

FAU College of Medicine Support Center

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Mediasite Scheduling

Ankit Shah - 2023-03-15 - [Instructional Resources](#)

Mediasite Scheduling Instructions

To schedule a recording (The Long Way):

- <https://fau.mediasite.com/mediasite/manage>
- **Home Page:**
 1. On the left, open the academic year, program year, and the course folder.
- **Course/Semester Page:**
 1. At the top, click the "Add New" button and select "schedule"
- **Add Schedule Page:**
 1. Confirm that you are in the correct folder (Group and Course)
 2. Select Template:
 - Regular Lectures: **"OME 2021-2022 CoM OnDemand (Video) (HD)"** template
 - Livestreamed & Recorded Lectures: **"OME 2021-2022 CoM Live and OnDemand (Video)(HD)"**
- Select "Add Recurrence"
 - Input start date, start time, duration, and select "One Time Only"
 - Save
- 1. Input event title from OwlMed
- 1. Select the "Schedule Options" tab
 - Presentation Naming → {Name} {Record Date}
 - **IMPORTANT: Recorder Operation → "Create, open, start and stop recording"**
 - Recorder → SONICBC126 or SONICBC128 or SONICBC130
- 1. Save.

To schedule a recording (The Short Way):

- Course/Semester Page:

1. IN THE CORRECT FOLDER, select a schedule you already created.
2. At the top under "MORE," select "Add Like"
3. MediaSite will create a copy of the schedule.
4. Edit the key changes (Title, Reoccurrence, Recorder, etc.)
5. Save.

To review a calendar of scheduled recordings:

- Calendar Tab
 1. Click "Show Schedules" àselect the desired recorder (BC126 or BC128 or BC130)
 2. Click "Show Presentations" àselect "scheduled"
 3. View/click through calendar
- Tags
- [Mediasite](#)
- [schedule](#)