#### Upload a New Video into Mediasite

- 1. Open a web browser and navigate to: <u>uthsc.edu/tlc/my-</u> <u>mediasite.php</u>
- 2. Click on the **Login to My Mediasite** button on the right side of the page and enter your UTHSC NetID and password to sign in

mediasite					
Please sign in to access the requested Mediasite content.					
Username					
ksmit263					
Password					
•••••					
Remember me on this computer					
Sign In					

#### 3. Click Add Media



4. Select I want to upload a file from my computer.



5. Browse for your video file and select the video file (MP4 Video) that you would like to upload. Click Open.

My Data Sources	Copy of New Student Orientations 2017 5/25/2018	3 11:24 AM Microsoft Excel W 20 KB	
wy Data Sources	Conditional Branching Presentation 5/25/2018	8 4:15 PM Microsoft PowerP 687 KB	
🔉 😸 Creative Cloud Fil	OrientationScriptforppt_Revised-Registrar 5/29/201	3 12:12 PM Microsoft Word D 24 KB	
CooDrive	Chips Chips and more Chips! 5/29/2018	3 3:13 PM MP4 Video 25,712 KB	
/ Cheblive	1 Donline New Student Orientation Template 5/30/2018	8 9:52 AM MP4 Video 18,030 KB	
🗸 💻 This PC	Timesheet 5-2018 6/1/2018	2:10 PM Microsoft Excel W 31 KB	
> 🧊 3D Objects	Action Plan for Online New Student Orie 6/1/2018	4:54 PM Microsoft Excel W 14 KB	
> Desktop	Academic Technologies Comparison Chart 6/1/2018	4:55 PM Microsoft Excel W 10 KB	
	Did You Know-Zoom 6/4/2018	11:04 AM Microsoft Word D 13 KB	
	Copy of P1 Blackboard Course Upload 6/4/2018	3:37 PM Microsoft Excel W 19 KB	~
Fil	name: Online New Student Orientation Template	All Files	~

6. Fill in your new presentation details. Click Create Presentation.

Name:	Test 2			
Description:	Presentation D	escription		
Destination:	My Drafts			
	0	C	lange	

6. Your media will begin the uploading process. You will receive a message once your video has successfully uploaded.

Record New Video	Delete
Queued for Processing	
X	

tlc@uthsc.edu • tlc.uthsc.edu

7. Click on My Presentations to locate your recently uploaded video along with any previous videos that have been uploaded.

