



## HOW TO CHOOSE A RECORDING OPTION

If you need to record a videoconference, make a short video for staff or students, or need to upload a previously recorded video you can use our Mediasite platform. Below you will find information about the various ways to use Mediasite and how you go about setting it up.

### TEACHING

What do you want to do?	Videostreaming	My Mediasite	TCS Recordings
Short targeted video for use in Connect	✓	✓	
Record a videoconference class			✓
Upload previously recorded videos (recorded using video camera, mobile device, etc.)		✓	
Upload previously recorded DVDs / video tapes	✓		
Record a presentation by a guest speaker	✓	✓	
Record an orientation to a unit or course	✓	✓	
Show students how to navigate through Connect		✓	
Show students how to use a software program		✓	

### ADMINISTRATION

What do you want to do?	Videostreaming	My Mediasite	TCS Recordings
Record a meeting for minute taking purposes			✓
Record a meeting so staff who couldn't attend can watch later			✓
Professional development or staff training for ongoing use	✓	✓	
Record a presentation by a guest speaker	✓	✓	
Create how to's for staff	✓	✓	
Upload previously recorded videos (recorded using video camera, mobile device, etc.)		✓	
Upload previously recorded DVDs / video tapes	✓		

## VIDEOSTREAMING

Videostreaming can be used in two ways. The first is to go into your local videoconference room and record a short targeted video. This video could be learning resources for your students or study support material. You can record it either live or as a stored presentation for viewing at a later time. If you choose a live recording the presentation will still be available for future access.

The other way is to send a pre-recorded video to the Support Analyst for uploading to the Mediasite platform.

In both instances you will receive a link to your video as soon as possible after the recording. In most cases this will be by the next day.

Having your video recorded or uploaded using this method means that all of the technical work is done for you. Your presentation can be edited, titles changed, PowerPoints added or updated, links to other websites added, etc. All you have to worry about is preparing and delivering your content.

To book a streaming session contact the Support Analyst to organise a suitable time, then ask your local Site Co-ordinator or Booking Officer to make the booking on TBA Online for you.

If you have a video you would like uploaded contact the Support Analyst to advise that you are sending it on DVD, USB or other method.

## MY MEDIASITE

My Mediasite allows you to create, upload and manage your own videos. There are four options when creating videos using the Desktop Recorder:

ScreenCast + Video (allows you to record your desktop, along with your video and audio)

ScreenCast + Audio (allows you to record your desktop, with audio only)

Slideshow + Video (allows you to record a PowerPoint slideshow, along with your video and audio)

Slideshow + Audio (allows you to record a PowerPoint slideshow, with audio only)

You can also choose to load a video that you have created using another software package (e.g. Screencast-O-Matic) or device (video camera, web cam, tablet or smart phone).

With My Mediasite you can edit your presentation yourself and get the link as soon as it's ready to go, or you can ask the Support Analyst to do this for you.

My Mediasite is a great tool for those that like to try out new technology or have full access to their content for future editing and updating.

My Mediasite can be accessed at <https://mediasite.videolinq.tafe.net/Mediasite/mymediasite> (use your network username and password to log in).

## TCS RECORDINGS

If you are holding a videoconference and would like it recorded you can use one of our five TCS Recording Ports. Basic editing will be done of these presentations by the Support Analyst.

After your videoconference has finished it usually takes a few hours for the recording to finalise. Once it's ready to go the Support Analyst will send you a link to your conference. It may take up to 24 hours depending on the number of recordings that are processing on that particular day.

To include a recording port ask your Site Co-ordinator or Booking Officer to include it as a site when they're making your VC booking. If the booking has already been made a recording port can still be added, your SC or BO will just need to make an amendment.

## **ALL RECORDINGS**

No matter what you record or how you record all recordings are free of charge. There is no cost to produce or store a video. Your video will also remain active for as long as it's required, there's no time limit for access.

All Mediasite recordings are viewable on PC and Mac, as well as most mobile devices. You can add your links into Connect, SPOT, or any other website. They can also be e-mailed to staff or students, or included in a document.

## **CONTACT DETAILS**

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<http://videolinq.tafe.net/videostreaming/videostreaming.html>