

# Guide for posting Video on iSpace using Mediasite

This guide will introduce how to post video on your iSpace course page using Mediasite

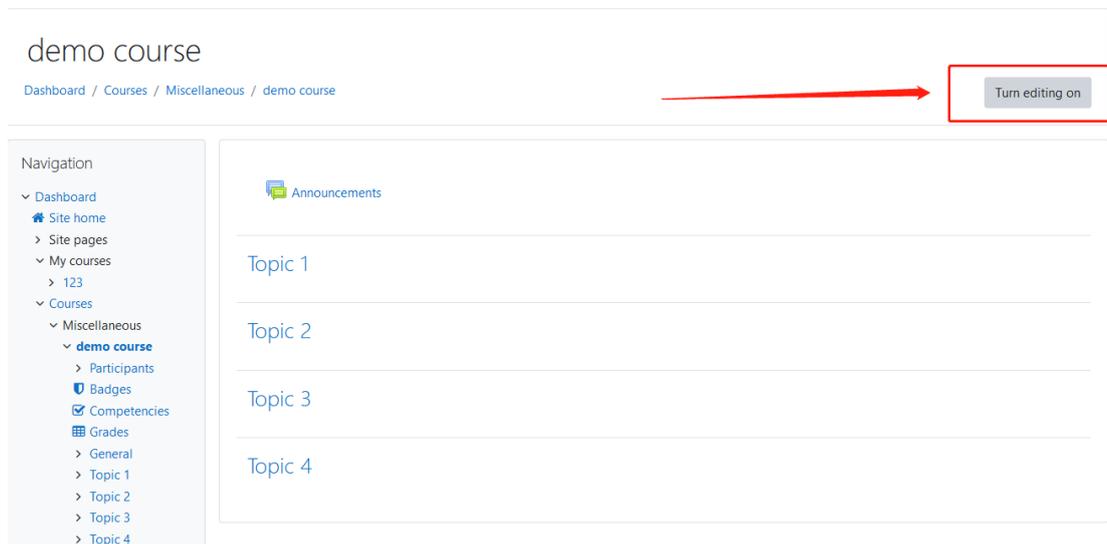
There are 2 options listed below:

Option 1 Upload new video on iSpace directly.

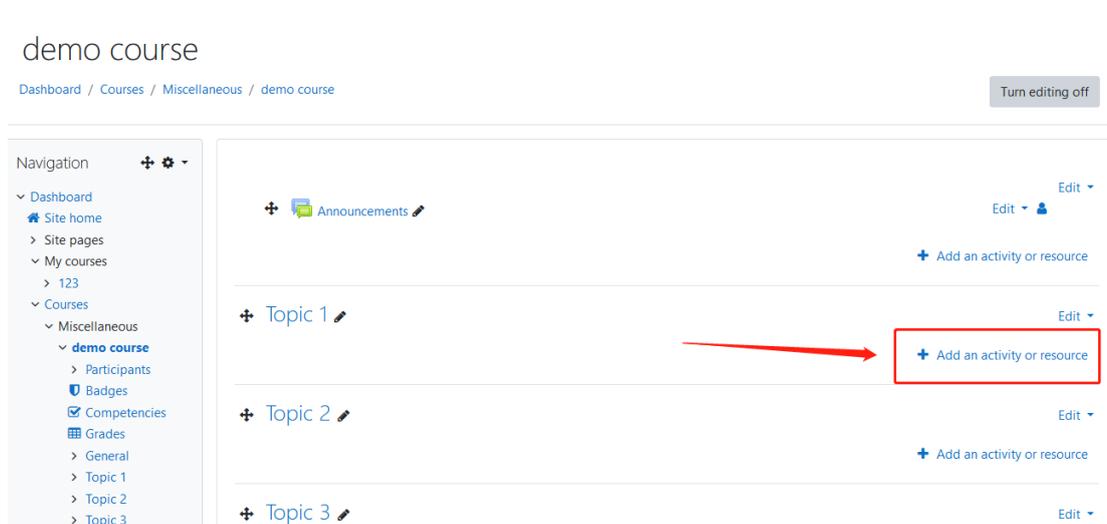
Option 2 Upload videos in personal Mediasite account, and post them on iSpace once needed

## Option 1 Upload new video on iSpace

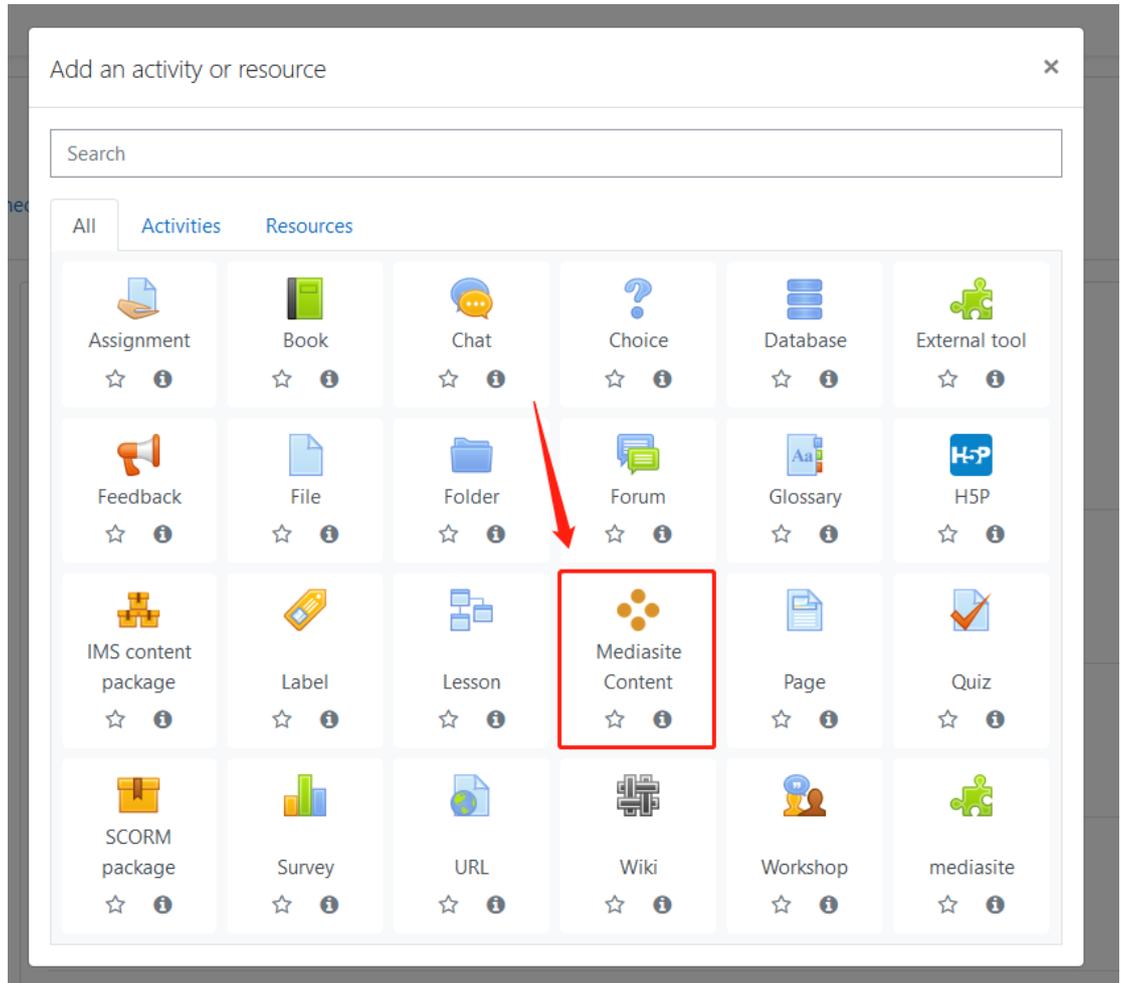
1. Log in iSpace and enter your course page. Then click “Turn editing on” button.



