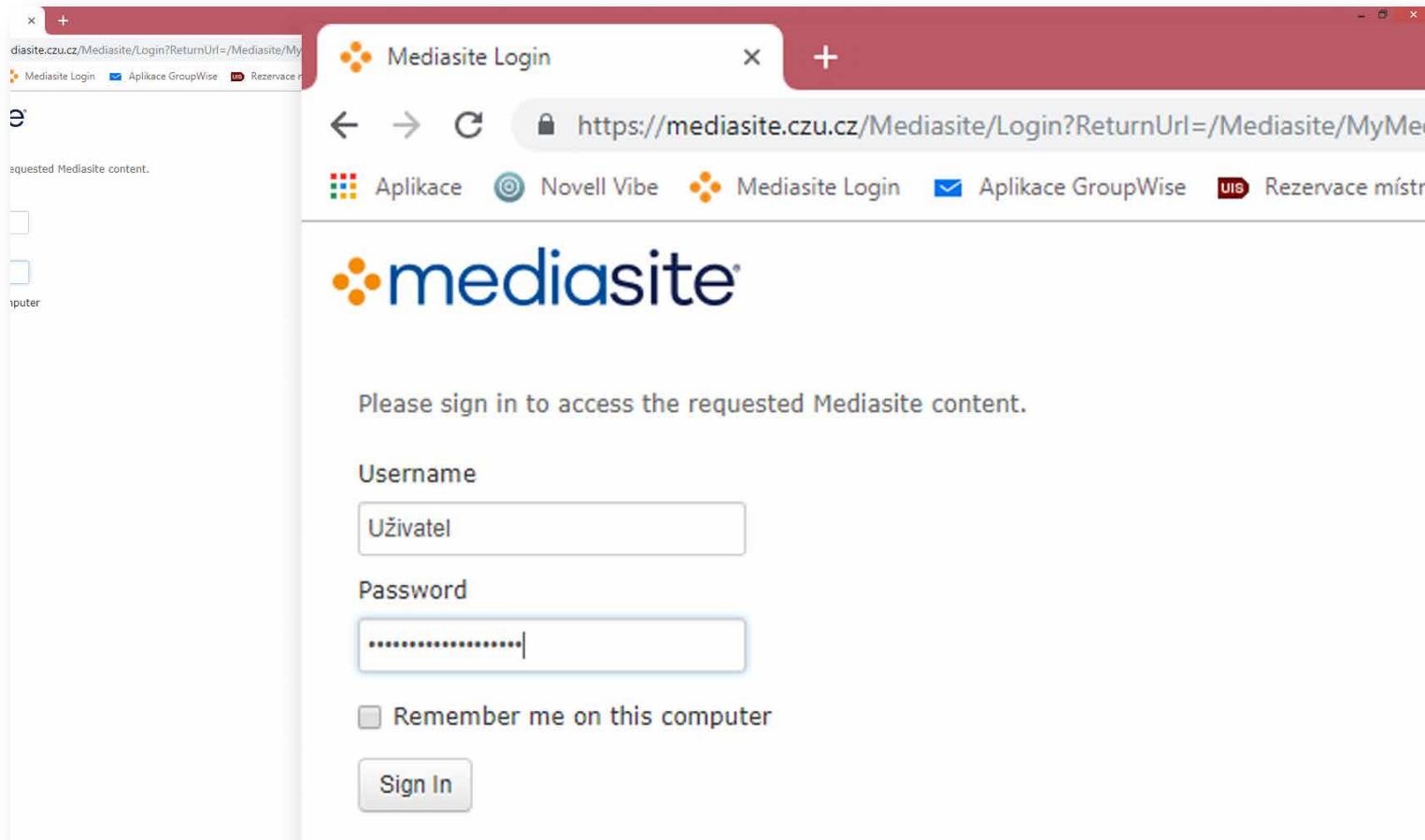


# How to add videos to the MyMediasite user interface

with this we can paste them into Moodle


Enter ***mediasite.czu.cz/Mediasite/MyMediasite*** and log in.



Mediasite Login

https://mediasite.czu.cz/Mediasite/Login?ReturnUrl=/Mediasite/MyMediasite

Aplikace Novell Vibe Mediasite Login Aplikace GroupWise Rezervace místnosti

 mediasite

Please sign in to access the requested Mediasite content.

