

Step-by-step guide for uploading your video to Media Site

If you follow this guide, you should find it straight forward to upload your video to the panel for shortlisting. However, if you experience any issues, contact the [IT helpdesk](#) who will be able to advise you.

**Applications open:
Friday 17 March 2017 at 1pm (13:00 hours)**

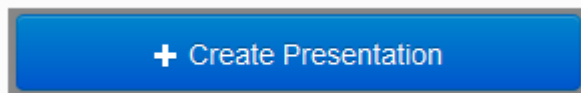
**Closing date for receipt of video submissions:
Tuesday 11 April 2017 at 1pm (13:00 hours)**

Please note – videos received after this date and time will not be accepted.

[How to upload a media file via Mediasite](#)

To upload video into My Mediasite, please watch this [video](#) and/or follow the following instructions:

1. Access [My Mediasite](#) directly or by logging into [the VLE](#) and selecting the *My Media* tab.
2. Once you have logged in, select '*Create Presentation*'.



3. Then click '*Upload Media*'.



Upload Media

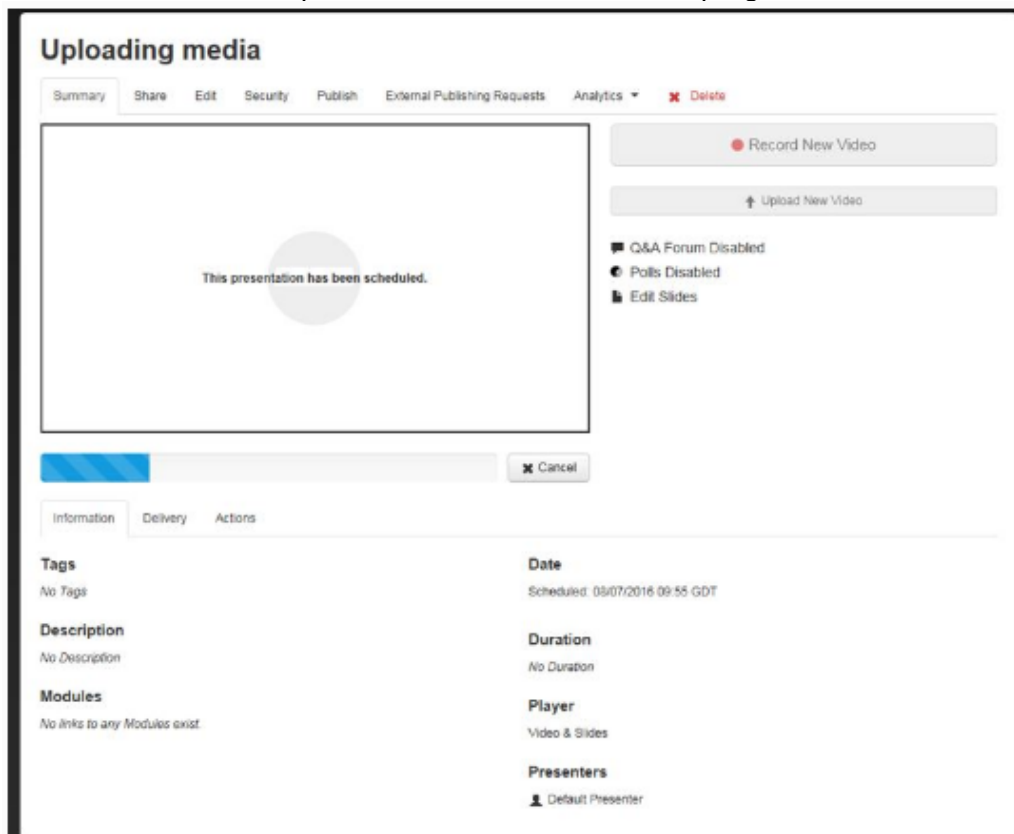
4. You now need to name your video upload a name and description as prompted. You can also choose where to upload the media to under '*publish to*' but in most cases this can remain as '*Drafts*'.

You must use the following naming convention for your video submission as follows:

