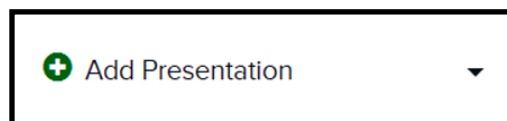# UPLOAD A PRESENTATION
TO MEDIASITE

Mediasite is a great way to store content and add it to a course. Prior to uploading a presentation to Mediasite, ensure the location of the presentation is known and Mediasite Collection is enabled in the course navigation pane.

1. Navigate to **My Mediasite** at the top of your tools list on the right side of your course navigation pane.
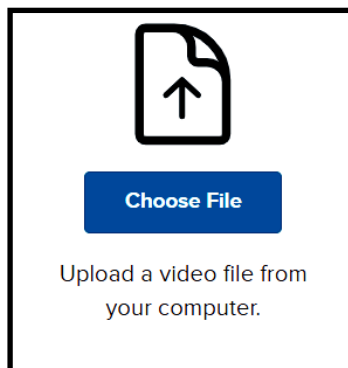

    a.   If prompted, authorize Mediasite to use Canvas

2. In the top left corner, click **Add Presentation**.

3. Click **Upload New Video**.

4. Locate the presentation file that needs uploaded.
5. Enter a Name, Description and Destimation for the File.
6. Click **Create Presentation**.

7. The video may take some time to successfully upload.
8. In the screen that appears, make any necessary adjustments to the video.

After following these steps, the video should be ready to be used in a course.