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.

demo course Dashboard / Courses / Miscella	neous / demo course
Navigation	Real Announcements
 My courses > 123 Courses 	Topic 1
 Miscellaneous demo course Participants 	Topic 2
 Badges Competencies Grades 	Торіс 3
General Topic 1 Topic 2 Topic 3 Topic 4	Topic 4

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



- \times Add an activity or resource Search All Activities Resources ? -Assignment Book Chat Choice Database External tool ☆ 0 ☆ 0 ☆ 0 ☆ 0 ☆ 0 ☆ 0 7 Aa H-₽ Feedback File Folder Forum Glossary H5P ☆ 0 ☆ 0 ☆ 0 ☆ 🚯 ☆ 🚯 ☆ 🛈 22 ••• P \checkmark 촖 Ø IMS content Mediasite package Label Lesson Content Page Quiz ☆ 0 ☆ 0 ☆ 0 ☆ 🚯 ☆ 🚯 ☆ 🚯 # 2 4 SCORM URL package Survey Wiki Workshop mediasite ☆ 0 ☆ 0 ☆ 0 ☆ 0 ☆ 0 ☆ 0
- 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

Navigation + • • • • Dashboard • Site home • Site pages • My courses • 123 • Courses • Micellaneous	Adding a new Mediasite Content to Topic 1 Fepand at General Mediasite
 demo course Participants Badges Competencies Grades General Topic 1 Topic 2 Topic 3 Topic 4 My Mediasite gen mediasite test 	Add Existing Media Presentation Collection Upload New Media Upload
 > test Course > English Language Centre (ELC) Administration Course administration Edit settings Course completion Users Filters > Reports Gradebook setup > Badges 	Tite O Description

5. Click "Browse Files...".

My Mediasite		mediasite
A Home		Search Q
Add Presentation		
	Upload New Video Browse Fires	
© 2022 Sonic Foundry Inc.		

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

y Mediasite		mediasit
lome		SL Search
d d Due e e etertiere		
dd Presentation		
	Upload New Video	
	Browse Files	
◎ 打开	×	
← → ▽ ↑ 🔲 > 此电脑 > 桌面 > ─ >	ひ 没友 (夏四) ク	
组织 ▼ 新建文件夹	iii - □ 0	
○ 文档 ★ ▲ 名称	修改日期 供型 个	
■ 图片 / WeChat 20220124180018 mp4	2022/1/24 18:00 MP4 文化	
	2019/3/12 10:54 快速方式	
work1	2018/6/27 14:01 KMP -Vie	
work2	2022/2/10 9:24 文件夹	
文件	2022/1/19 15:29 文件夹	
新建文件夹	2022/1/11 15:42 文件夹	
■ 出現筋	2021/12/6 15:15 又伴央 2021/4/29 16:48 文件來	
VDrive	2021/4/19 10:14 文件夹	
- 視频	2021/4/19 10:11 文件夹	
■ 图片	2021/4/15 16:46 文件夹	
2 文档	2021/4/9 14:29 文件夹	
↓ 下数	2021/3/29 9:47 又件夹 2021/2/P 21-4P 空件夹	
▶ 音乐	2021/2/8 21:47 文件夹	
重面	2021/2/8 21:47 文件夹	
🏪 本地磁盘 (C:)	2020/9/28 16:05 文件夹	
▲ 本地磁盘 (D:)	2018/12/27 16:59 文件夹 ¥	
*/##@/AD	Custom Eler (tumat mo2t at	
×(中台(<u>N</u>):	Custom Files ("wma;".mp3;". ~	
	打开(Q) 取調	
L		

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

Name:	Presentation Name	
Description:	Presentation Description	
		li
Destination:	My Drafts	
	0	Change

- 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.