Username

Uživatel

Password

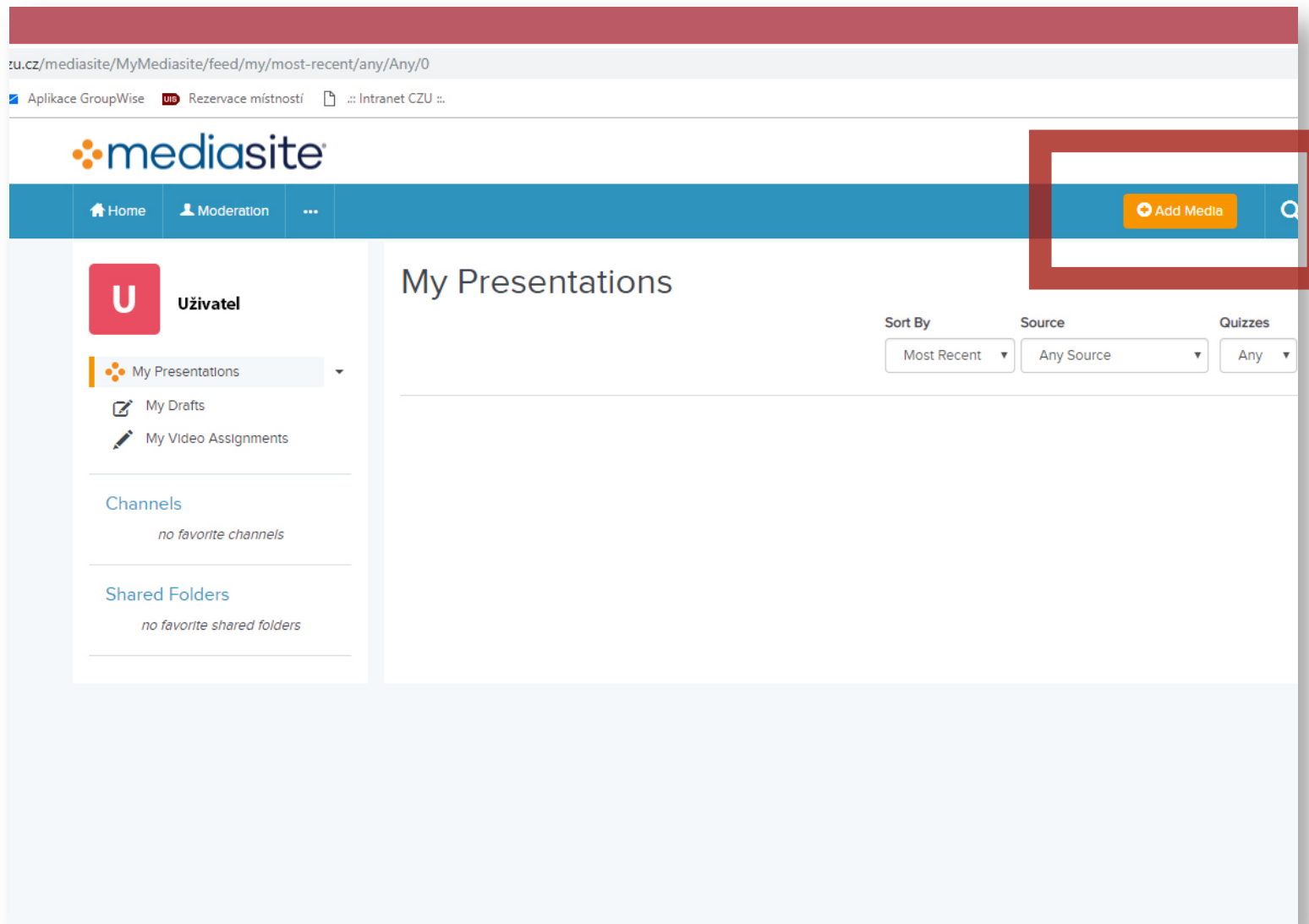
.....|

Remember me on this computer

Sign In

Unregistered users can request an account  
at ***pinkasr@oikt.czu.cz***.

■ In the MyMediasite user interface, click **Add Media**.



The screenshot displays the MyMediasite user interface. At the top, there is a navigation bar with the 'mediasite' logo and a blue bar containing 'Home', 'Moderation', and a red-bordered box highlighting the 'Add Media' button. Below the navigation bar, the main content area is titled 'My Presentations'. On the left side, there is a sidebar with a user profile 'Uživatel' and a menu with options: 'My Presentations', 'My Drafts', and 'My Video Assignments'. Below the menu, there are sections for 'Channels' (no favorite channels) and 'Shared Folders' (no favorite shared folders). On the right side of the 'My Presentations' section, there are three dropdown menus: 'Sort By' (Most Recent), 'Source' (Any Source), and 'Quizzes' (Any).

