



Part 1 – Getting Started With Mediasite

Accessing Mediasite

Using the Preferred Browser

Important: USE FIREFOX ON MAC & PC. If you do not have Firefox on your computer or laptop, please [download Firefox by clicking here](#).

1. Go to the **Mediasite portal** (<https://mediasite.wku.edu/Mediasite/mymediasite>)
2. Login using your NetId

Registering Mediasite

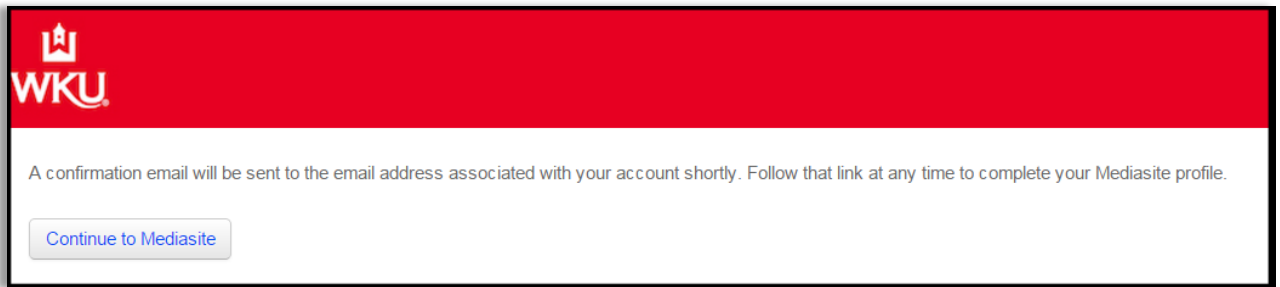
1. **Completing Your User Profile:** Now that you've logged in for the first time, you will be prompted to complete your user profile – completing your user profile will begin the registration process. Fill out the user profile form with the appropriate information as follows:
 - For "Name," include your first and last name. For example, Jane Smith.
 - For "Email Address," use your WKU toppermail address.
 - For "Local Time Zone," select your time zone.
 - Select "**Continue**".

2. **Activate Your Account**

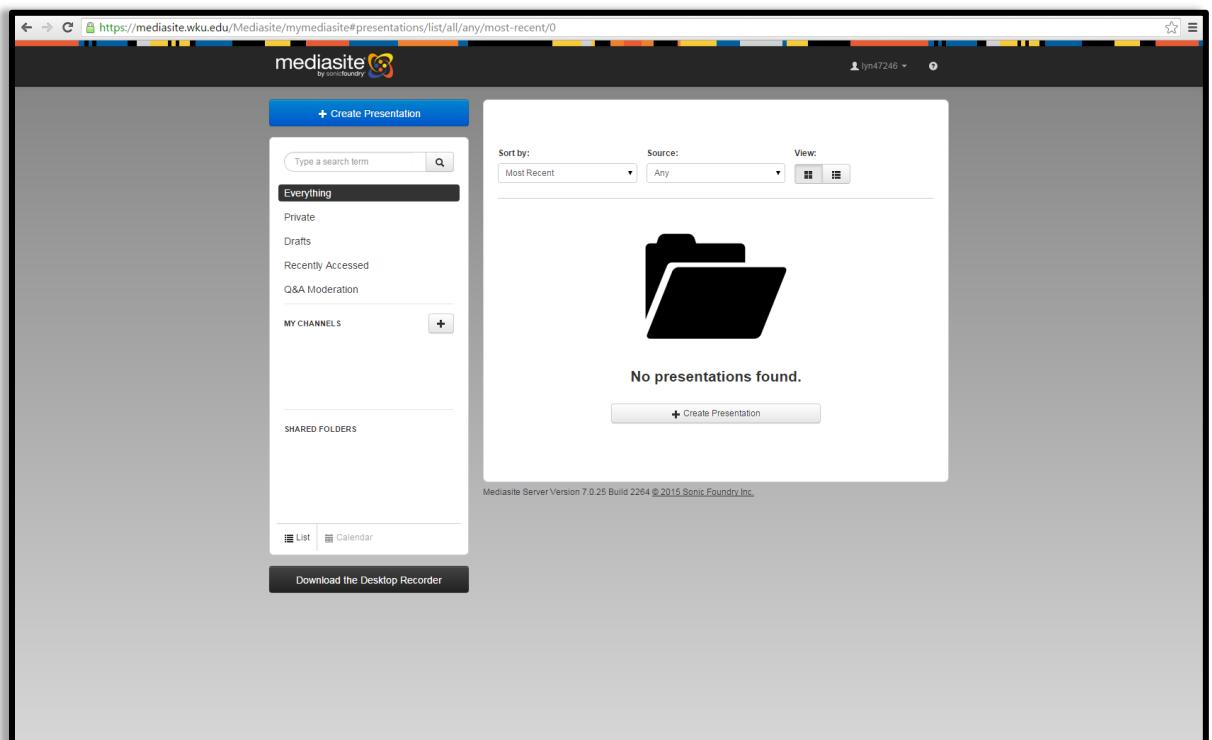
You will receive an **email from mediasite@wku.edu** with a link to complete the registration process and activate your account. This will be sent to your **WKU email**.

