

New **MediaShare Instructor Users Guide**

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System Requirements

- [Operating Systems and Browsers](#)
- [Additional Software](#)
- [Apple Extensions](#)

Operating Systems and Browsers

Please verify that your computer meets the minimum system requirements. This MyLab supports the following operating system and browser combinations.

	Operating Systems	Browsers
Windows	XP, Vista, Windows 7	Firefox 3.x, 4.0 Internet Explorer 7.0, 8.0, 9.0
MacOS	10.4, 10.5, 10.6	Firefox 3.x, 4.0 Safari 2.0, 3.x

Additional Software

Depending on the content at your site, you may also need to download one or more free plug-ins (such as [Adobe Reader ®](#), [Adobe Flash ® Player](#), or [Adobe Shockwave ® Player](#)).

Apple Extensions

In Safari 5.0.1, Apple introduced Extensions which are various add-ons. The following extensions are known to cause issues with multimedia.

- Click-to-Flash (Flash Blocker)

- Any of the bookmarking extensions (you should not bookmark anything except the MyLab; for example, www.myspeechlab.com or www.communicationlab.com)
- JavaScript Blacklist
- Last Pass and Mitto Password Manager (in case your password changes)
- Pelotero Proxy Service (may interfere with session)
- Safari Restore (attempts to restore your session automatically after crashes or closing of Safari)
- Any of the font extensions (may interfere with text loading within the player)

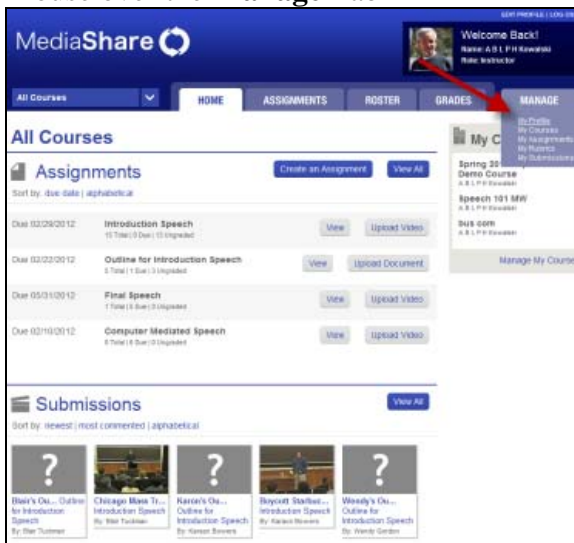
Getting started

What is MediaShare?

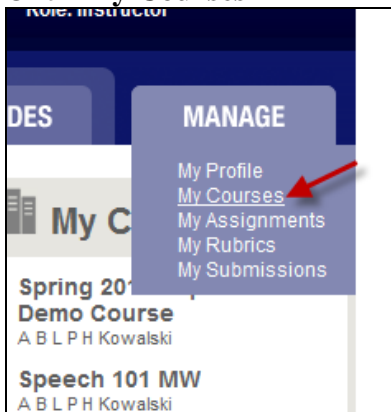
MediaShare is a multimedia tool that allows instructors to add video and documents to their curriculum. Videos and documents can be uploaded to satisfy assignments or simply shared by instructors and students. MediaShare also features online commenting for capturing casual feedback and customizable student and instructor rubrics for assessment. Grades can be imported into most learning management systems. Structured much like a social networking site, MediaShare can help promote a sense of community amongst students.

How-to Create a Course

- Step 1. From the **Home** Tab
- Step 2. Mouse over the **Manage** Tab



- Step 3. Click **My Courses**



Step 4. Click **Create a Course**



Step 5. Complete the fields

- School
- Course Title*
- Course Abbreviation
- Start Date
- End Date*

*These fields are required.

Step 6. Click **Save Course**



Step 7. Review Summary Screen

Note: The summary screen contains the CourseID for your new MediaShare course. Please print this screen and distribute the CourseID to your students. The CourseID enables your students to join your MediaShare course.



Optional features

Adding Support Materials to a New Course

At this time, you can choose to add supporting materials for your course, or supporting material can be added later. To add course materials later, please click the section entitled Course Materials. These support materials can be useful links and/or videos and documents you wish to share with your class. Once added, these support materials are available to students once they login to your MediaShare course.

If you wish to add a link to a resource

- Step 1. Complete the Title and URL fields
- Step 2. For each new link, click the **Add Another Link Button**

If you wish to upload or record a course video

- Step 1. Click the **Add Support Video** button
- Step 2. If uploading a video click **Browse**, select your file, click **Upload**
- Step 3. If recording a video via webcam, click **Webcam**. Select your webcam from the drop down box and click **Record** to record your video.
- Step 4. Click **Next**
- Step 5. Enter a name for the Video in the **Title**
- Step 6. Click **Next**
- Step 7. Click **Save Course**

**Adobe Flash Player may pop up to request access to your webcam. Click the allow button in order to give MediaShare permission to access your webcam.*

If you wish to upload a course document

- Step 8. Click the **Add support document** button
- Step 9. Click **Browse**
- Step 10. Click **Upload**

- Step 11. Click **Next**
- Step 12. Enter a name for the document in the **Title**
- Step 13. Click **Next**
- Step 14. Click **Save Course**

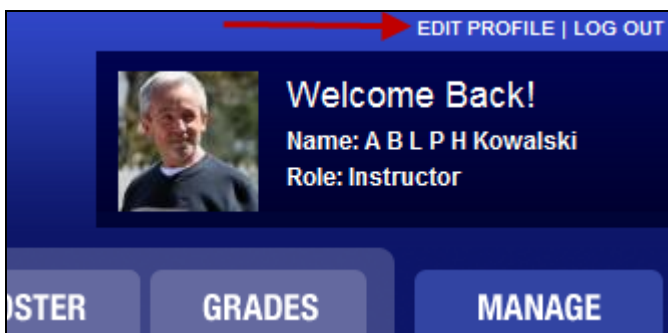
Setting Up Your New Course

Profile

MediaShare Profiles allow students and instructors to add an image and biographical information (bio). Once uploaded, a user's image accompanies all of their postings in MediaShare. Users can access each other's profiles by clicking on images in the Roster.