## Select **Upload** from your computer.

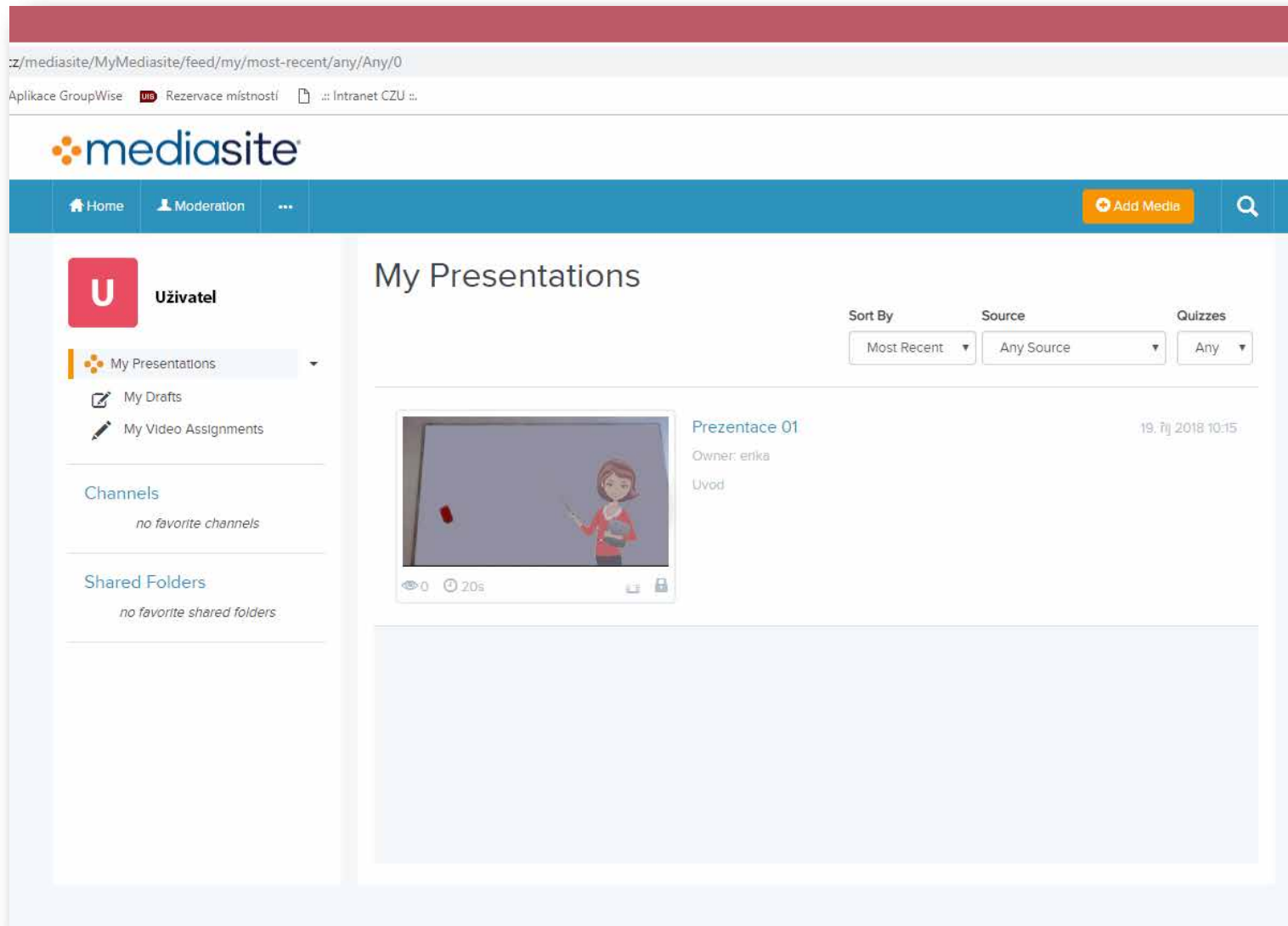
The image shows a screenshot of the Mediasite web application interface. The main heading is "Add Media". Below it, there are two green informational boxes: "First Time? You'll need to download the Mediasite Desktop Recorder. It'll only take a minute!" and "Already downloaded the Mediasite Desktop Recorder, but not registered? Click Here." There are three main options for adding media:

- I want to record my desktop now** (with a video camera icon and a "Record Desktop" button).
- I want to upload an existing desktop recording** (with a cloud upload icon and an "Upload Presentation" button).
- I want to upload a file from my computer** (with a green cloud upload icon and a "Browse Files..." button). This option is highlighted with a red border.

An inset window shows a Windows File Explorer window titled "Tento prahel" (This folder) displaying a list of files. A red arrow points from the "Browse Files..." button in the Mediasite interface to the File Explorer window. The File Explorer window shows a list of files with columns for Name, Date, Type, Size, and Author. The selected file is "2018\_jan\_01.mpg".

Naivo	Datum	Typ	Velikost	Značky
2018_jan_01.mpg	17. 8. 2018 9:36	VLC media file (m...)	21 133 KB	
2018_jan_02.mpg	17. 8. 2018 9:36	VLC media file (m...)	8 388 KB	
2018_jan_03.mpg	17. 8. 2018 9:35	VLC media file (m...)	6 659 KB	
2018_jan_04.mpg	17. 8. 2018 9:35	VLC media file (m...)	20 070 KB	
2018_08_16_14_17_24_CMS_Cam 1.mpg	16. 8. 2018 14:20	VLC media file (m...)	39 141 KB	
2018_08_16_14_17_24_CMS_Cam 2.mpg	16. 8. 2018 14:20	VLC media file (m...)	27 512 KB	
2018_08_16_14_17_24_CMS_Cam 3.mpg	16. 8. 2018 14:20	VLC media file (m...)	39 479 KB	

■ The video loads to the **My Presentations** folder.

