Zoom MP4 upload to Mediasite Platform

Please follow instructions to record your Zoom session;

https://www.lsuhsc.edu/admin/it/helpdesk/zoom/tutorial-recording.aspx

Once your Zoom mp4 is available on your PC, open a Chrome web browser page and log into the mediasite platform; <u>https://mediasite-ent.lsuhsc.edu/Mediasite/Login</u>

mediasite		🕈 Home 🔟	drose2 - Search
MEB LR A MEB LR B MEBAVTR MEIC 101 MEIC 104 T BI 1	And	Add New - Folder Options -	
TBL2		Edit - Manage Content - More - Sort	More D Filter
CAP CAP Childrens Hospital Compliance Custom Applications		140th Commencement Ceremony_5/15/2014 Presentation Recorded: 5/15/2014 9:55 AM CDT 1 Hour 45 Minutes 28 Seconds 2.54 GB 32 Views. Watch & Moderate & Edit in Web Editor &	Type Presentation (71) Schedule (27)
Lennstry EnterpriseAV Anonymous Add Presentation 8-19		141st Commencement Ceremony 5-14-2015 Presentation Recorded: 5/14/2015 9:54 AM CDT 2 Hours 25 Minutes 52 Seconds 274.21 MB 442 Views Watch & Moderate & Edit in Web Editor &	Folder (2) Creation Date Last Day Last Week
Add New		2019 Novel Coronavirus (2019-nCoV) Clinician Update Schedule	Last Two Weeks Last Month
Manage Content		2019 Novel Coronavirus (2019-nCoV) Clinician Update _2/7/2020 Presentation Broadcast Live: 2/7/2020 11:50 AM CST 1 Hour 9 Minutes 41 Seconds 2.59 GB 313 Views Watch ♥ Moderate ♥ Edit in Web Editor ♥	Last Quarter Last Year Last Modified Last Dav
Publish to Catalog >		2019 Novel Coronavirus (2019-nCoV) Clinician Update TEST Schedule	Last Week
aly >		2010 Novel Coronavirus (2010 nCoV) Clinician Undate TEST 2(3)2020	Last Month
tin Edit Folder		Broadcast Live: 2/3/2020 4:30 PM CST 15 Minutes 4 Seconds 247.25 MB 3 Views Watch & Moderate & Edit in Web Editor &	Last Year
Security			

- 1. Ensure you are on the content tab at mid-left hand side.
- 2. Right click on the folder where you want the recording to reside.
- 3. Select "Add Presentation".

mediasite			
Folders Calendar Ava	ninity 💼 Dependent at Marticiae Dependent	0 >	<
Mediasite 7.0.24 Testing Ad Hoc Recordings	Add Presentation Change Template -	Save Cancel	
CAP CAP Childrens Hospital Compliance		Publishing Option	Filter
Custom Applications Dentistry EnterpriseAV Craduate Studies	There are no streams configured for this group. Streams must be added before this group can be saved.	Auto publish and make Viewable Folder	te (6) tation (4) 2)
Information Security Mediasite Join		/Medicine/Departmental Medicine Presentations Date	ste ly jek
B Medicine		iiii 3/12/2020	o Weeks onth
Content		O 11:54 AM (UTC-06:00) Central Time (US & Canada) →	ar
Publishing	=	00:00	eu ly sek
Analytics	Information Player Delivery Actions Annotate		o Weeks onth
Settings	Title		ar
Security MS Integration			
MS Integration			

A new Presentation will come up to upload once all the necessary information has been entered.

4. At the top, click on "Change Template" and select the video only, single window template created for your respective school or use EAVG-7 Video On Demand. The critical parts of the form to fill out are highlighted in yellow:

	Publishing Option
	Manual publish and make Viewable
	Folder
	/Mediasite
Video 1 👻	Date
	3/12/2020
	O 01:25 PM (UTC-06:00) Central Time (US & Canada
	Duration
MP4 Smooth Streaming Audio	
Information Player Delivery Actions Annotate	

Starting from the upper right:

- 5. "Publishing Option" select "Manual publish and make Viewable" from the pull down menu.
- 6. "Folder" make certain that this matches the folder path that you chose from the start.
- 7. Then proceed to the "Information" tab, and create a title for the presentation.

	20			
Information Player	Delivery Actions	s Annotate		

Plavback Options

8. Proceed to the "Player" tab.

9. Select the proper video only player from the pull down menu or use EAVG-Video Only.

10. Click "SAVE" up in upper right hand corner. This will leave you with this form in its saved mode. An empty presentation shell will also generate in the folder that you chose. You will find that later.