2. Click “Add an activity or resource” in the one of the topic area.



3. Select "Mediasite Content" then click "Add" button.



4. Click "Upload" button

## demo course

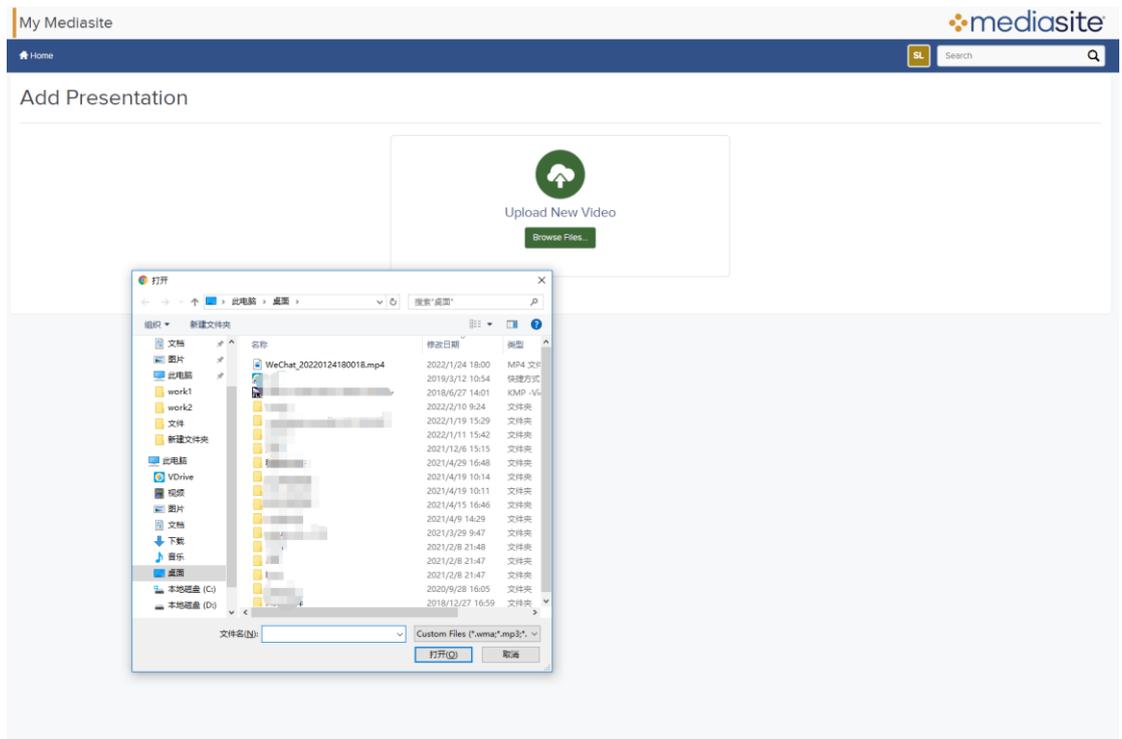
Dashboard / Courses / Miscellaneous / demo course / Topic 1 / Adding a new Mediasite Content to Topic 1

The screenshot shows the Mediasite interface for adding new content to a topic. On the left is a navigation sidebar with sections for 'Navigation' and 'Administration'. The main content area is titled 'Adding a new Mediasite Content to Topic 1' and includes a 'General' tab. Under 'General', there are two main sections: 'Add Existing Media' with 'Presentation' and 'Collection' buttons, and 'Upload New Media' with an 'Upload' button. A red box highlights the 'Upload' button, and a red arrow points to it from the right. Below the main content area are input fields for 'Title' and 'Description'.

