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 to you in your computer files. To upload a presentation to Mediasite:

1. Navigate to settings in your course navigation pane. Select the My Mediasite icon from the tool list on the top of the right tool bar.

    a. If prompted, authorize Mediasite to use Canvas

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

3. Click **Upload New Video**.

4. Enter a Name, Description and Destination for the File.
5. Select a destination path for your video file. Selecting Change will allow you to check a User Channel to find and select your course's Mediasite Folder.

6. The video may take some time to successfully upload.
7. In the screen that appears, make any necessary adjustments to the video.
8. After following these steps, the video will be ready to be used in a course.