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# My Mediasite

## Mediasite Desktop Recorder

1/23/2017

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Help Desk 269-387-4357

### Get the Mediasite Desktop Recorder in three easy steps!

1

#### Step 1: Download Mediasite Desktop Recorder

##### Minimum System Requirements

Mac OS X 10.8 - 10.11  
2.4GHz Core2 Duo CPU or equivalent  
4 GB RAM  
At least 1 GB of free disk space  
Built-in or external camera and microphone

[Download Desktop Recorder for Mac](#)

Not your operating system? [Download for Windows.](#)

2

#### Step 2: Install Mediasite Desktop Recorder

Open the PKG file after it has finished downloading and drag the Mediasite Desktop Recorder application into your Applications directory.



3

#### Step 3: Register your Mediasite Desktop Recorder with Mediasite Server

Use the button below after you have installed the Desktop Recorder to register it with your Mediasite Server.

[Register Mediasite Desktop Recorder](#)

OIT Educational Technology Services  
and  
Online Learning

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# How do I get help?

If you have questions or a problem, the first step is to contact the OIT Help Desk at:

**269-387-HELP (4357), option 1**

The Helpdesk staff will assist you or escalate your problem to the appropriate support area.

Training videos are available on the Mediasite Desktop Recorder and My Mediasite portal. Click on the link below to view the videos:

<https://wmich.mediasite.com/Mediasite/Catalog/catalogs/mediasitetrainingvideos>

A document on installing and using Mediasite Desktop Recorder and the My Mediasite portal is available at:

<https://www.wmich.edu/teachingresources/content/lecture>

We recommend using this document as a live document. Open it and do not print it. Read, view, search the live document online. Any links in the document will take you to the linked site or document.

To report errors or make suggestions to improve this document, contact Bradley Morgan ([bradley.morgan@wmich.edu](mailto:bradley.morgan@wmich.edu)) at 269-387-5363.

The world of video is changing rapidly. This document will be updated frequently due to the rapid release of updates.

### Known Issues:

The video player when embedded does not display a Play button. Clicking anywhere on the displayed image will start the video and a menu to control play functions will appear below the video image.



# Introduction

You may print this document, but it works better when opened as a document on your computer. You will be able to click on the links in this document which will keep you from having to enter the URL in a browser.

## Video Files

Video files are saved in a number of formats. Some of the more common formats are .mov, .mp4, .mkv, .avi, and .flv. The Mediasite presentation platform will convert the above file types into an .mp4 format that is suitable for streaming. Currently, the .mp4 file format is the most popular for creating videos and streaming content. Files can be delivered to the end user in one of two ways. The first is by downloading the file to the end user. The alternative is to use a technique referred to as streaming. YouTube as well as the our streaming server streams video. The alternative is to download very large files to an individual's laptop and then play the video. Two issues are video file size which is large and can take a significant amount of time to download and

the amount of storage space on the viewer's computer.

## Streaming Video

Streaming media is multimedia that is constantly received by and presented to an end-user while being delivered by a provider. The verb "to stream" refers to the process of delivering or obtaining media in this manner; the term refers to the delivery method of the medium, rather than the medium itself, and is an alternative to file downloading, a process in which the end-user obtains the entire file for the content before watching or listening to it ([https://en.wikipedia.org/wiki/Streaming\\_media](https://en.wikipedia.org/wiki/Streaming_media)). A stream of ants carrying food back to the nest in a single file is a good visual representation of the concept of streaming content.

## Streaming Video File Size

When streaming video, size is important. The resolution of the video, combined with its length and the bit rate will determine size. Even though the file is being sent bit by bit, large files are harder to stream successfully. We recommend video lengths of 10 minutes or less. Research has shown that a viewer's engagement with the content begins to drop after viewing a video for 6-9 minutes. We highly recommend keeping your video length below ten minutes. If you can keep videos between 5 and 10 minutes in length you have maximized student engagement, and you have maximized the deliverability of content by streaming. It is easier to re-record a 5-10 minute presentation when the content changes, than to edit it. Shorter videos can frequently be used in other classes without the need to record a new video.

## Supported Devices

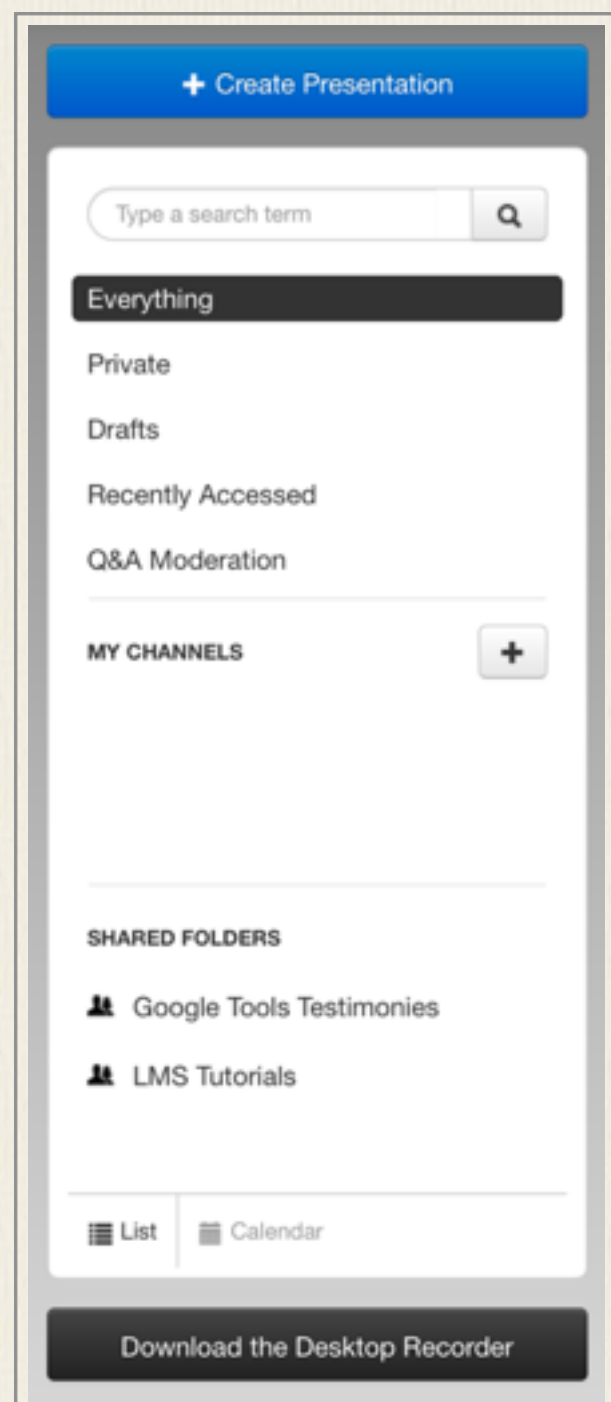
Mediasite will stream videos to computers running Windows or Mac operating systems. In addition, iPhones, Android phones and tablets can be used with Mediasite to view videos.

# Mediasite Desktop Recorder Installation

The Mediasite Desktop Recorder is integrated into the **My Mediasite** Portal. The first step is to create a profile and validate it. To create a profile login to Elearning. At the top of the page you will see a link to My Mediasite. Click on the My Mediasite link. You will be directed to provide information to complete your profile. Check your email after a few minutes and follow the instructions to validate your profile.

Log back into your My Mediasite portal. On the left side you will see a bar at the top that says “Create a Presentation” and at the bottom of the window is “Download the Desktop Recorder”. Click on “Download the Desktop Recorder” and follow the installation instructions. A window will open with three panes as displayed in Image

IMAGE 2.1 Screenshot of My Mediasite webpage tool



2.2.