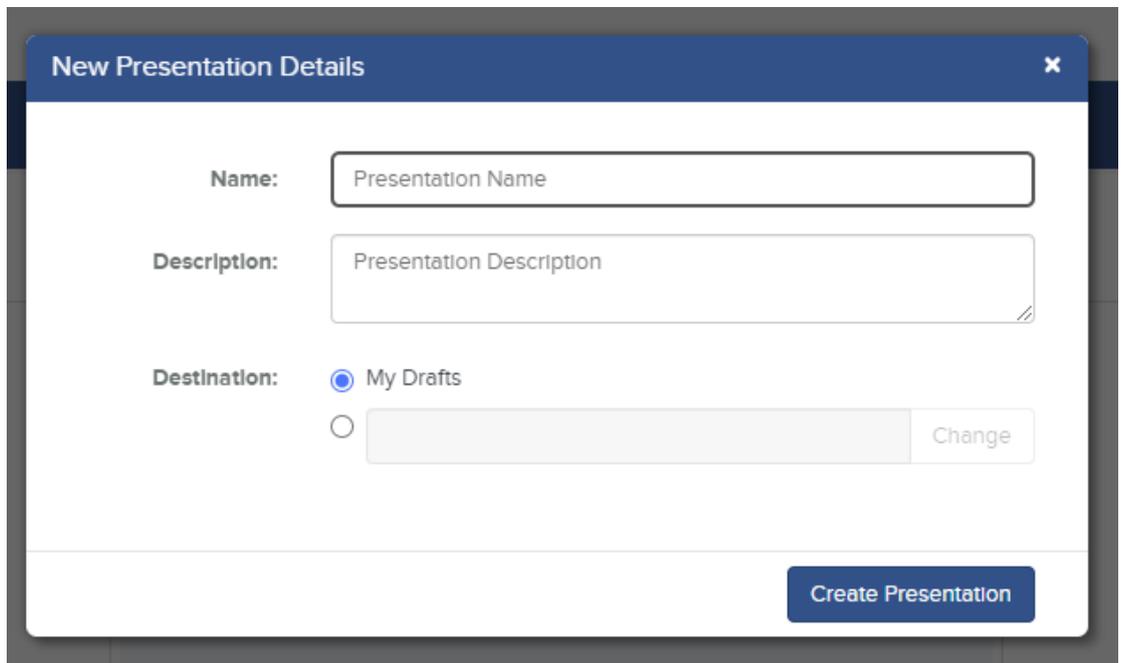
5. Click “Browse Files...”.

The screenshot shows the 'Add Presentation' screen in the Mediasite interface. The page has a dark blue header with the 'mediasite' logo and a search bar. The main content area is titled 'Add Presentation' and features a large light blue box with a cloud upload icon and the text 'Upload New Video'. Below this text is a 'Browse Files...' button, which is highlighted with a red box and a red arrow pointing to it from the right. At the bottom of the page, there is a footer with copyright information and a 'Log In' link.

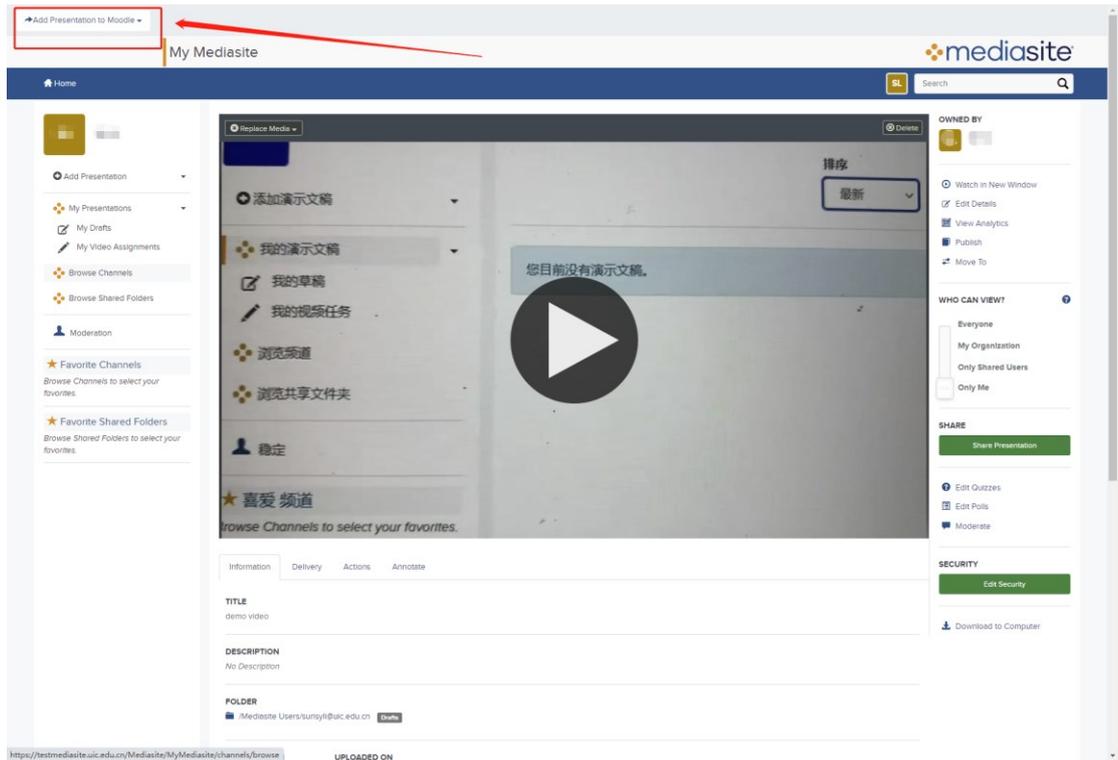
6. Select the video you want in local computer and then click “Open”



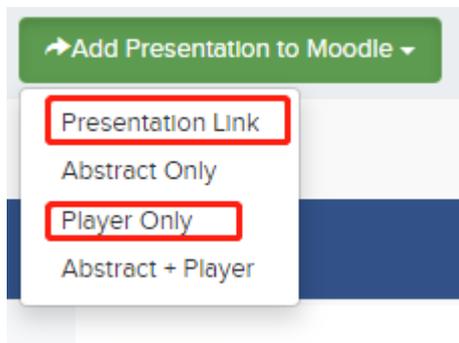
7. Enter the video name then click “Create Presentation”.



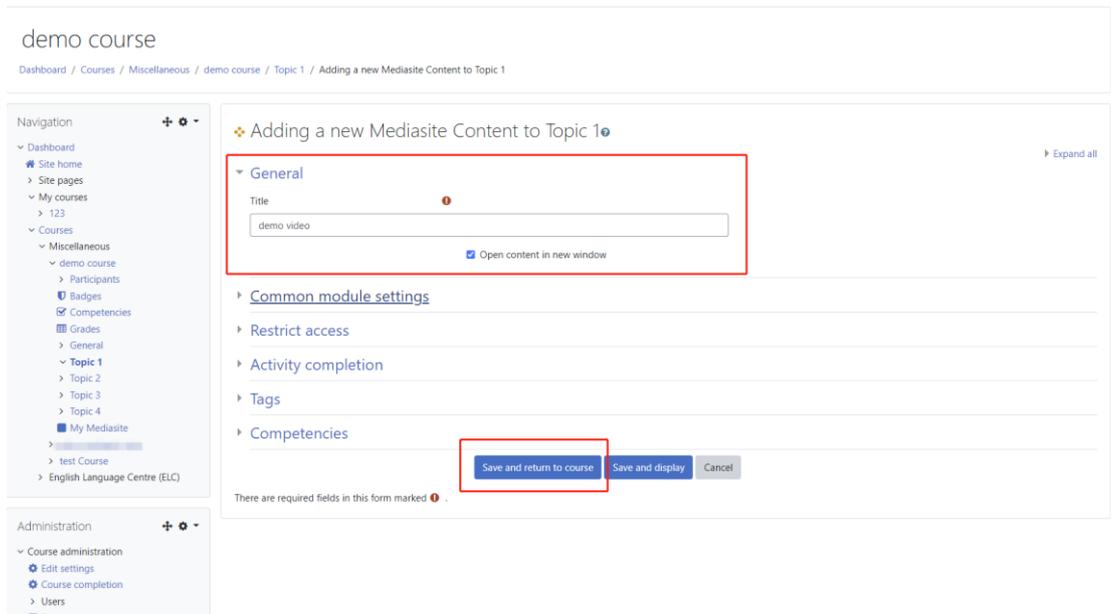
8. Wait until the “Uploading Media” bar is finished.
9. When the processing bar is on “Currently working”, you could click “Add presentation to Moodle” and select one of the types.



