

Guidance for LUTube users on re-publishing LUTube content imported to Mediasite

The University's LUTube service (lutube.leeds.ac.uk) is due to be decommissioned and content moved across to Mediasite, the University's lecture capture and media management system. Guidance is provided below to users of LUTube on how to re-publish LUTube content imported to Mediasite.

Accessing imported recordings in MyMediasite

Users will receive an email notification for each LUTube recording imported to Mediasite.

Follow one of the links in the email to log in to [MyMediasite](#) directly or via the VLE.

Publishing options

Imported recordings are marked "Private" and can only be viewed by the owner unless action is taken to publish them.

Users can:

- [Publish recordings to VideoLeeds](#) (the LUTube replacement)
- [Publish recordings to the VLE Media catalogue](#) (only authorised staff can publish)
- [Share a link](#)
- [Embed a recording](#)

Publish a recording to VideoLeeds

VideoLeeds (<https://video.leeds.ac.uk>) is a video sharing site for staff and students of the University of Leeds to actively share audio and video content in Mediasite with members of the University and with the public.

In MyMediasite, locate the recording in the Drafts folder and click on the thumbnail to open it.

Select the 'Publish' tab.

Under Showcase Channels, select 'Publish to a Showcase Channel.'

From the dropdown, select the Channel you would like to publish to.

Acknowledge that you have read and agree to the terms and conditions and choose who you would like to make the recording available to:

- Everyone - the video will be viewable by the general public
- Logged-in Users - the video will only be viewable to staff and students at the University of Leeds.

Select an option and then click 'Add'.

Publish to Engineering

VideoLeeds Terms and Conditions

Before publishing your recording please take a few moments to read the [University of Leeds terms and conditions](#).

Support and Guidance

If you need any further help please visit the [Changing Landscapes](#) website, where you will also find detailed advice on [copyright](#), [Open Educational Resources](#) and [licensing](#).

I acknowledge that I have read and agree to the above terms and conditions.

Make available to

Anyone who has access to the Catalog

Anyone who has access to the Catalog

Everyone

Logged-in Users

Add Cancel

If the recording is marked as Private, click on 'Make Presentation Viewable'.

This Presentation is currently Private and may only be viewed by the owner.
You must set the Presentation to Viewable before it will appear in any published Catalogs.

Make Presentation Viewable

Click 'Save'.

The recording is now published to VideoLeeds.

For more detailed guidance see

http://it.leeds.ac.uk/info/247/videoleeds/896/how_to_publish_your_recording_to_videoleeds

Publish a recording to the VLE Media catalogue

To publish a recording to staff and students registered on a VLE module:

In MyMediasite, locate the recording in the Drafts folder and click on the thumbnail to open it.

Click on the Edit tab and scroll down to the 'Add Module' dropdown.

Modules

201415_00000_LCTST1000 : 14/15(3) LCST1000 Lecture Capture Test (00000)

Add Module ▾

mm

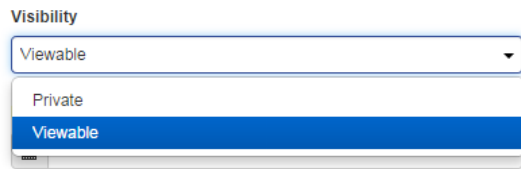
1-1 of 1

201415_LCTST_MM0001: 14/15(3) LCTST0002 Merged Module (MM0001)

In the Search box, enter the details of the module or merged module you wish to associate the recording with.

Return to the top of the page and change the visibility from Private to Viewable and click Save.

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The recording will now be accessible via the Media link in the corresponding VLE module menu.

Sharing a link

You can restrict access to your recording to individual staff and students, or make your recording public and share the link with non-University members (security by obscurity), on websites or other digital channels without publishing to VideoLeeds.

In MyMediasite, locate the recording in the Drafts folder and click on the thumbnail to open it.

Select the 'Security' tab.

In the 'Add people or groups' box, type in the name or email address of the staff or students you wish to share your recording with. Alternatively if you wish to share with people outside the institution, type 'Everyone' to make your recording public. If the box is not visible, select the link 'Click here to edit permissions'.

Ensure that permissions are set to 'Viewer' then click 'Add'.

LCMM0003 15/09/2014 09:00 Worsley SR 7 (6... Save Reset Media Cancel

Summary Share Edit Security Analytics Copy To Delete

Permissions are not inherited.
Click here to enable inheritance.

Who has access

MediasiteAdministrators	Custom
201415_00000_LCMM0003 G@mediasite_VLE	ReadOnly
201415_00000_LCMM0003 T@mediasite_VLE	ReadOnly
201415_00000_LCMM0003 P@mediasite_VLE	Custom
201415_00000_LCMM0003 B@mediasite_VLE	ReadOnly
201415_00000_LCMM0003 S@mediasite_VLE	ReadOnly

Add people or groups

oifc00

- oifc002-oifc002@leeds.ac.uk
- oifc003-oifc003@leeds.ac.uk
- oifc004-oifc004@leeds.ac.uk
- oifc005-oifc005@leeds.ac.uk
- oifc006-oifc006@leeds.ac.uk
- oifc007-oifc007@leeds.ac.uk
- oifc008-oifc008@leeds.ac.uk
- oifc009-oifc009@leeds.ac.uk

Click 'Save'.

Select the 'Edit tab', change the visibility from 'Private' to 'Viewable' and click 'Save'.

From the Share tab you can now copy and paste the share link into an email to the individual(s) you have allowed to view your recording, or where public, add the link to a website or other digital channel.

