



Introduction

The new Desktop Recorder from Mediasite allows users to record content on their computer desktop and instantly upload it to Mediasite. This document will explain how to download the Desktop Recorder, and use the program to make recordings.

Note: If you plan on using the Desktop Recorder in a HCC classroom, please refer to the *Using the Desktop Recorder in a Classroom* document.

=Tip = Caution

TABLE OF CONTENTS

- Download the Desktop Recorder
- Register the Desktop Recorder
- Setting Up the Desktop Recorder
- Making a Recording
- Saving a Copy of Your Presentation
- Making Your Recording Available

Download the Desktop Recorder

To begin, you will need to download the Desktop Recorder. *Firefox is the preferred web browser.*

1. Visit <http://Mediasite.howardcc.edu/Mediasite/mymediasite> Sign in using your HCC **username** and **password** then click **Sign in**. Next, type in a **display name** and click **Next**.
2. Click **Download the Desktop Recorder (Fig 1)** on the bottom-left corner of the screen.
3. Click **Download Desktop Recorder for Windows**. *If you are using a Mac, click **Download for Mac**.*
4. Click **I agree** to the terms and conditions. A prompt will appear asking if you want to run or save Mediasite Desktop Recorder 2 Setup.exe, click **Run**.

Note: If you do not see a **Run** option, click **Save File**. Then, select **Downloads** as the location for the file and click **Save**. If the file does not run automatically, click the **Blue Download icon (Fig 2, 1)** at the top right corner of your browser and then **open the file (Fig 2, 2)**.

5. Follow the rest of the prompts to install the software.
6. When the software has finished installing, make sure the two boxes are unchecked (**Fig 3**) and click **Finish**. A **shortcut to the Desktop Recorder** will appear on your desktop (**Fig 4**).

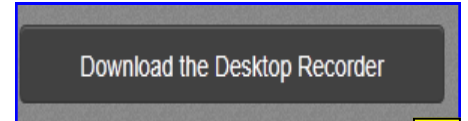


Fig 1

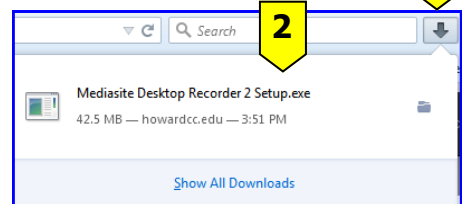


Fig 2

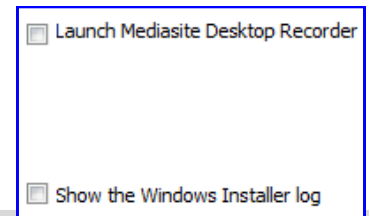


Fig 3

Register the Desktop Recorder

You also need to register your desktop recorder to the Mediasite server. This will allow you to upload your videos to be viewed. *You will only need to do this once.*

1. Visit <http://Mediasite.howardcc.edu/Mediasite/mymediasite>
2. Sign in using your HCC **username** and **password** and click **Sign in**.
3. Click **Download the Desktop Recorder (Fig 1)** on the bottom-left corner of the screen.
4. Click **Register Mediasite Desktop Recorder (Fig 5)**. A prompt may appear asking you to launch the application, click **OK**.

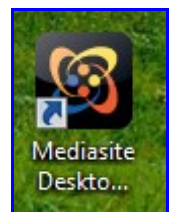


Fig 4

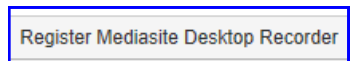


Fig 5

Note: Please contact Cliff Galloway at jgalloway@howardcc.edu if this is your first time registering a recorder to have your account validated.

