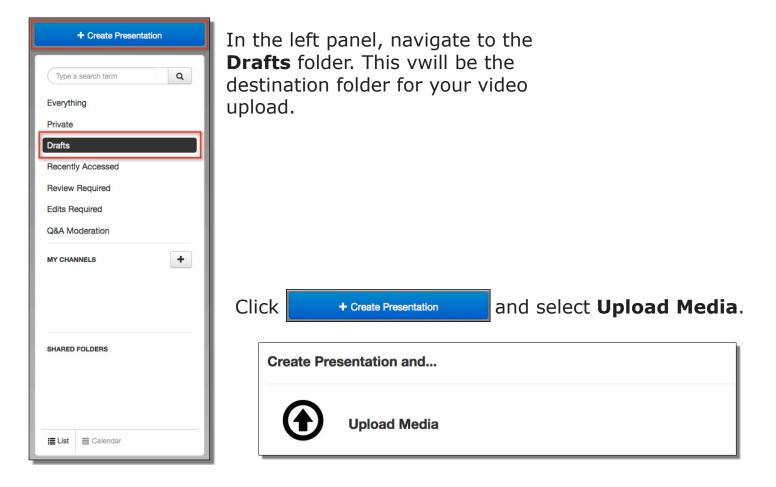
Upload a Video

Create a presentation by uploading a video file to your Drafts Folder.



Enter a name and descritpion.

Click **Selct Video** and navigate to the location on your computer that contains the video file you want to upload.

Upload Media	Back
Name (optional)	
Description (optional)	
Publish To	
Drafts	Select Video Save and Upload Later

Upload Media

After selecting the video file from your computer, the upload stage will begin and you will see a progress bar. *Upload and processing times vary according to file size and internet connection. Click the "X" in the upper right to close this area and monitor the upload

progress.

Sample Video Assignment	iets T
	Record New Video
	↑ Upload New Video
This presentation has been scheduled.	Q&A Forum Disabled Polis Disabled Edit Slides
x Cance	

When the upload has finished you will see a pop up message. The processing stage begins at this point. Do not close your browser.

Review Required Edits Required Q&A Moderation MY CHANNELS Ci Sample Channel	This presentation has been scheduled. * Cancel Sample Video Assignment		
	8/11/2015 10:42 AM 0 views Scheduled for Recording	Your upload has finished. Click here to go to your presentation.	10:44 AM

Refresh your browser as you monitor the processing stage. The thumbnail message will indicate the status; you will see the video slide when processing is complete. You will also receive an email confirmation.

*Change the status from **Private** to **Viewable** to allow your audience to view.

+ Create Presente	tion	Sample Channel			Edit Ohannel	View Chan
Type a search term	Q					
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Monitor upload & processing

Сору То

Submit a copy of your video to your instructor

Click on the video thumbnail to enter the management area. Click on the **Copy to** tab and select your class from the drop down menu.

Summary	Share Edit	Security	Publish	Analytics -	Сору То 🗙 🕻	Delete		
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A **Pending Copies** information box appears indicating processing times as well as the destination folder.

Summary Share Edit Security Publish Analytics Copy To X Delete Destination Folder - - -	Vi	deo Ass	ignn	nent								Copy Cance
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1 Sunday, September 20, 2015 4:05 PM Sunday, September 20, 2015 4:05 PM /Mediasite Training/ACCT-101	#	Created				Estimated	1 Start Time				Destination	
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Once the process is complete you will see a pop-up box with the message, "The status of your presentation may be outdated. Click here to refresh".

The status of your 4:07 PM presentations may be outdated. Click here to refresh.