The Mediasite tool for Blackboard needs to be synced with your My Mediasite account in order to create links to your Mediasite-recorded lectures or presentations.

*Note: Step 1 must be done each semester for each course that includes My Mediasite links.*

1. **Sync My Mediasite and Your Blackboard Course**
   These Mediasite options in Blackboard MUST be set before adding any content. This will allow students each semester to access your course videos stored in My Mediasite.

   In your course, go to the **Control Panel > Course Tools > Mediasite Options**

   1. Select the server Default: My Mediasite
   2. Enter your Mediasite User Name and Password
   3. Select the viewing options:
      - Choose Open presentations in new window
      - Choose Open catalogs in new window
   4. Submit changes

2. **Create Links to Mediasite Content**
   The Mediasite tool can be accessed through any Content area with the Tools tab.

   In your course, go to any **Content Folder > Tools tab > Mediasite-Link to presentation(s)**

   1. Choose to link to **Individual Presentations**
   2. Search you can search by title or key word
   3. Submit
   4. Click the box next to the title of the video (you can select more than 1 at a time)
   5. Click OK

Each new Mediasite link will appear as a new Blackboard item which you can edit and add text if needed.