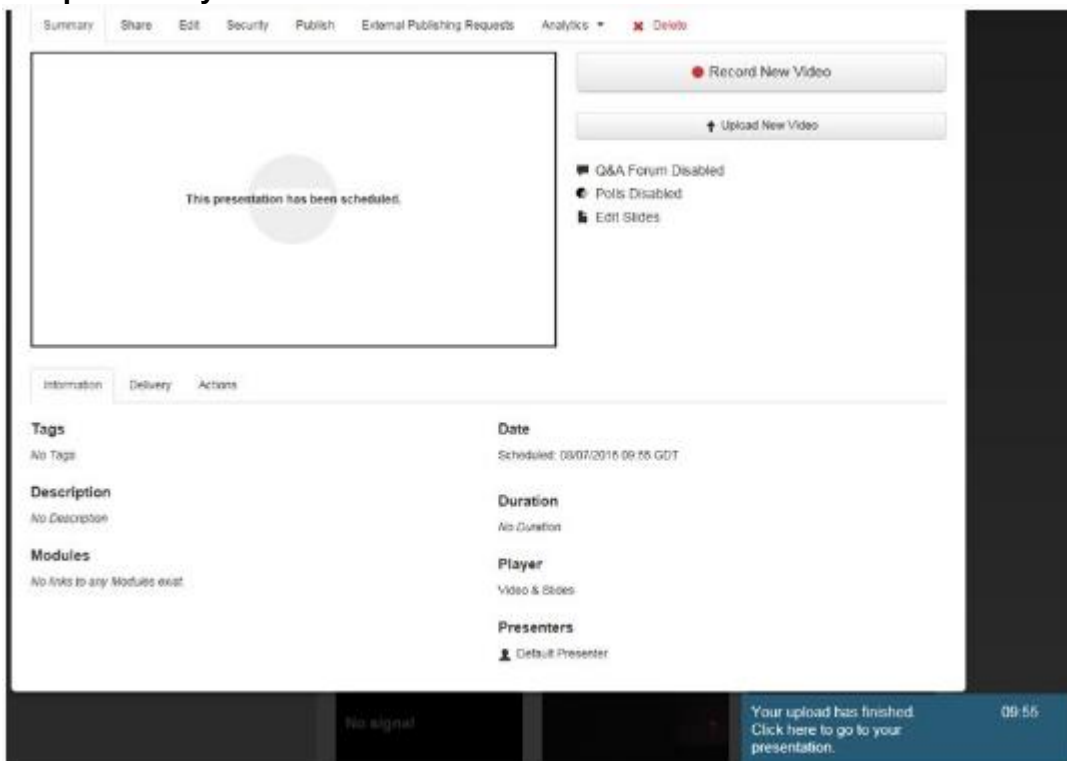
First Name Family Name Student ID (For example: Karen Shaw 30040050)

5. Now click '*Select Video*' which will open an explorer window for you to locate the file you want to upload. Select the desired file and click '*open*.' At this point there may be a small delay, please be patient. You **don't** need to click on '*Select Video*' again.

The media file will be uploaded. You can monitor the progress via the blue bar:



6. Once the upload is complete, you will receive a notification in the bottom right hand corner of your screen. **Please note, do not close your browser window until the upload is complete and you receive the notification:**



7. The upload will be processed and you will receive an e-mail once the upload is ready to view.

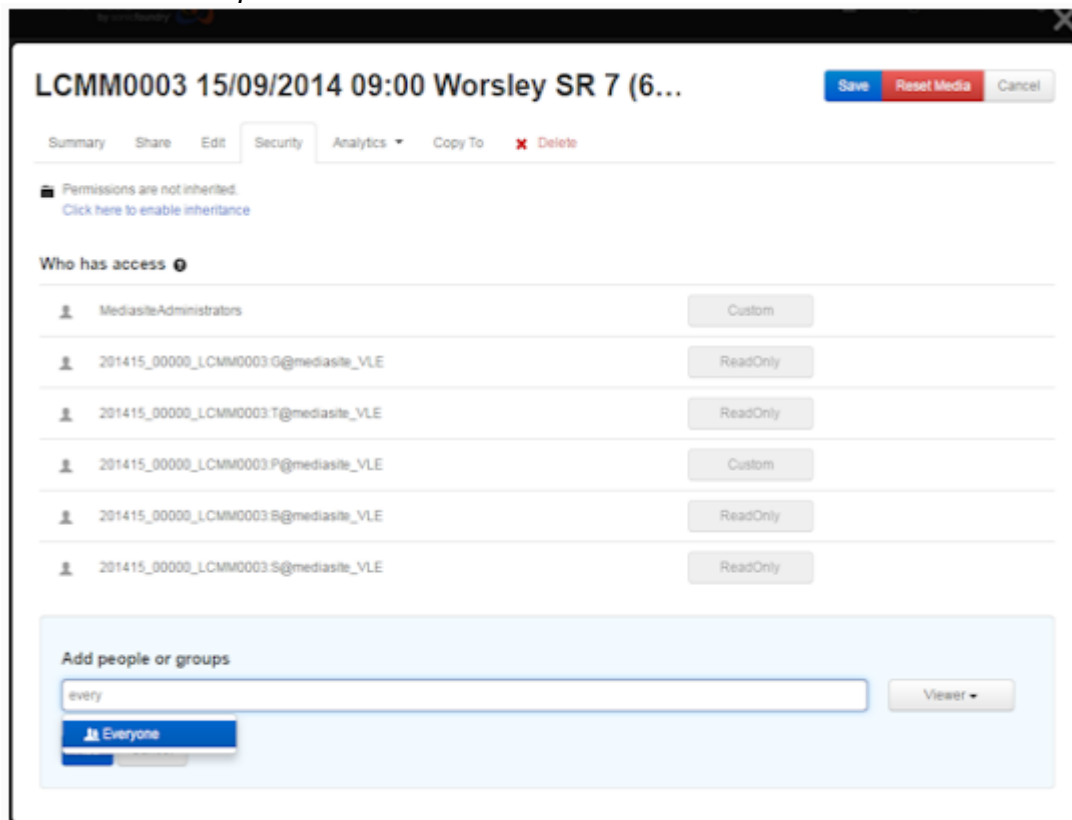
8. Uploading and processing of any recording can take up to 8 hours.