## IMAGE 2.2 Mediasite Desktop Recorder installation process



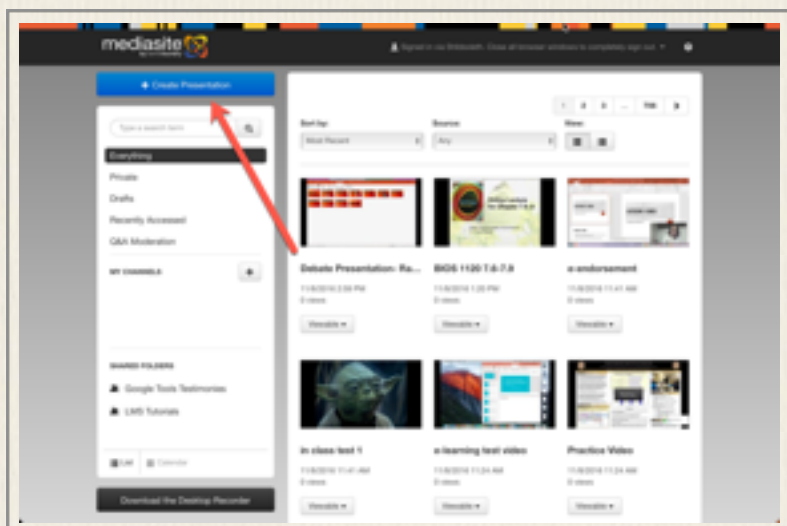
Download the application, agree to the terms and conditions, then install the application. Make sure to register your recorder. The registration process tells the recorder which Mediasite server it should connect to when recording and uploading videos.

When you have successfully installed and registered the recorder, go to Chapter 3 of this tutorial for instructions on using the Desktop Recorder.

# Mediasite Desktop Recorder Tutorial

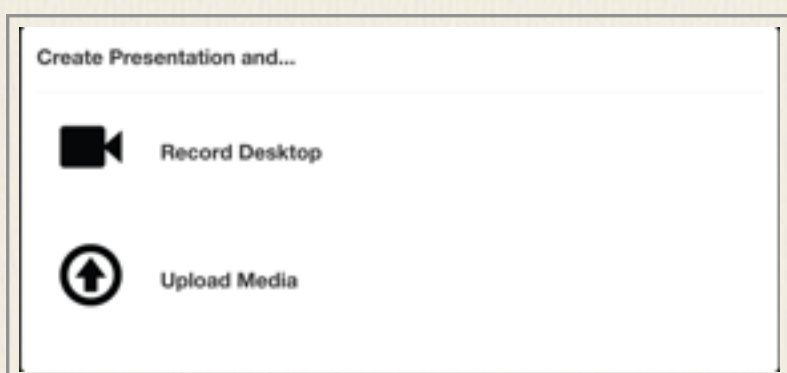
To create a presentation log into My Mediasite and click on “Create Presentation”.

**IMAGE 3.1** Select the Create Presentation button



After you click on the “Create Presentation” button a new page will open (Image 3.2). You can choose to record

**IMAGE 3.2** Choose to record your desktop or upload media



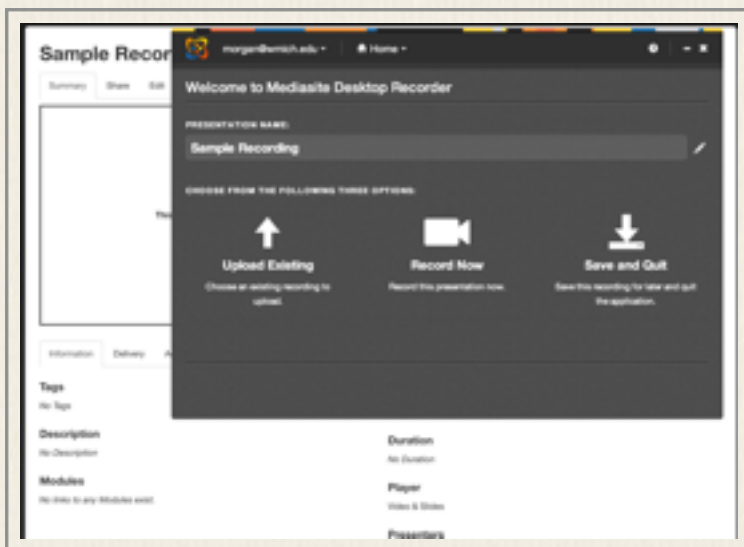
your desktop or upload an existing video.

**IMAGE 3.3** Form for providing recording title, description, etc.

A screenshot of the 'Record Desktop' form. It has a title bar 'Record Desktop' with a 'Back' button. Below the title bar are three input fields: 'Name (optional)', 'Description (optional)', and 'Publish To:'. The 'Publish To:' field has a dropdown menu currently showing 'Drafts'. At the bottom right is a blue button labeled 'Launch Desktop Recorder'.

Fill in the title and optionally the description (Image 3.3). Click on the button in the lower right corner labeled “Launch Desktop Recorder”. The window displayed in Image 3.4 will open. At this point you can choose to upload an existing video or record your desktop. If you choose to upload a video, over 100 video formats are supported including MP4, AVI, QuickTime, and-Flash. If you have created content with a video camera or cell phone you may upload the videos by using the Upload

### IMAGE 3.4 Choosing to Upload Existing or Record Now



Existing button. If you want to record your screen or webcam on your computer click on the camera icon labelled “Record Now”.

Mediasite provides you with the ability to create 4 different types of recordings.

Screencast+Video allows you to record your screen and a webcam or the camera built-in to your computer. You will record audio as well.

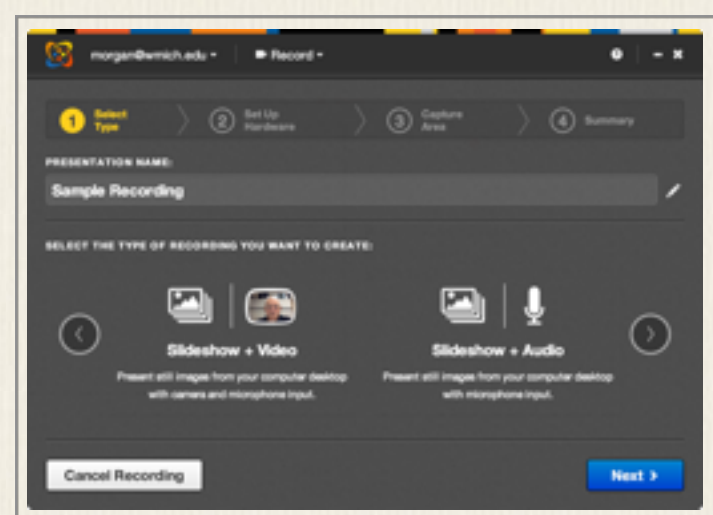
Screencast+Audio eliminates the webcam from the recording and captures your computer screen and audio for the presentation.

Slideshow+Video captures your computer screen every time a slide changes and includes a recording of your webcam or built-in computer camera. This option will create a very

small video file. Your audio will be recorded also.

Slideshow+Audio works like Slideshow+Video but eliminates the webcam from the recording. Select a type of recording as displayed in Image 3.5.