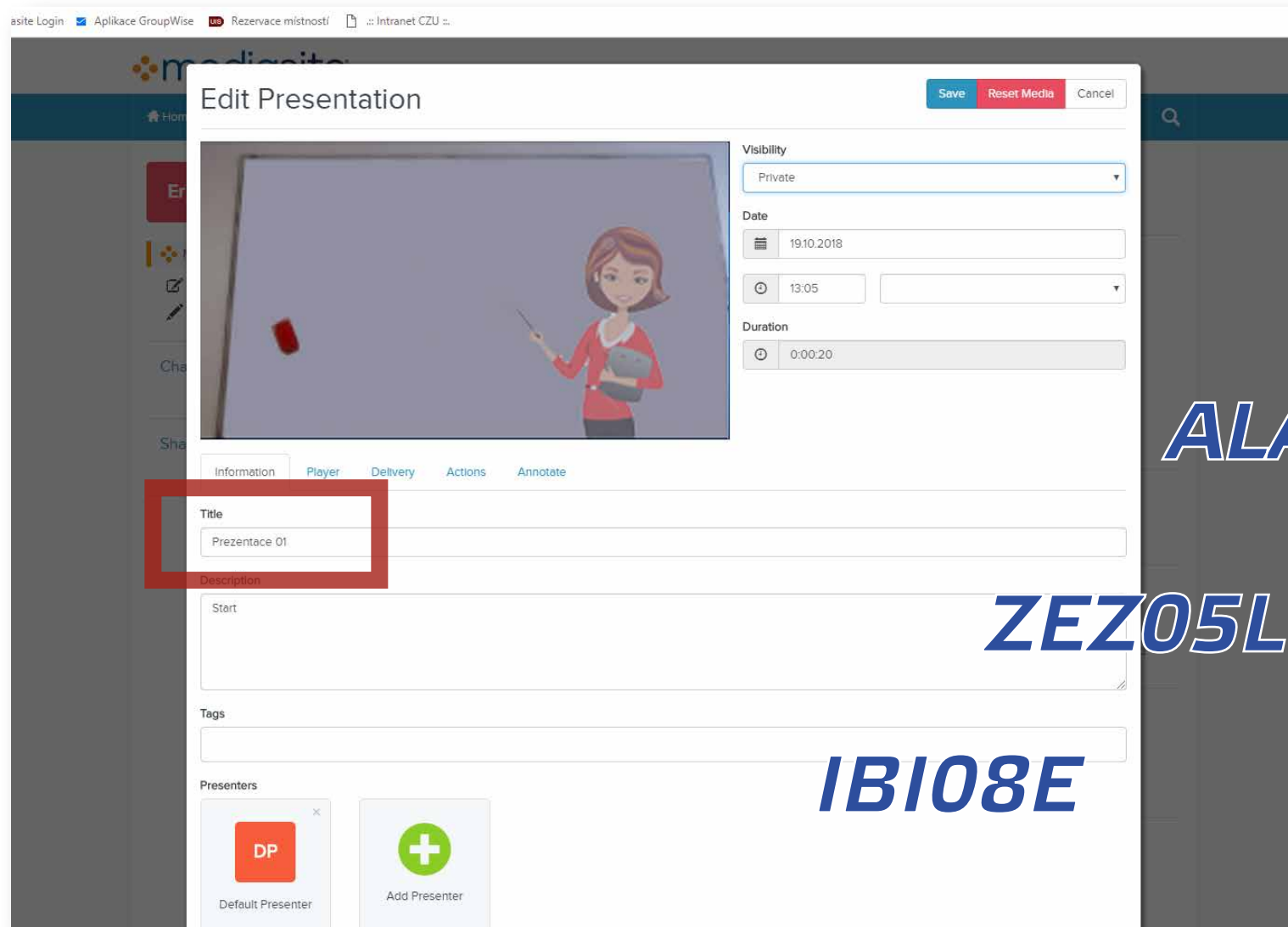


The screenshot displays the mediasite web interface. At the top, the URL is `cz/mediasite/MyMediasite/feed/my/most-recent/any/Any/0`. Below the URL, there are navigation links for 'Applikace GroupWise', 'Rezervace místností', and 'Intranet CZU'. The main header features the 'mediasite' logo and a navigation bar with 'Home', 'Moderation', and an 'Add Media' button. On the left side, a user profile for 'Uživatel' is shown with a red 'U' icon. Below the profile, there are sections for 'My Presentations' (with a dropdown arrow), 'My Drafts', and 'My Video Assignments'. Further down, there are sections for 'Channels' (with the text 'no favorite channels') and 'Shared Folders' (with the text 'no favorite shared folders'). The main content area is titled 'My Presentations' and includes three filter dropdowns: 'Sort By' (set to 'Most Recent'), 'Source' (set to 'Any Source'), and 'Quizzes' (set to 'Any'). A single video entry is displayed with a thumbnail showing a woman presenting, the title 'Prezentace 01', the owner 'erika', and the date '19. říj 2018 10:15'. Below the video title, there is a section for 'Uvod'. At the bottom of the video entry, there are icons for viewing (0), duration (20s), and sharing options.