How-to Edit Your MediaShare Profile

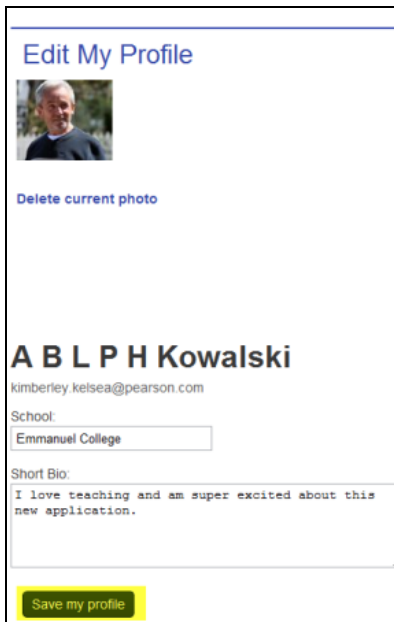
- Step 1. Click the **Edit Profile** button located at the top right-hand corner of the screen



- Step 2. Make your desired edits
- Step 3. Click **Save my profile**

How-to Create a Profile

- Step 1. Click the **Edit Profile** button located in the top right corner of the screen
- Step 2. Complete the School and Short Bio fields
- Step 3. Click **Save my profile**



Options

- **How-to Add a Profile Image**

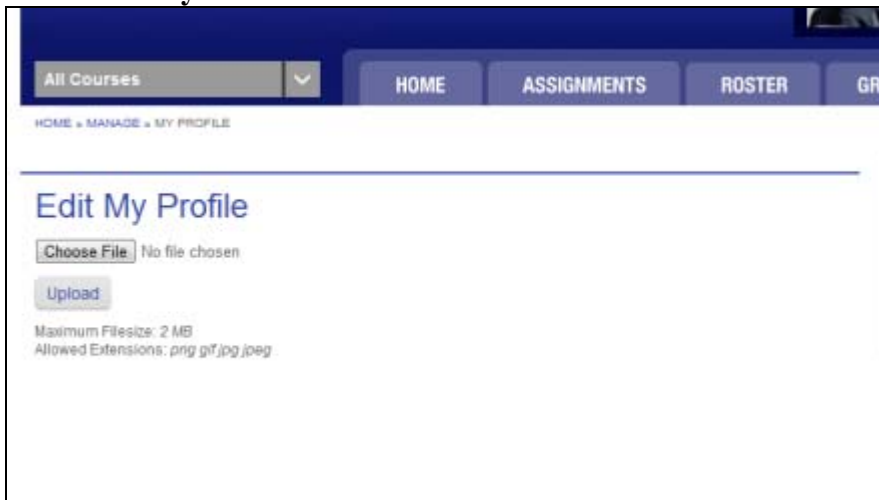
Step 1. Click the **Edit Profile** button located in the top right corner of the screen

Step 2. Under Edit My Profile click **Browse**

Step 3. After locating the picture on your hard drive, click **Upload**; the image will appear immediately

Step 4. Your new image is now viewable for all of your courses

Step 5. Click **Save my Profile**



- **How-to Remove a Profile Image**

Step 1. Click the **Edit Profile** button located in the top right corner of the screen

Step 2. Click the **Delete Current Photo** button below the image

Step 3. Click **Save My Profile**

- **How-to Edit Your Profile**

Step 1. Click the **Edit Profile** button located in the top right corner of the screen

Step 2. Make your desired edits

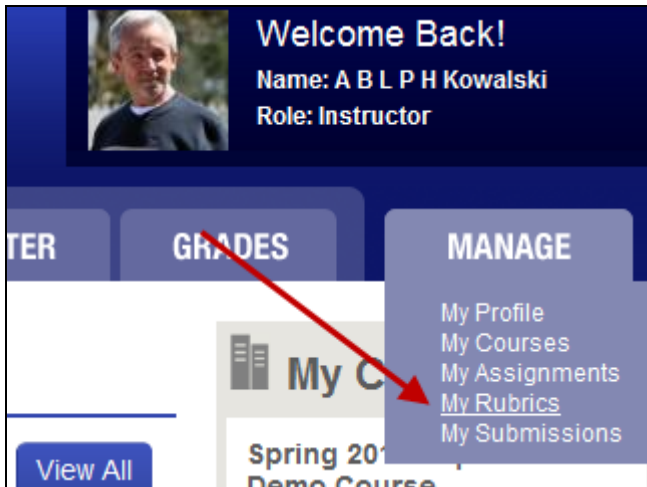
Step 3. Click **Save My Profile**

Rubric

MediaShares Rubrics are great assessment tools. MediaShare offers instructor and student (peer review) rubrics. Customizable default rubrics are provided or you can build your own from scratch.