Setting Up the Desktop Recorder

1. Open the **Mediasite Desktop Recorder (Fig 4)**. The **Desktop Recorder homepage** will appear (**Fig 6**).
2. Click **Settings (Fig 6, 1)** and **uncheck the box labeled Upload files while recording (Fig 7, 1)**. This will ensure a more reliable upload to Mediasite. You will only need to uncheck the box once.
3. You also need to **select a folder to store your recordings** until they are uploaded. This is important if you wish to **keep a file of your recordings**.
4. Click **Browse (Fig 7, 2)** and a **Browse For Folder window** will appear. Click **Make New Folder** and create a folder called **Mediasite Recordings**. *Note: Make sure you remember where this folder is located on your computer.*
5. Click the **Mediasite Recordings folder** you just created, and then click **OK**. The file path will change on the **Settings menu (Fig 7, 3)**. This is where your recordings will be temporarily stored before you upload them to Mediasite.
6. Click **Back (Fig 7, 4)** to return to the **Desktop Recorder homepage (Fig 6)**.

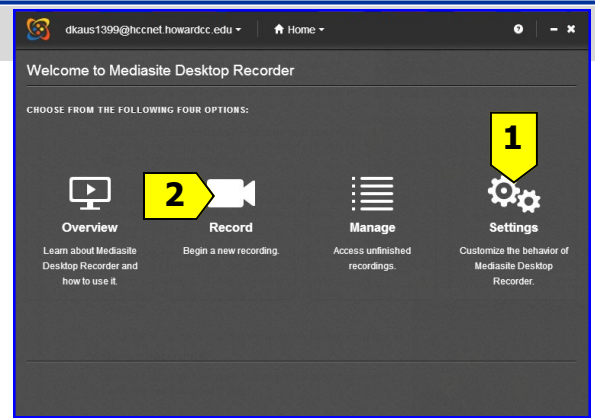


Fig 6

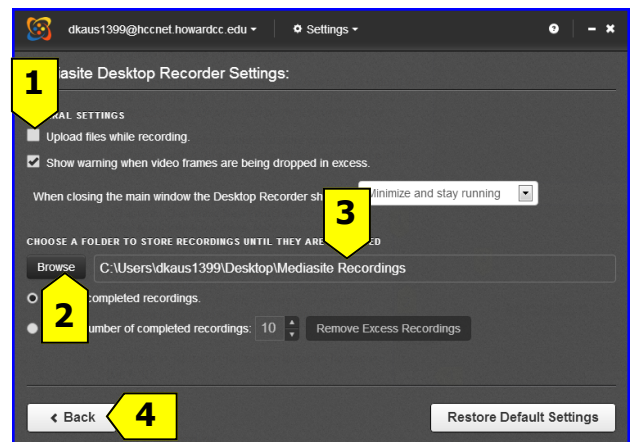


Fig 7

Making a Recording

1. Click **Record (Fig 6, 2)**. A new screen will appear (**Fig 8**).
2. First, create a **name for your recording (Fig 8, 1)**. In this example "Presentation 1" is the name of the recording. It is recommended to create names with identifying information (e.g. 2015 SPAN-101 Introduction).
3. There are four types of recordings you can select from:

Screencast + Video (Fig 8, 2) records your desktop at a high frame rate while simultaneously recording a video of yourself using a camera and microphone input.

Screencast + Audio (Fig 8, 3) records your desktop at a high frame rate and allows you to record narration using a microphone. This recording setting is most similar to Camtasia Relay.

Slideshow + Audio (Fig 9, 1) records your desktop at a lower frame rate and allows you to record narration using a microphone. This recording setting should be used for narrating over PowerPoint presentations.

Slideshow + Video (Fig 9, 2) records your desktop at a lower frame rate while simultaneously recording a video of yourself using a camera and microphone input. This recording setting should be used if you wish to physically show your viewers some type of object (e.g. a model of the human heart).



Fig 8

Fig 9

Note: to access **Slideshow + Audio** and **Slideshow + Video**, use the **arrows (Fig 8, 4)**.

Making a Recording (continued)

4. Once you have selected the type of recording, click **Next** (Fig 8, 5).
5. You now need to setup your microphone and webcam (if recording a video). Make sure your microphone is plugged into your computer. To test the audio, talk into the microphone and see if the **Audio Bar** (Fig 10, 1) lights up. If the audio bar is not lighting up, click on the **Microphone Input dropdown menu** (Fig 10, 2) and make sure your microphone is selected.