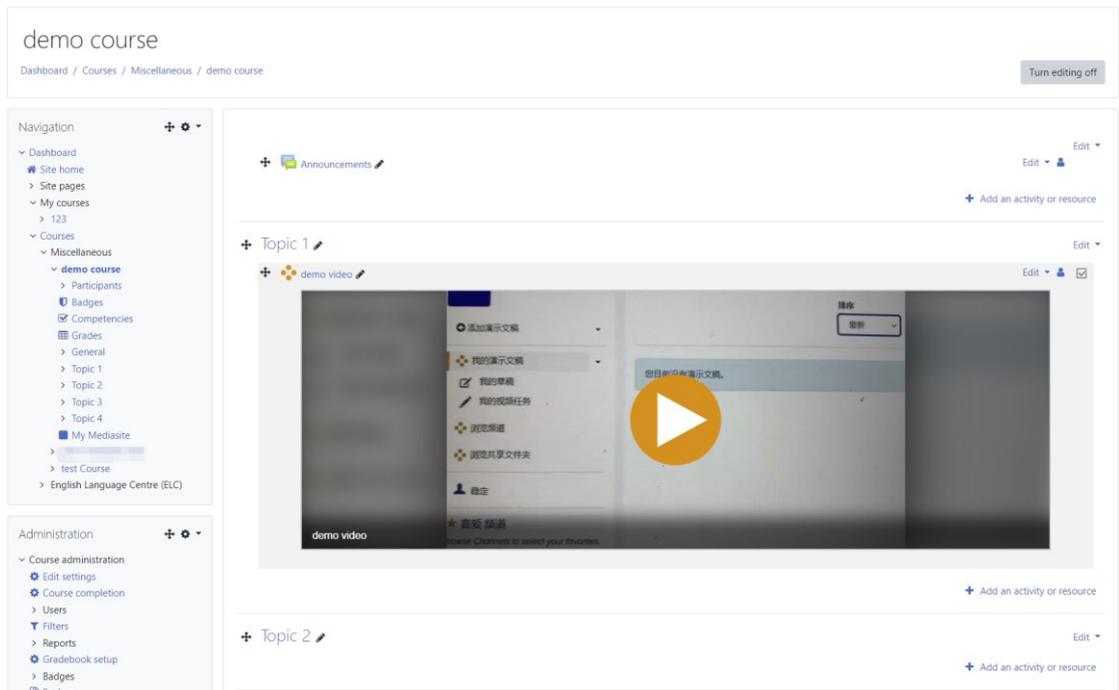
"Presentation Link" and "Player Only" are recommended. The type could be changed in iSpace setting later.



10. Confirm the title and click "Save and return to course"



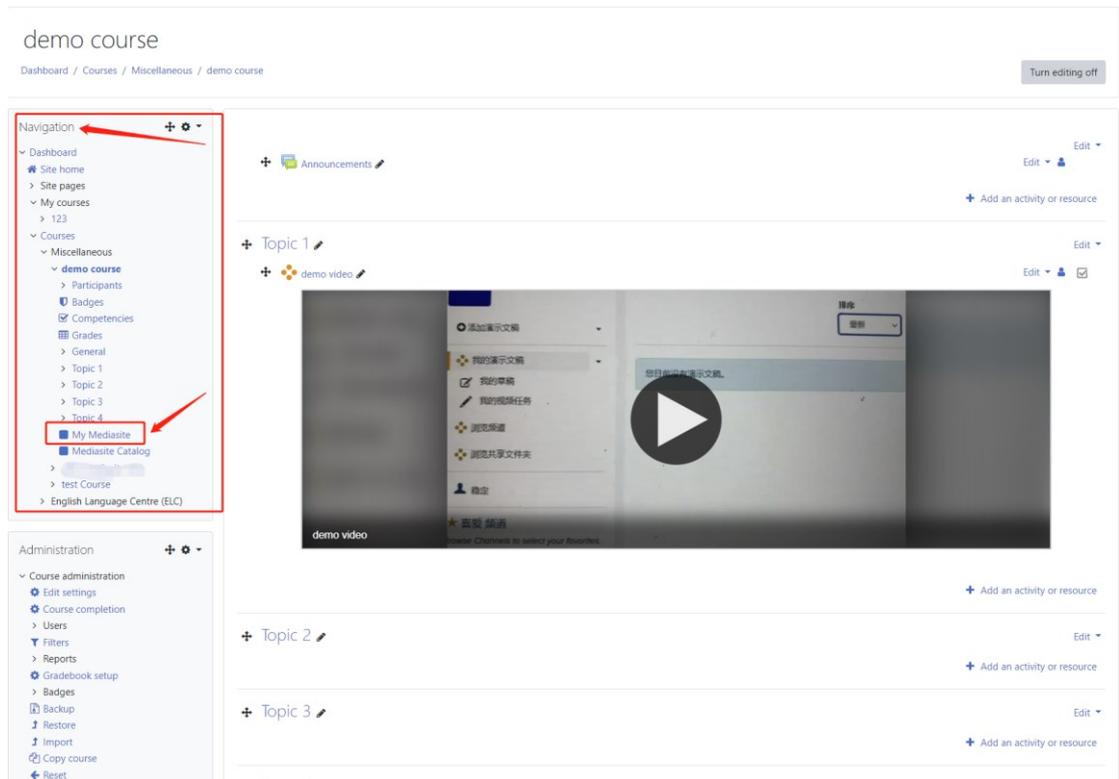
11. The encoding process may takes 10-20 minutes. Then the video could be viewed in iSpace



