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; https://mediasite-ent.lsuhsc.edu/Mediasite/Login
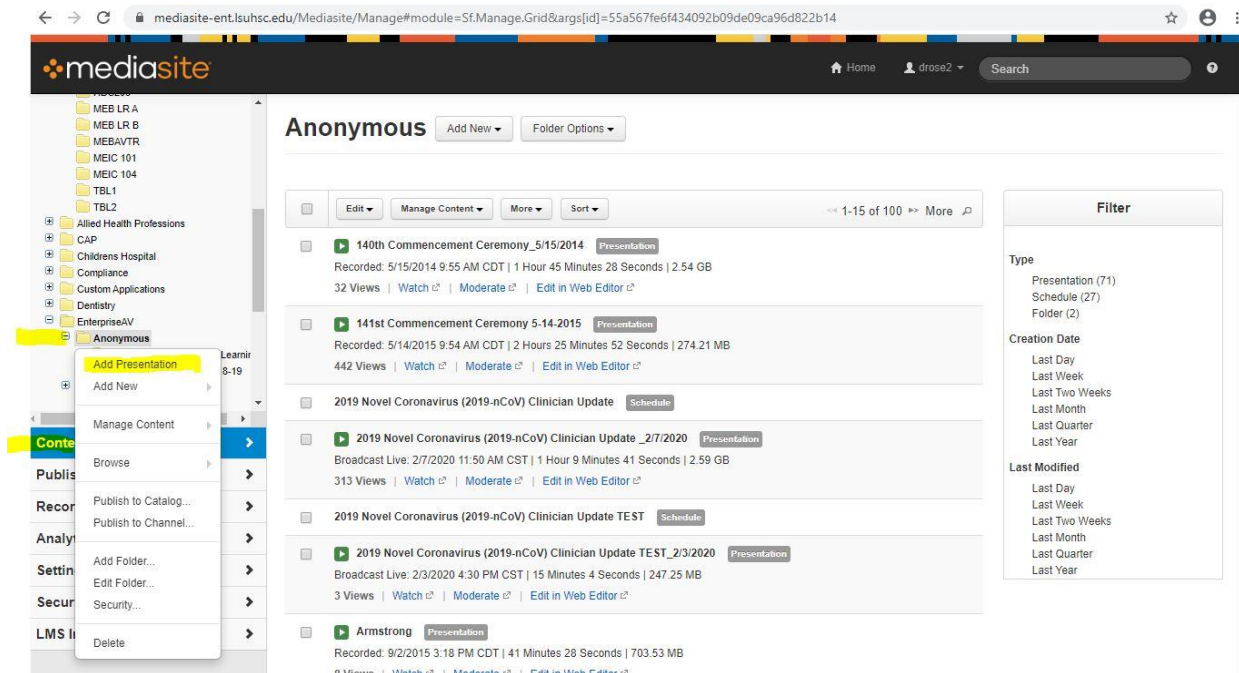
1. Ensure you are on the content tab at mid-left hand side.

2. Right click on the folder where you want the recording to reside.

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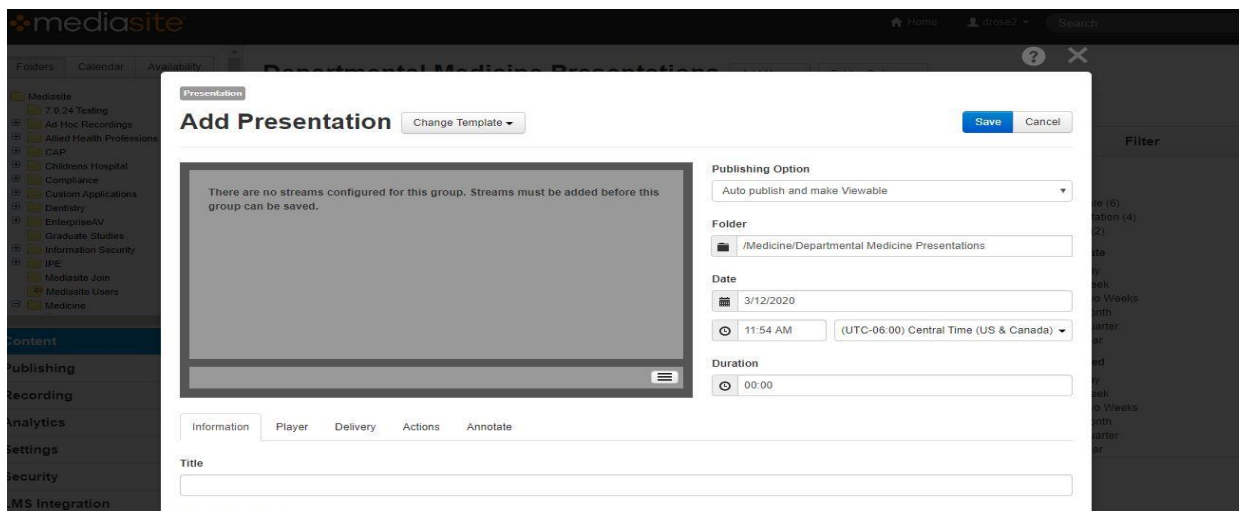
A new Presentation will come up to upload once all the necessary information has been entered.