Summary Share Edit Security Pub	sh Analytics - More - 💥 Delete	
	↓ Upload New Video ↓	
	Moderate	
	Polls Disabled	
	Registration Disabled	
This presentation has be	n scheduled.	
Information Delivery Stream Details Act	ns Annotate	
Information Delivery Stream Details Act	ns Annotate	
Information Delivery Stream Details Act ags Io Tags	ns Annotate Date Scheduled: 3/12/2020 1:25 PM CDT	
Information Delivery Stream Details Act ags lo Tags Description	ns Annotate Date Scheduled: 3/12/2020 1:25 PM CDT Duration	
Information Delivery Stream Details Act ags o Tags rescription o Description	ns Annotate Date Scheduled: 3/12/2020 1:25 PM CDT Duration 00:00:00	
Information Delivery Stream Details Act ags to Tags Description o Description	ns Annotate Date Scheduled: 3/12/2020 1:25 PM CDT Duration 00:00:00 Player	
Information Delivery Stream Details Act ags o Tags Pescription	ns Annotate Date Scheduled: 3/12/2020 1:25 PM CDT Duration 00:00:00 Player .AH_V/deo_Only_Player	
Information Delivery Stream Details Act Tags Jo Tags Description	ns Annotate Date Scheduled: 3/12/2020 1:25 PM CDT Duration 00:00:00 Player .AH_Video_Only_Player Presenters	

11. Click the "Upload New Video" in upper right of the saved presentation window.

12. Select the mp4 video to upload.

13. Once it has been selected to upload, an alert window may appear, such as "Uploading to this presentation will reset its streams, including the thumbnail". Select "OK", and a progress bar will start below.

					te Cancel
Informat	tion Delivery	Stream Details	Actions	Annotate	
Tags					Date
No Tags					Scheduled: 3/12/2020 1:25 PM CDT

14. Once it has completed uploading you can X out from the upper right of your saved Presentation form.



15. Be certain the "Folders" tab is selected in upper left. Navigate to the folder you have chosen for the presentation to reside in within the folder tree.

16. Open it and find your presentation.

17. You can use the "Sort" tab pull down menu and select "Last Modified – Descending", if you like, and it should bring your presentation up to the top, or a lot closer to the top. It will most likely have a red > Play icon. Red indicates that the presentation is yet processing, and not ready for playback.

18. Once the > Play icon has turned green it is now playable. It is a good idea to refresh the browser window from time to time, as it won't necessarily reflect that it has finished at the precise time of completion. The larger the file, the longer it will take to process, and the more upload tasks that are charged to the server, the longer the wait will be.



- 19. Note that the > play icon has turned green with a lock icon after the title.
- 20. Click on the title of the presentation, and your saved presentation form will re-open.

