Working In Mediasite (Part 2)

Now that you've completed **Part 1**, which included registering Mediasite, Downloading and Installation of the Mediasite Recorder, you're ready to proceed to **Part 2** of the tutorial "Working In Mediasite," which includes Recording Presentations and Sharing Your Presentation.
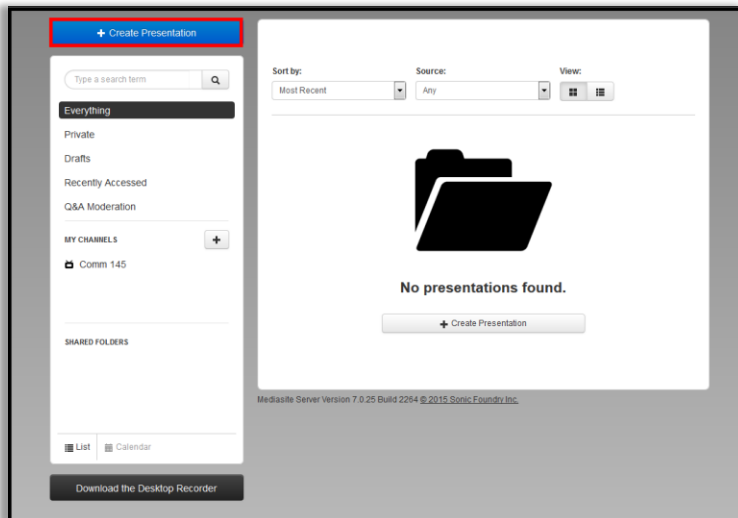
Important Reminder:

> **Use the Preferred Browser**
>
> **USE FIREFOX ON MAC & PC. If you do not have Firefox on your computer or laptop, please <u>download Firefox by clicking here</u>.**

Part 2:
Recording Presentations

1. To create a presentation, click the **"Create Presentation"** blue button in Mediasite.


2. You will have the option to choose to Record Desktop or Upload Media. To start a new recording, select the "**Record Desktop**" option. To **upload an existing recording**, select "Upload Media", which directs you to name your video and choose the file from your
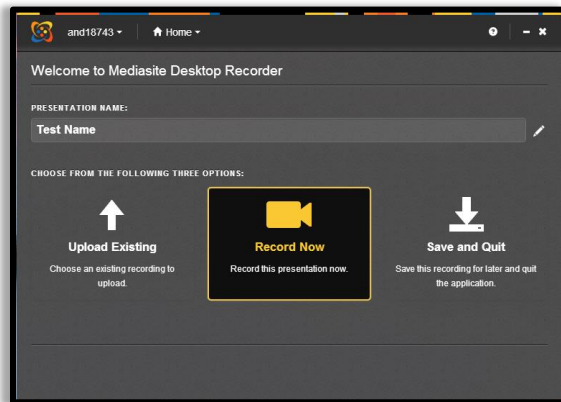
computer. Once uploaded, continue from "Making your presentation viewable" "Sharing your presentation link".
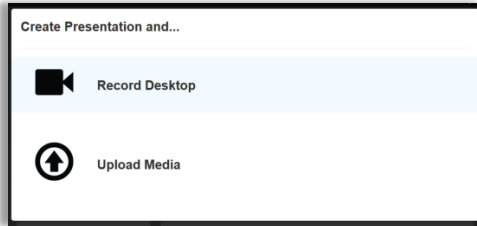
3. Name your recording, add a description if applicable, and publish to Drafts or the appropriate channel. Click "**Launch Desktop Recorder**".
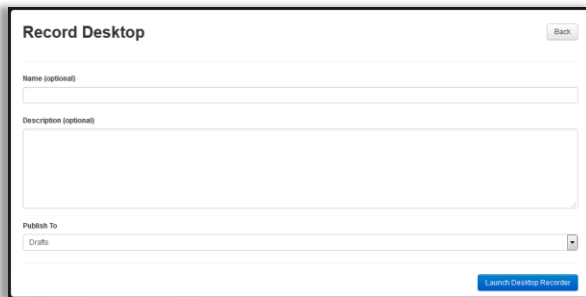

4. The recorder window will pop-up. Select the "**Record Now**".

5. **Choose the type of presentation you wish to record.**
   - **Screencast + Video:** Choose this option to show a website, such as your Blackboard course; annotate in PowerPoint or Word; or demonstrate a process. This option also records your image from your webcam.
   - **Screencast + Audio:** Choose this option to show a website, such as your Blackboard course; annotate in PowerPoint or Word; or demonstrate a process. This option only records your voice (audio) from your webcam or microphone.