- Click on the link in the email to activate your Mediasite account.
- Clicking this link will prompt a Mediasite window to open. **Close this window.**

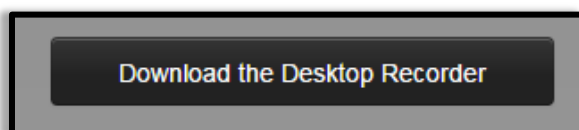
3. Return to Blackboard and click the “**Continue to Mediasite**” button.



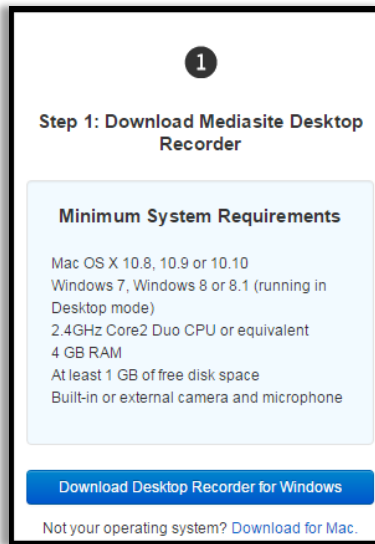
Once you've returned to Blackboard and clicked "Continue to Mediasite," you will see this screen:



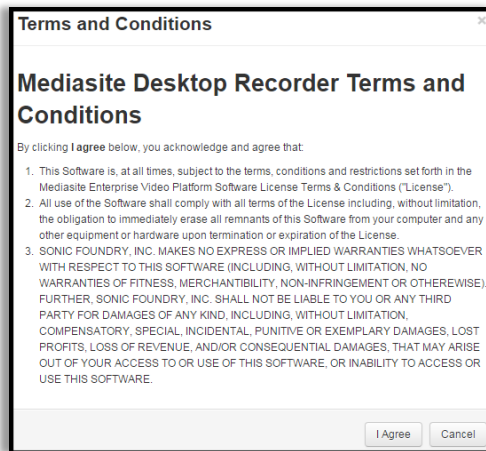
4. **Downloading Mediasite Recorder:** The screen pictured above (item 3) will give you an option to download the desktop recorder. You will need to download the Mediasite Recorder onto each computer you use to record presentations.
- To download the Mediasite Recorder scroll down toward the bottom of the screen.
 - Click “**Download the Desktop Recorder**”.



- A browser window will appear. You will need to complete all three steps to download Mediasite.
- Click "**Download Desktop Recorder**".



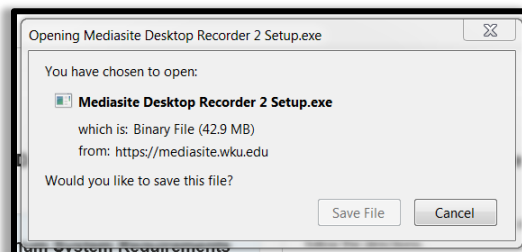
- Click "**I Agree**" to the Terms of Service.



5. Follow step two of Installing the Mediasite Desktop Recorder. The installation process should begin automatically; if it does NOT, please follow the remaining instructions included in Step 5 below:

The installation process did not begin automatically. Now what?

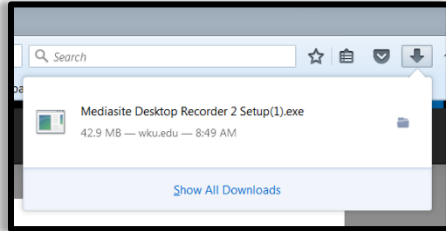
- If the installation process does not begin automatically, click "**Save File**".



- Click the Downloads button (the blue down-facing arrow in Firefox).

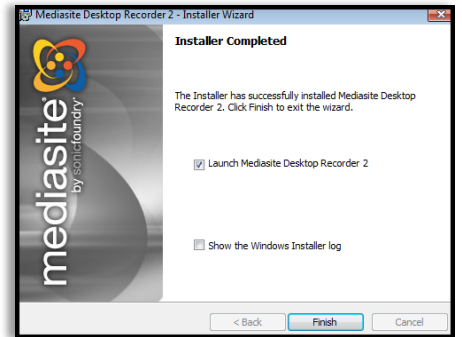


- Double-click the Mediasite Desktop Recorder 2 Setup.exe file.