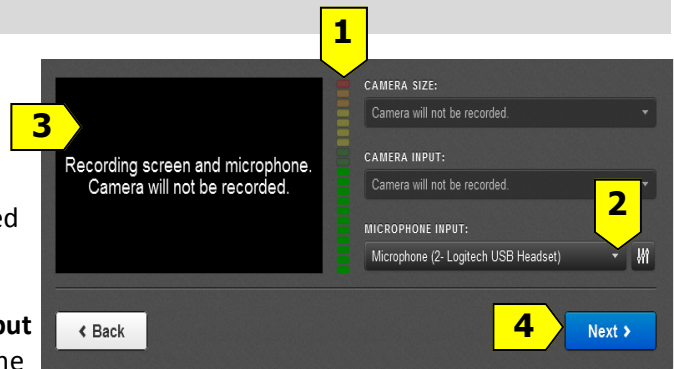


Fig 10

6. If you are recording a video, a preview of your camera will appear in the area to the left (Fig 10, 3). *The preview will only appear if Slideshow + Video or Screencast + Video has been selected.*
7. Once your hardware has been set up, click **Next** (Fig 10, 4).
8. A screen will appear reminding you to organize the windows on your desktop for recording. When you are ready, click **Next**.

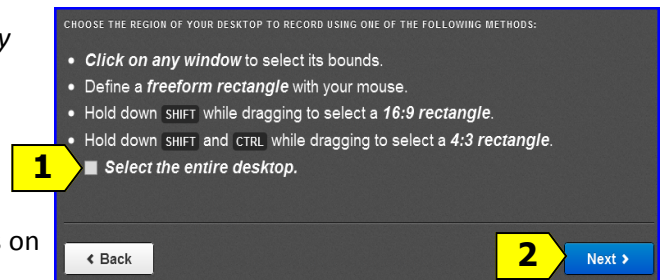


Fig 11

9. You now need to choose the region of your desktop that you wish to record. If you wish to record the entire desktop, click the **check box** next to **Select the entire desktop** (Fig 11, 1). If you only wish to record a portion of your desktop, click and drag your mouse over the area you want recorded. Once you have selected the area, click **Next** (Fig 11, 2).

10. The **Summary page** will now appear (Fig 12). This page gives you the option to use the **Recording Control Panel** (Fig 13). The **Recording Control Panel** provides you with the option to pause and finish the recording using controls in the control window. If you do not want to use the **Control Panel**, **uncheck the box** in the **Summary page** (Fig 12, 1).

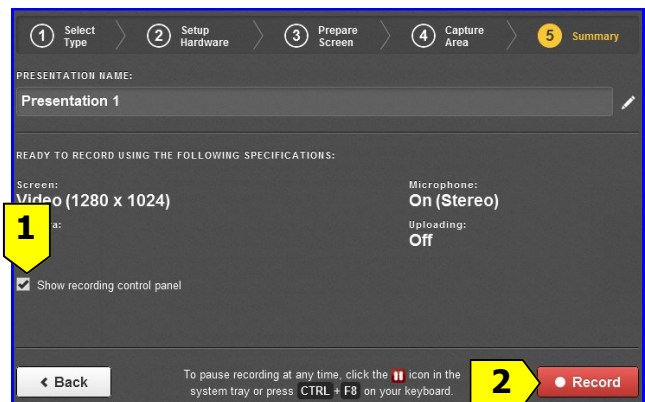


Fig 12

Note: The **Recording Control Panel** will be recorded if it is within the recording area if you have a dual monitor computer. If you have a single monitor computer, the **Recording Control Panel** will disappear once you begin recording and you will need to use the **Pause icon** in the systems tray (taskbar) (Fig 14, 1).

13. When you are ready, click **Record** (Fig 12, 2). In 5 seconds the recording will begin.
14. You can now begin recording your presentation.



Fig 13

Continued on next page.



Fig 14

15. If you would like to **pause your recording**, click the **Pause icon** in the systems tray (**Fig 14, 1**) or on the **Control Panel (Fig 13, 1)**; A **window** will appear with additional options (**Fig 15**):

- If you wish to **restart the recording**, click **Discard Recording (Fig 15, 1)**.
- If you wish to **resume the recording**, click **Resume Recording (Fig 15, 2)**.
- If you are **finished recording**, click **Finish Recording (Fig 15, 3)**.