- **Slideshow + Video:** Choose this option when you want to show a PowerPoint presentation. This option will allow you to change PowerPoint slides after you've finished recording, as long as the audio does not change. This option records your image from your webcam.
- **Slideshow + Audio:** Choose this option when you want to show a PowerPoint presentation. This option will allow you to change PowerPoint slides after you've finished recording, as long as the audio does not change. This option only records your voice (audio) from your webcam or microphone.

6. Click the right-facing arrow (highlighted in red in the image below) to scroll through the presentation options.
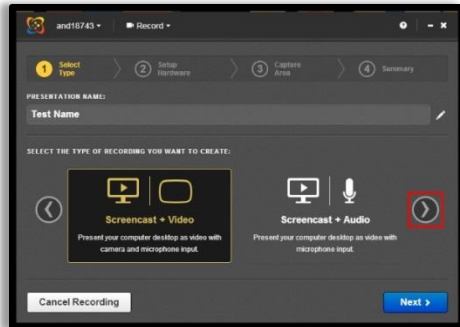

7. Click **"Next"**.
8. Select the hardware you wish to use for the recording **if** Mediasite does not automatically select the correct hardware for you.
   - The "**Camera Size**" will automatically be detected based on the web camera connected to the computer.
   - Select the "**Camera Input**" drop down box and select the appropriate camera. Make sure your image appears in the preview window.
   - Select the "**Microphone Input**" drop down box and select the appropriate microphone. Check the audio levels to the right of the preview window to make sure they are at a good level. Do this by speaking at the volume in which you will be recording. This should be in the upper green area.
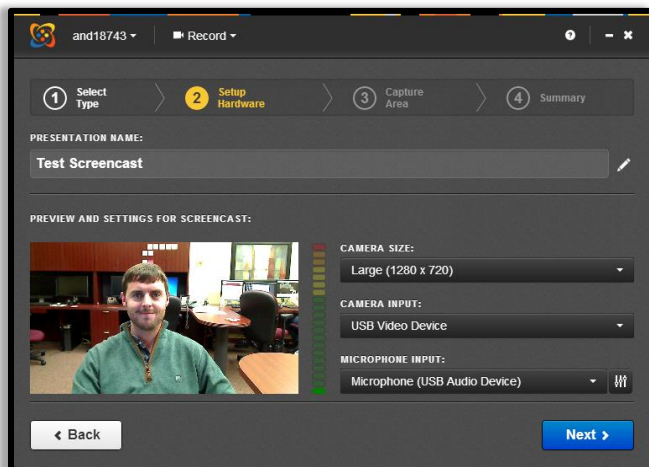
9. Click **"Next"**
10. Select the appropriate recording area for the presentation:
    - Click on the "**Desktop**" drop down box to select the entire desktop.
    - Select your desktop from the drop down box. In this case, we selected **"Desktop 1 (1920x1080)"**. Your selection may look slightly different.
    - Click the **green check mark** button to finalize the region selection.
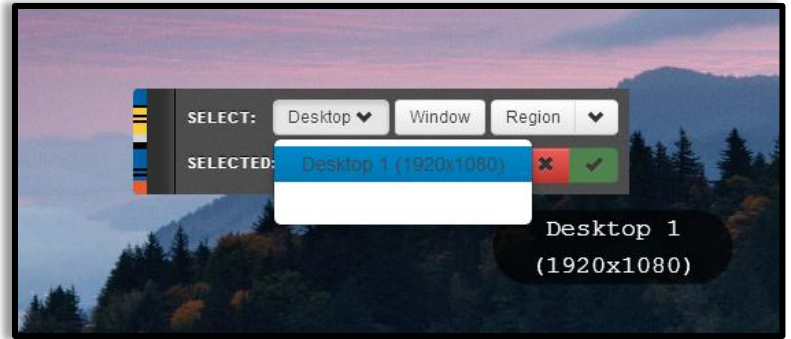

11. The summary page will appear which will give information about the recording before you start recording. Check to make sure all of the specifications are correct. In the bottom of the summary page it tells you how to pause a recording once you start the presentation.
12. Once you are ready to record, Click **"Record"**.
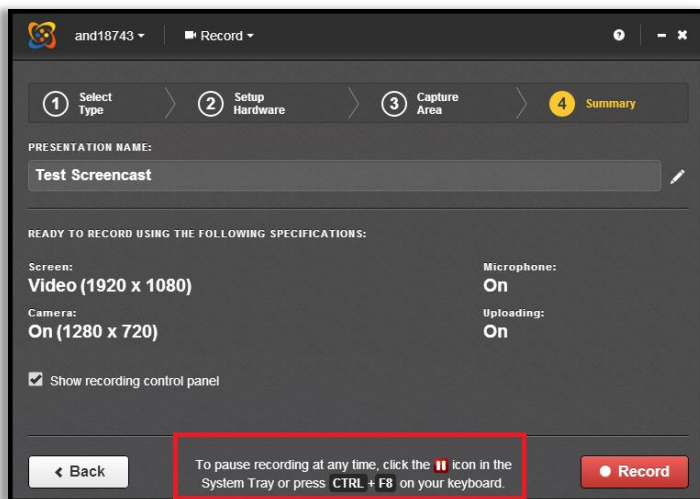
You will get a **5 second countdown** before recording begins.