### IMAGE 3.5 Select the type of recording (2)

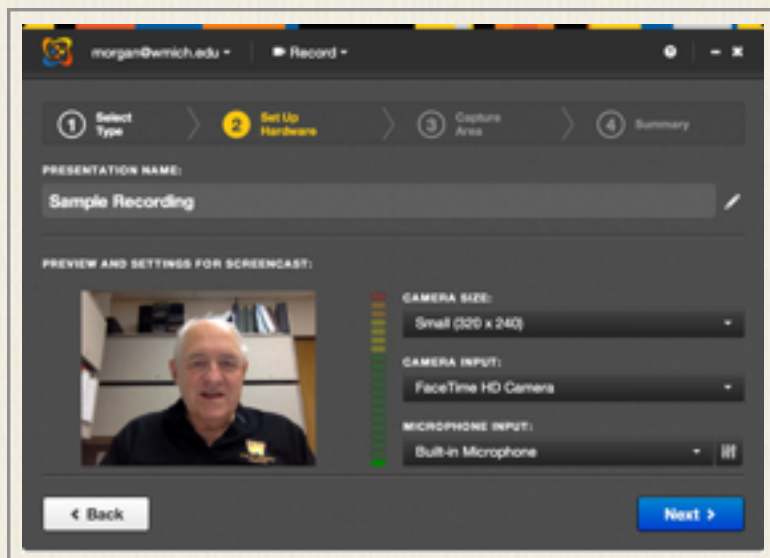


Click Next in the lower right hand corner of the window to proceed to the next window.

For the purposes of this training manual, I selected Screencast+Video (image 3.6 will show options related to Screencast+Video).

The next window (Image 3.6) will allow you to determine the camera image size, and if you have more than one camera, which camera you will be recording. In addition you will be able to choose the microphone for your recording.

### IMAGE 3.6 Options for Screencast+Video



Click Next in lower right hand corner to proceed to the next step.

Unlike TechSmith Relay which only recorded the entire screen, the Mediasite Desktop Recorder allows you to choose the area you would like to record.

This creates a new learning opportunity, that of aspect ratio. Before digital television almost all video was shot in a 4:3 aspect ratio. For every 4" of television screen width, the height of the video will be 3". This creates a width to height ratio of 1.3333333. With the arrival of digital television the format has changed to 16:9. For every 16 inches of width, the image will be 9 inches high. The aspect ratio for 16:9 is 1.7777778.

The Mediasite Desktop Recorder will allow you to select a desktop size up

to 1280x720. If you have a screen with higher resolution and select the entire screen, the video will be resized during the encoding process to 1280x720. If you want to record your entire screen, change the screen resolution to 1280x720 before making a recording with the Mediasite Desktop Recorder. Selecting an area larger than 1280x720 is not recommended. The encoding process may create objectionable artifacts in its efforts to resize the video. The system also requires the recording window size selection to be at least 320x240.

At the top of Image 3.7 is the capture area selection window. You can choose to record the entire desktop, a window (such as your browser) or a region that you can select by dragging to create the size of the capture area that

### IMAGE 3.7 Selection window and an area of the computer screen is selected



you want. When you are done with the selection process click the green box with the check mark to move to the next dialog window.

The new window is called the summary window (Image 3.8) and will provide you with information on a number of parameters.

**IMAGE 3.8 Summary page with recording control panel located outside of the selected recording area**

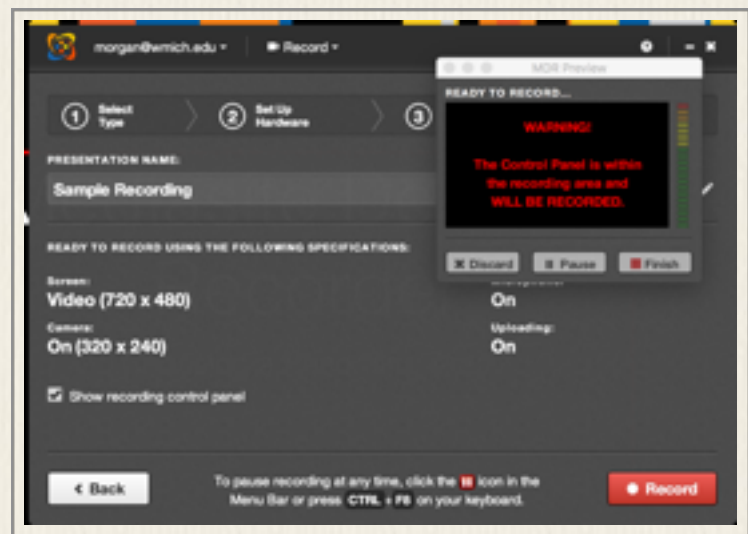


The summary window will report on the size of the video recording window, the size of the camera image (if chosen), microphone status and the video will be uploaded to the server upon completion.

Image 3.9 shows an unexpected challenge when recording. If you are using a camera, the MDR Preview window cannot be in the selected record area for the video. Move the MDR Preview window outside of the recording area.

Pressing the red Record button in the lower right corner of the dialog win-

**IMAGE 3.9 Recording Control Panel is within the boundaries of the video recording**



dow will start your first Mediasite Desktop Recording.

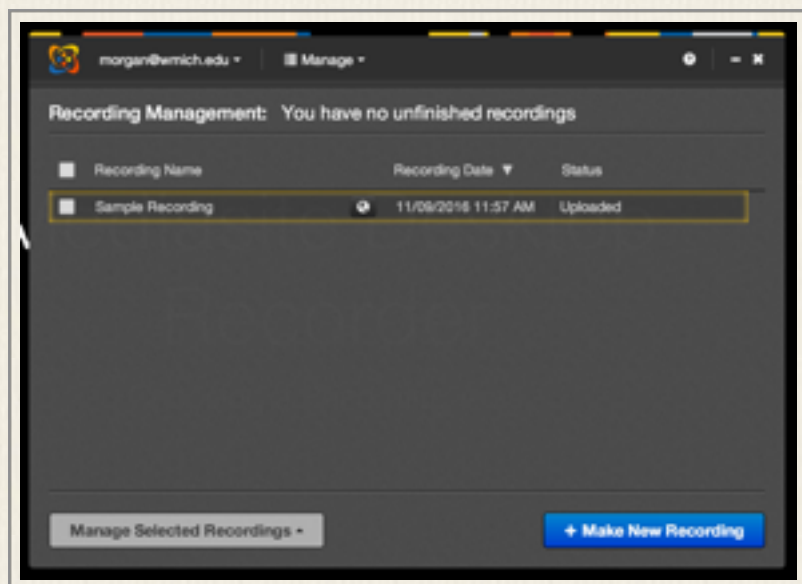
Image 3.10 shows the MDR Preview window. You can discard the current recording, pause it, or finish recording. Ctrl+F8 will also end the recording. If the MDR Preview window is in the way of your full desktop recording simply close it and go to the Menu Tray

**IMAGE 3.10 Enlarged view of recording control panel**



of your computer and use the Media-site icon to control the recording process.

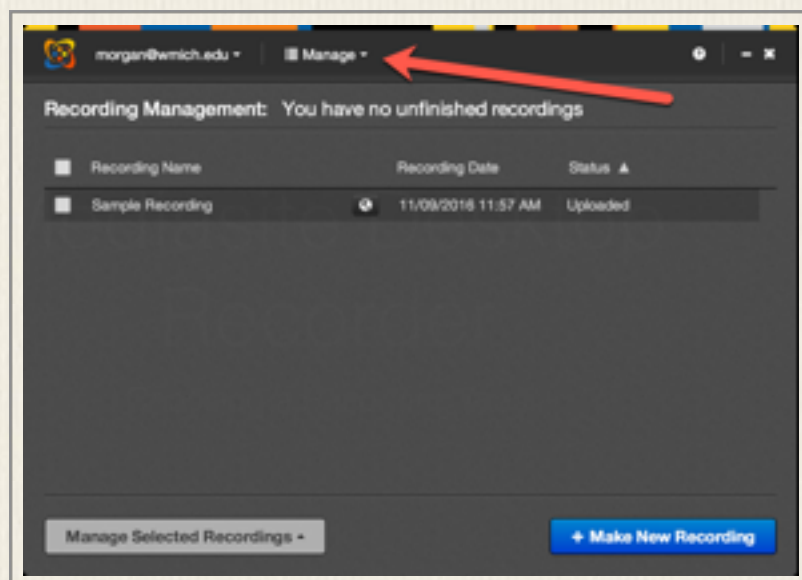
**IMAGE 3.11 Recording Management Window**



When the recording is finished you will get a new window like the one in Image 3.11.