Summary Share Edit Security Analytics Copy To Delete

Link

<https://mymedia.leeds.ac.uk/Mediasite/Play/2d8027cb9dde4d82a925cb8e8107b3e21d>

Copy and paste this link into an email, IM, or social network.

Embed

```
<iframe width="320" height="240" frameborder="0" scrolling="auto" marginheight="0" marginwidth="0" src="https://mymedia.leeds.ac.uk/Mediasite/Play/2d8027cb9dde4d82a925cb8e8107b3e21d" />
```

Copy and paste this code into a website.

Email

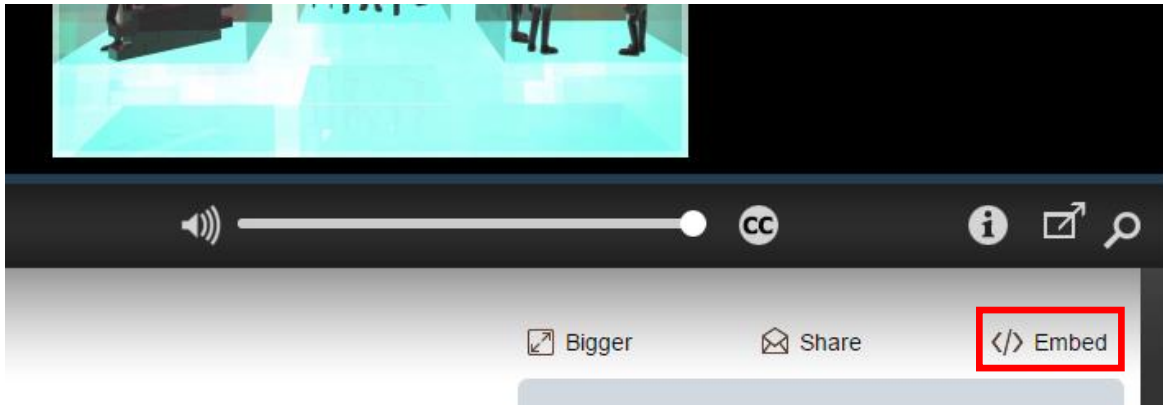
Enter an email address

Separate addresses with a semi-colon.

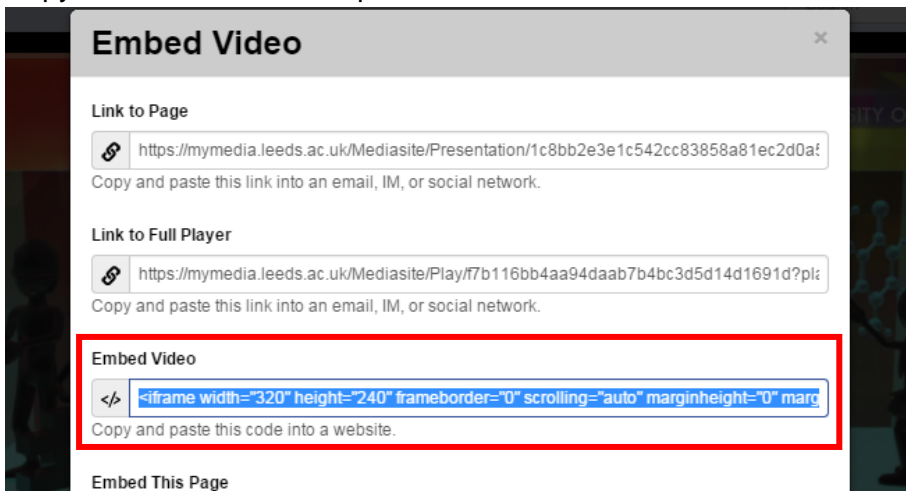
Embedding a recording

There are two ways to obtain the embed code for a recording; via VideoLeeds or from within MyMediasite.

From VideoLeeds, launch the desired recording and locate the Embed option beneath the player.



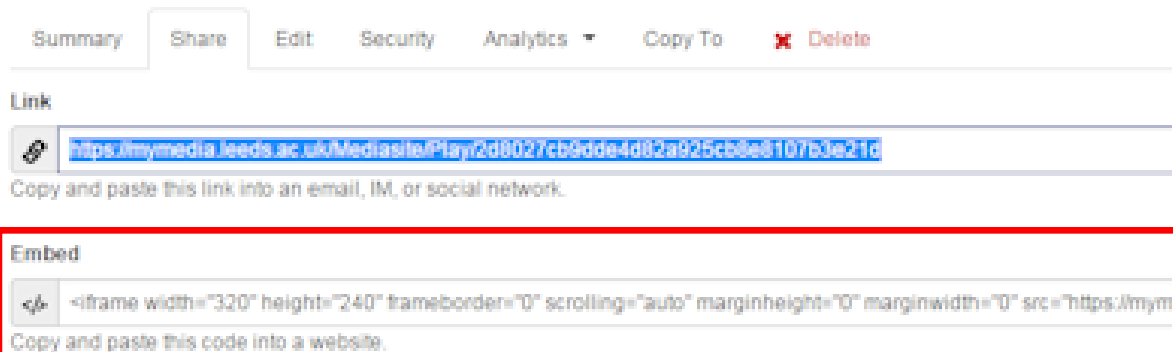
Copy the embed code and paste into a website.



Or from MyMediasite, open the recording, select the 'Share' tab and copy the embed code.

It is recommended you only use this method if you have chosen not to publish your recording to VideoLeeds.

Note: Remember to set the visibility to 'Viewable' and amend the security otherwise your audience will not be able to view the recording.



Further information

Further information about the Mediasite lecture capture and media management system is available on the IT website at

http://it.leeds.ac.uk/info/220/lecture_capture_and_media_management