13. Minimize the Recording Control Panel (image below) or move it to a second screen, if that option is available to you, so that the window will not show up in your recording.
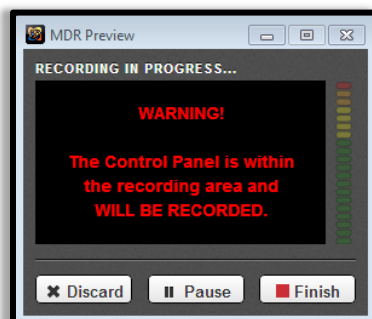
14. You will have the option to discard, pause or stop your recording.

To stop or pause the recording if you minimize the Recording Control Panel:

Click the **red pause button** found in the bottom right-hand system tray on a PC or the upper right-hand side of a Mac.


PC image

Mac image

To stop or pause the recording if you moved the Recording Control Panel to another screen:

- Click Discard - delete the presentation
- Click Pause - temporarily stop the presentation recording
- Click Finish - end recording and begin the upload process

If you pressed the Pause button, the Recording Paused box will appear. Choose which action you wish to take:

- Click Discard to delete the presentation (this will remove them from your local computer)
- Click Resume to resume your recording
- Click Finish to end recording and begin the upload process Once you click **Finish**, the recording manager will open and show you the uploading progress of your recording.
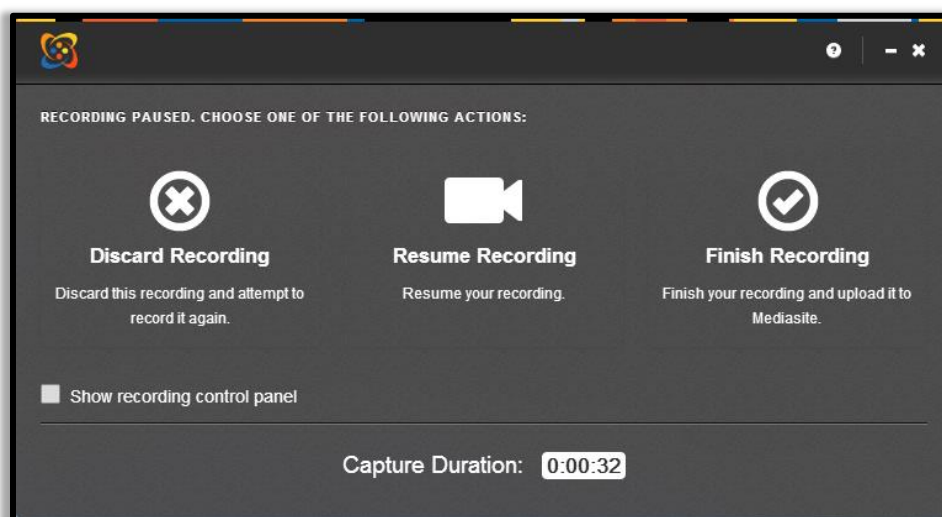

NOTE: DO NOT DELETE VIDEOS FROM THIS MANAGER. IT WILL REMOVE THEM FROM YOUR LOCAL COMPUTER.