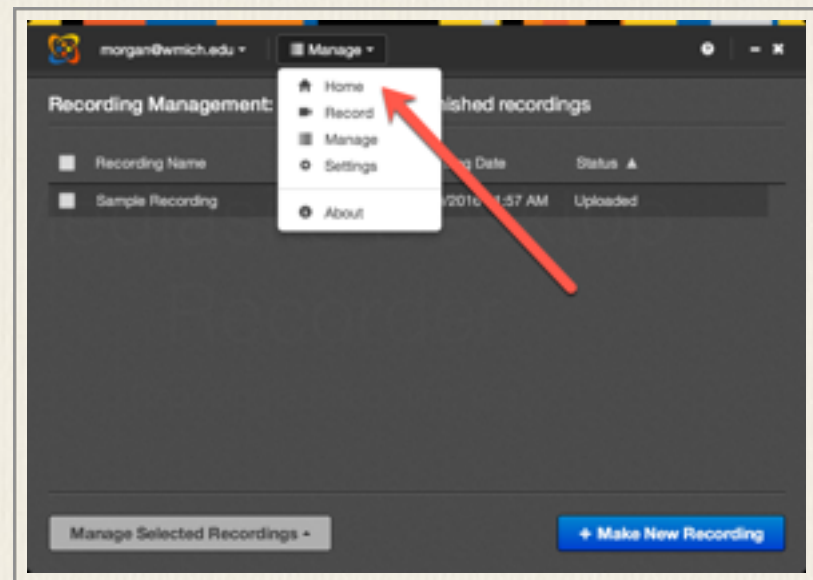
You may select the “Manage Selected Recordings” or “Make New Recording” at the bottom of the Recording Management Window.

**IMAGE 3.12 Manage Desktop Recorder functions and settings**



Select Manage at the top of the Manage Desktop Recordings window

**IMAGE 3.13 Manage dropdown selection**



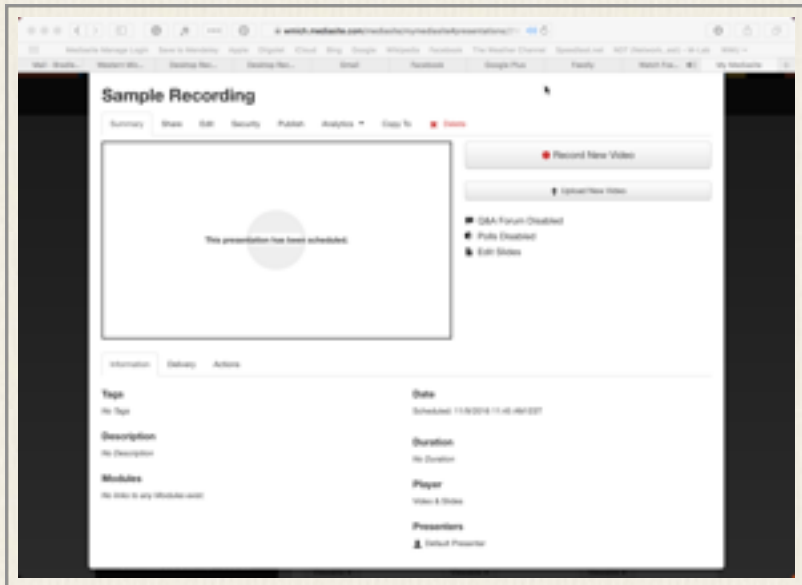
(Image 3.12). A drop down menu discloses a number of functions and settings (Image 3.13).

Clicking on Home in the drop down window opens the now familiar “Welcome to Mediasite Desktop Recorder” window. From here you can get help under Overview, start another recording, manage recordings or change settings for the desktop recorder.

Image 3.14 shows that the presentation has been uploaded to My Mediasite and is being encoded. The message in the middle of the box, “This presentation has been scheduled” tells us that the video is being encoded and will be ready for viewing shortly. A pop up will notify you when the encoding process is complete. You may refresh

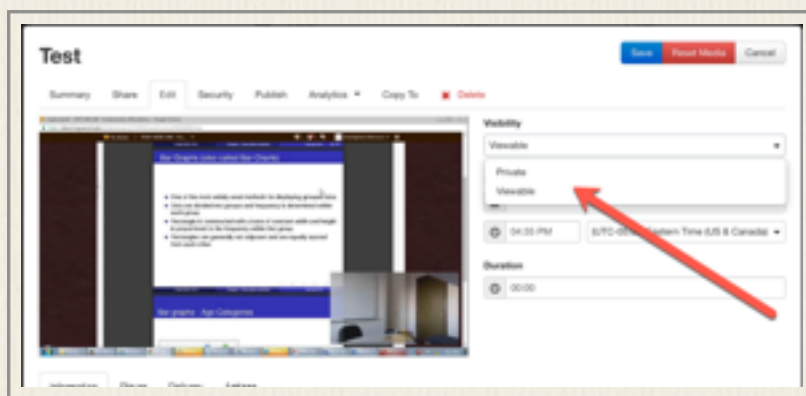
your browser occasionally to see when the video is ready for viewing. Note that

### IMAGE 3.14 My Mediasite Presentation Page



recordings are always set to private by default. To change from private to viewable click on the video that you want to change in the My Mediasite portal, select the Edit tab, then go to the Visibility drop down menu and choose view-

### IMAGE 3.15 Making a recording viewable

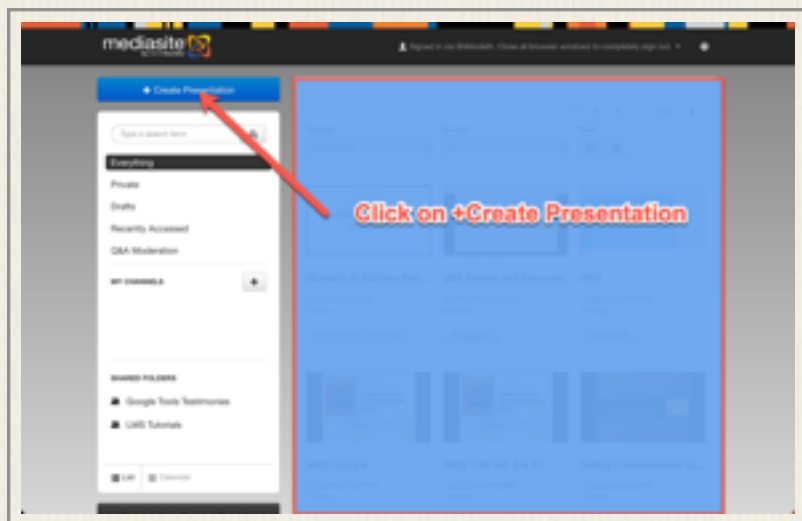


able (Image 3.15). Finally, select the blue Save button at the top of the window.

# Importing Videos

Importing a video into the Mediasite server is relatively easy. Log into Elearning and click on the “My Mediasite” link. Click on “Create a Presentation”.