How-to Create a Rubric

- Step 1. Mouse over the **Manage** Tab
- Step 2. Click **My Rubrics**



Optional Features

- **How-to create an Instructor Review Rubric**

Step 1. In the My Instructor Review Section, click on **Create New Rubric**



Step 2. Complete the fields:

- Rubric Name*
- Section
- Category


Step 3. Select the number of points for each category


Options for this step:

- i. Need more categories? Click the **Add Another Category** button
- ii. Need more sections? Click the **Add New Section** button

Step 4. Click **Save**

- **How-to Delete a Rubric Section or Category**

Step 1. To delete a Section, click the  corresponding to that section

Step 2. To delete a Category, click the  corresponding to that category

- **How-to Copy a Rubric**

Step 1. In the My Instructor Review Section, click on **Create New Rubric**

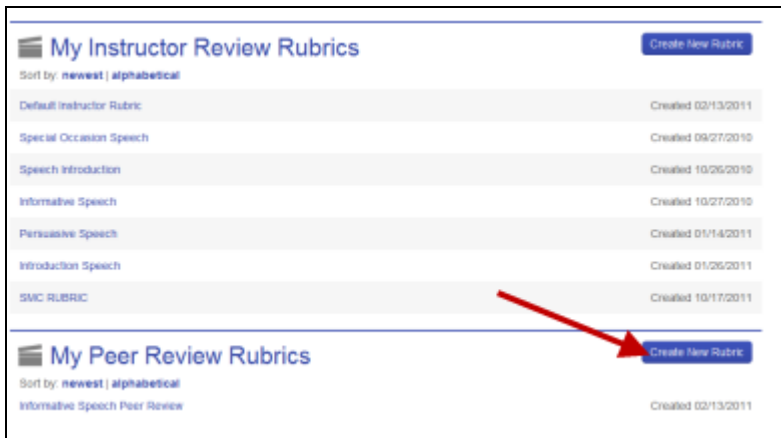
Step 2. Under Copy Rubric, select a rubric to Copy

Step 3. Make any desired changes and click **Save**

*These fields are required.

- **How-to Create a Peer Rubric**

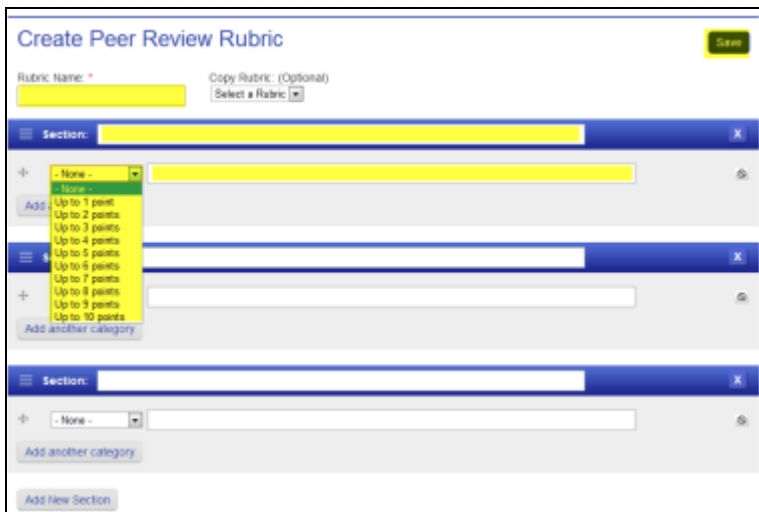
Step 1. In the My Peer Review Rubric section, click on **Create New Rubric**



Step 2. Complete the fields:

- Rubric Name*
- Section
- Category

Step 3. Select the number of points for each category



Options for this step:

- i. Need more categories? Click the **Add Another Category** button
- ii. Need more sections? Click the **Add New Section** button

Step 4. Click **Save**

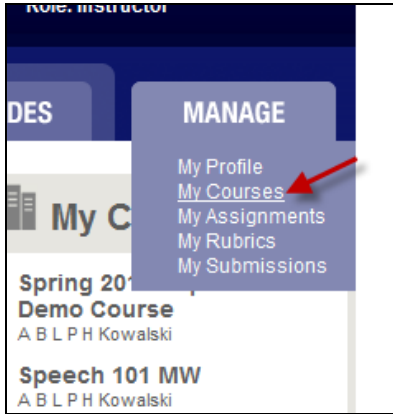
Note: For best results, please instruct your students to click on the Peer Review tab while reviewing peer submissions. They will then see the Peer Review Rubric.

Class Materials

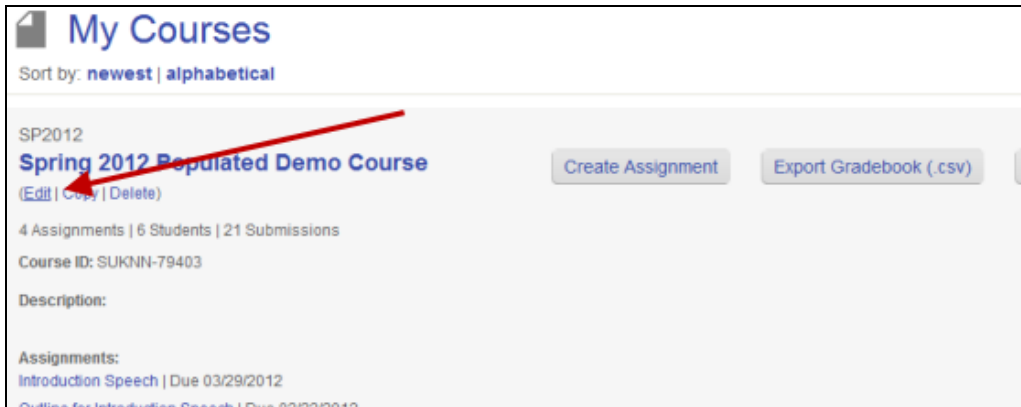
Supporting materials can be added to your course or individual assignments. These support materials can be useful links and/or videos and documents you wish to share with your class. Once added, course support materials are available to students once they login to your MediaShare course. Assignment support materials are available once the student engages the assignment.