15. Click the **"X"** in the upper-right-hand corner to close the Recording Management.

16. Return to Mediasite to find the newly-recorded presentation open. **Please Note:** Although it looks like your presentation has not uploaded to Mediasite yet, it has. It will take a minute or two to sync. You might need to refresh your page or click a different folder, such as Everything or Drafts, to be able to see the video.
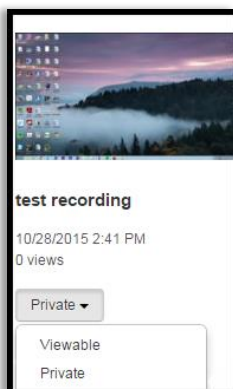
17. Click the white **"X"** in the upper right-hand corner to close the presentation window.
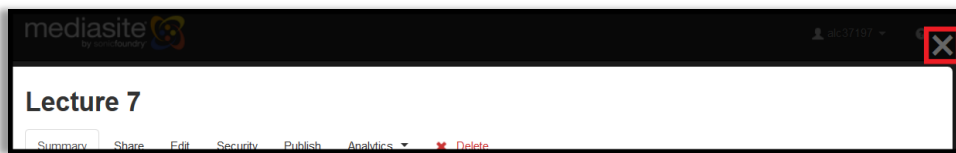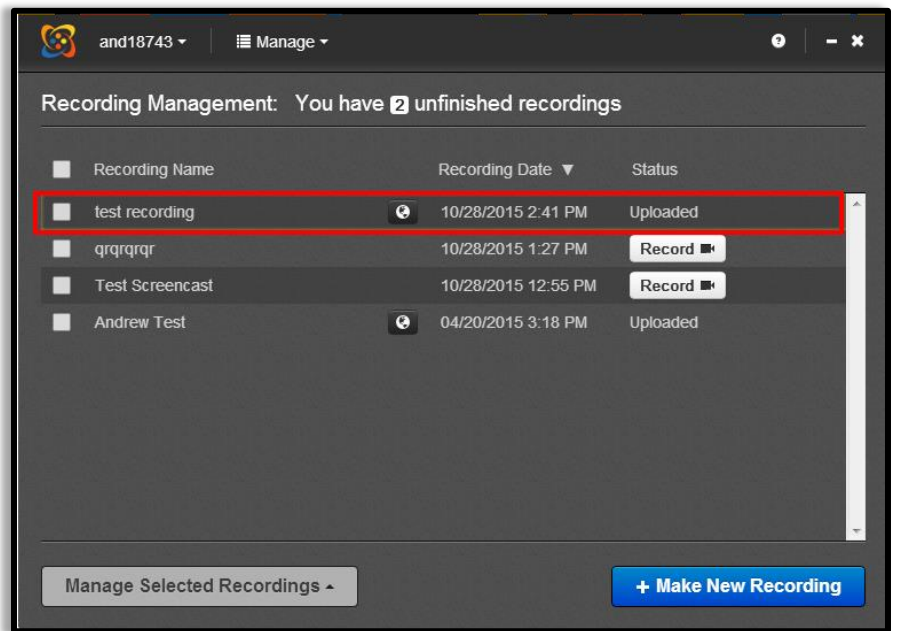
Making Presentations Viewable

By default, all presentations are **Private**. Only you can see the presentation. To change the viewing status,
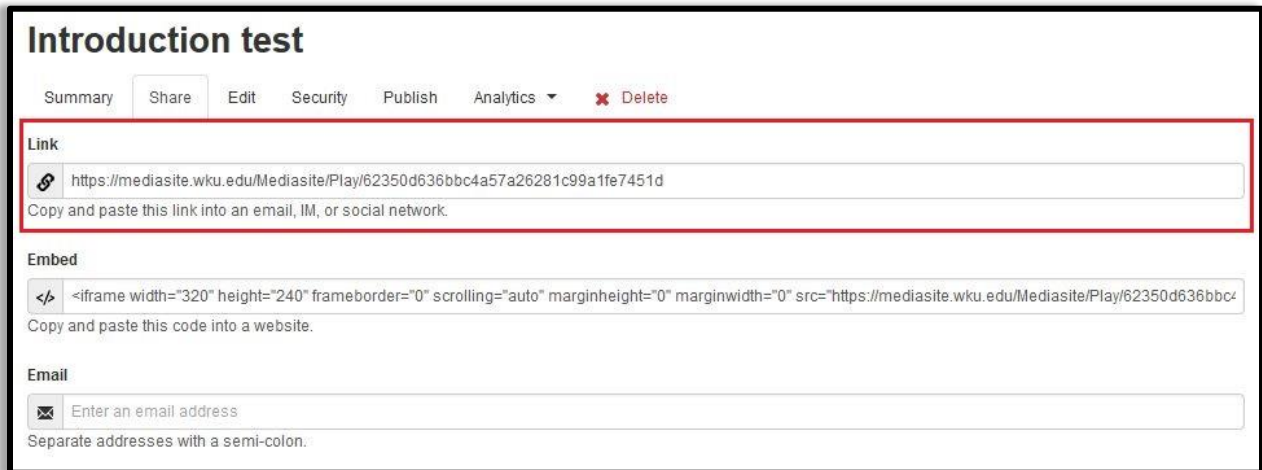
1. Click **"Private"** under the presentation you wish to make viewable.
2. Click **"Viewable"**.

Sharing your presentation link

In order to share your video you need to copy the url address of your video.

1. Click on the video you want to share and select the **"Share"** tab
2. Copy the link available under the Link area.
3. Post the link in Blackboard in the designated area. It may be an assignment, discussion board, blog or a journal. Faculty and students will login using their NetId to watch the video.