**Uploading Content to My Mediasite:**

1. Access My Mediasite at: <http://cobims.utoledo.edu/mediasite/mymediasite>
2. Then click Create Presentation at the top left of your screen.



1. Next you will click Upload Media.





1. After clicking Upload Media, you will title your video (ex: Shannon Joyce Elevator Pitch or Abby Caye and David Irwin International Role Play). The title is important so your name and type of role play can be found in a search.
2. In the Publish To section, select Student Uploads
3. Then click the Select Video button and navigate to and select your **MP4** video. If you do not have a MP4 file, you will need to convert it before you can upload it to Mediasite. There are free, online conversion tools such as <http://video.online-convert.com/convert-to-mp4>.



4.

5.

6. .

1. Wait a few seconds (or minutes) for the video to be uploaded and processed and then change the status from Private to Viewable