How-to Add a Link to Course Material

Step 1. Mouse over the Manage tab, click **My Courses**



Step 2. Click the **Edit** button for the desired course

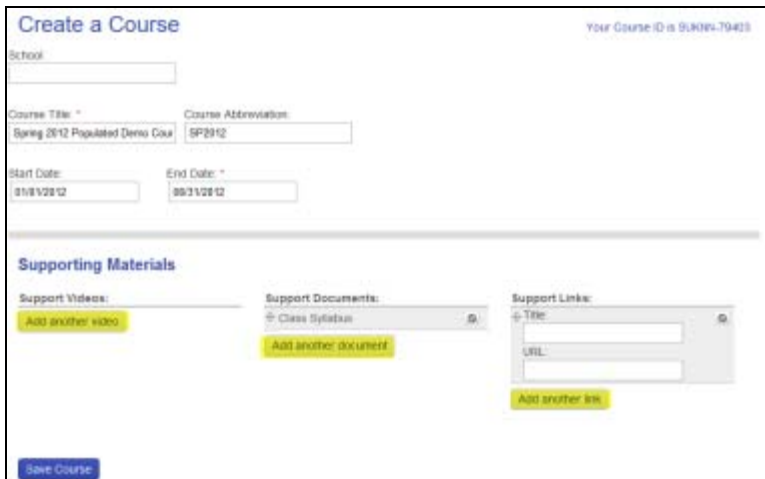


Step 3. You will enter the setup screen for the course. This information need not be edited

Step 4. Scroll down until the Support Video, Support Document and Support Link labels are visible

Step 5. If you wish to add a link to a resource, complete the **Title** and **URL** fields

Step 6. For each new link click the **Add Another Link** Button



Your links will be accessible under the Class Materials section viewable from the Home tab.

Course Video

Course videos are at the heart of MediaShare. Uploaded videos should be less than 500 megabytes or simply under 10 minutes.

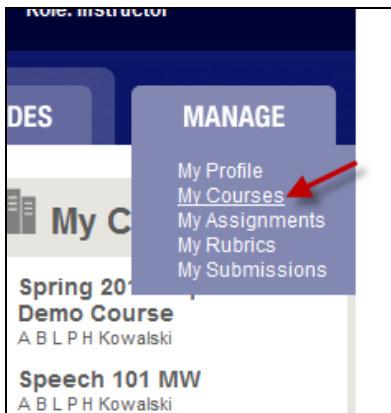
Please note: Video uploading is not instantaneous. Smaller files will process faster than larger files. Long upload times are, unfortunately, unavoidable when working with large video files on the Internet.

For a little context, we recently tested upload times for a 366.7 MB video file on three different video upload programs — MediaShare, YouTube, and one of our competitors. We used a home computer with a standard Wi-Fi network on a baseline Comcast Internet connection. This 366.7 MB file took the following time at each source:

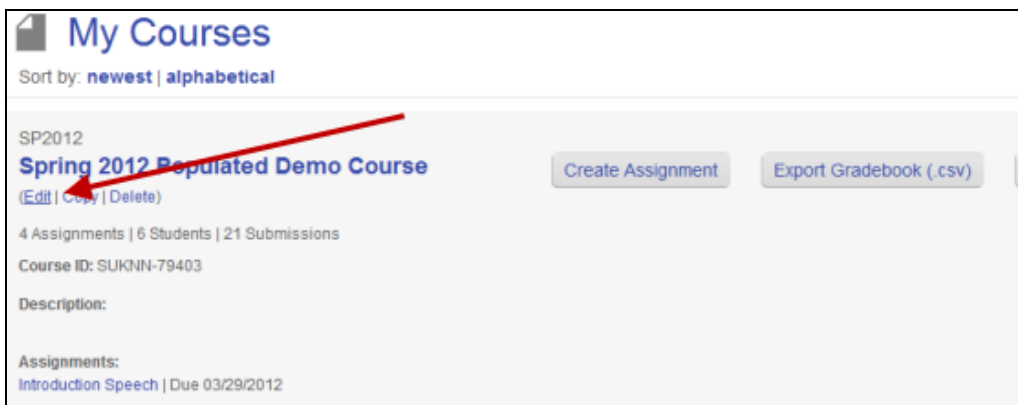
Media Site	Download Time (Min:Sec)
YouTube	25:16
MediaShare	23:31
Competitor	23:41

How-to Upload or Record a Course Video

Step 1. Mouse over the Manage tab, click **My Courses**



Step 2. Click the **Edit** button for the desired course



Step 3. You will enter the setup screen for the course. This information need not be edited

Step 4. Scroll down until the Support Link and Support Video labels are visible

Step 5. Click the **Add Support Video** button



- Step 6. If uploading a video click **Browse**, select your file, click **Upload**
 - Step 7. If recording a video via webcam, click Webcam. Select your webcam from the drop down box and click Record to record your video.
 - Step 8. Click **Next**
 - Step 9. Enter a name for the Video in the **Title**
 - Step 10. Click **Next**
 - Step 11. Click **Save Course**
- *Adobe Flash Player may pop up to request access to your webcam. Click the allow button in order to give MediaShare permission to access your webcam.

Roster

How-to View Your Course Roster

- Step 1. Click on the **Roster** Tab at the top of the screen



- Step 2. From here, you can sort your roster of students by newest or alphabetical

Recording your videos and uploading documents

Today, there are a myriad of video capture devices available. Whichever device you choose, reviewing the device's instructions prior to making your video will ensure that you are off to a good start. Often users, who did not review their devices manuals will hold a video capture device incorrectly and accidentally create an upside-down or sideways video. It is a good practice to review your videos before submitting them to MediaShare. This will ensure that you submit the quality video you intended.

- **Uploading Video and Documents**

MediaShare now supports the uploading of both video and documents. Check to make sure that the files you will be uploading are in a supported file type.

Accepted video file formats are .flv, .asf, .qt, .mov, .avi, .wmv, .mp4, .f4v, .mpeg, .mxf, .rm, and .3gp.

Accepted document formats are .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx.