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:

Presentation

Add Presentation Change Template ▾   Save   Cancel

Created From: .AH_Media_Import_Template_700bkps

Video 1 ▾

MP4 ▾   Smooth Streaming ▾   Audio ▾   ☰

Publishing Option

Manual publish and make Viewable   ▼

Folder

📁 /Mediasite

Date

📅 3/12/2020

🕐 01:25 PM   (UTC-06:00) Central Time (US & Canada) ▾

Duration

🕐 00:00

Information   Player   Delivery   Actions   Annotate

Title

Description & Tags

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.

🕐 00:00

Information   Player   Delivery   Actions   Annotate

🎞 .AH_Video_Only_Player   ▼

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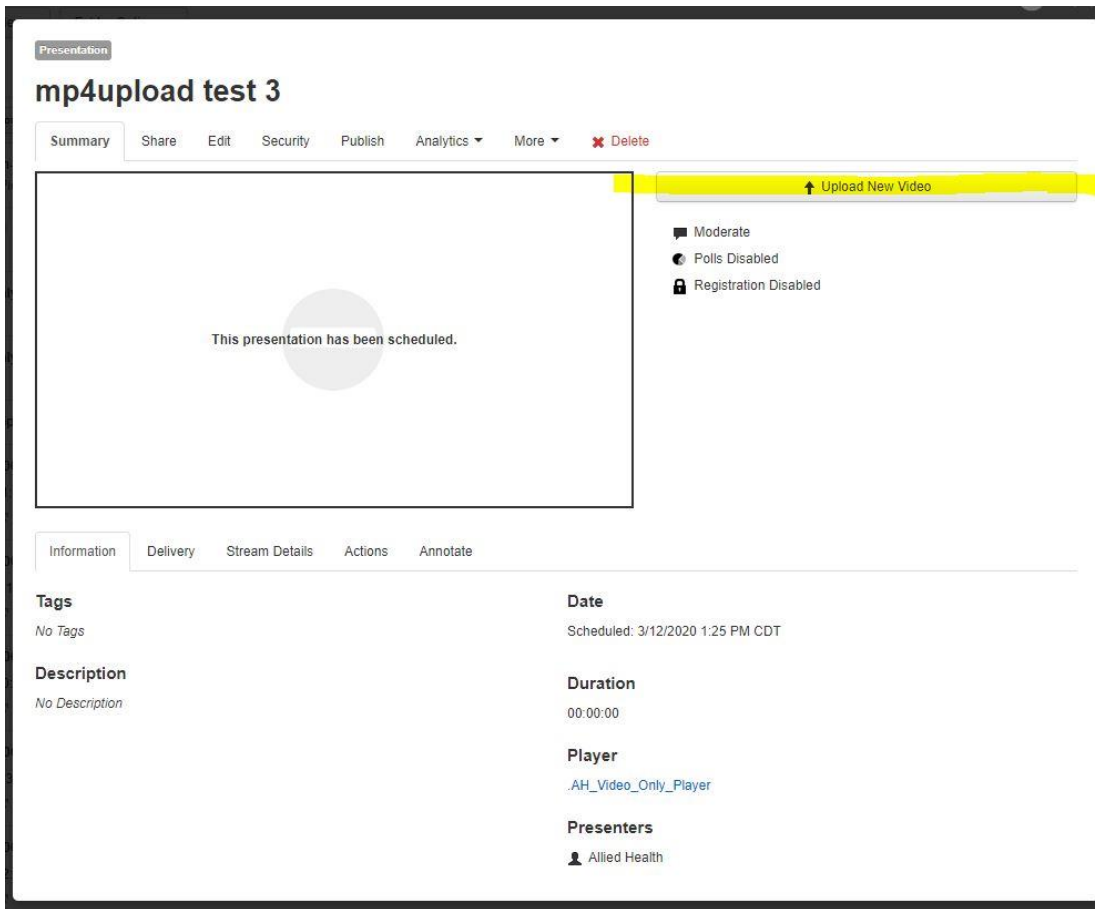
11.   Click the "Upload New Video" in upper right of the saved presentation window.