The post type is "Play Only" in this picture

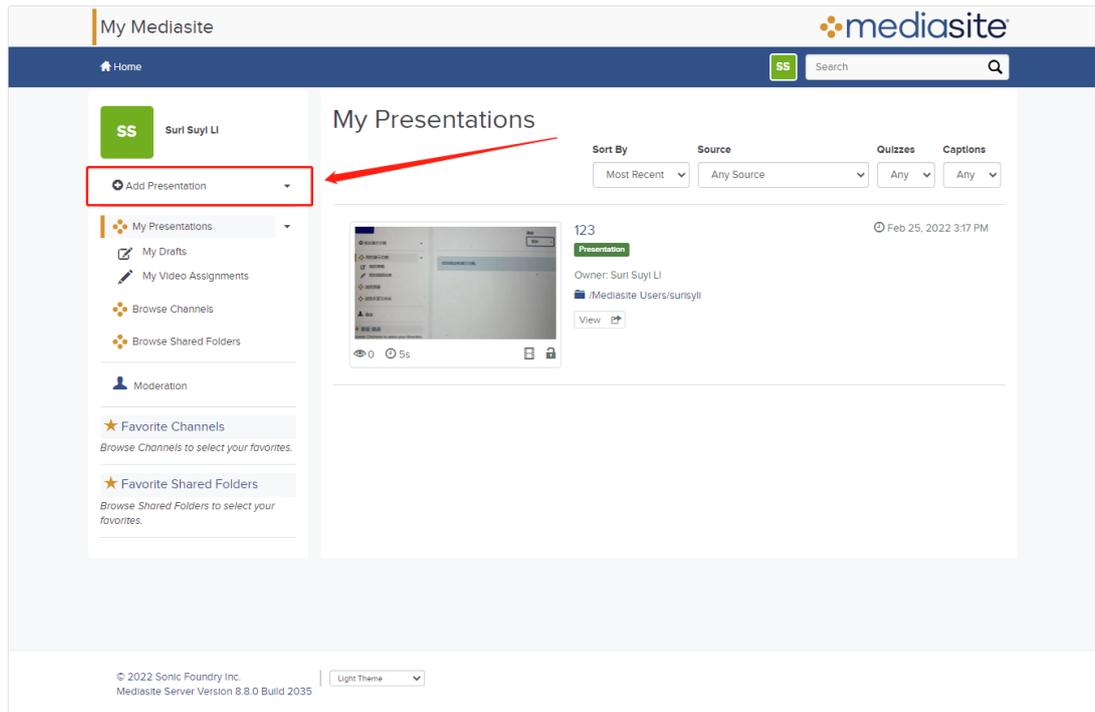
## Option 2 Upload videos in personal Mediasite account, and post them on iSpace once needed

1. You can go to “My mediasite” under “Navigation”

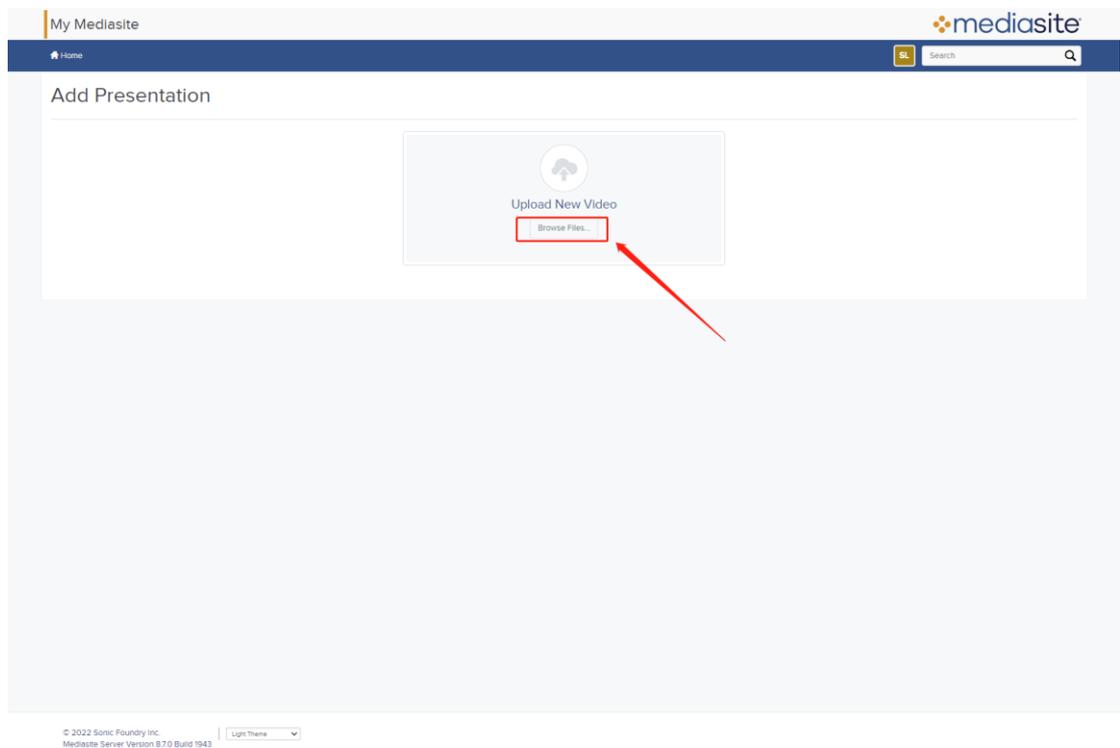


The screenshot displays the iSpace course management interface for a course titled "demo course". The breadcrumb trail is "Dashboard / Courses / Miscellaneous / demo course". A "Turn editing off" button is visible in the top right corner. The left sidebar is divided into "Navigation" and "Administration" sections. In the "Navigation" section, "My Mediasite" is highlighted with a red box and a red arrow. The main content area shows a video player for "demo video" with a play button overlay. The video player interface includes a search bar, a list of items, and a "播放" (Play) button. The video player is currently showing a play button overlay.