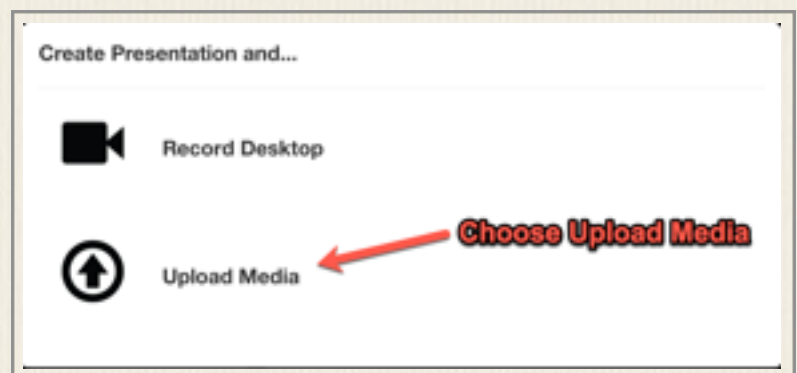
**IMAGE 4.1** Click on Create a Presentation



When you click on the “Create a Presentation” button, a new window opens allowing you to select “Record Desktop” or “Upload Media”. Image 4.2 shows the “Upload Media” button.

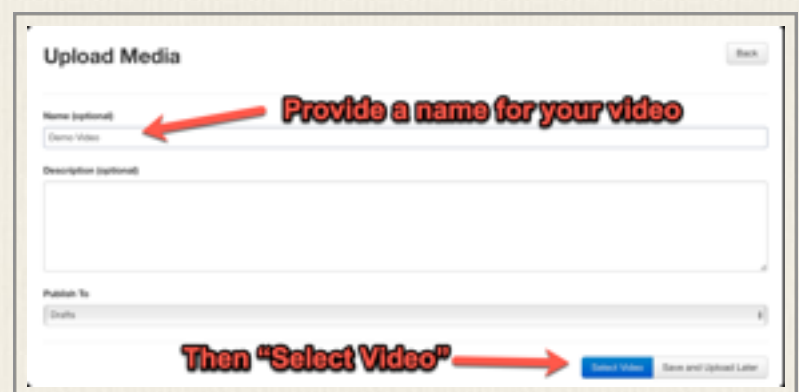
Mediasite will import all of the popular video formats and convert them to the MPEG4 format which is an ideal format for streaming content.

**IMAGE 4.2** Window to choose recording desktop or uploading media



Click on the “Upload Media” button. A new window will open. Provide a title for your media. Select the “Se-

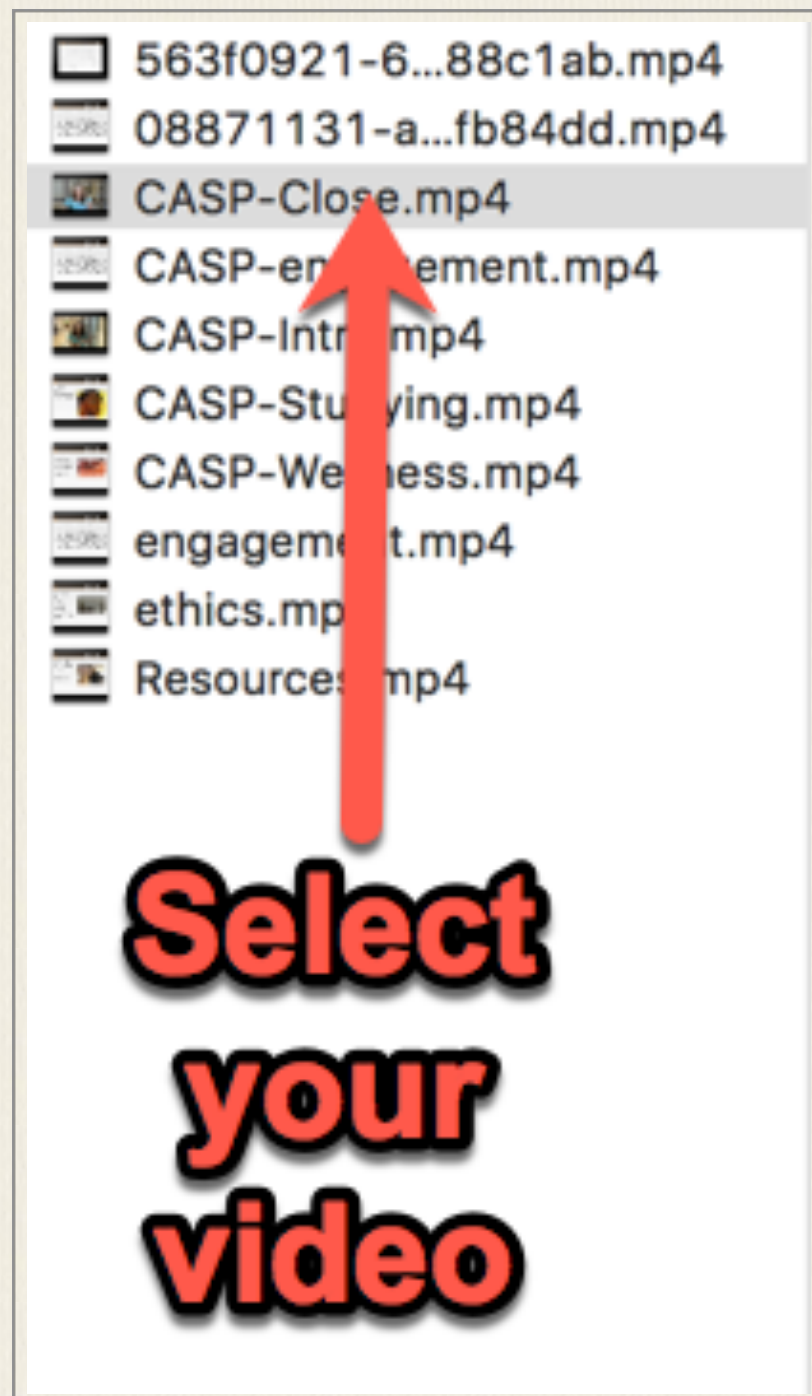
**IMAGE 4.3** Providing a title for the uploaded media



lect Video” button to move to the next step. You are now asked to select the video that you would like to upload. You can upload videos from your cell

phone to your computer and then to My Mediasite.

IMAGE 4.4 Select the video you would like to upload



When you have successfully chosen the video to upload, a new window appears to indicate you are now uploading and encoding the video. When this process is finished, remember to go to the publish tab and make the video viewable. A pop-up window will appear when your video is ready for publishing.

IMAGE 4.5 Video Management Window



# My Mediasite Portal Overview

The Portal allows the owner of a video to control who can see a video by making it viewable or setting a video to private so it is not viewable. All content when it is created is automatically set to private mode.

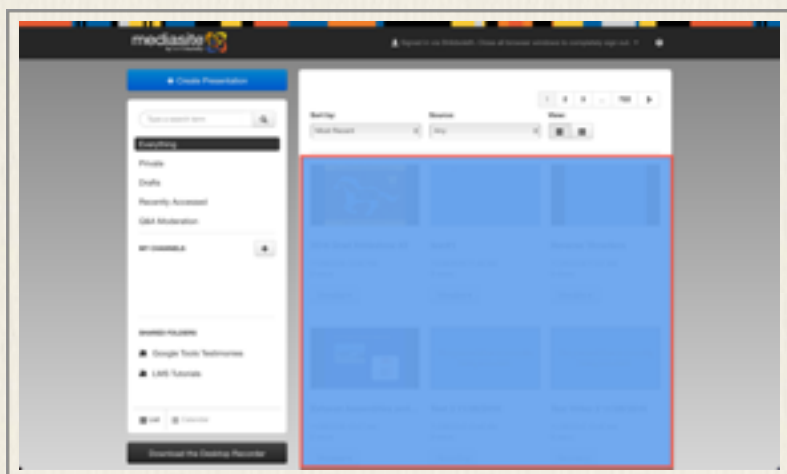
By using channels, the owner of a video can determine who gets to see the video. A channel is automatically created for each of your courses.

