

# FAU College of Medicine Support Center

[Knowledgebase](#) > [Instructional Resources](#) > [Mediasite Scheduling](#)

## 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](#)