■ To edit the selected video, click **Edit**.

The screenshot displays the Mediasite web interface. At the top, the URL is `asitezu.cz/mediasite/MyMediasite/feed/my/most-recent/any/Any/0`. The browser tabs include 'Aplikace GroupWise', 'Rezervace místností', and 'Intranet CZU ..'. The Mediasite logo is prominently displayed. The navigation bar contains 'Home', 'Moderation', and 'Add Media' buttons. On the left sidebar, the user profile 'Uživatel' is shown with options for 'My Presentations', 'My Drafts', and 'My Video Assignments'. The main content area features a video player with a large play button. A red box highlights the 'Edit' button in the right-hand menu. Below the video player, there are tabs for 'Information', 'Delivery', 'Actions', and 'Annotate'. The 'Information' tab is active, showing fields for 'TITLE' (Presentace 01), 'DESCRIPTION' (Uvod), 'TAGS' (No Tags), and 'LINKS' (No Links). The right sidebar includes a list of actions such as 'Watch', 'Edit', 'View Analytics', 'Publish', 'Copy To', 'Move To', 'Export To', 'Edit Video', 'Edit Slides', 'Edit Quizzes', 'Edit Polls', and 'Q & A Forum Disabled'. At the bottom right, there are sections for 'RECORDED ON' (19. říj 2018 10:15), 'UPLOADED ON' (19. říj 2018 10:16), and 'STATISTICS' (0 Views).

- Name the new video. We strongly recommend that you name the presentation video with **the code of the subject** under which the video is searched for in Moodle.



