Marking Your Course for myMedia Only

myMedia is your place to store media files—specifically visually rich files such as images, audio, video, animations, 3-D drawings, HTML, PowerPoint, etc. In addition, myMedia is the new MSU podcasting system. This system allows users to record from a podcast enabled lectern and publish the recording immediately to a set. Users also have the option to use a portable recorder to upload recorded files. These files can be viewed from the myMedia site using a computer, Internet connection, and speakers or can be placed on an mp3 recorder.

1. Login to onCampus (oncampus.msstate.edu) with your NetID and NetPassword.

2. Navigate to your Banner tab.

3. From the MyBanner for Faculty channel select Choose Sections For myCourses/myMedia from the Class Management column.

4. Next from the pull-down menu, select the Department and Term for which you are teaching. Then enter either your NetID or your MSU ID number. Finally click the Submit Query button.
myCourses: Marking Your Course

5. Your course listing will appear for the department and term selected. From the Use myCourses/myMedia column, use the pull-down menu to select the option myMedia ONLY. Do this for all the courses you plan to use myMedia with. Note that all split level courses appear as one and are marked together.

6. Once all your courses are selected, click the Update Sections button.

7. A success message will appear, however you can return to this page at anytime to mark further courses.

Note: Remember you must do this before each term for every course you plan to use myMedia with.