Fig 15

16. Once you have finished your recording, a **Manage window** will appear (**Fig 16**). It is **highly recommend that you save a copy of your presentation before uploading it to Mediasite**.

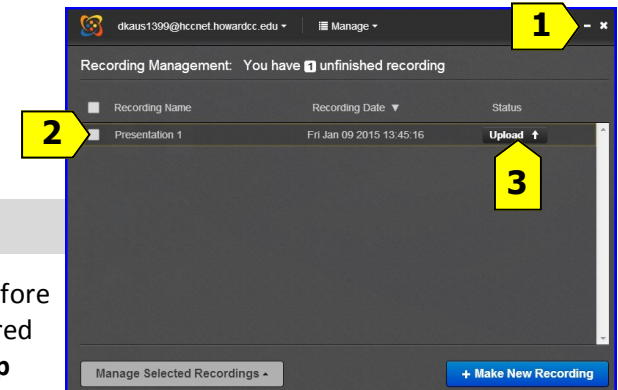


Fig 16

Saving a Copy of Your Presentation

It is highly recommend that you save a copy of your presentation before uploading it to Mediasite. Your presentation will be temporarily stored in the **Mediasite Recordings folder** you created during the **Setting Up the Desktop Recorder** section of this document.

1. Minimize the **Manage window (Fig 16, 1)**.
2. Locate the **Mediasite Recordings folder** you created as the area to **store recordings until they are uploaded to Mediasite**. *This was the folder you created in the **Setting Up the Desktop Recorder** section of the document.*
3. **Open the Mediasite Recordings folder**. Each new recording will be stored in a **uniquely named folder (Fig 17)**. Open the folder and then open the **camera.mp4 file (Fig 18, 1)** and the **screen.mp4 file (Fig 18, 2)** to ensure you have found the presentation you want. After confirming, go back to the unique folder and **copy** it to another location on your computer. **Note: Make sure to copy the folder and paste it in another folder or area. Do not remove it from the Mediasite Recordings folder.**

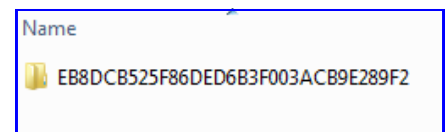


Fig 17

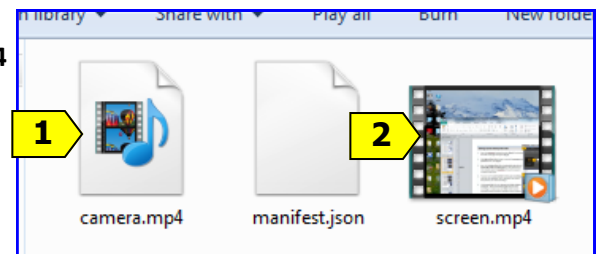


Fig 18

4. Return to the **Manage window (Fig 16)** by clicking the **Mediasite Desktop Recorder tab (Fig 19)** at the bottom of the screen.
5. To upload the recording to Mediasite, click the **checkbox** next to the presentation you wish to upload (**Fig 16, 2**).
6. Next, click **Upload (Fig 16, 3)**. The presentation will begin uploading. When it has finished uploading, a **prompt** will appear on your screen (**Fig 20**).



Fig 19

Note: If you plan on immediately making another recording, make sure the **prompt (Fig 20)** has been closed. The prompt will remain on your screen until you click the **X (Fig 20, 1)**.

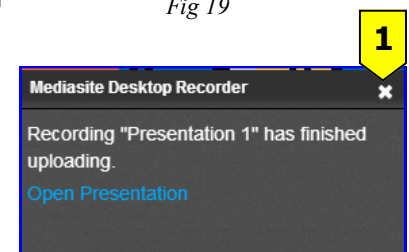


Fig 20

Making Your Recording Available

After you have uploaded your presentation, you need to sign in to **My Mediasite** in order to make your presentation available.

1. Visit <http://Mediasite.howardcc.edu/Mediasite/mymediasite>.
2. Enter in your HCC **username** and **password** and click **Sign In**.
3. The **Mediasite Homepage** will appear (Fig 21). You will see your newest recording at the top of the list (Fig 21, 1).