*For example:*

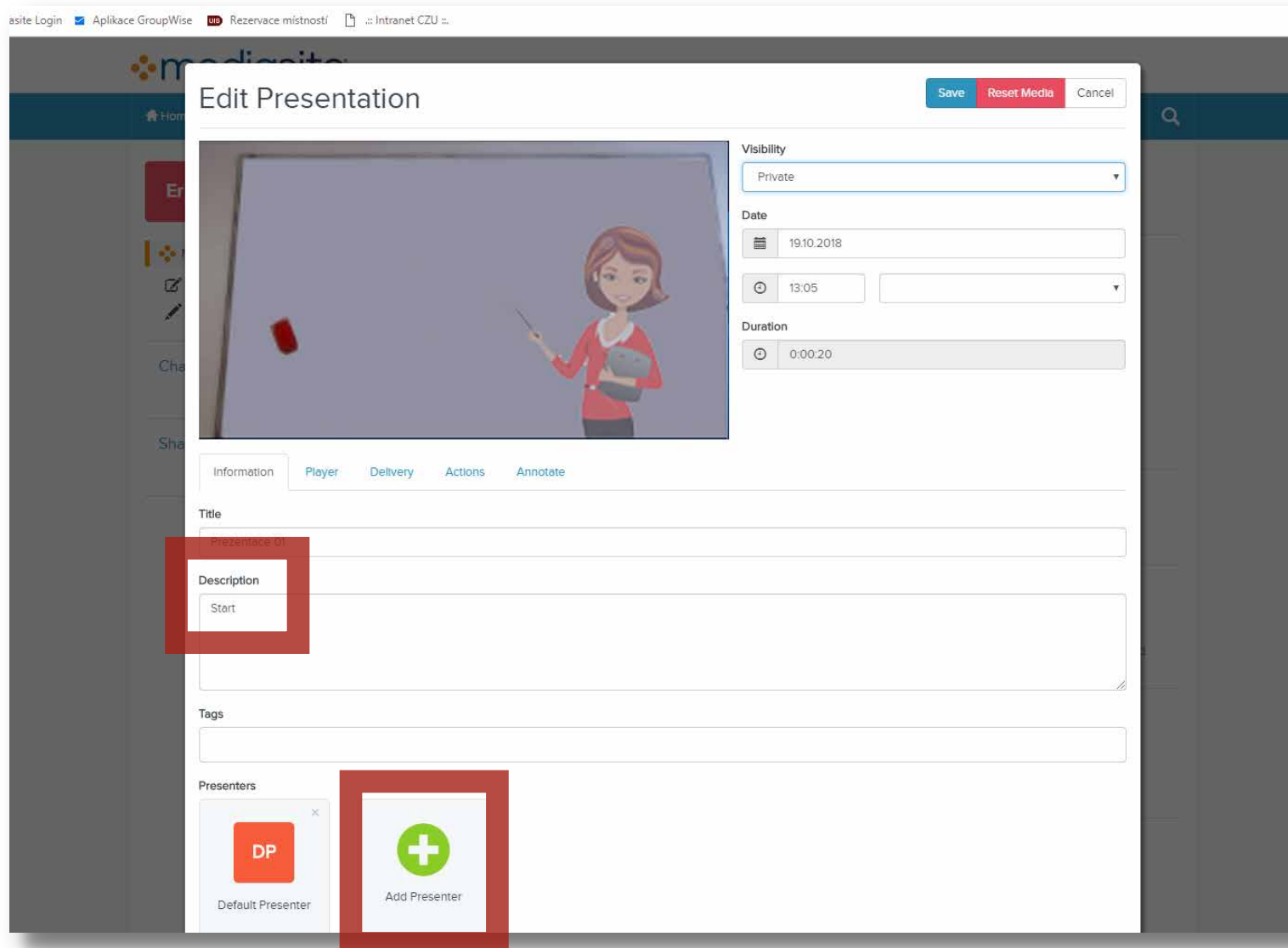
***ETE4AE***

***ALA15E***

***ZEZ05L***

***IBI08E***

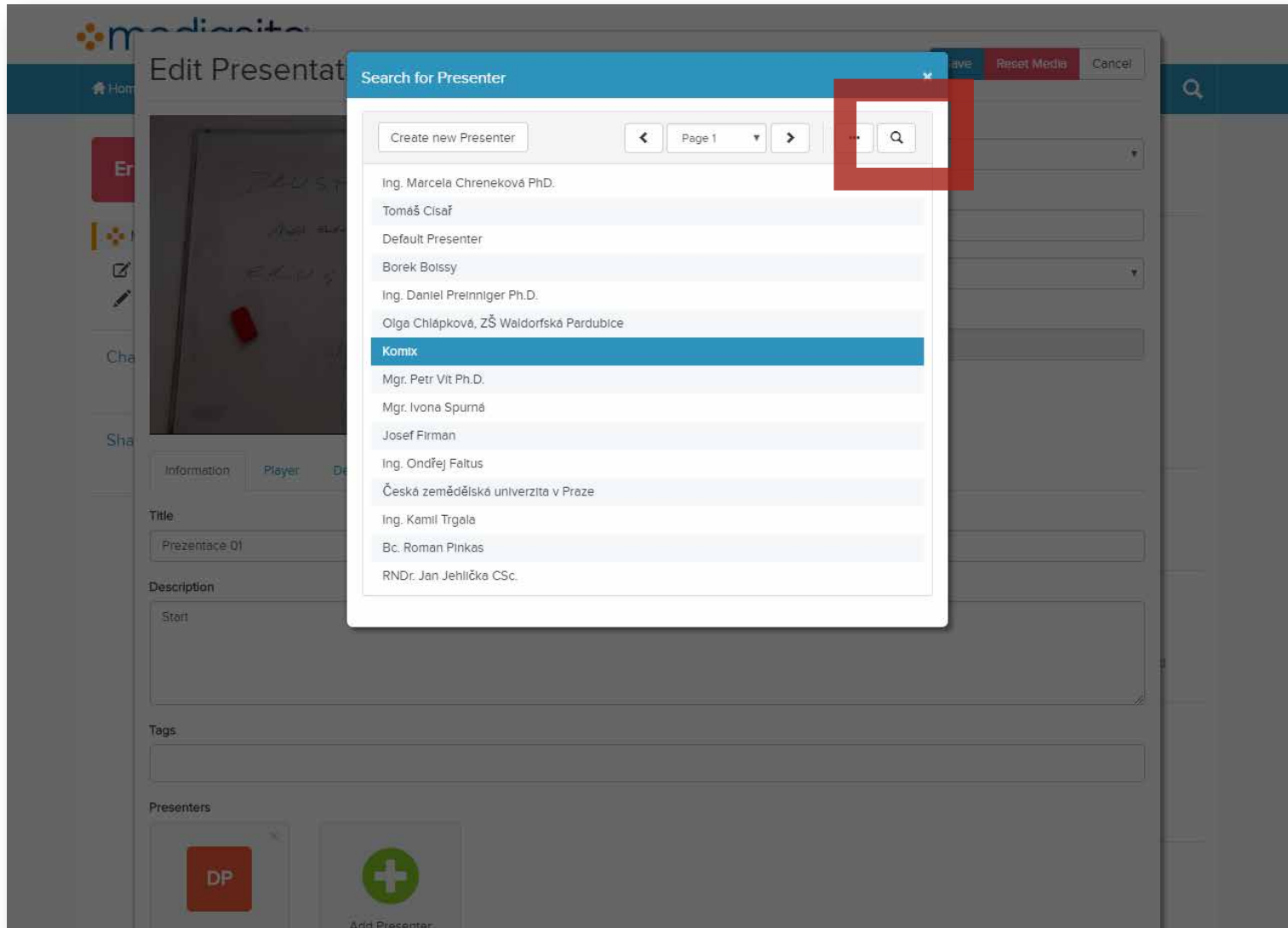
- You can add a video label in the **Description** box. We can change the name and assign the presenter with the **Add Presenter** button.



