Mediasite Scheduling

Ankit Shah - 2024-03-25 - Lecture Capturing

Mediasite Scheduling Instructions

To schedule a recording (The Long Way):

- https://fau.mediasite.com/mediasite/manage
- **Home Page:**
    1. On the left, open the academic year, program year, and the course folder.
- **Course/Semester Page:**
    1. At the top, click the “Add New” button and select “schedule”
- **Add Schedule Page:**
    1. Confirm that you are in the correct folder (Group and Course)
    2. Select Template:
        - Regular Lectures: **“OME 2021-2022 CoM OnDemand (Video) (HD)”** template
        - Livestreamed & Recorded Lectures: **“OME 2021-2022 CoM Live and OnDemand (Video)(HD)”**
- Select “Add Recurrence”
    - Input start date, start time, duration, and select “One Time Only”
    - Save

1. Input event title from OwlMed

1. Select the “Schedule Options” tab
    - Presentation Namingà{Name}{Record Date}
    - **IMPORTANT**: Recorder Operationà “Create, open, start and stop recording”
    - Recorderà SONICBC126 or SONICBC128 or SONICBC130

1. Save.

To schedule a recording (The Short Way):

- Course/Semester Page:

1. IN THE CORRECT FOLDER, select a schedule you already created.
2. At the top under “MORE,” select “Add Like”
3. MediaSite will create a copy of the schedule.
4. Edit the key changes (Title, Reoccurrence, Recorder, etc.)
5. Save.

To review a calendar of scheduled recordings:

- Calendar Tab
  1. Click “Show Schedules” àselect the desired recorder (BC126 or BC128 or BC130)
  2. Click “Show Presentations” àselect “scheduled”
  3. View/click through calendar

- Tags
- Mediasite
- schedule