▪ **Recording your video**

MediaShare also now allows direct recording into an assignment via your webcam and supports both external and internal devices. Please make sure to install any software that comes with your webcam to insure that the webcam drivers are up to date. Also see that the microphone associated with the webcam is enabled.

Teaching with MediaShare

Creating Assignments

Assignment Planning

Before you create an assignment in MediaShare, do a little planning to positively impact your course.

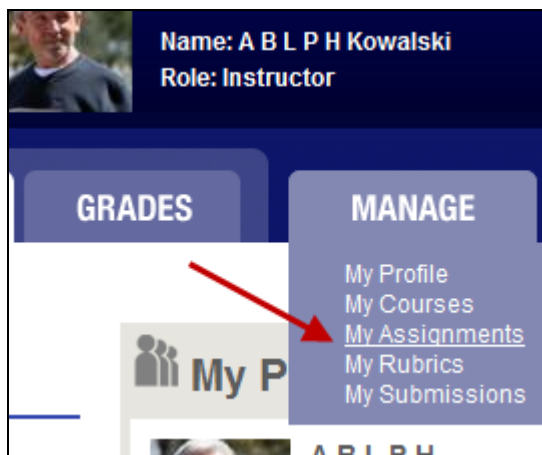
Assignment Planning Questions:

- Will you be using a Rubric? If so, see the section entitled How-to Create a Rubric.
- Will a student's videos be reviewed by their peers? If so, see the section entitled How-to Create a Peer Review Rubric.
- Do you have links to external resources or videos that could enhance the assignment? If so, you can prepare to add them to an assignment(s).

How-To Create an Assignment

Step 1. Mouse over the **Manage** Tab

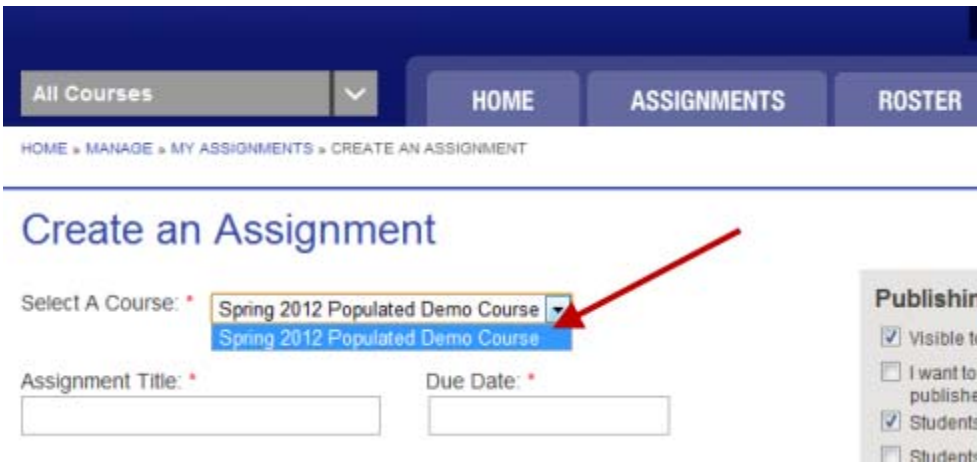
Step 2. Click **My Assignments**



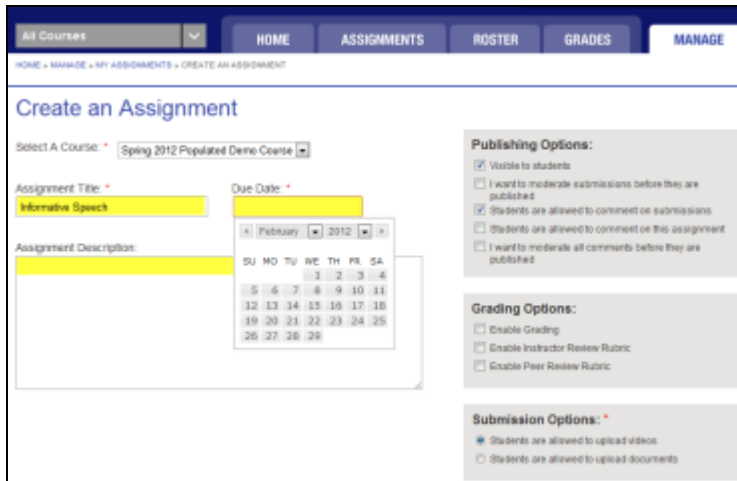
Step 3. Click the **Create New Assignment** button



Step 4. From the **Select A Course** drop down box, select your course
 Step 5.



Step 6. Complete the fields
 Step 7. Assignment Title*
 Step 8. Due Date*
 Step 9. Assignment Description
 Step 10. Click **Save Assignment**



*These fields are required.

Publishing Options

- ***How to Moderate Submissions Before They are Published***

Instructors can moderate submission sharing among students by setting the Publishing Options.

- If you wish to review student submissions before they are posted to MediaShare, click the box next to **I want to moderate submissions before they are published.**
- Leaving the box unchecked will allow students to post submissions without your moderation.

Publishing Options:

- Visible to students
- I want to moderate submissions before they are published
- Students are allowed to comment on submissions
- Students are allowed to comment on this assignment
- I want to moderate all comments before they are published

- ***Students are Allowed to Comment on Submissions***

Instructors can allow or restrict a student’s ability to comment on each other’s submissions.

- If you wish to allow student commenting, place a check next to **Students are allowed to comment on submissions.**
- Leaving the box unchecked will disallow student comments on peer submissions.

- ***Students are Allowed to Comment on Assignments***

Instructors can allow or restrict a student’s ability to comment on the assignment itself.

- If you wish to allow student commenting, place a check next to **Students are allowed to comment on this assignment.**
- Leaving the box unchecked will disallow student comments on the assignment itself.

Grading Options

- ***Enable Grading***

MediaShare’s assignments can be graded or non-graded.