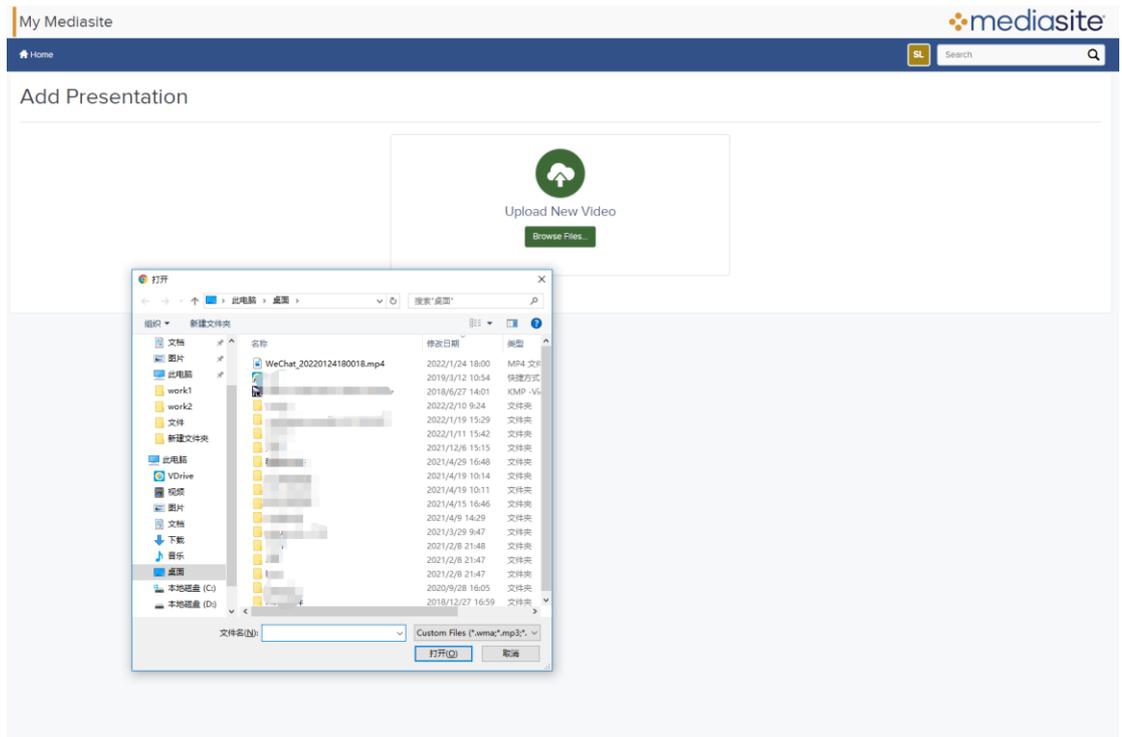
2. Click “Add Presentation”



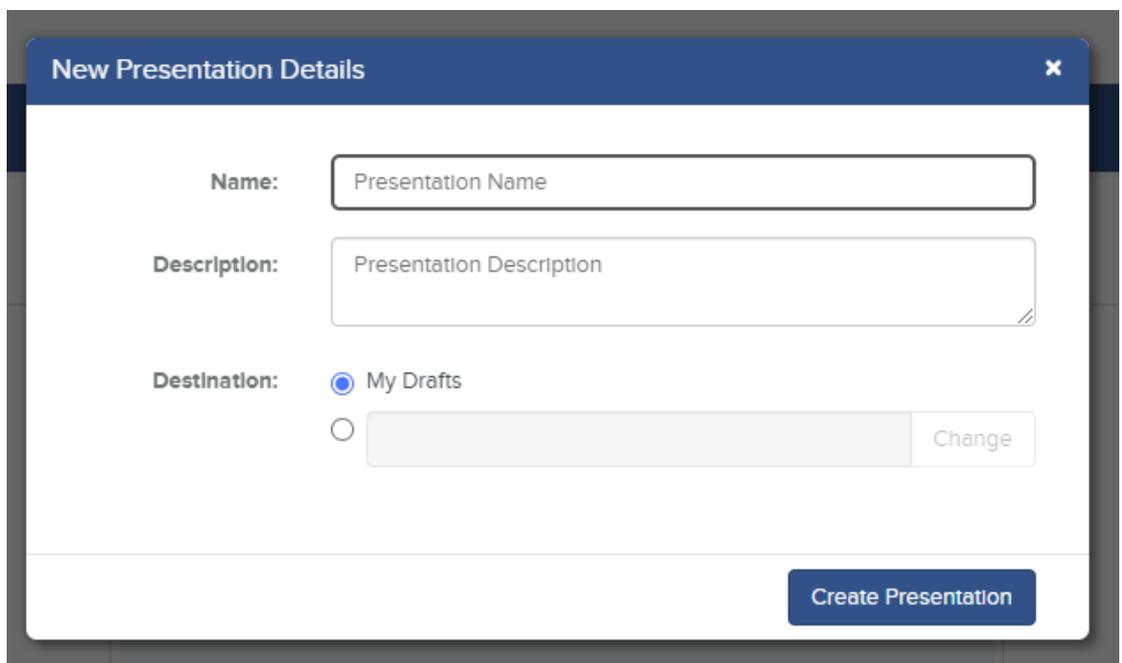
3. Click "Browse Files..."



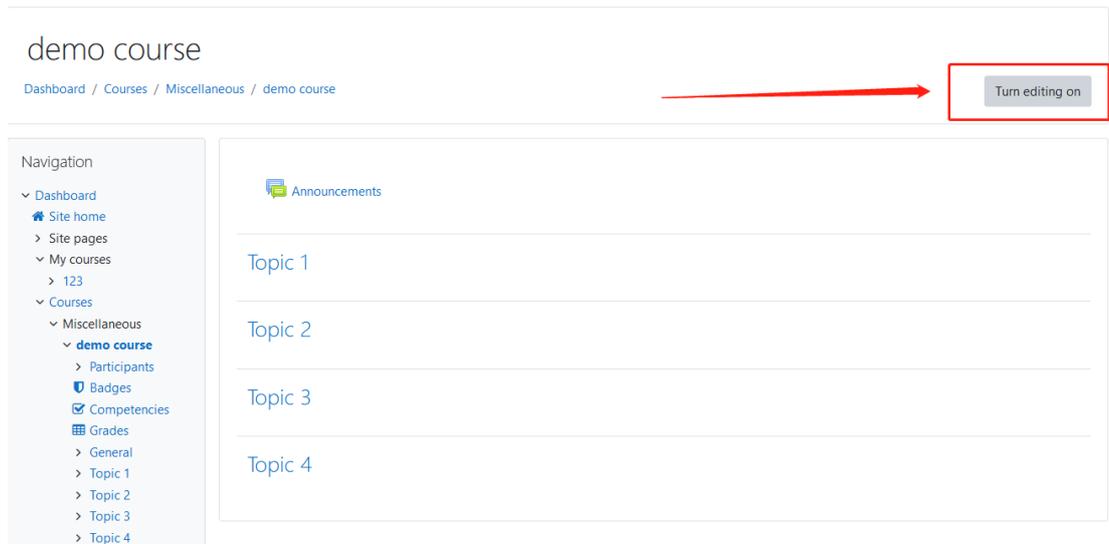
4. Select the video you want in local computer and then click "Open"



