



It is possible to upload your videos created using zoom into Mediasite. First, you will need to download the video from your Zoom account and then upload the video to Mediasite for streaming purposes.

STEP 1: Download Zoom recording to the local hard drive.

- 1. Log into your <u>https://alamo.zoom.us/</u>
- 2. Go to the zoom recording you want to download
- Click on the "More" button to view the drop- down menu
- 4. Select "Download Files"

	Cloud Recordings Local Record	lines					
rofile	Cloud Recordings Eocal Record	nugs					Setti
Aeetings							
Vebinars	From mm/dd/yyyyy 3 To 05/06/2	1020 📑 All St	atus 🗘				
tecordings	Search by ID Q		earch Export				
ettings							
ccount Profile	Delete Selected Delete All						
leports	Topic	ID	Start Time	File Size			
	My Meeting	942-6788-7402	May 6, 2020 09:13	2 Files (21	MB)	Share	
			PM			More •	
			Mar 17, 2020	3 Files (58 MB)		Share	
Attend Live Training	Hermelinda Lopez's Zoom Meeting	252-630-107					
Attend Live Training Video Tutorials	Hermelinda Lopez's Zoom Meeting	252-630-107	01:58 PM			More +	

STEP 2: Logging into Mediasite.

- 1. Log into http://sacms.alamo.edu/.
- 2. Select My Mediasite under San Antonio College.
- 3. Enter the **San Antonio College Network account and password t**o log in to My Mediasite.

(Please contact the San Antonio helpdesk at: sac-helpdesk@alamo.edu or 210-486-0777

Alamo Colleges Mediasite Directory					
ALAMO COLLEGES DISTRICT	Catalog	My_Mediasite	Management <u>Console</u>		
Northeast Lakeview College	Catalog	My Mediasite	Management <u>Console</u>		
Northwest Vista College	Catalog	My Mediasite	Management Console		
Palo Alto College	Catalog	<u>My Mediasite</u>	<u>Management</u> <u>Console</u>		
San Antonio College	<u>Catalog</u>	<u>My Mediasite</u>	<u>Management</u> <u>Console</u>		
St. Philip's College	Catalog	My Mediasite	<u>Management</u> <u>Console</u>		

If this is the first time that you have accessed My Mediasite then go to "**Step 3**" to create your profile. If you have previously accessed My Mediasite skip to "**Step 4**"

STEP 3: Creating Mediasite Profile (First Time Login only).

1. Complete your profile by entering your name, email address, and confirm your time zone is correct. Click the Continue button.

Welcome to N	/lediasite!	
Please complete your us	ser profile and click "Continue" wh	en done.
Name	Display Name	You must provide a display name.
Email Address	e.g. johndoe@mediasite.com	
Local Time Zone	(UTC-06:00) Central Time (US & C;	T
	Continue	
Not ? Sign	in as a different user.	

2. An email confirmation will be sent to your email box. Click the Continue to Mediasite button.

(you might need to check the spam/junk/clutter folders)

3. After clicking the Continue to Mediasite button, you are taken to your My Mediasite dashboard.



iue to mediasite

mediasite

STEP 4: How to Upload Zoom recording to Mediasite.

1. Click on +Add Media



2. Click on I want to upload a file from my computer to browse files.

						Open	Cancel
screensteps					×	All Files	`
Que in	44 (NA)/NASA 5 278 R4 8	1.10(1.07)	4.454.656	AA AA 45			
tumblr_ncldn05wj1qcwhkeo1_500	8/22/2016 12:38 PM	GIF File	1,813 KB				
screensteps3	11/29/2017 3:28 PM	MP4 File	275 KB	00:00:09			
screensteps2	11/29/2017 3:28 PM	MP4 File	275 KB	00:00:09			
screensteps	11/29/2017 3:47 PM	MP4 File	467 KB	00:00:17			
RecordedPresentation_40	9/19/2012 10:39 AM	XML Document	1 KB				
PerfectCrime	9/19/2012 10:39 AM	WMV File	1,789 KB	00:00:26			

🙁 Dele

rd New Video 🕑 Upload New V

New Presentation Details

Name

Description:

Destination:

Video Name

My Drafts

0

Enter a video description

Change

 Your computer will begin to upload the video file to the Mediasite server for further processing. Do not navigate away from the page while the video is uploading, as doing so will abort the upload.

5. Enter the Name, a detailed description, and destination for the video and click **Create Presentation**.

6. Until the video has finished processing, a Presentation

Presentation Scheduled

Presentation Scheduled

Information
Delivery Actions Annotate

Information
Delivery Actions Annotate

ESCRIPTION

Enter a video description

Congratulations! You're done!

Scheduled image will show.

You have just successfully completed uploading the video to mediasite. If you need further assistance, call the SAC Helpdesk at 210-486-0777 or email <u>sac-helpdesk@alamo.edu.</u>