

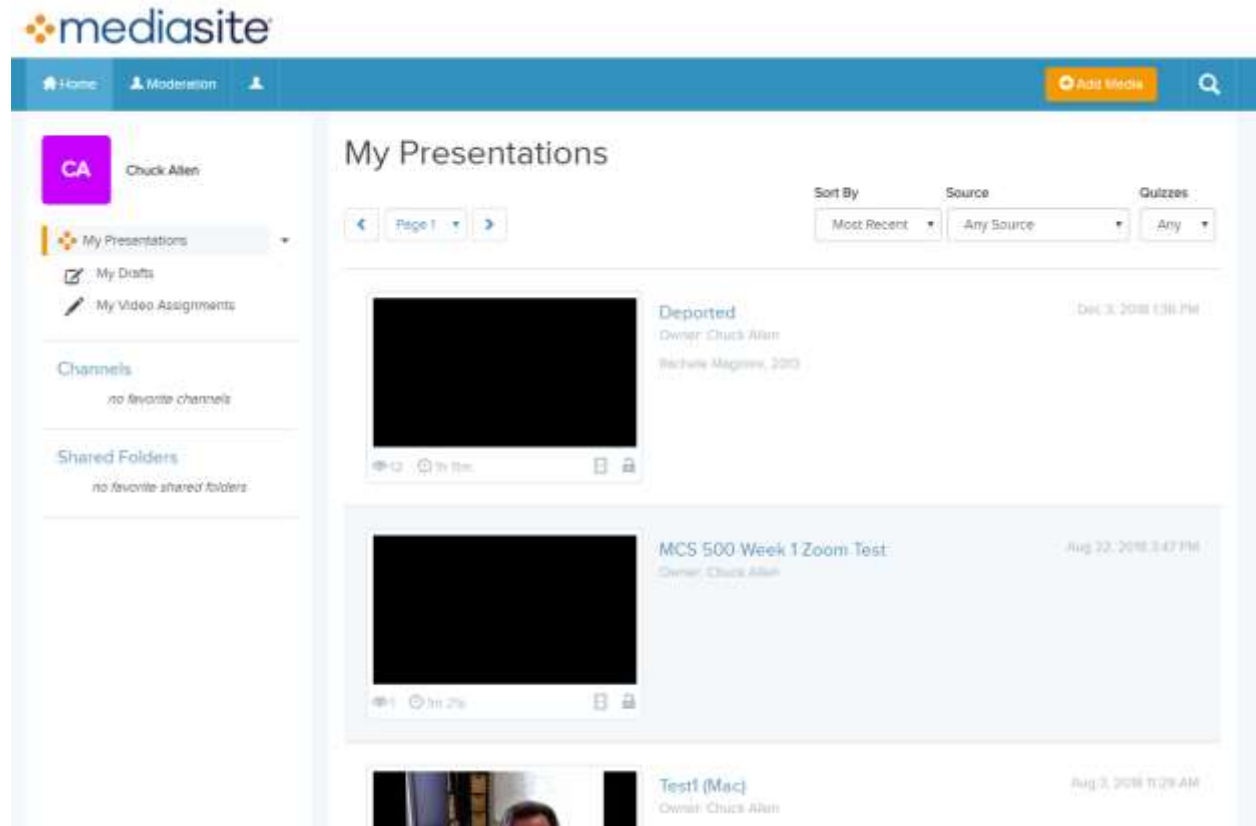
Downloading and Preserving Mediasite Archives

Background

Our Mediasite resources sit on a large mass-storage device, and there is a cost involved in retaining all of this video data. Therefore, from time to time we need to delete older files that are not being used. You may wish to retain some of these for your own purposes, and these instructions will help you do that.

See What Media You Have Stored in Mediasite

1. Log into your MyMediasite account. Do this by going to <https://hermes.csusm.edu/mediasite/myMediasite>. Use your usual CSUSM credentials.
2. Once in the MyMediasite portal, you can see all of the different videos stored in there by you. They are displayed in a YouTube-like series of thumbnail images with video names.



You can sort in a variety of ways using the menus at the top, and search for particular titles.



Downloading Media Files

1. Once you find a video you would like to preserve, click on the item title to open it.



Mediasite Archive Procedure 2017

Owner: Chuck Allen



2. This page gives you lots of options to edit and control your media. In this case, we want to download the media **before** it gets deleted from the server.