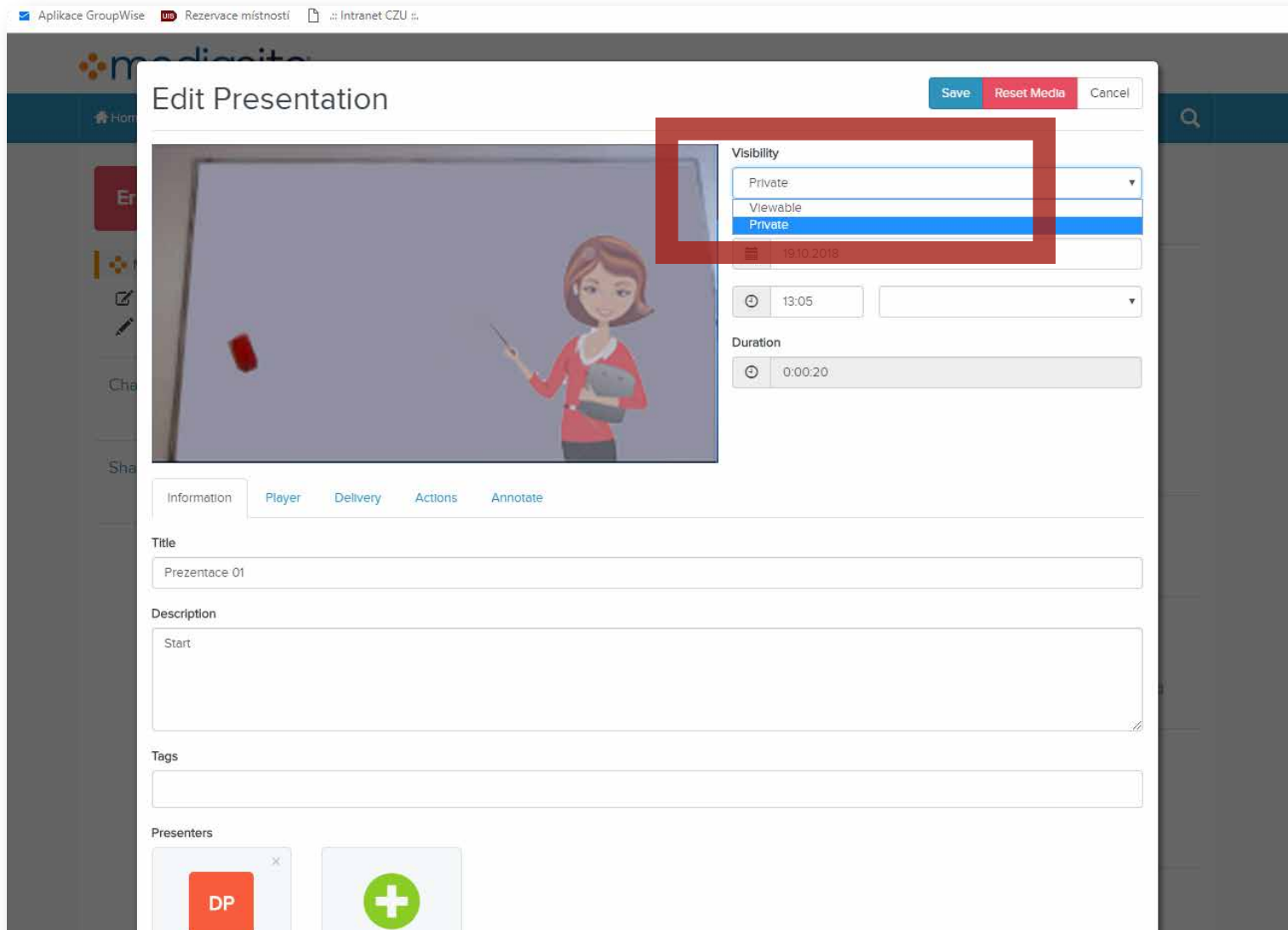
The screenshot displays the 'Edit Presentation' interface. At the top, there are buttons for 'Save', 'Reset Media', and 'Cancel'. Below these, a video player shows a cartoon presenter. To the right of the video player, there are fields for 'Visibility' (set to 'Private'), 'Date' (19.10.2018), 'Time' (13:05), and 'Duration' (0:00:20). Below the video player, there are tabs for 'Information', 'Player', 'Delivery', 'Actions', and 'Annotate'. The 'Description' field is highlighted with a red box, and the 'Add Presenter' button (a green plus sign) is also highlighted with a red box. The 'Presenters' section at the bottom shows a 'Default Presenter' (DP) and the 'Add Presenter' button.



■ You can find presenter in the searching list if it was previously created.



## Change the **Private** view access button to **Viewable** mode.



The screenshot shows the 'Edit Presentation' interface. A dropdown menu for 'Visibility' is open, with 'Viewable' selected. The interface includes a video player, a title field, a description field, and a tags field. The 'Presenters' section shows a 'DP' presenter and a '+' button.

