbox"/> Recording Name	Recording Date ▼	Status
<input type="checkbox"/> Desktopopname	03/20/2020 3:22 PM	Uploading ↑

## Make the video visible to others

### 1. Navigate to the uploaded video

Go to:

<https://webcolleges.uva.nl/mediasite/mymediasite>.

All the uploaded videos are on the homepage. Click on the video you want to make visible to others.

### My Presentations

Sort By

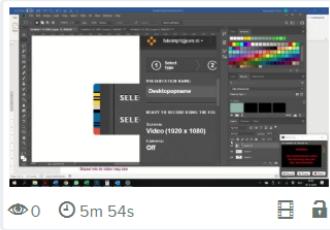
Most Recent

Source

Any Source

Quizzes

Any



**Desktopopname**  
Owner: 

Mar 20, 2020 3:22 PM

0


5m 54s

### 2. Determine who can see the video

On the video page, in the bottom right corner is the heading: "Who can view?"

If you put this on "My organization", anyone with a UvA ID and the link can see the video. This setting is necessary for the video to work properly in Canvas.

### WHO CAN VIEW?



Everyone

**My Organization**

Only Shared Users

Only Me

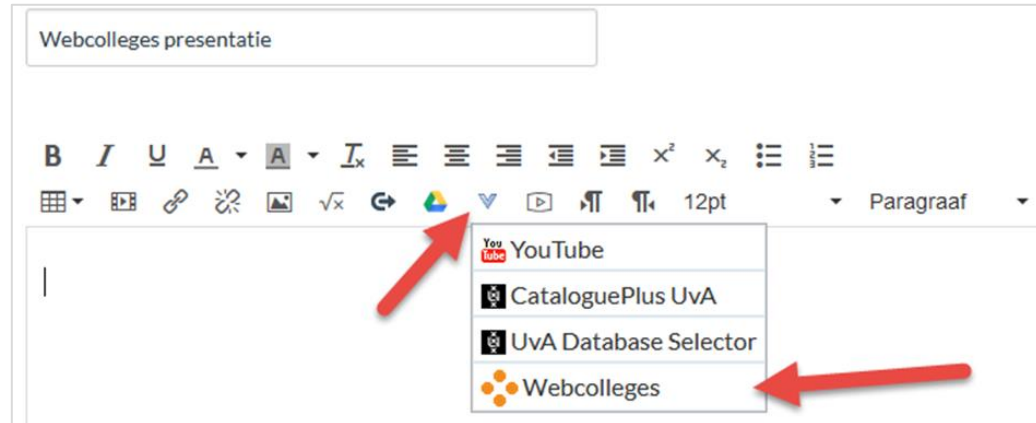
## Place your video in a Canvas course

### 1. Edit the page or assignment where you want to add the video

Navigate to the Canvas page or assignment where you want to add the video and click on “Edit”.

### 2. Select Webcolleges as externe tool

Click V to load additional external tools and choose “Webcolleges”.



### 3. Place the video in your Canvas page

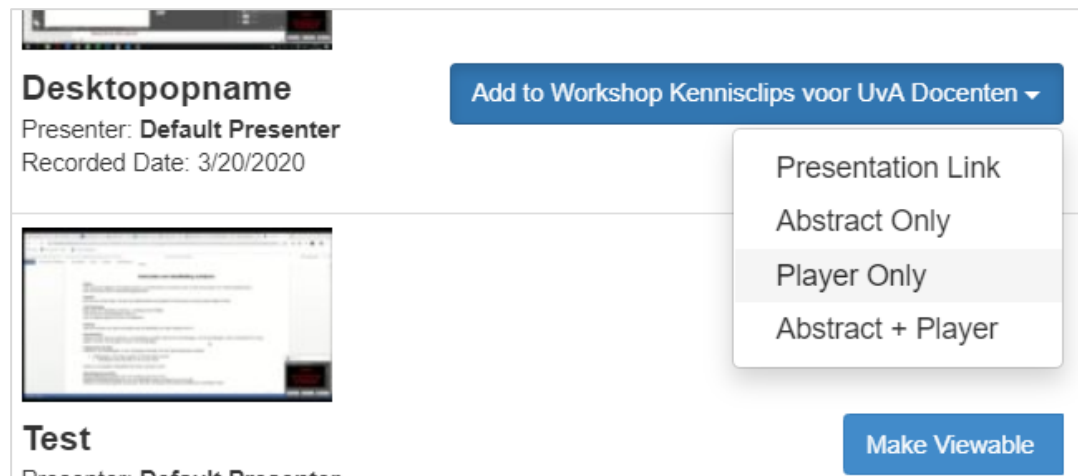
Click on the button next the video you want to add: “Add to <your course name>”. A drop-down menu appears. We recommend one of the following two options:

**Presentation Link:** This option places the title of your video as a link in the text.

**Player Only:** this option places the embedded video itself in the text.

As a default, all videos are set to “private”: only you can see the video.

Een video staat standaard op “private”. If you haven’t already adjusted this on the MyMediasite website, you will find the button “Make Viewable” next your video. Simply click on this, and your video will be visible to your students and you can add the video to your Canvas page.



## Problem shooting

Experiencing problems or do you get an error message? Contact the AVC: [info-avc-icts@uva.nl](mailto:info-avc-icts@uva.nl).