- If this assignment is to be graded, click the box next to **Enable Grading.** Next, you will be prompted to supply the maximum points for the assignment. Please note: 100 pts is the maximum value allowed.
- If the assignment is non-graded, simply ensure that the box is blank (unchecked).

Grading Options:

- Enable Grading
- Maximum Points:
- Enable Instructor Review Rubric
- Default Instructor Rubric:
 - Default Instructor Rubric
 - Informative Speech
 - Introduction Speech
 - Persuasive Speech
 - SMC RUBRIC
 - Special Occasion Speech
 - Speech Introduction

- ***Enable Instructor Review Rubric***

MediaShare allows instructors to create course level rubrics as well as rubrics for specific assignments.

- If you would like to use a rubric with this course, click the box next to **Enable Instructor Review Rubric**. You will then be prompted to select the rubric from your list of rubrics.
- If you do not currently have a Peer Review Rubric, but wish to create one, see the section entitled **How-to Create a Peer Review Rubric**.
- If you will not be using a rubric with the assignment, simply leave the box blank (unchecked).

- **Enable Peer Review Rubric**

- If students will be reviewing each others submissions and you have created a Peer Review Rubric that you wish to use for this assignment, click the box next to **Enable Peer Review Rubric**. You will then be prompted to select the rubric from your list of rubrics.
- If you do not currently have a Peer Review Rubric, but wish to create one, see the section entitled **How-to Creating a Peer Review Rubric**.
- If you will not be using a rubric with the assignment simply leave the box blank (unchecked).

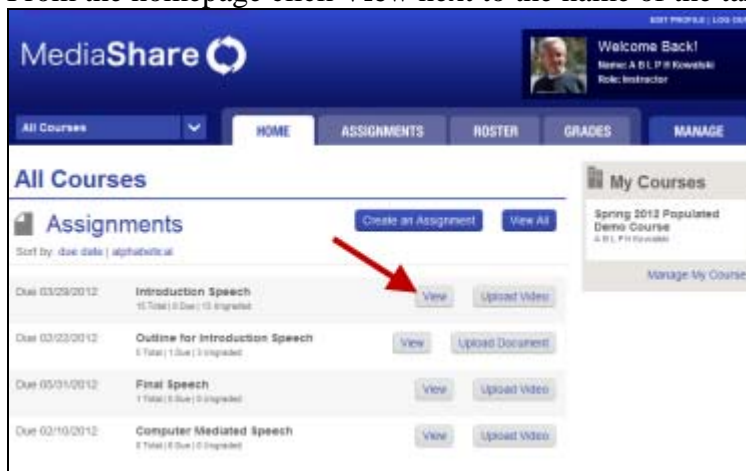
Viewing and Commenting on Submissions

From the Home Tab

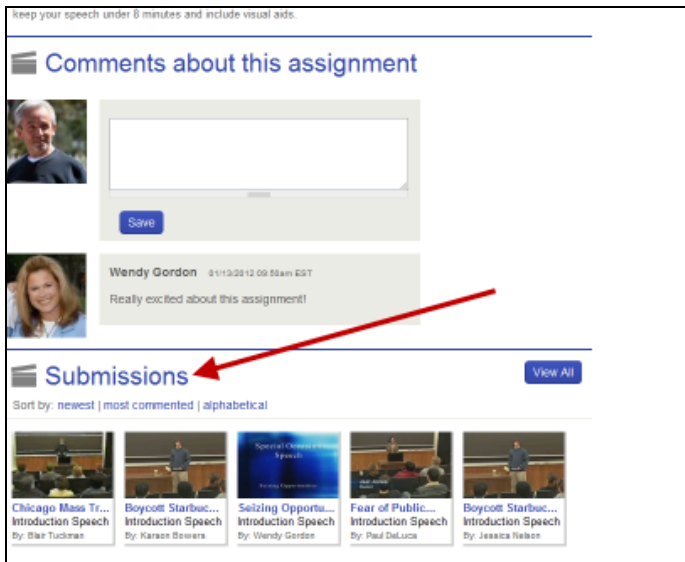
There are two ways to view submissions: They can be accessed from the Assignments area, where submissions are organized by assignment. They are also viewable from the Submission section. Here, videos and documents can be sorted by newest, most commented on and alphabetical.


How-to Access Videos and documents from the Assignments Section

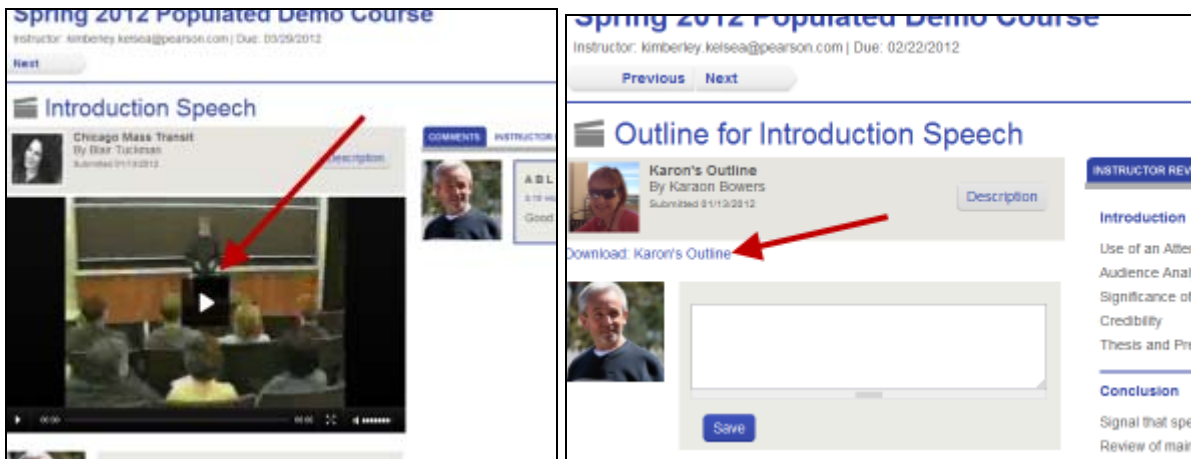
Step 1. From the homepage click **View** next to the name of the target assignment



