

Dear instructors,

Beginning this fall semester, **UWGB will be transitioning away from the Mediasite media platform.** Mediasite has been used previously as a repository for lecture capture videos and slides, recorded lecture (Relay) presentations, and film material used in courses. These videos as well as the Mediasite platform will go offline and become unavailable **during the Fall 2017 semester.** Note that this change does not affect Films on Demand, Kanopy, or Kaltura.

Because we cannot trace media directly back to their owners, we ask that you take the time to **locate any Mediasite material you may need retained.** Retained content will be moved to Kaltura. Please note that we cannot retain all content. Here is some further information about the various categories/types of Mediasite content:

Content Description		Information
All materials created or uploaded before the Spring 2015 semester		This content will be deleted.
Non-copyrighted & video-only (no generated slides) (e.g. Camtasia Relay screen recordings)		Instructors may request a copy be moved to Kaltura. You may instead wish to re-create / update this content. CaptureSpace Lite is recommended to do this.
Video-only copyrighted content: films, documentaries, TV shows, and other media...	... available on Films on Demand or Kanopy.	Instructors should begin using the Films on Demand or Kanopy versions instead.
	... not found on Films on Demand or Kanopy.	Instructors must obtain a copy (personal or via the Cofrin Library) on DVD (not VHS & not BluRay) to be re-digitized and uploaded to Kaltura.
Recorded lectures with video and slides		<p>Instructors may request one of these options:</p> <ul style="list-style-type: none"> • An export package with the recorded video file as well as individually generated slides (image files). • A copy of the slides converted into a video timed to the audio of the recorded video (without the original video included). • A version of their content converted into a “flattened” video containing both slides (large on screen) and the recorded video (in a smaller box off to the side). <p>You may instead wish to re-create / update this content. CaptureSpace Lite is recommended to do this.</p>
Audio files		Instructors may request a copy be moved to Kaltura.

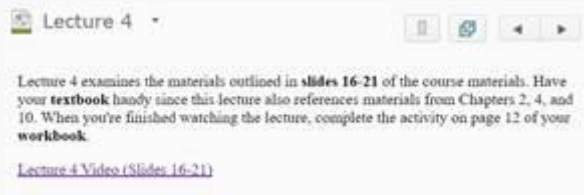
As you **check your online courses (both new and old!) for Mediasite content**, here are some ways to know if your content is on Mediasite:

Video link in D2L is an orange “Link” icon that takes you to an address that contains “mediasite” in the URL.



A text link that takes you to a Mediasite Video.

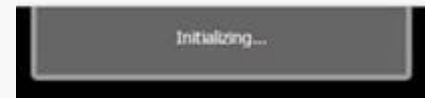
IMPORTANT: Identify these links by clicking them and checking for the other indicators below. Look through your documents and web pages CLOSELY!



You are presented with UWGB’s Mediasite login page when accessing the content (if you are already logged in, you may not be given this page).



The video loads with an “Initializing...” indicator at the top of the web page.



Video consists of a combination of live video (usually the instructor in the front of the room), slides (the current slide large and then thumbnails of the remaining slides at the bottom), player controls, and swap options (icons on the right).



The presence of one or more of these Mediasite icons.



Previews that look like this. You may also see these in a “catalogue” of videos. This will usually also include “mediasite” in the URL.



Note that not ALL of these elements are required for a video to be on Mediasite. The most reliable way to know is to check the URL for the word “mediasite.”

If you find Mediasite content in your course and would like to retain it, please submit a [Mediasite Content Retention Form](#) by **11:59PM on Friday, October 6, 2017**. Conversions will begin and Mediasite may no longer be available to users following that time. It is vital that all users complete this inspection to ensure that no needed materials are lost during the transition. To this end, you will continue to receive reminders until October 6 at which time we must assume no conversions are required.

If the link above does not work, you can access the form directly at:
http://uwgreenbay.qualtrics.com/jfe/form/SV_4GD2loDWFsYXQoZ

If you have completed your investigation and concluded that you do not need to retain any Mediasite content, please complete the form indicating that you do not have videos to transition.

This is an excellent opportunity to make a concerted effort to remove unused content (welcome videos from previous semesters, old versions of now updated lectures, etc.) If you would like to re-create content instead of converting your old media (recommended), please reach out to CATL at CATL@UWGB.EDU for guidance in the best practices of lecture recording. If you would like to re-create/update your content on your own, we recommend trying the [CaptureSpace Lite](#) recorder.

Thank you for assisting us in a smooth transition.

Best,

**Academic Technology Services (ATS) and
The Center for the Advancement of Teaching and Learning (CATL)**