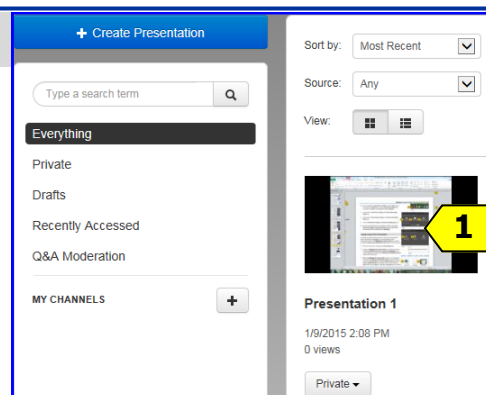


Fig 21

Note: After a presentation has been uploaded, the server will process the video and notify you of this on the presentation image (Fig 22). Refreshing the page will update the status of your video.



Fig 22

4. Click on **your presentation** (Fig 21, 1).
5. The **Presentation Detail Screen** will appear (Fig 23). Click **Edit** (Fig 23, 1).
6. Click the **Visibility dropdown menu** (Fig 24, 1) and then select **Viewable** (Fig 24, 2).
7. Once you change the status to viewable, click **Save** at the top right corner of the screen.
8. To **share your presentation**, click **Share** (Fig 23, 2) on the **Presentation Detail Screen**.

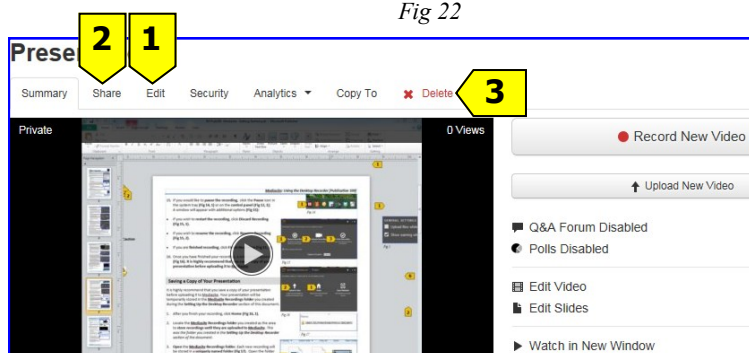


Fig 23

9. A page will appear with a **Link address** and an **Embed address** (Fig 25). **Copy the Link address** (Fig 25, 1). This is the link you will use to share your presentation.
10. To **delete your presentation**: click **Delete** on the **Presentation Detail Screen** (Fig 23, 3).
11. To **disable (hide) your presentation**: click **Edit** on the **Presentation Detail Screen** (Fig 23, 1). Change the status to **Private** (24, 3) and then click **Save**.

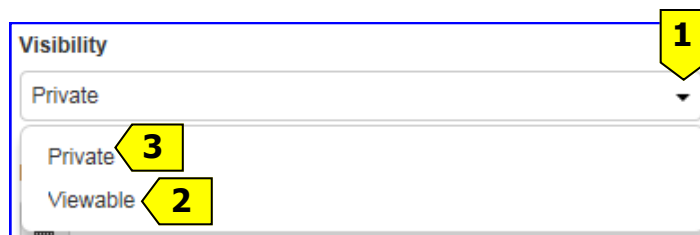


Fig 24

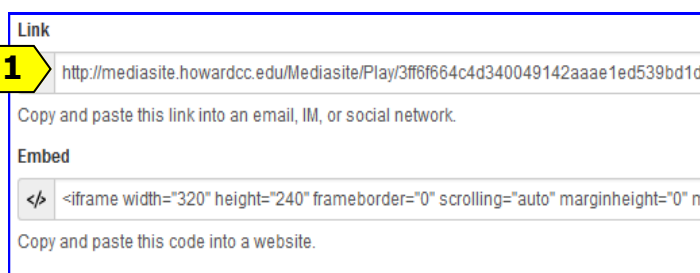


Fig 25

Need More Help?

Contact IMFacultyLab@howardcc.edu or call Amy Chase Martin (x4848)