Image 5.1 shows the opening page of the portal. Along the left edge of the window are options to select Everything, Private, Drafts, Recently Accessed, Q&A Moderation, and Shared Folders. Below

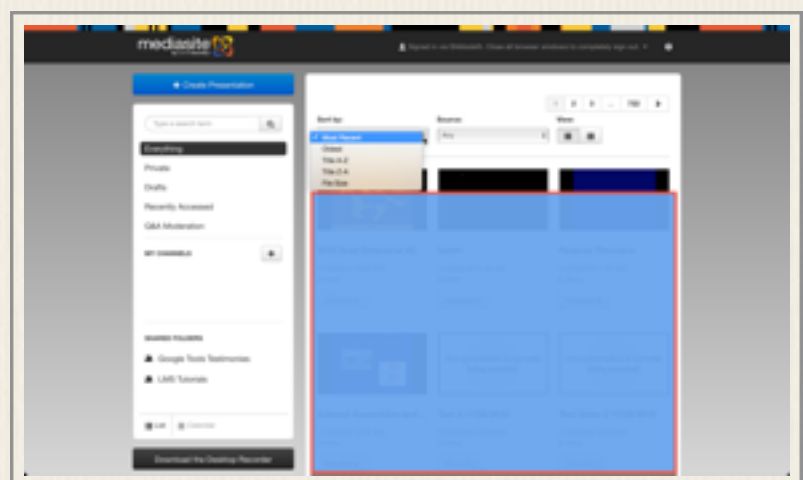
these choices are your channels. You can create channels as needed. Channels will also be created for each of your courses. Below the Channels is the Shared Folders. These folders are used for special purposes. If you have a need where the Shared Folders can assist you, we will work with you on setting up the appropriate folders.

Moving to the right side of the window you can choose to sort your videos using Most Recent, Oldest, A to Z, Z to A and file size as criteria. Image 5.2 shows the sort options.

**IMAGE 5.1 My Mediasite Portal**

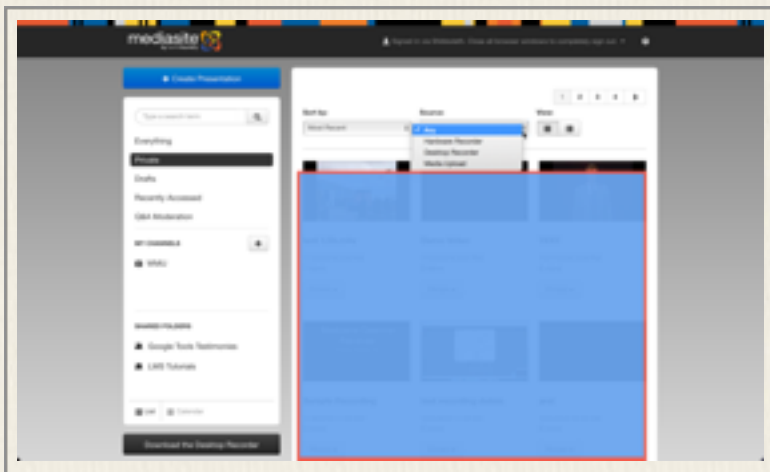


**IMAGE 5.2 Sorting video in My Mediasite**



The Source drop down selector allows for the selection of videos using the Hardware Recorder, Desktop Recorder or Media Upload. The options are displayed in Image 5.3.

**IMAGE 5.4 Sorting by Source**



If you want to add a channel to your portal Image 5.3 shows you where to type the name and then click on the “+” button.

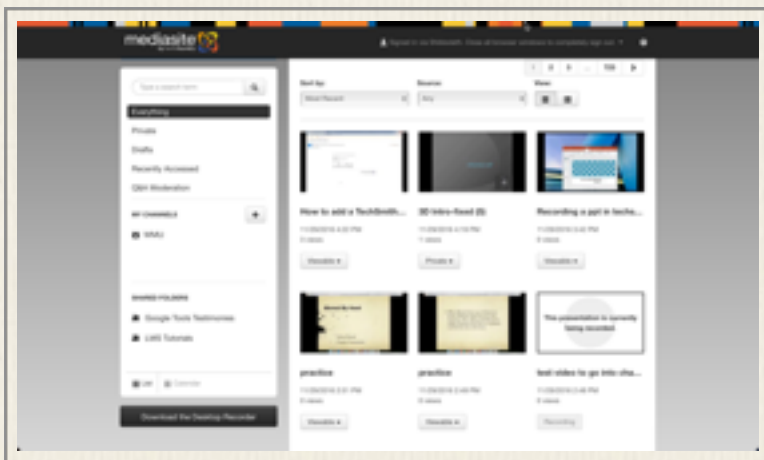
**IMAGE 5.3 Adding a Channel**



# Presentation Management

This section will explain how to manage your presentations after you have uploaded or recorded them.

**IMAGE 6.1 My Mediasite Home Page**



## My Mediasite Home Page

Image 6.1 shows the My Mediasite home page. The right window will display videos that you are considered to be the owner of. Below each of the videos is a button that will indicate the viewing status of the video. The choices are Viewable or Private. To change click on the button and choose the option you would like.

## Private/Viewable Button

**IMAGE 6.2 Close up of a video showing the Private/Viewable button**

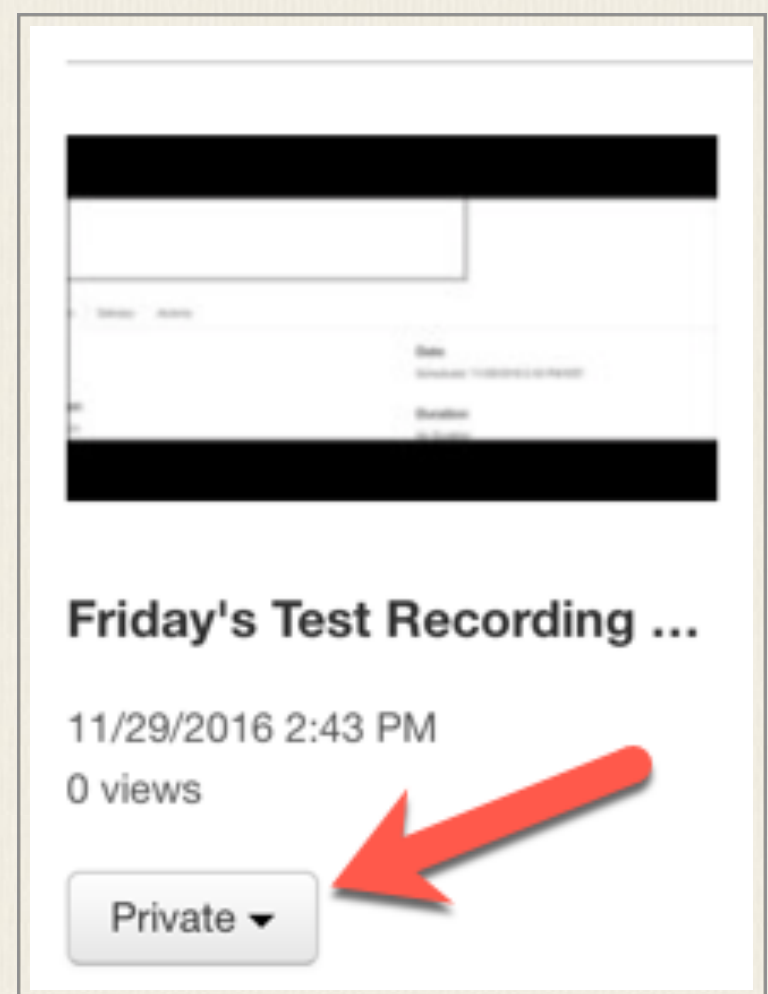
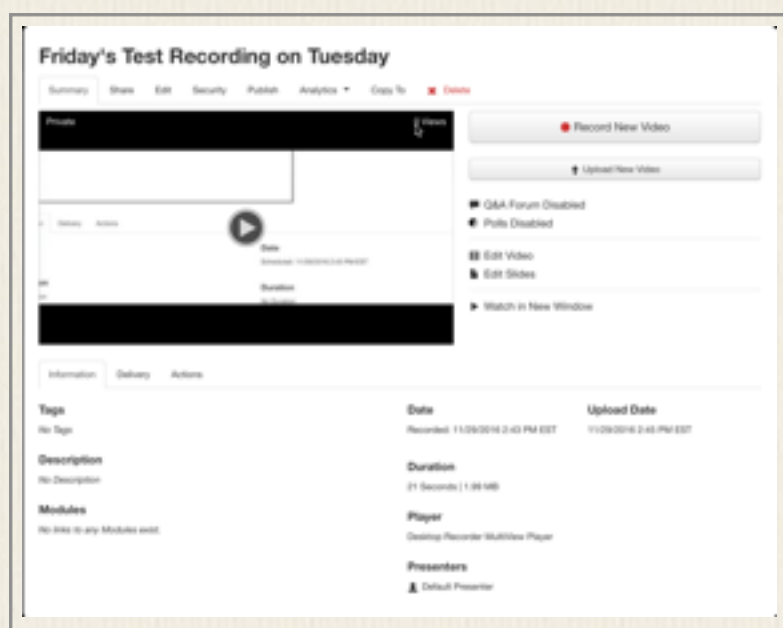


