

Digitization Intake Protocol

1. **Faculty:** complete "Video/Audio Digitizing Request" paper form
2. **FIT:** complete "Digitizing Form 2.0" Google Form: <http://bit.ly/1OVrLD5>
 - a. Google Form auto-populates Google Sheet and creates Desk digitization ticket
3. **FIT:** Deliver media to ITS Studio, place on studio "digitization shelf"
4. **Video Production:** search Mediasite for content
5. **Video Production:** search video.sdsu.edu for content
6. **Video Production:** digitize and upload to Mediasite, title matching "Title of Work" on paper form
7. **Video Production:** check content playback
8. **Video Production:** give media back to FIT Center

Digitization Return Protocol

9. **FIT:** In Blackboard, log into Mediasite for each Blackboard course indicated on Digitization form:
 - a. Blackboard Course Tools:
 - b. Mediasite Options → Mediasite Server: **Mediasite7**
 - c. Enter Mediasite Username and Password
 - i. Username: **ITSmedia**
 - ii. Password: **DigitalMedia2016**
10. **FIT:** Check to confirm media is available via Mediasite:
 - a. Within any Content Area in the course(s), go to Tools → Mediasite – Link to Presentation(s)
 - b. Search for media title, as it appears on the digitizing form
 - c. If it exists, proceed to step 11, if you get a red error, go back to step 9, if the media is not found, email Kao
11. **FIT:** In Desk, navigate to digitization case, check "Digitization Complete" checkbox, and update and Resolve case, which triggers the "Pick Up Your Media + Job Aid" email to faculty