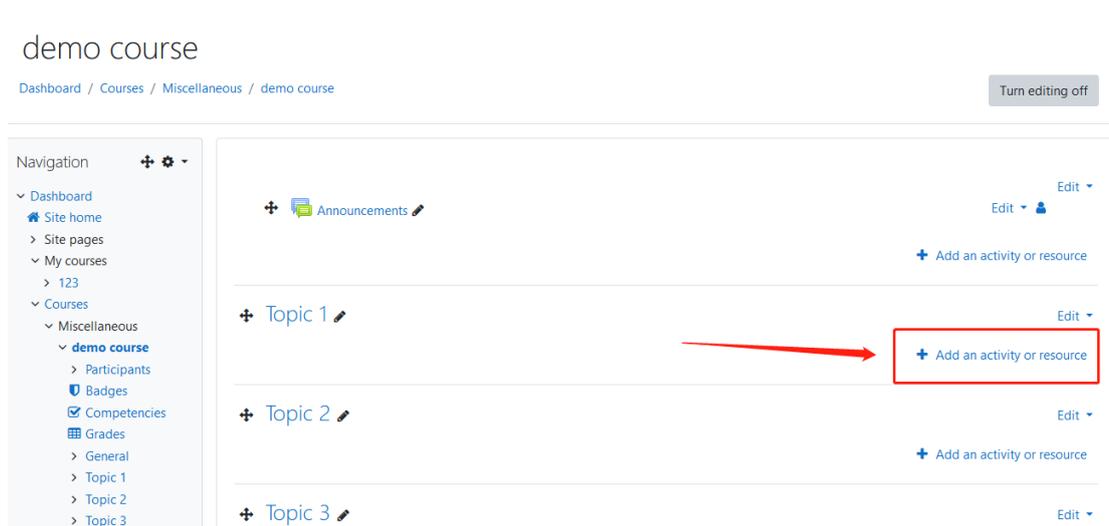
5. Enter the video name then click "Create Presentation".



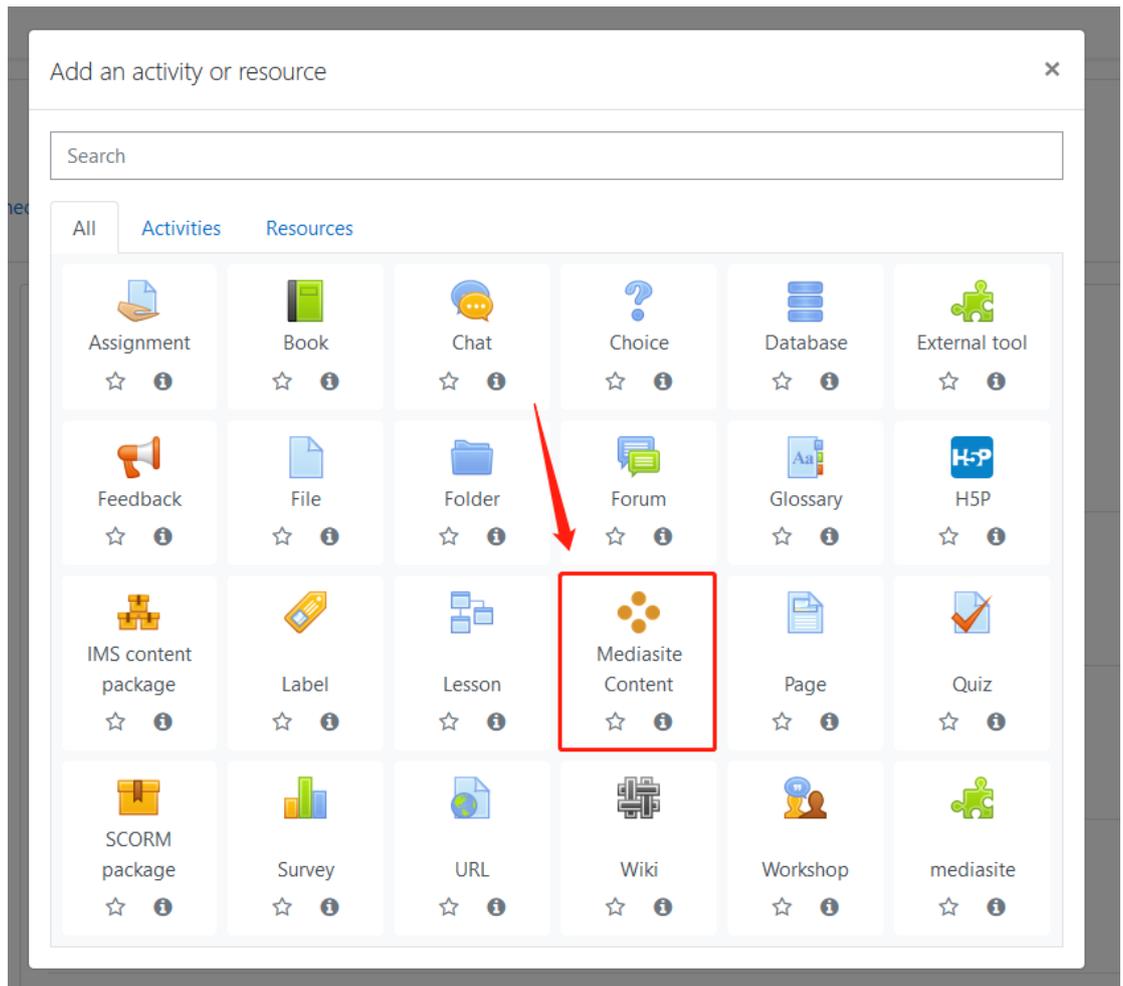
6. Wait until the "Uploading Media" bar is finished.
7. Enter your course page where you wish to put the video on. Then click "Turn editing on" button.