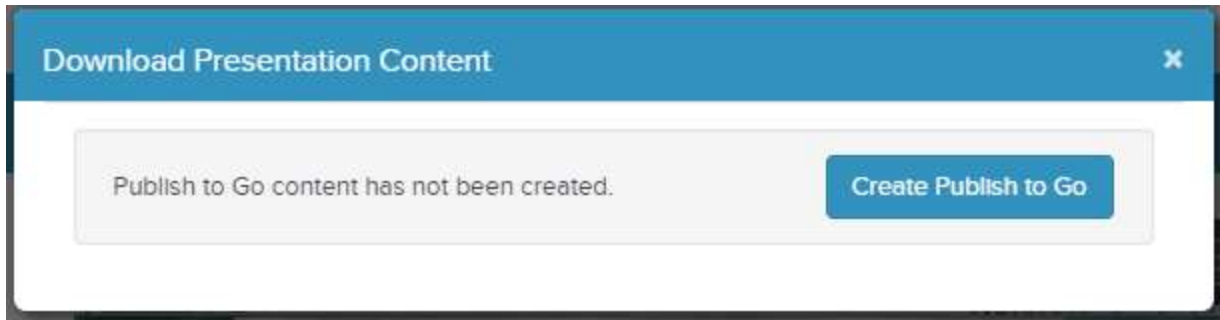


A screenshot of the Mediasite web application interface. The top navigation bar includes "Home", "Moderation", and "Add Media" buttons. The main content area shows a video player with a black screen. To the left of the player is a sidebar with user information for "Chuck Allen" and navigation options like "My Presentations", "My Drafts", and "My Video Assignments". Below the player are tabs for "Information", "Delivery", "Actions", and "Annotate". The "Information" tab is active, showing fields for "TITLE" (Mediasite Archive Procedure 2017), "DESCRIPTION" (No Description), and "TAGS" (No Tags). To the right of the player is a "OWNED BY" section for "Chuck Allen" and a list of actions including "Watch in New Window", "Edit Details", "View Analytics", "Publish", "Copy To", "Move To", "Export To", "Edit Video", "Edit Slides", "Edit Quizzes", "Edit Polls", and "Q & A Forum Disabled". At the bottom right, it shows "RECORDED ON" (Oct 24, 2017 11:36 AM) and "UPLOADED ON" (Oct 24, 2017 11:41 AM).

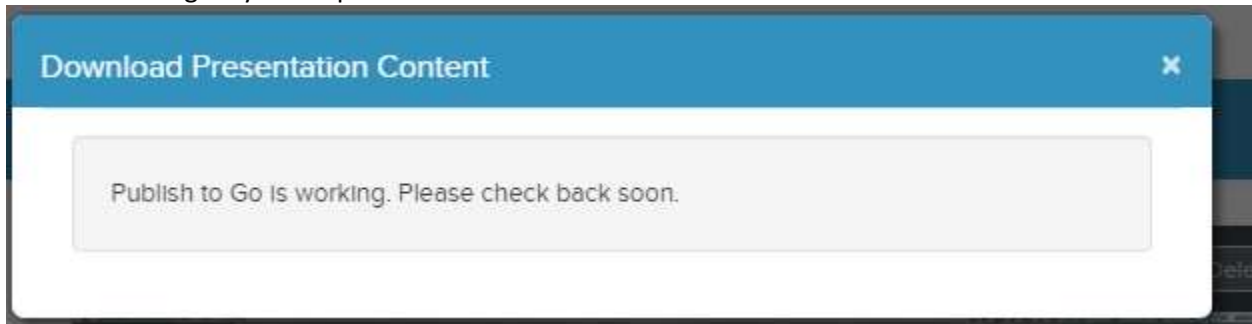
3. Scroll to the bottom of the screen. At right you will see a button that says "Download to Computer".

