

Mediasite Quick Information Sheet

Mediasite Applications

- **UST Mediasite**, mediasite.stthom.edu, is the central media archive for UST. It houses media content for both public viewing and classroom academic instruction.
- **My Mediasite** is your personalized account on UST Mediasite used for managing media content you create and upload. The primary function is for instructional use such as lecture capture.
- **Mediasite Desktop Recorder** is a desktop application for recording video or slideshow presentations from a computer, allowing for upload of media content to your My Mediasite account.
- **Mediasite Editor** is a web-based extension of the Desktop Recorder used for editing individual presentations stored on the Mediasite server.

Who May Use Mediasite?

Instructors and designated staff with Mediasite permissions added to their Celt Login credentials. Users must attend training to activate their Mediasite account.

UST Mediasite is not designated for student use. Students are encouraged to utilize 3rd party media services such as Youtube and Vimeo.

Recommended Browsers

1. **Mozilla Firefox** browser for Windows, Macintosh or Linux is preferred.
2. Microsoft's Internet Explorer 11 and Edge browsers will also work on Windows PC's.
3. Google Chrome can be used, but functionality is currently limited.

Copyright

Please upload only your own content or content to which you have written permission from the copyright owner. See Doherty Library's Copyright and Intellectual Property LibGuide for information on copyright and fair use: <http://libguides.stthom.edu/copyright>.

Other Considerations

The site is for instructional and official UST use only, and it should not host personal, non-instructional media.

Required and Recommended Equipment

Recording Video: To record video outside of the computer requires some kind of webcam, preferably with a USB connector.

Recording Audio: To record audio, the microphone in the webcam can be used, but a microphone attached to a pair of headphones can be operated closer to the speaker's mouth, delivering higher quality.

My Mediasite

<http://mediasite.stthom.edu/Mediasite/MyMediasite>

Click the "My Mediasite" button in the upper left. Log in using your Celt Login ID and password. Users who have not attended training will not be able to log in.

Download Desktop Recorder (MDR)

Go to My Mediasite (link above) and click on the button labeled "Download the Desktop Recorder."

Then follow instructions to register MDR on your computer.

UST computers on the stthom.edu domain may need to have their default file locations changed in MDR. Click **Settings**, then **Browse** to create or use a folder other than My Documents.

Mediasite Editor

<http://mediasite.stthom.edu/Mediasite/Editor>

Allows basic editing of video and slide presentations stored on the Mediasite server. Functions include cuts, fades, dissolves, adding clips, and dividing into chapters for easier navigation.

Online Tutorials

Available on the [Faculty Tutorials](#) page.