Add Presentation to	Moodle -
Presentation Link	
Abstract Only	
Player Only	
Abstract + Player	

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

demo course Dashboard / Courses / Miscellaneous / de	mo course / Topic 1 / Adding a new Mediaste Content to Topic 1	
Navigation C state in the interval of the inte	 Adding a new Mediasite Content to Topic 1• General Title demo video Popen content in new window > Common module settings Restrict access Activity completion Tags Competencies Competencies Save and return to courte Save and display Cancel There are required fields in this form marked • . 	Expand all
Administration + • • •		

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

demo course Dashboard / Courses / Miscellaneous / de	io course	Turn editing off
Navigation + • • • • Dashboard • Site home > Site pages • My courses > 123	+ 🙀 Announcements 🖌	Edit = Edit = Add an activity or resource
 Courses Miscellaneous 	+ Topic 1 /	Edit 🝷
 demo cource Paraciopants Badges Competencies General Topic 1 Topic 2 Topic 3 Topic 4 My Mediasite test Course English Language Centre (ELC) 	 ★ Odemo Video ★ ● Alica ROSA ◆ ROSAROSA ◆ ROSAROSA ◆ ROSAR ◆ ROSAR ◆ ROSAR ◆ ROSAR ◆ ROSAR ◆ ROSAR ◆ ROSAROSA ▲ ROSAROSA 	Edit v 🌢 🖂
Administration Course administration Course completion Users T Filters	★ 查愛 版道 reader Otomonia to select your foxomes. **	Add an activity or resource
Reports Gradebook setup Badges Rackup	+ Topic 2 >	Edit * Add an activity or resource

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"



2. Click "Add Presentation"



3. Click "Browse Files...".

My Mediasite	mec	diasite
≜ Home	SL Search	Q
Add Presentation		
Upload New Video Browse Hies.		
© 2022 Sonic Foundry Inc. Ugit Theme V Mediates Server Vietion B2/0 Build 1943		

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

y Mediasite		♦mediasit
Home		SL Search
dd Presentation		
	Upload New Video Browse Filez.	
● 打开	×	
(1) (* 単正20年) (2) (* 単正20年) (3) (* 単正20年) (4) (* 単正20年) (4) (* 単正20年) (5) (* 単正204) (6) (* 単正204) (7) (* 世) (7)	PRC 構成 2022/17/24 NM4 文計 2015/17/21 NM4 文計 2015/17/21 NM4 文計 2015/17/21 NM4 大計 2015/17/21 NM4 大計 2015/17/21 NM4 大計 2015/17/21 SM5+ 2015/17/21 SM5+ 2017/11 SM5+ 2021/11 SM5+ 2021/14/15 SM5+ 2021/14/15	
Arrest [TITRO Non	

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

Name:	Presentation Name]
Description:	Presentation Description	
Destination:	My Drafts	
	0	Change

- 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.

demo course Dashboard / Courses / Miscella	aneous / demo course
Navigation Dashboard Site home	C Announcements
 My courses 123 	Topic 1
 Courses Miscellaneous demo course Participants 	Topic 2
 Funcepoints Badges Competencies Grades 	Topic 3
 > General > Topic 1 > Topic 2 > Topic 3 > Topic 4 	Topic 4

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

demo course Dashboard / Courses / Miscella	neous / demo course	Turn editing off
Navigation + • • •		Edit -
 Site home Site pages My courses 123 Courses 	• Numouncements #	+ Add an activity or resource
 Courses Miscellaneous demo course Participants Radoes 	 ✤ Topic 1 	Edit - Add an activity or resource
 ♥ badges ♥ Competencies ● Grades >> General >> Topic 1 	 ✤ Topic 2 	Edit - Add an activity or resource
Topic 2Topic 3	+ Topic 3 /	Edit *

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



10. Click "Presentation" button

♦ Adding a new Mediasite Contente	
▼ General	pand all
*mediasite	
Add Existing Media Presentation Collection Upload New Media Upload	
Title 0	

 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.

♦ Adding a new Mediasite Contente
Concertain the second of th
Title O Description

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

♦ Adding a new Mediasite Content●

Title	0]	
123			—	
	Open content in new window			
Common module settings			-	
Restrict access				
Activity completion				
Tags				
Competencies				
	Save and return to course Sav	ve and display Cancel		