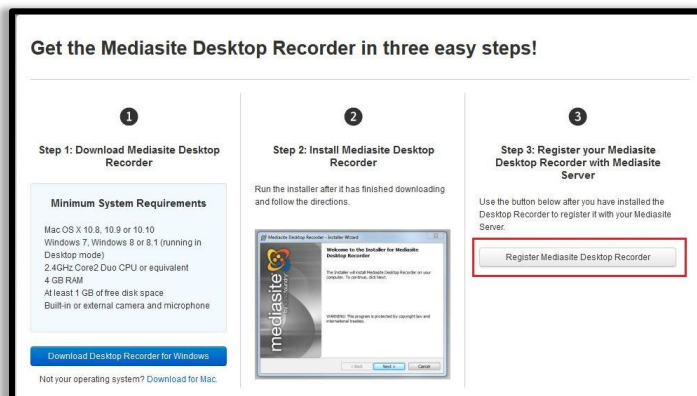
- Follow the installation prompts to allow the Mediasite Desktop Recorder to be installed.

6. To complete the installation process, select the **“Launch Mediasite Desktop Recorder 2”** box and select the **“Finish”** button.



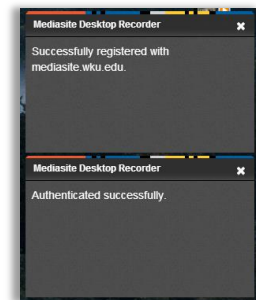
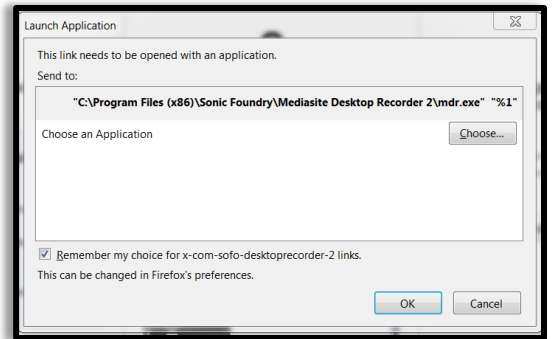
7. Once you have finished installing the program, the Mediasite Desktop Recorder window will appear. *You will not do anything in this window.*

- Return to the 3 Easy Steps to install Mediasite website.
- Click the **“Register Mediasite Desktop Recorder”** located under Step 3.



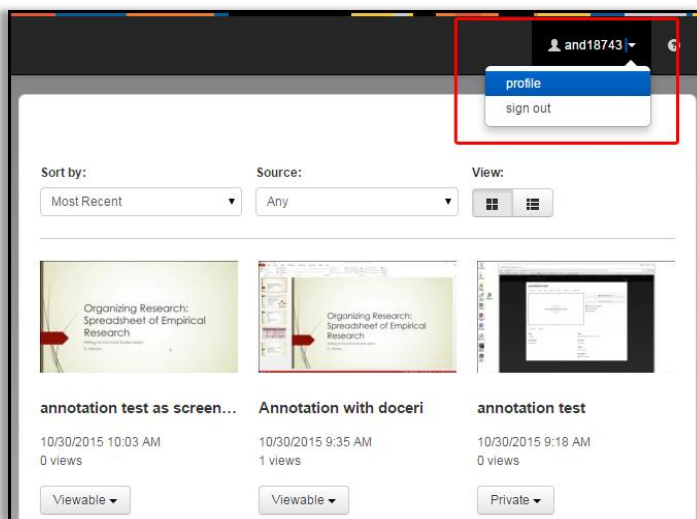
NOTE: When you click the “**Register Mediasite Desktop Recorder**” button, a “**Launch Application**” dialogue box might appear. If it does,

- Check the box next to “**Remember my choice**” so that this Launch Application box does not appear again.
- Click “**OK**” in the Launch Application box.
- You will receive two notifications on your desktop confirming the registration process is complete.
- **Close the Mediasite Recorder window** and return to Blackboard.



Checking Profile Information

1. At the homepage of Mediasite, update your profile information. Click your NetID at the top right of the screen. Click “**profile**”.



2. Scroll down to Presenter Information. Check to make sure your profile information is correct. **Most importantly**, confirm your **First Name and Last Name**.

Presenter Information				
Prefix	First Name	Middle Name	Last Name	Suffix
Mr.	John		Doe	
Additional Information				
Bio URL				
Email				

3. If the appropriate information is correct, click "**Save**" at the top right portion of the screen. Initially you will not see the notification indicating the information has been saved, however scroll down to the end of the page you will see a notification indicating the information has saved.
4. Click the white "**X**" in the upper right-hand corner to close the Profile window. You may get a pop up message stating you have unsaved changes that will be lost if you navigate away. Click "**Ok**".