Image 6.2 is a close up of a video showing the viewing status button. This allows you to quickly change the status between Viewable and Private. By default new recordings and video uploads are set to Private.

# Managing Presentations

The management windows allow you to change many parameters. This handout will recommend the ones to change. Changing some settings will keep you from successfully sharing your videos.

**IMAGE 6.3 My Mediasite Information Tab**

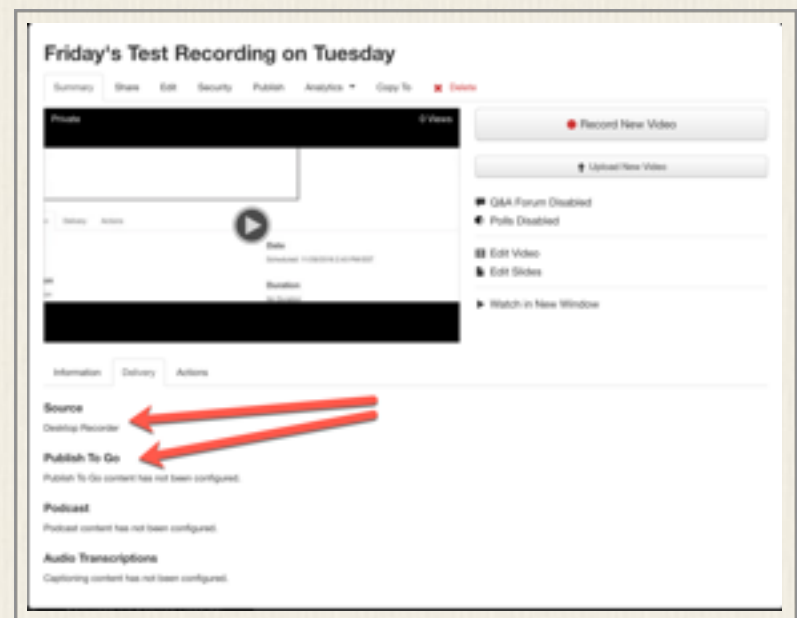


To start click on the thumbnail image or name of the video that you would like to work with. The video name is actually a link. A window will open similar to that in Image 6.3

The summary tab will show you basic information about your video. Under the summary tab there are three additional tabs about half-way down the window. The first tab is labeled “Information” and displays a brief summary of information about your video. Image 6.3 shows the informa-

tion available when you select “Summary” and “Information tabs”.

**IMAGE 6.4 Summary of Delivery Information**



The second tab is labeled “Delivery”. This tab contains technical information on the video including the video file format of the video.

Image 6.4 shows the summary information under the “Delivery” tab. “Source” will tell you how the video was created in Mediasite. Was it uploaded or created with the Desktop Recorder. “Publish to Go” is the method to download your video so you can store or send it to a colleague or student who does not have internet access. In order to display both your presentation and the camera image-when you use the desktop recorder requires a special player. This player requires html to function. If you do publish a video to go, the download will be

zipped. Unzip the download and use a browser to open the default.html file. We do not recommend Publish to Go as a distribution technique except in

### IMAGE 6.5 The Share Tab



unique circumstances. The Publish to Go uses additional storage space on the servers. You can change/edit the video as need while it is hosted and streamed from the Mediasite platform.

The Share Tab makes it easy to share your video with a colleague or student. This tab provides you with a link to your video. You might want to use a link in an email to a colleague. The Embed code is for use in Elearning and on websites to embed or insert the video into a text field or make it a stand-alone module. My Mediasite is tightly integrated with Elearning. You may use the Embed Link and insert it into the appropriate location in Elearning, but it is easier to use the process discussed in “My Mediasite and Elearning “which is covered in Chapter 7.

### IMAGE 6.6 Edit Tab

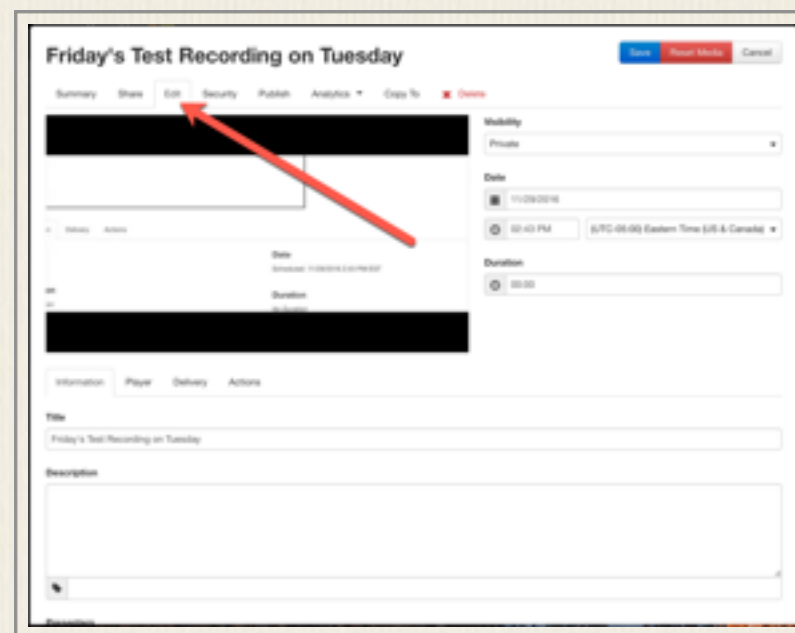


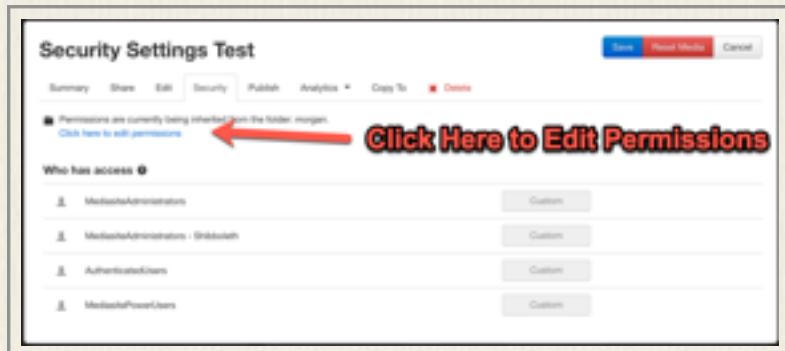
Image 6.6 shows the Edit tab and information about the video such as title and description. Clicking on the Edit tab allows editing of most of the fields that are visible. Additional fields are available for editing under the Information, Player, and Delivery tabs. Only make changes in these areas only if it is absolutely necessary. Incorrect settings will keep other users from viewing your video. You can change security and publish destinations for your video under the appropriate tab. Even though you have access to these tabs, we do not recommend making any changes in the settings in these tabs.