 [Download to Computer](#)

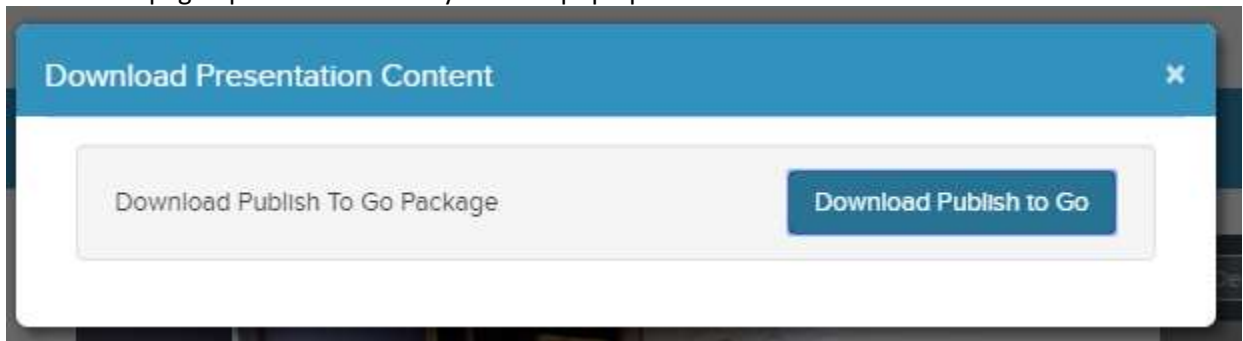
4. Click on the button and, if you have never downloaded the item before, you will see this window:



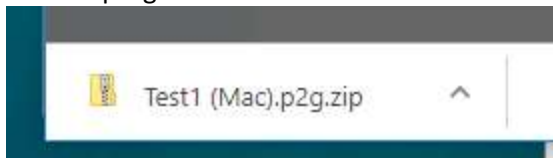
5. Click on the Create Publish to Go button. You will see a message telling you that Mediasite is working on your request.



6. The amount of time required for the server to package the presentation for export will depend on the length of the presentation and current server load, so the time required will vary. Leave the page open and eventually this will pop up:



7. Click on the Download Publish to Go button and the zipped presentation files will start downloading to the designated Downloads folder for your browser. Most browsers tell you the progress of the download at the bottom of the browser window.



The Downloaded Files

The file that downloaded onto your local machine is called a ZIP file, although it will have a suffix that says .p2g.

Name	Date modified	Type	Size
Test1 (Mac).p2g	2/15/2019 11:06 AM	Compressed (zipp...	10,779 KB
272019campaion celebrationlavout (1)	1/31/2019 10:20 AM	Adobe Acrobat D...	229 KB

This stands for “Package to Go” and just means it’s something you take with you. You can just file the ZIP file away somewhere and forget about it until you need it someday.

To open it, you can generally just double-click on the file. This will open the folder so you can see what’s inside, or on a Mac in may unzip it and create a folder you can look inside of. When you do, you will see a bunch of different files and folders.

Name	Type	Compressed size
Common	File folder	
Content	File folder	
Help	File folder	
Javascript	File folder	
Localization	File folder	
PlayerOptions	File folder	
Default	Chrome HTML Document	9 KB
favicon	PNG File	2 KB
MediasitePresentation_70	XML Document	26 KB
ScreenReader	Chrome HTML Document	9 KB
SilverlightMediaPlayerView.xap	XAP File	553 KB

These are all the files that are needed to play the presentation when it is not actually on the server. For example, you could take the folder with you on a flash drive, and when you opened the Default file at the top level it will play back just like it did on the server. So you have portability.

Name	Date modified	Type
Common	2/19/2019 10:59 AM	File folder
Content	2/19/2019 10:59 AM	File folder
Cover	2/19/2019 10:59 AM	File folder
Help	2/19/2019 10:59 AM	File folder
Javascript	2/19/2019 10:59 AM	File folder
Localization	2/19/2019 10:59 AM	File folder
PlayerOptions	2/19/2019 10:59 AM	File folder
Default	2/19/2019 10:59 AM	Chrome HTML Do...
favicon	2/19/2019 10:59 AM	PNG File
MediasitePresentation_70	2/19/2019 10:59 AM	XML Document
ScreenReader	2/19/2019 10:59 AM	Chrome HTML Do...
SilverlightMediaPlayerView.xap	2/19/2019 10:59 AM	XAP File

Uploading Your Video to YouTube

You can use YouTube to deliver media to your desired audience. Since anyone can watch YouTube, it is best for items that are public facing and do not contain any copyrighted materials. Please have a look at Google's online instructions:

<https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>

Note that there is no way to achieve Mediasite's multi-format playback in environments outside Mediasite. Uploading and playing back from YouTube will only really work for video only presentations.