Note - Plan ahead! Make sure that you submit your video *at least* 8 hours before the closing date and time. If you submit just before the closing time, and the upload takes several hours, your video will not be accepted, as it has been received after the closing date and time.

When planning to submit your video application, you should check that you are able to upload without any issues if you are not on campus. You may also wish to factor in additional time to first share your video with a friend to ensure that they can view the video, that picture and sound quality is clear. You may also want to allow yourself time for contacting the IT helpdesk if you have any issues uploading your video.

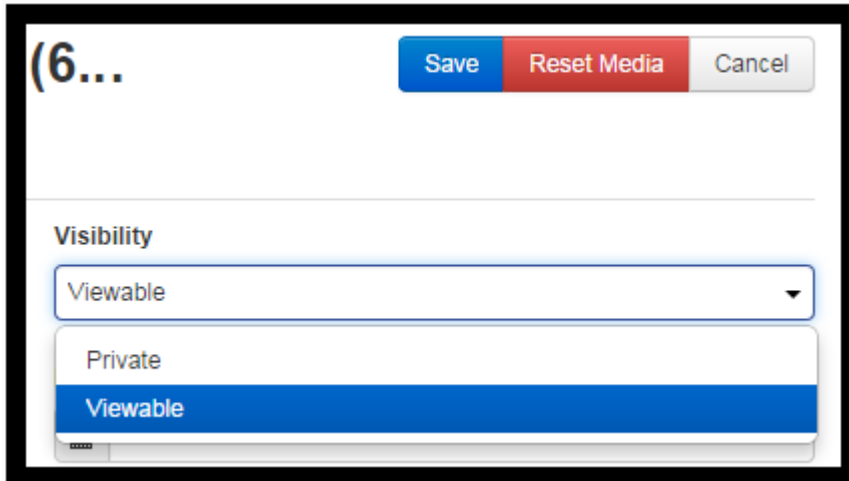
Sharing your recording

1. Locate the recording you wish to share by logging into [My Mediasite](#) directly or by logging into [the VLE](#) and selecting the 'My Media' tab.
2. Click on the recording thumbnail and then select the 'Security' tab. In the "Add people or groups" box, type "**Everyone**". This is the group which enables content to be viewed publicly. If the box is not visible (normally the case for desktop or ad hoc recordings), select the link "Click here to edit permissions":



3. Ensure that permissions are set to "**Viewer**" then click 'Add'.
4. Click 'Save'.

5. Select the 'Edit' tab, change the visibility to 'Viewable' and click 'Save':



(6...

Save Reset Media Cancel


Visibility

Viewable

Private

Viewable

6. Your recording is now available publicly. From the 'Share' tab you can copy and paste the share link into an email:



7.0.28 re-release - Desktop Recording test -...

Summary Share Edit Security Publish External Publishing Requests Analytics Delete

Link

<https://mymedia.leeds.ac.uk/Mediasite/Play/a839088ff645443daab0f6392d12f0401d>

Copy and paste this link into an email, IM, or social network.

Embed

`<iframe width="450" height="300" frameborder="0" scrolling="auto" marginheight="0" marginwidth="0" src="https://mymedia.leeds.ac.uk/Mediasite/Play/a839088ff645443" />`

Copy and paste this code into a website.

Email

Enter an email address

Separate addresses with a semi-colon.

7. Send this email to Karen Shaw (K.M.Shaw@leeds.ac.uk) who will arrange for the panel to view.

Please note - When we view your video we will check the date and time of when your video was uploaded. If the date and time of the upload is after the closing date and time, your application will not be taken forward.

If you have any questions on the video process, please contact [IT helpdesk](#). If you have any questions about the programme or your application, please contact Karen Shaw (K.M.Shaw@leeds.ac.uk).

Good luck!