Applkace GroupWise | Rezervace místnosti | Intranet CZU

### Edit Presentation

Save | Reset Media | Cancel

Visibility

- Private
- Viewable
- Private

19.10.2018

13:05

Duration

0:00:20

Information | Player | Delivery | Actions | Annotate

Title

Prezentace 01

Description

Start

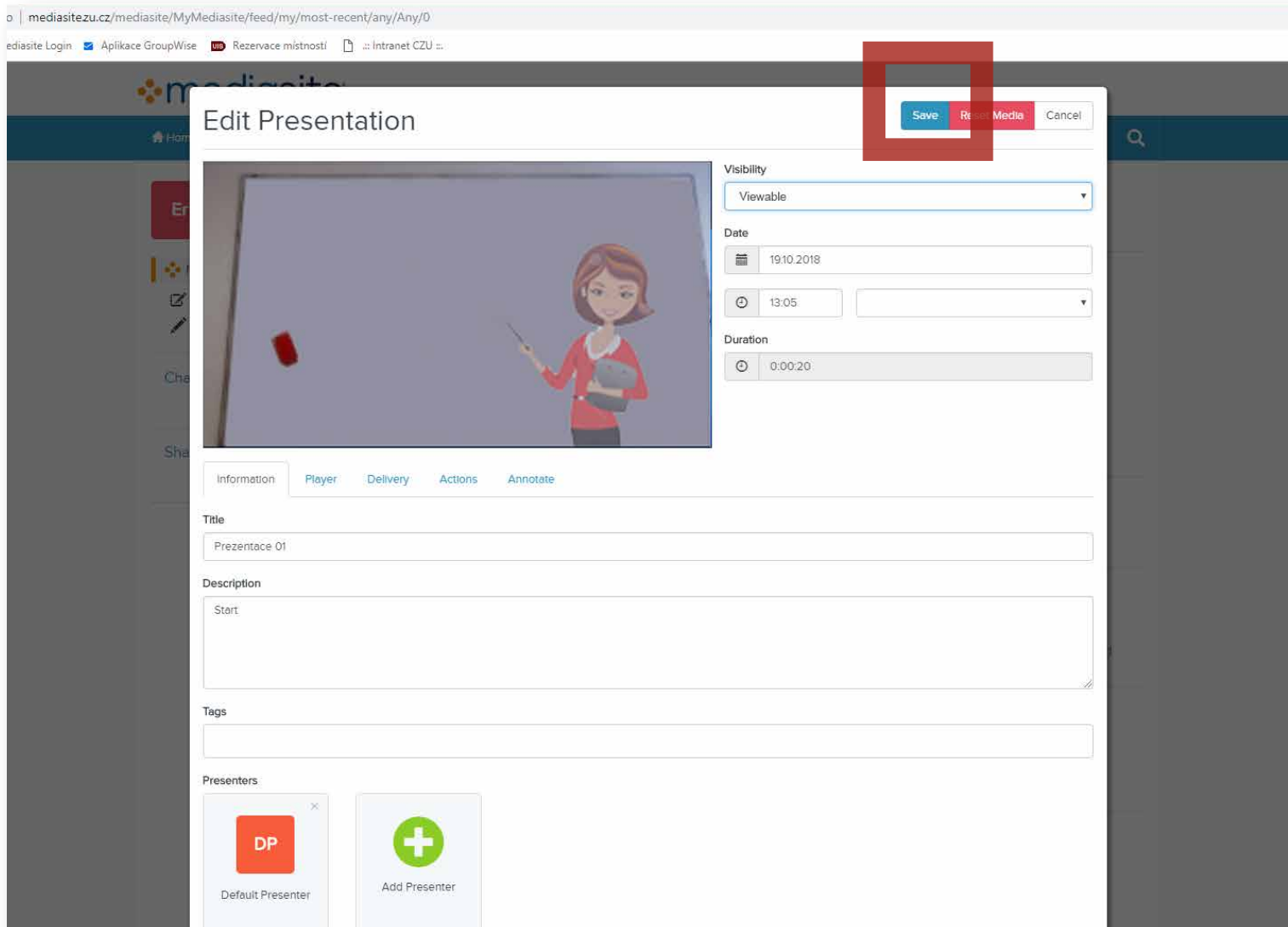
Tags

Presenters

DP

+

- Save it by clicking **Save**.  
Now we have ready for import a video from MyMediasite to Moodle.



The screenshot shows the 'Edit Presentation' modal window in the MyMediasite application. A red square highlights the 'Save' button in the top right corner of the modal. The modal contains a video player on the left and a settings panel on the right. The settings panel includes a 'Visibility' dropdown set to 'Viewable', a 'Date' field set to '19.10.2018', a 'Duration' field set to '0.00:20', and a 'Time' field set to '13:05'. Below the settings panel, there are tabs for 'Information', 'Player', 'Delivery', 'Actions', and 'Annotate'. The 'Information' tab is active, showing a 'Title' field with the value 'Prezentace 01', a 'Description' field with the value 'Start', and a 'Tags' field. At the bottom of the modal, there are two presenter options: 'Default Presenter' (DP) and 'Add Presenter' (+).

In case of confusion, please contact us:

**[pinkasr@oikt.czu.cz](mailto:pinkasr@oikt.czu.cz)**

**[cavp.czu.cz](http://cavp.czu.cz)**