

Making MyMedia Service Recordings Available to Students

The MyMedia Service allows recordings to be provided to students via the Unit Portal or as individual recordings.

The Unit Portal provides students with a single page that shows all available recordings and their associated formats on one simple page. This is the easiest method for staff to give students access to all of the units recordings.

Access to individual recordings can only be done on a per format basis. This means that when an individual recording has 3 formats: **MyMedia Player** format (the streaming rich media environment), **Audio Download** format and **Video Download** format, you can only link to a specific format of the recording from the one link (e.g. link to **MyMedia Player** format for recording 1 of unit ABC). You can also link to the other formats but this will require additional links. A recording with 3 formats will actually require 3 links.

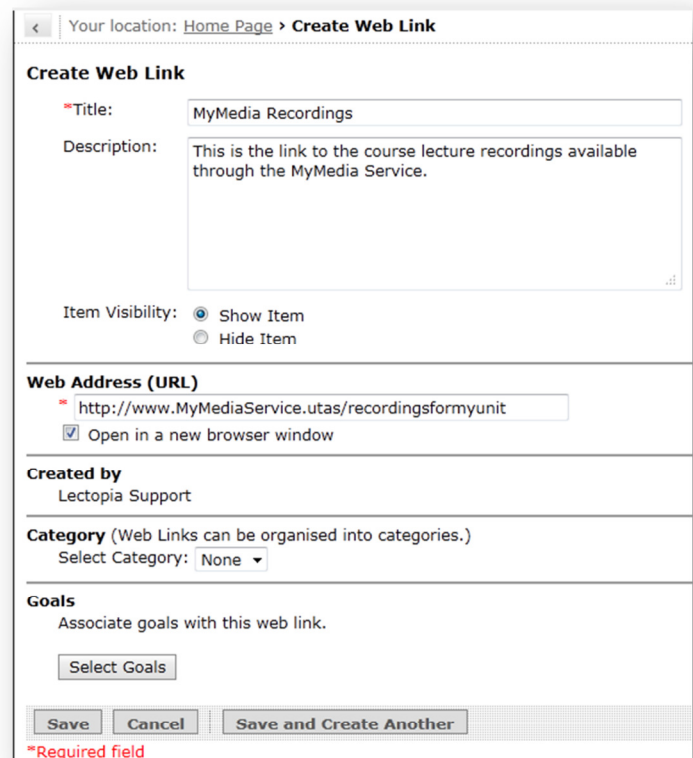
Creating Links to MyMedia Service from MyLO

Creating the link between MyLO and the MyMedia Service for you unit is the same regardless of your choice in how students see the recordings:

- Unit Portal containing all recordings
- Individual recording/format links

To create the link in **MyLO**, do the following:

1. Log into MyLO and click on your unit.
2. Click on the **Build** tab.
3. Go to the page where you would like to create the link (for staff using the one link/course list option we suggest that the homepage for the unit is a logical place).
4. Click on the **Add Content Link** button near the top of the MyLO screen, choose **Web Link** from the list and then click the **Create Web Link** button.
5. This will show a window similar to that shown on the right.
6. Complete the relevant details with useful information – we suggest “Lecture Recordings” or something similar for the **Title**.



Your location: [Home Page](#) > **Create Web Link**

Create Web Link

Title: MyMedia Recordings

Description: This is the link to the course lecture recordings available through the MyMedia Service.

Item Visibility: Show Item Hide Item

Web Address (URL)

Web Address (URL): Open in a new browser window

Created by
Lectopia Support

Category (Web Links can be organised into categories.)
Select Category:

Goals
Associate goals with this web link.

*Required field

7. Check the open in a new window option.
8. Copy and paste the URL that you have for your recordings link. (see note below about which URL to use).
9. Click **Save**.

Which URL Should I Use?

When creating a single web link to the Unit Portal the URL will be similar to this:

<http://mymediaservice.utas.edu.au:8080/ess/portal/section/eeaa5a02-cad4-4966-90f7-eb0db3989d92>

The MyMedia Service Team will have sent you an email upon confirmation of your booking in the MyMedia Service. This email has the URL to use for the Unit Portal for your unit.

If you intend to create individual web links in MyLO to link to individual formats of recordings you will need to use the URL relevant to the recording/format. These URLs can be found in the emails sent to you from the system once your recording is available.

A typical audio + content recording will contain 3 formats. You will need to create 3 links for the one recording:

- Web Link to audio download format
- Web Link to video download format
- Web Link to MyMedia Player format (streaming)

Giving Students the Help They Require

Whilst the MyMedia Service aims to be a user-friendly system, students often encounter difficulties accessing recordings and these difficulties normally occur within the first few weeks of semester.

We suggest that you also create a link to our student support materials and problem reporting page available on our website at <http://www.utas.edu.au/mymedia-service/> so they can easily access the assistance that they require.

Security Information

By default all courses have security turned on and students are asked to provide login credentials to access the recordings. Students do have a username and password to use (normal UTAS authentication).

Courses will only have security turned off if access is for the general public and not presented through MyLO.