Step 2. Scroll down to the submissions section, click the thumbnail of the submission you would like to watch or download



Step 3. Click play to play icon  and view the video or click on the download link for documents

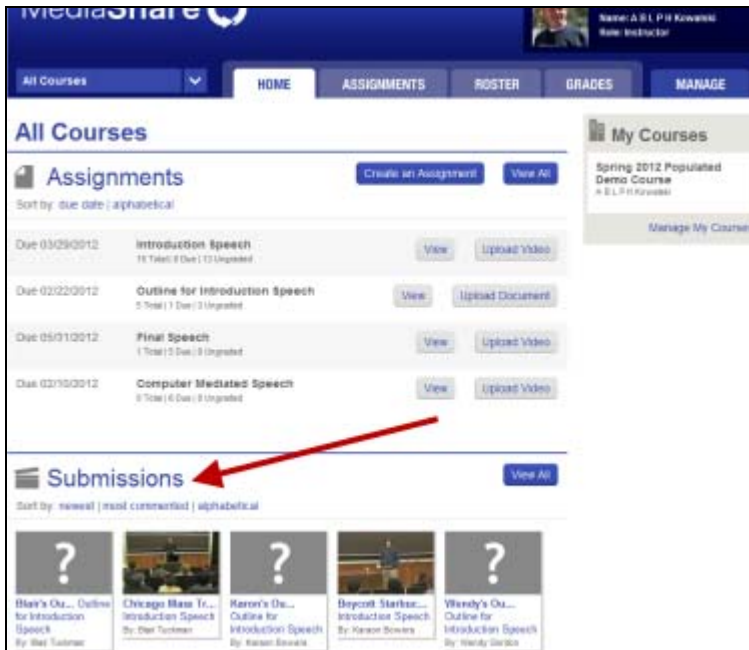



- Step 4. To leave a comment, click in the comment field directly below the submission
- Step 5. Enter your comment
- Step 6. Click **Save**



How-to Newest Videos and documents from the Submission Section

- Step 1. Click the thumbnail of the submission you would like to watch or download

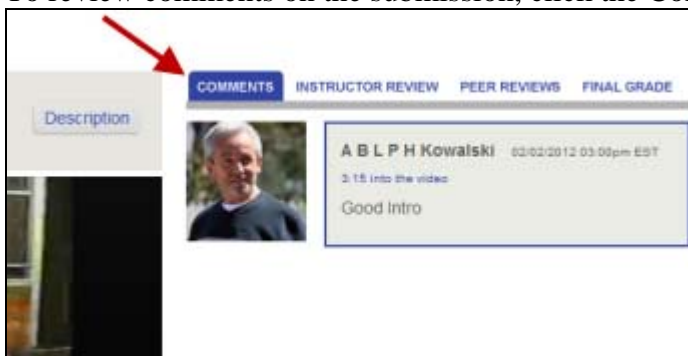


- Step 2. Click play to play icon  and view the video or click on the download link for documents
- Step 3. To leave a comment, click in the comment field directly below the submission
- Step 4. Enter your comment
- Step 5. Click **Save**

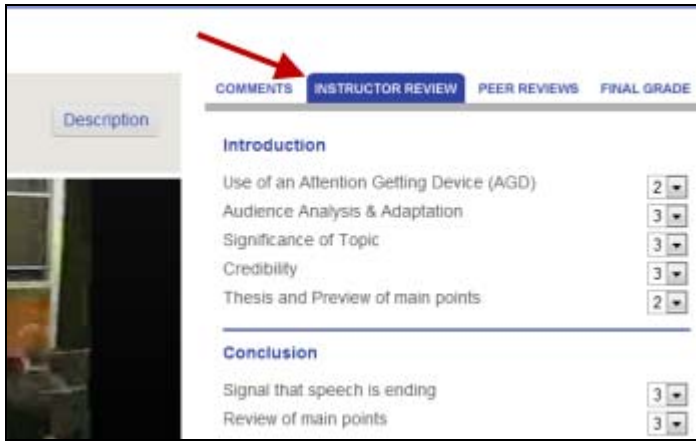
Grading

How-to Grade Submissions

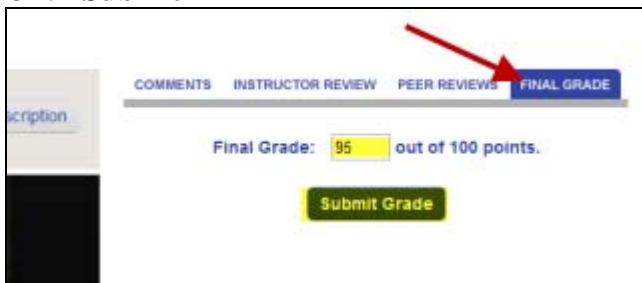
- Step 1. From the **Home** tab, locate the submission in the Submission section or the Assignment section
- Step 2. Click the thumbnail
- Step 3. To review comments on the submission, click the Comments tab



- Step 4. If you set up a rubric for the assignment, click Instructor's Reviews and/or Peer reviews respectively



- Step 5. Click the **Final Grade** Tab to the right of the submission
- Step 6. Enter your grade
- Step 7. Click **Submit**



