

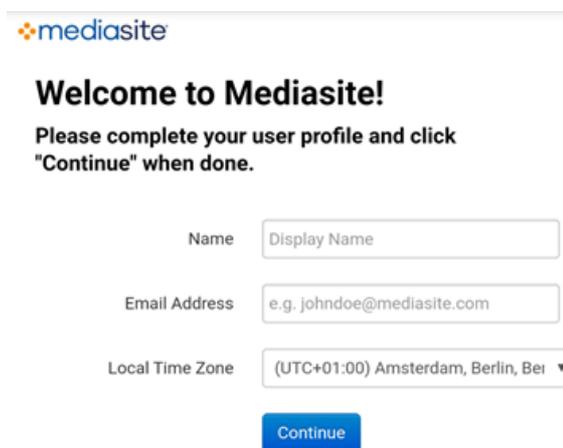
How to moderate a Mediasite Q&A?

Moderator info

How to create your My Mediasite profile?

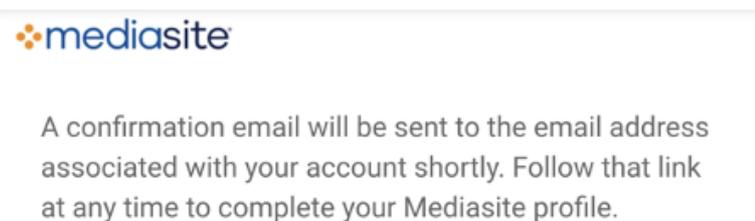
You will need a My Mediasite profile so you can be added as a moderator to Mediasite weblectures.

1. Go to <https://weblectures.leidenuniv.nl/Mediasite/MyMediasite/settings/profile> and fill out your Name and Email Address (use your university email address!). Click "Continue".



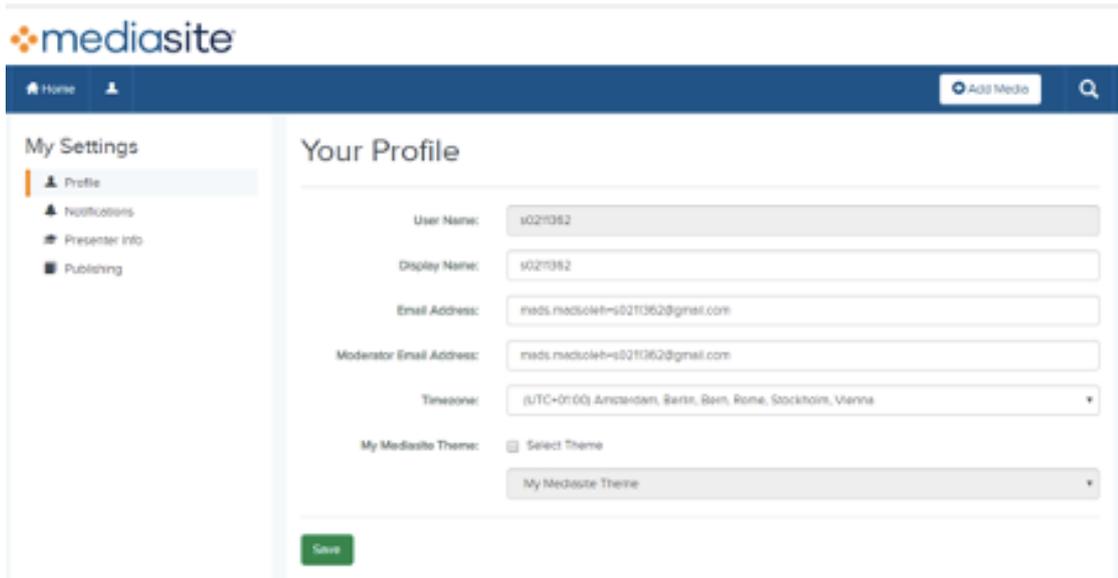
The screenshot shows the Mediasite profile creation interface. At the top left is the Mediasite logo. Below it is the heading "Welcome to Mediasite!" followed by the instruction "Please complete your user profile and click 'Continue' when done." There are three input fields: "Name" with a placeholder "Display Name", "Email Address" with a placeholder "e.g. johndoe@mediasite.com", and "Local Time Zone" with a dropdown menu showing "(UTC+01:00) Amsterdam, Berlin, Bei". A blue "Continue" button is located below the fields.

2. You will now get the following confirmation screen. You can close this window.



The screenshot shows the Mediasite confirmation screen. At the top left is the Mediasite logo. Below it is the text: "A confirmation email will be sent to the email address associated with your account shortly. Follow that link at any time to complete your Mediasite profile."

3. Go to <https://weblectures.leidenuniv.nl/Mediasite/MyMediasite/settings/profile> again if you want to adjust any profile settings



Tip: Navigate to the 'Notifications' menu item and deselect "Email" under Moderator Notifications if you do not want to receive emails off sent-in questions.

Moderation Notifications	Email
Forward viewer-submitted questions to moderator email address	<input type="checkbox"/>

4. Provide the weblecture planner with your details (ULCN username, display name and email address). They will now be able to add you as moderator to individual Mediasite weblectures and will provide you with a link to the Moderator page.

How to moderate incoming questions?

As a moderator you will be keeping track of incoming questions in the Moderator overview page. You will receive a link to a Moderator page for each individual livestream (or you can change the word "play" in the URL link to "moderate" to gain access to the Moderator page). Do not share the Moderator link with students.

Newly submitted questions will be added to the left column on your Moderator overview:

Q&A test_8/26/2020

Questions [Comments](#) [Annotations](#)

Category [Export](#) [Print](#) [Forward](#) [Reply](#)

[Mark as Accepted »](#) [Delete](#)

[« Mark as New](#) [Delete](#)

"Rosanne" <leidenuniv.nl>
Question
 I have a question about...
 8/26/2020 10:08 AM

There are no records to show.

For each incoming question you can:

- Mark it as accepted
- Delete it
- Reply by email (if the student has submitted their email)

Once marked as accepted the question will shift to the right column. The student view does not feature an overview of questions so they will not see if their question is accepted. This is more for you as a moderator to decide which questions should be dealt with during the livestream.

Q&A test_8/26/2020

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[Mark as Accepted »](#) [Delete](#)

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