Managing Videos in Mediasite

Within the MyMediasite Portal, click the presentation to access the presentation properties. The Summary tab opens.

From the presentation properties, you can control each piece of your presentation. The frame of your presentation is the Player (i.e., how viewers see your presentation).

You can share individual recordings, edit video options, change security settings for your recordings, or delete recordings. See Using the Web Editor for more details about editing the video itself.

1. **Summary Tab** - When you click to open your presentation properties, the Summary tab opens by default. From here, you see all of your currently enabled features.
2. **Share** - Click Share to obtain the link to the presentation. You can email the link to students or post it in HuskyCT.
3. **Edit** - You can rename your presentation, change the status from Private to Visible among other options.
4. **Delete** - Click the Delete button at any time to delete your presentation.
5. **Record & Upload** - Use these buttons to record or upload new media for your presentation. Since presentations are a combination of discrete parts within a frame, this does not impact other settings.
6. **Editing the Video** - Click Edit Video to open the Web Editor. Click Edit Slides to add a title and description to each slide. Choose Watch in New Window to view your presentation in a new internet browser window.
7. **Summary Details** - The Summary information shows your setting choices. Modify these settings by clicking the Edit tab.