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.
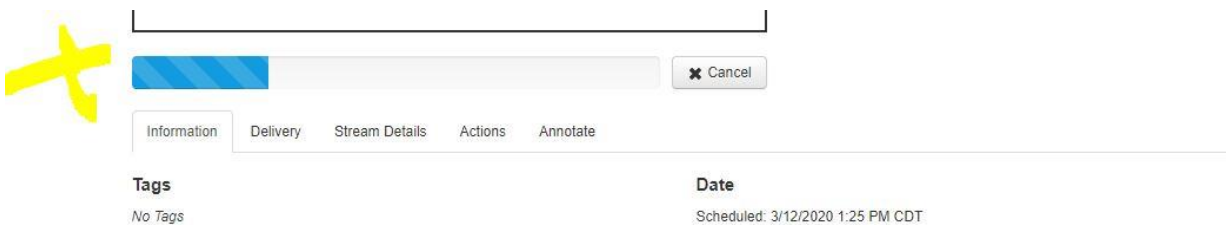

14.   Once it has completed uploading you can X out from the upper right of your saved Presentation form.
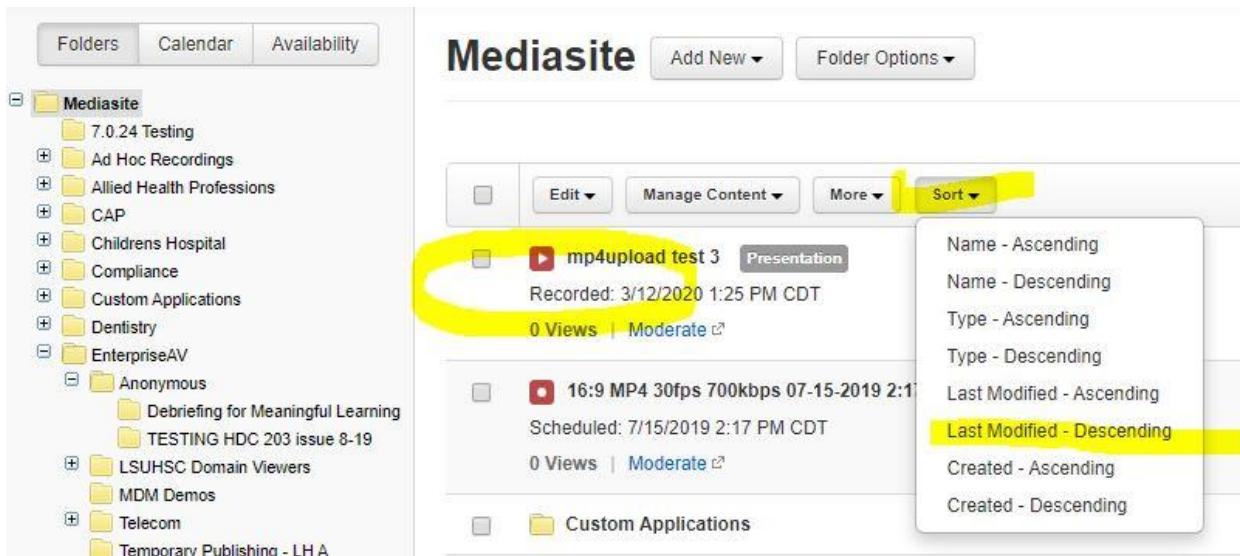
15.   Be certain the "Folders" tab is selected in upper left. Navigate to the folder you have chosen for the presentation to reside in within the folder tree.

