



MediaCAST[®]
by Inventive Technology

Digital Library Management

Support: support@inventivetec.com | 800.474.5128x3

Learning Objectives

Upload	➔	Add resources to the Digital Library
Edit/Remove	➔	Modify existing resources
Digital TV	➔	Recording Live TV (options, settings, and permissions)

MediaCAST 2

4-Step Upload Wizard

Overview

- ▶ 4-step wizard
 - Can be done from any computer with intranet access

Why?

- ▶ Used to add a Resource to MediaCAST, provide a description, and tag it to categories

How ?

- ▶ Managers + start by clicking the *Digital Library* tab> *Upload a Resource*
 - If you are uploading something that does not need to be encoded (i.e., a PowerPoint slideshow), any workstation may be used
- ▶ Instructors click *Digital Library*> *Upload Resource*

MediaCAST 3

Getting Help

- ▶ Tutorial videos available via the *HELP* link at top/right
- ▶ Contact your local help desk
 - They will be aware of local network/power status
- ▶ Contact Technical Support:
 - ▶ support@inventivetec.com
 - ▶ 800.474.5128x3