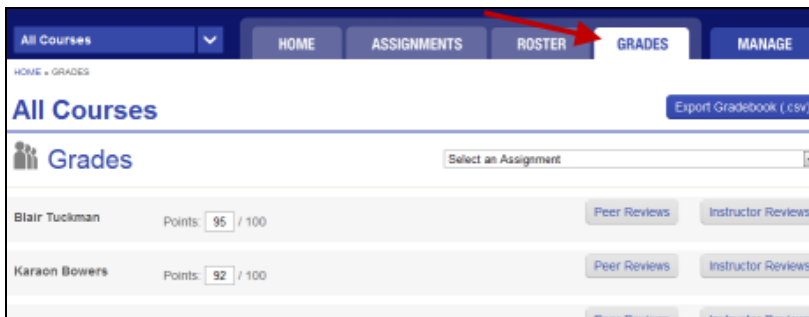
Using the Gradebook

How-to view Grades for All of Your Courses

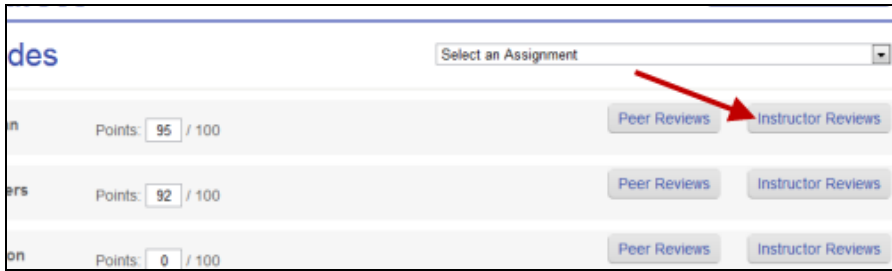
- Step 1. From the All Courses Menu, click on **All Courses**



- Step 2. Click on the **Grades** tab



- Step 3. You will now see the grades for all of your courses
- Step 4. Click the **Instructor Reviews** button of a desired assignment for additional details

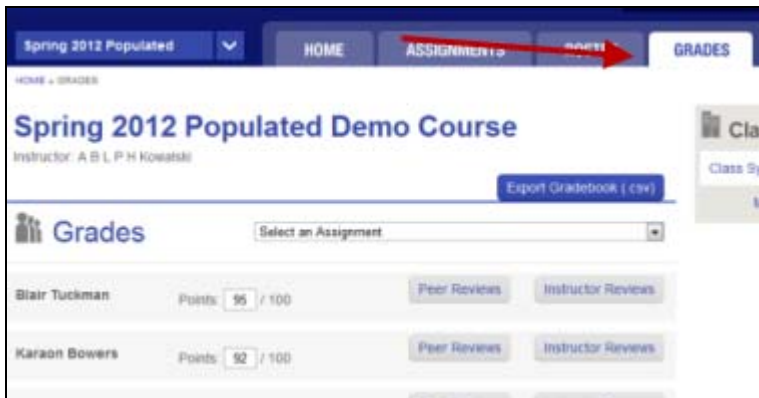


How-to view Grades for a Specific Course

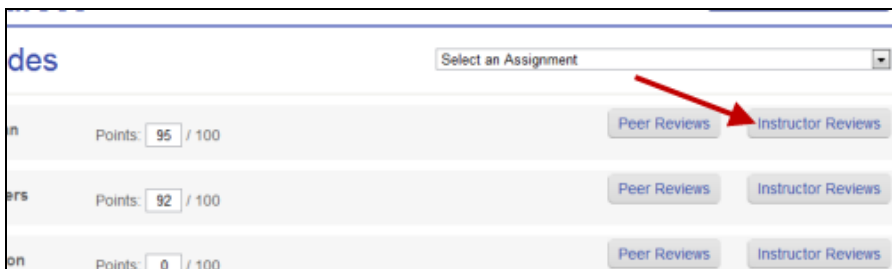
- Step 1. From the All Courses Menu, click on the desired course



- Step 2. Click on the **Grades** tab



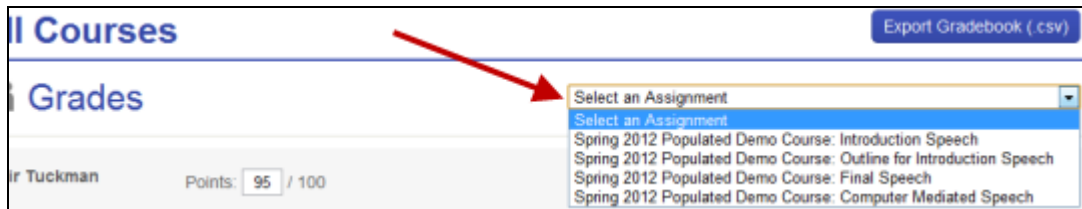
- Step 3. You will now see the grades for your selected course
- Step 4. Click the **Instructor Reviews** button of a desired assignment for additional details



How-to view Grades for a Specific Assignment

- Step 1. From the All Courses Menu, click **All Courses**
- Step 2. Click on the **Grades** tab

- Step 3. You will now see the grades for all of your courses
- Step 4. To see grades for a specific assignment across all courses, click **Select Assignment**
- Step 5. Click on the desired assignment
- Step 6. Click the **Instructor Reviews** button of a desired assignment for additional details



Moderating Student Comments and Submissions

How-to Moderate a Student's Comments and Submissions

- Step 1. From the **Home** tab
- Step 2. Click on the **Assignments** tab
- Step 3. Click on the desired assignment
- Step 4. From the submissions section, click on the submission
- Step 5. After review , you can publish the submission by clicking **Publish**
- Step 6. Published submissions can be unpublished by clicking **Unpublish**
- Step 7. After review, you can publish a specific comment by clicking **Publish**
- Step 8. Published comments can be unpublished by clicking **Unpublish**

Options:

- **Peer Review Comments**
 - To see Peer Review Comments, click on the **Peer Reviews tab**
- **Instructor Comments**
 - To see Instructor comments, click on the **Instructor Reviews**