Summary Summary Year Coll <	Presentation			
Summary Ster Security Public Analytics Mor Delete Provember Improvember Improvember Improvember Provember Improvember Improvember Provember Improvember Provember Improvember Provember Improvember Provember Improvember Provember Improvember	mp4upload test 3			
Private Information Delivery Information Deterption Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description Io Description <th>Summary Share Edit Securi</th> <th>ity Publish Analytics • More •</th> <th>X Delete</th> <th></th>	Summary Share Edit Securi	ity Publish Analytics • More •	X Delete	
• Watch in New Window • Edit Vide • Edit Vide • Edit Vide • Edit Vide • Outer in New Window <td>Private</td> <td></td> <td>Views</td> <td>↑ Upload New Video</td>	Private		Views	↑ Upload New Video
Information Date Vo Tags Date Delivery Stream Details Actions Annotate Date Upload Date 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Distriction Do:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters A liked Health	The second secon	11 1.0 50 V const Planetses Notes V const Planetses Notes V const Planetses Notes V const Planetses V	Watch in New Win	dow
Information Delivery Stream Details Actions Annotate Date Upload Date Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Duration 00:13:04 1.06 GB Player Date Player Desktop Recorder MultiView Player Presenters Allied Health	2035		Edit Video	
Information Delivery Stream Details Actions Annotate Date Upload Date 3/12/2020 2:05 PM CDT 3/12/2020 2:05 PM CDT Duration 00:13:04 11:06 GB Player Desktop Recorder MultiView Player Presenters Allied Health	an ata		Edit Slides	
 Polis Disabled Registration Disabled Registration Disabled Registration Disabled 	Fruit	D ELECTROLYTES 101	Moderate	
Information Delivery Stream Details Actions Annotate Pages Date Upload Date No Tags Duration 3/12/2020 2.05 PM CDT Duration OU:13.04 [1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health	Version bits of parts		Polls Disabled	
Minist Neigen, 43 (2008) Molinis Sector of Neuroimage out Negen waters Information Delivery Stream Details Actions Annotate Tags Date Upload Date No Tags Duration 0:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health	- Alle		Registration Disab	led
Sector of Nuclearies Date Upload Date Tags Date Upload Date Yo Tags Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Description Duration 00:13:04 1.06 GB Yo Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health	Verreinen von Verlagen von Verl	jayan, MD, FASN, FNKF rofessor of Clinical Medicine		
Information Delivery Stream Details Actions Annotate Upload Date Tags Date Vo Tags Recorded: 3/12/2020 1:25 PM CDT Description 00:13:04 1.06 GB Vo Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health	Section of N 1SU School of N 1SU School	Nephrology and Hyperfersion of Medicate		
Information Delivery Stream Details Actions Annotate Tags Date Upload Date No Tags Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Description No Description OU:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters A Allied Health			41	
Information Delivery Stream Details Actions Annotate Tags Date Upload Date No Tags Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Description Duration 00:13:04 1.06 GB Vo Description Player Desktop Recorder MultiView Player Presenters Alifeid Health Alifeid Health	An and a second se	The Asses and Asses	8 × 10 B	
Information Delivery Stream Details Actions Annotate Tags Date Upload Date No Tags Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Description Duration 00:13:04 1.06 GB No Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health				
Tags Date Upload Date No Tags Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Description Duration 00:13:04 1.06 GB No Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health				
No Tags Recorded: 3/12/2020 1:25 PM CDT 3/12/2020 2:05 PM CDT Description Vo Description Duration 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Allied Health	Information Delivery Stream Deta	ails Actions Annotate		
Description Duration No Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Alied Health	Information Delivery Stream Deta	ails Actions Annotate	te	Upload Date
Description Duration No Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Aliled Health	Information Delivery Stream Deta Tags Vo Tags	ails Actions Annotate Da Rec	te corded: 3/12/2020 1:25 PM CDT	Upload Date 3/12/2020 2:05 PM CDT
No Description 00:13:04 1.06 GB Player Desktop Recorder MultiView Player Presenters Alied Health	Information Delivery Stream Deta Tags Vo Tags	ails Actions Annotate Da Rec	te corded: 3/12/2020 1:25 PM CDT	Upload Date 3/12/2020 2:05 PM CDT
Player Desktop Recorder MultiView Player Presenters & Allied Health	Information Delivery Stream Deta Tags No Tags Description	ails Actions Annotate Da Rec Du	te corded: 3/12/2020 1:25 PM CDT ration	Upload Date 3/12/2020 2:05 PM CDT
Desktop Recorder MultiView Player Presenters Allied Health	Information Delivery Stream Deta Tags No Tags Description Vo Description	ails Actions Annotate Da Rec Du 00:	te corded: 3/12/2020 1:25 PM CDT ration 13:04 1.06 GB	Upload Date 3/12/2020 2:05 PM CDT
Presenters	Information Delivery Stream Deta Tags No Tags Description No Description	ails Actions Annotate Da Rec Du 00:: P12	te corded: 3/12/2020 1:25 PM CDT ration 13:04 1.06 GB ayer	Upload Date 3/12/2020 2:05 PM CDT
1 Allied Health	Information Delivery Stream Deta Tags No Tags Description No Description	ails Actions Annotate Da Rei Du 00: P1: Des	te corded: 3/12/2020 1:25 PM CDT iration 13:04 1.06 GB ayer iktop Recorder MultiView Player	Upload Date 3/12/2020 2:05 PM CDT
	Information Delivery Stream Deta Tags No Tags Description No Description	ails Actions Annotate Da Rec Du 00: Pia Dec Pro	te corded: 3/12/2020 1:25 PM CDT iration 13:04 1.06 GB ayer sktop Recorder MultiView Player esenters	Upload Date 3/12/2020 2:05 PM CDT

21. Select the "Edit" tab up at the top left

22. Go to the "Visibility" section, near upper right, and use the pull down menu to switch it from "Private" to "Viewable".

23. While in edit mode, select the 'Player' tab, and verify the correct player is selected. If it has changed to a "default" player, then re-select the desired player.

24. Go back to the upper right and hit 'Save'.

Questions or Problems?

E-mail the Enterprise A/V Group at:

enterpriseavgroup@lsuhsc.edu

or call the Help Desk at:

504-568-HELP (4357)