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.
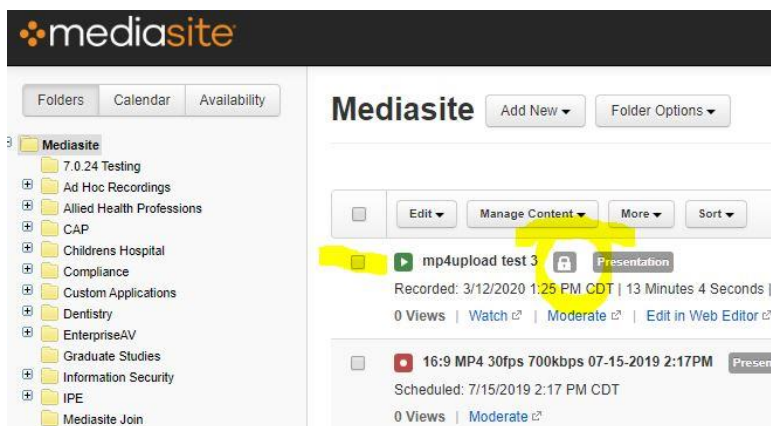
19.   Note that the > play icon has turned green with a lock icon after the title.

20.   Click on the title of the presentation, and your saved presentation form will re-open.
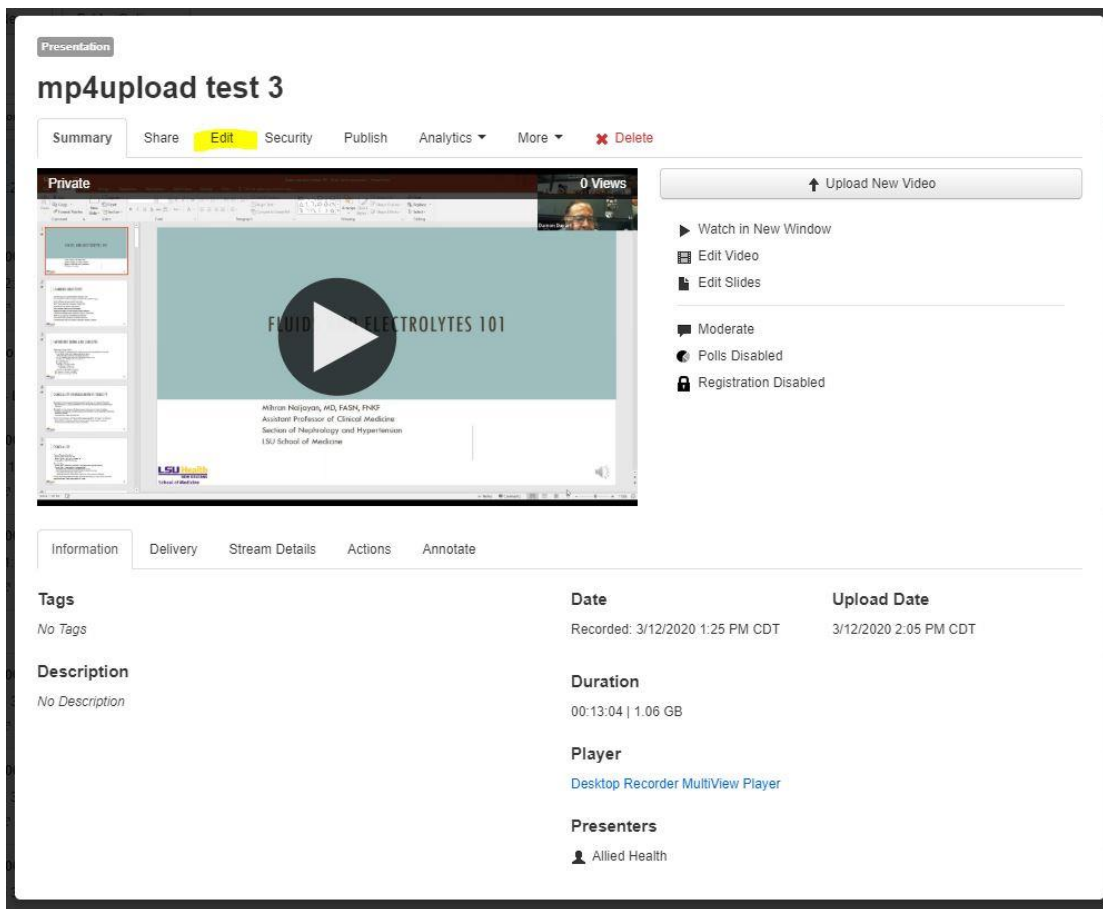
21.   Select the "Edit" tab up at the top left

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)