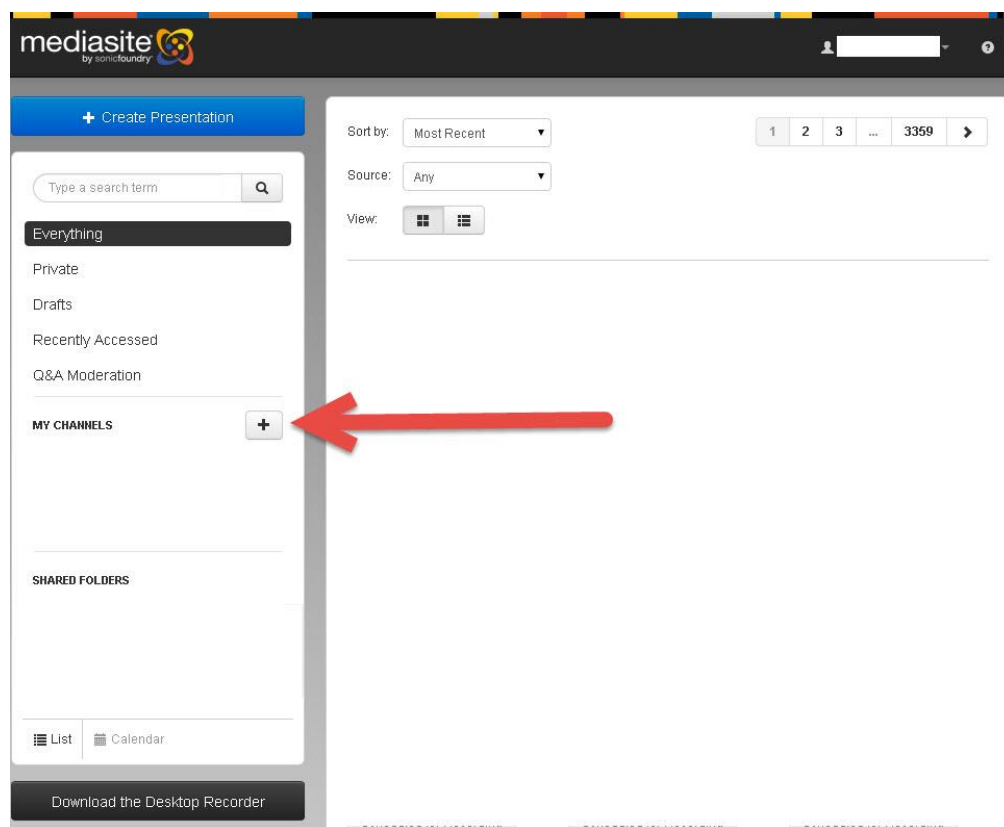


CREATING CHANNELS IN MYMEDIASITE

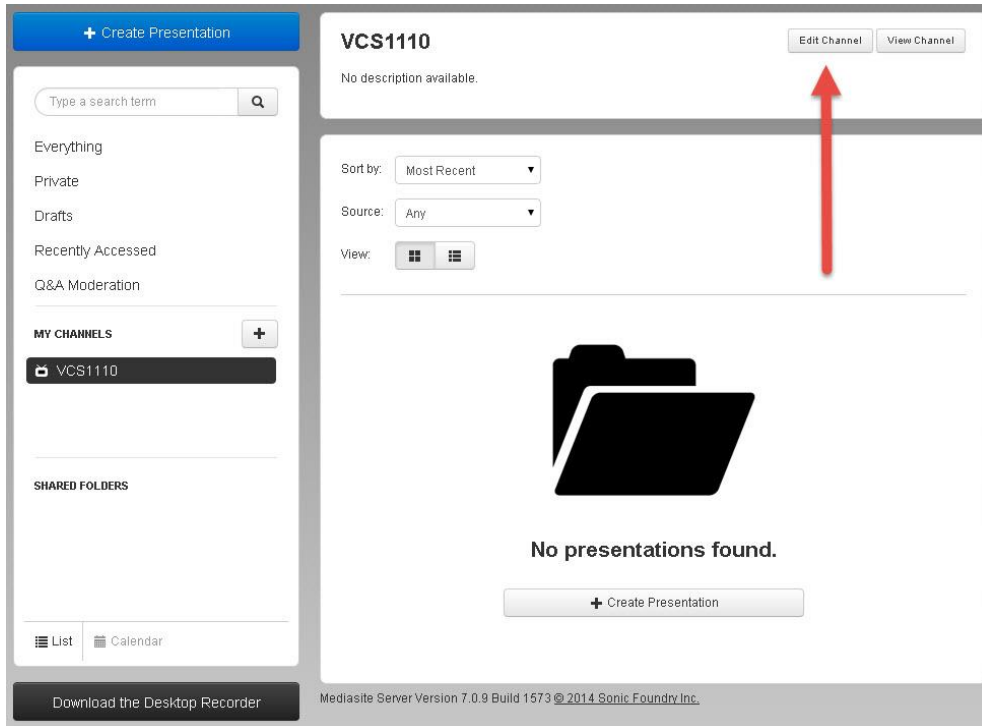
Channels are a new feature in MyMediasite. Every MyMediasite user has the ability to create as many Channels as they'd like. Channels allow users to easily create Catalogs of their videos and are ideally suited for being created for each class that a user might teach. This will show you how to create a Channel:



Within MyMediasite, click on the + button next to “My Channels”



Type the name of your course, or whatever you'd like to your Channel to be titled, in the text box that opens and click on the + button again.



Now you will see your Channel. If you wanted to add presentations, you would simply click the “Create Presentation” button at the bottom of the screen. But first we will want to edit some details about our channel. Click the **Edit Channel** button.



Here you can edit the Name of your Catalog and the Description that is listed underneath the title of your catalog. If you make any changes to the Name or Description, make sure to click the **Save** button. After you’ve made your changes, click on the **Security** tab.

To make sure that your students or, really, anyone other than you can view your presentations, type in **AuthenticatedUsers** to the “Add people or groups” text bar. Then click on the dropdown to the right and select **Viewer**. Then click the **Add** button, followed by **Save** on the top right of the window. *(If you need it to be viewable people who do not have Gatorlinks, enter **Everyone** instead of **AuthenticatedUsers**.)*

From here you will be able to share your channel with whoever when you click on the **View Channel** button.

UFIT Video 1[Info](#) | [Watch](#)

Default Presenter

On Demand

Thursday, July 24, 2014

11:15 AM EDT

1 Minute 21 Seconds



Your channel will look like this, with a list of all of the presentations that you've uploaded to your channel. You would simply give out the web address in the address bar to whoever needs to view this Catalog.

If you have any questions on how to use Catalogs, please let us know at Video & Collaboration Services.

You can email us at video@ufl.edu or call us at 392-4357.