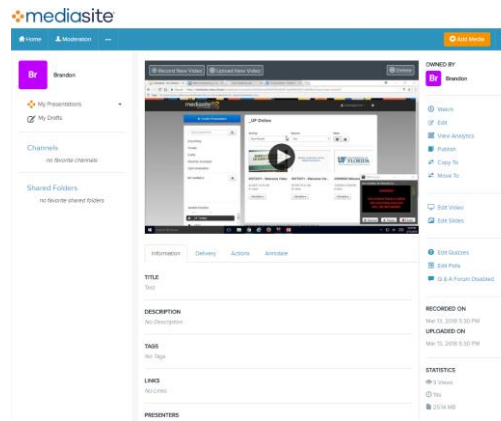
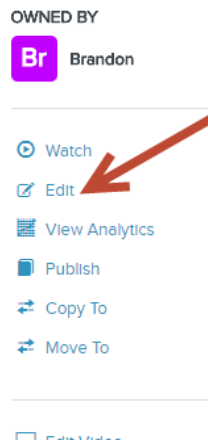


Replacing Media in MyMediasite

If you've Created a Presentation and want to change the video but not change the URL to the Presentation, you can "Replace Media." Please note that this only works when you are replacing a presentation with a video file uploaded through MyMediasite, not Mediasite Desktop Recorder presentations.



First, navigate to a presentation in MyMediasite.



Click the **Edit** button



Click the **Reset Media** button

Presentation Media Reset

Resetting media will result in a loss of important information including video and slides. Are you sure you want to reset the media on this presentation?

Delete presentation reporting data

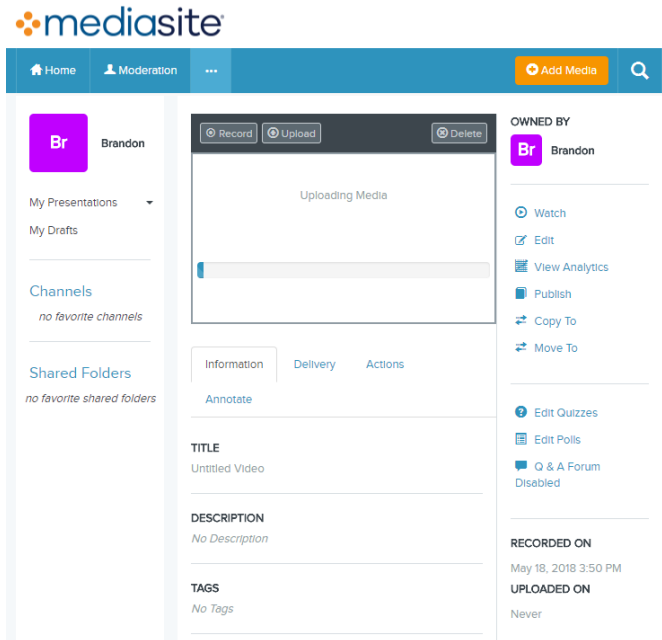
Reset Media

Cancel

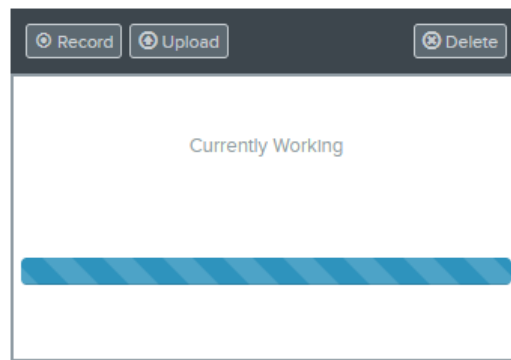
It will ask if you are sure. Click **Reset Media** again.

The screenshot shows the Mediasite user interface for user Brandon. The top navigation bar includes Home, Moderation, and an Add Media button. The left sidebar shows navigation options like My Presentations, My Drafts, Channels, and Shared Folders. The main content area displays a presentation titled 'Untitled Video' with a description 'No Description'. The presentation status is 'Presentation Scheduled', and a red arrow points to the 'Upload' button in the top toolbar. The right sidebar shows ownership information and various action buttons such as Watch, Edit, View Analytics, Publish, Copy To, Move To, Edit Quizzes, Edit Polls, and Q & A Forum Disabled.

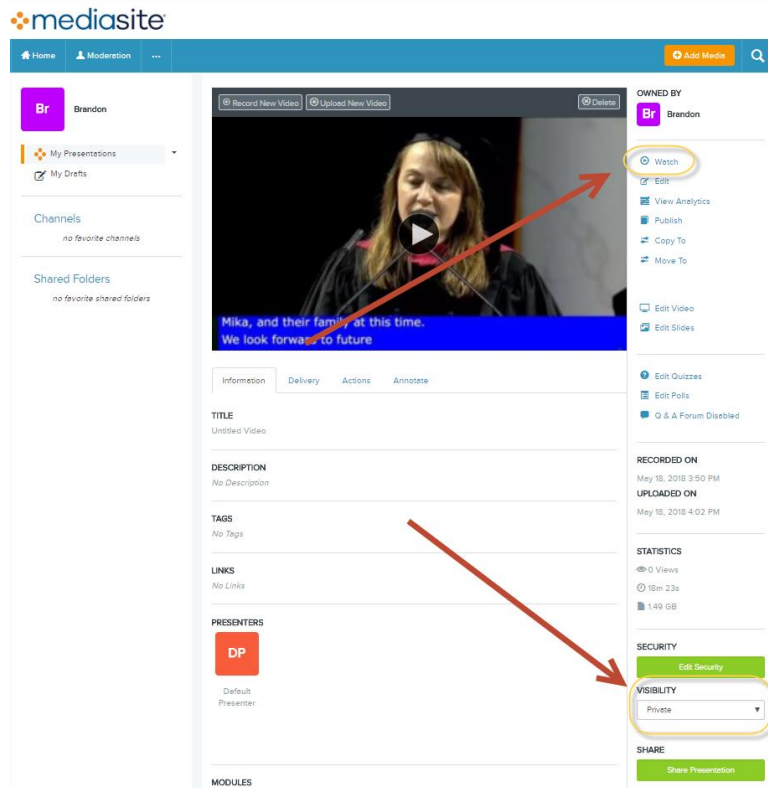
Your presentation should now no longer have a thumbnail. Click the Upload button.



Your presentation will upload. DO NOT close out of this window until it has finished uploading.



While the video is processing on the server, it will say “Currently Working”



When the video has finished processing, you will see a thumbnail from the presentation as seen above. **You will want to change the Visibility from Private to Visible**, which is a dropdown that appears at the bottom of the page. To provide the video link to someone, click the **Watch** button at the top of the page and copy the URL of the page that you are taken to.

If you have any questions, please contact Video & Collaboration Services at video@ufl.edu or 392-4357.