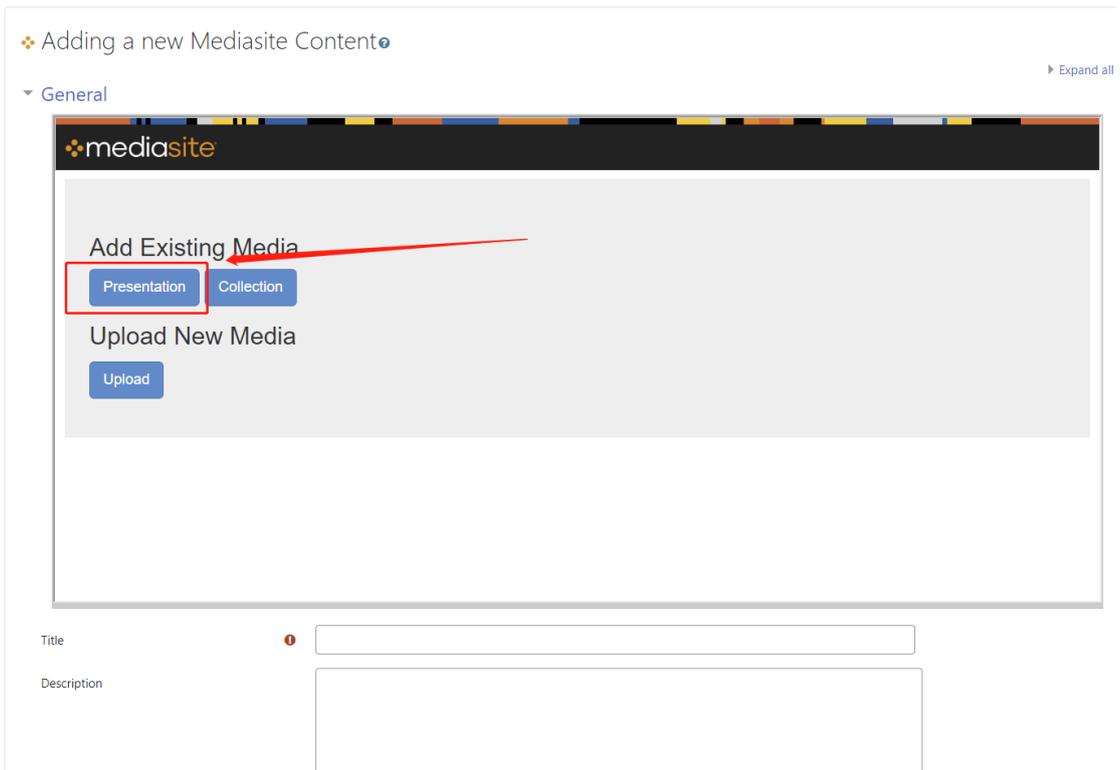
8. Click “Add an activity or resource” in the one of the topic area.



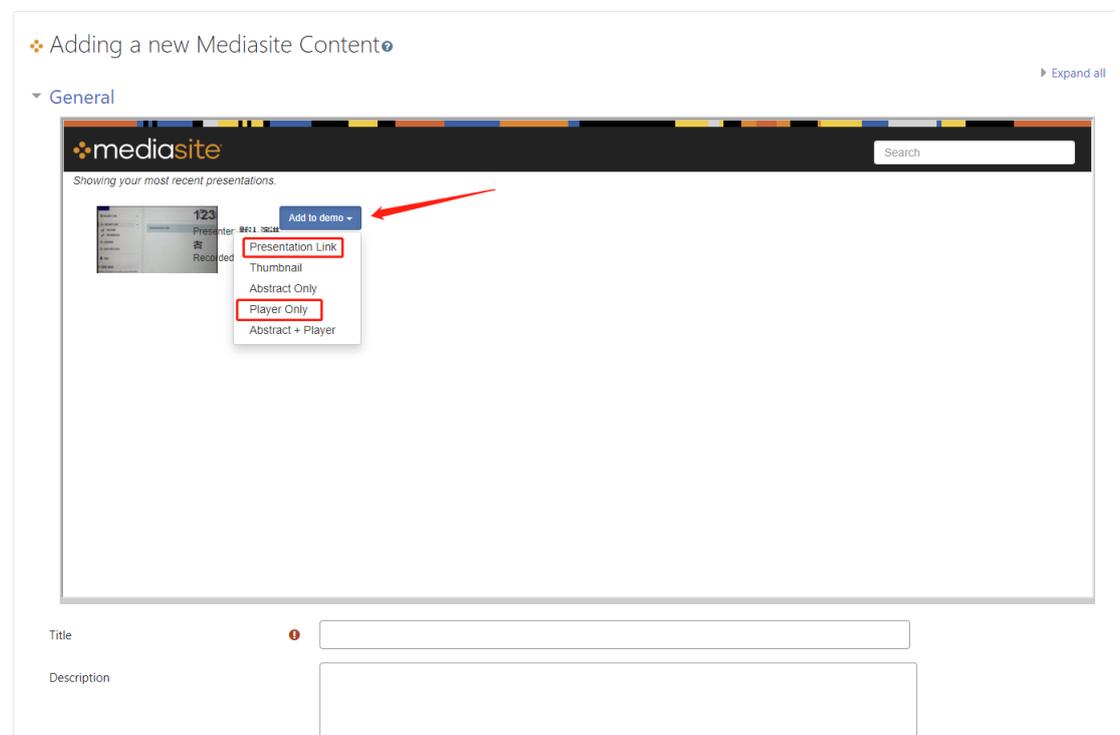
9. Select “Mediasite Content” then click “Add” button.



10. Click "Presentation" button



11. Choose the video you need and click the blue button “Add to”  
You can choose any of the options as you need. Presentation link and player only are commonly used.



12. Make sure the title is what you need and click save

## ❖ Adding a new Mediasite Content ⓘ

▶ Expand all

### ▼ General

Title ⓘ

Open content in new window

### ▶ Common module settings

### ▶ Restrict access

### ▶ Activity completion

### ▶ Tags

### ▶ Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked ⓘ .