## Security

This tab allows you to control security. Many of the settings are determined by systems requirements and are set for you in advance. If you click

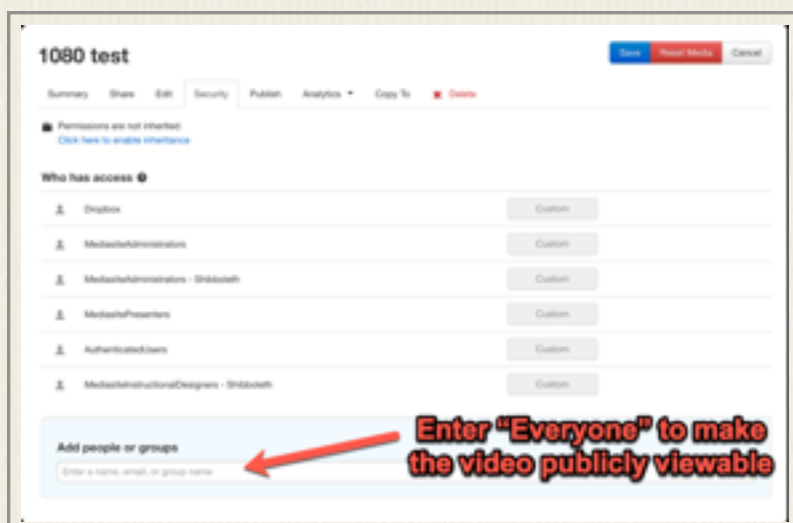
on the “Click here to edit permissions” link near the top of the Security page you may edit the permissions for this

**IMAGE 6.7 Click on the edit permissions link to edit permissions**



video. At the bottom of the Security page is a field that allows you to modify settings. By default your video is not viewable by the general public even if you send someone the link to your video. To make a video publicly viewable by Everyone, in the field at the bottom of the Security page enter “Everyone”. Then select the Save button in upper right corner of the page.

**IMAGE 6.8 Enter “Everyone” to make the video viewable by anyone with the link**

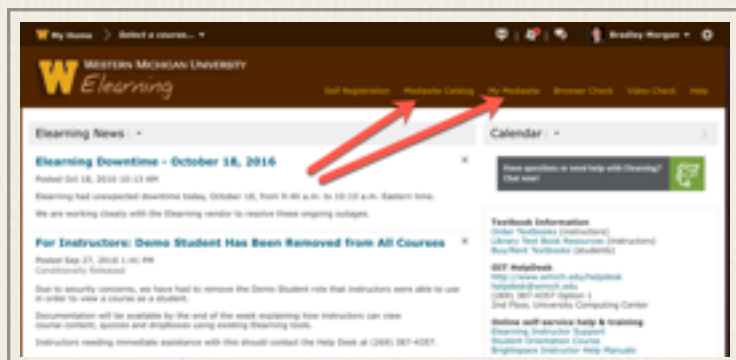


# My Mediasite and Elearning

My Mediasite and Elearning are tightly integrated. A catalog is created in Mediasite for each of your courses in Elearning. We recommend embedding videos when possible. You may also provide a link to the catalog where students may review or find videos without the need to search through all of the course content.

My Mediasite and the Mediasite catalog are accessible from both your homepage and from the course pages.

**IMAGE 7.1 My Mediasite and Mediasite Catalog link from Elearning's home page**

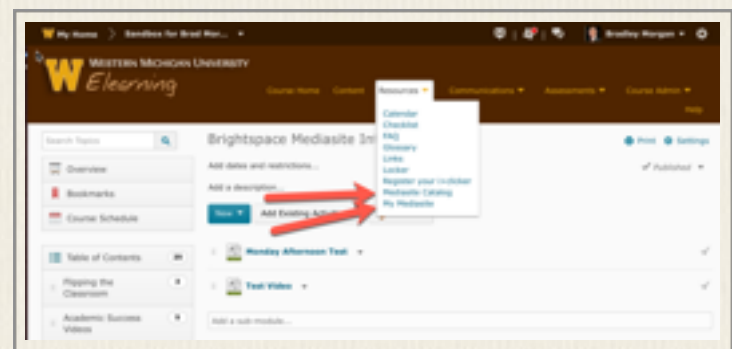


If you do not see a link to My Mediasite on the navigation bar then go to

Resources to select My Mediasite or Mediasite Catalog for your course.

When you are working in the course content area of Elearning, the

**IMAGE 7.2 My Mediasite and Mediasite Catalog locations in an Elearning course content page.**

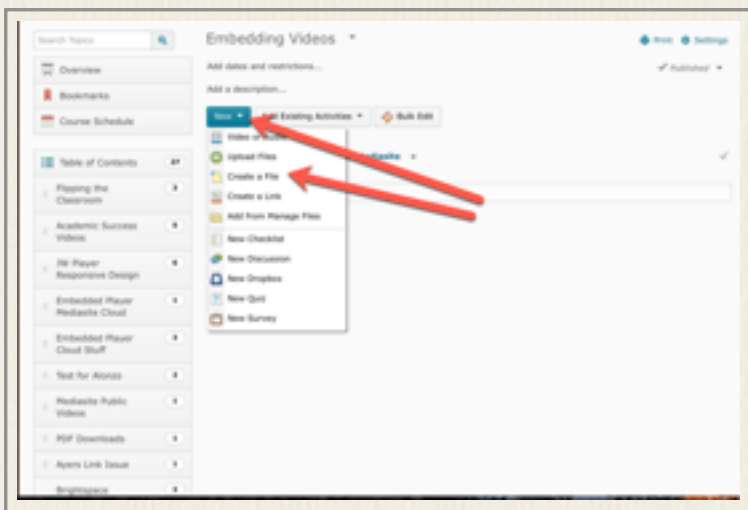


links to the Mediasite Catalog and My Mediasite are found under the Resources link.

## Embedding a video in an Elearning course

Start by selecting a module or choosing to create a new module or submodule. If selecting a new module or sub-module click on the New button

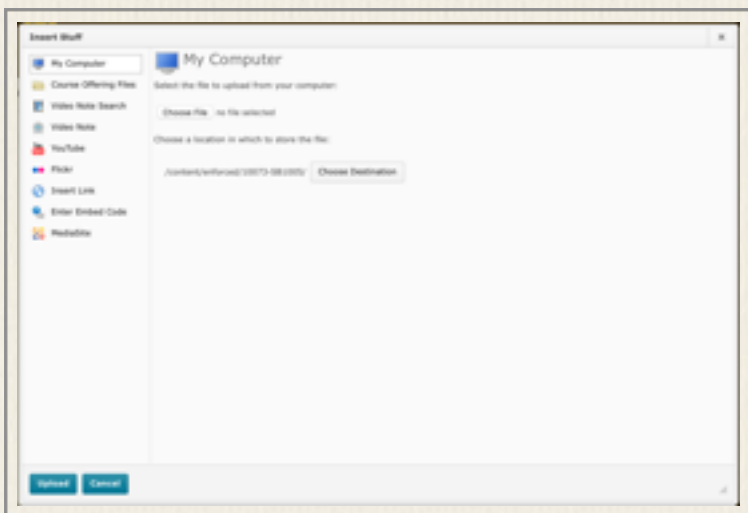
**IMAGE 7.3 Select new and in the drop-down menu select Create a file**



and select Create a file in the drop-down menu.

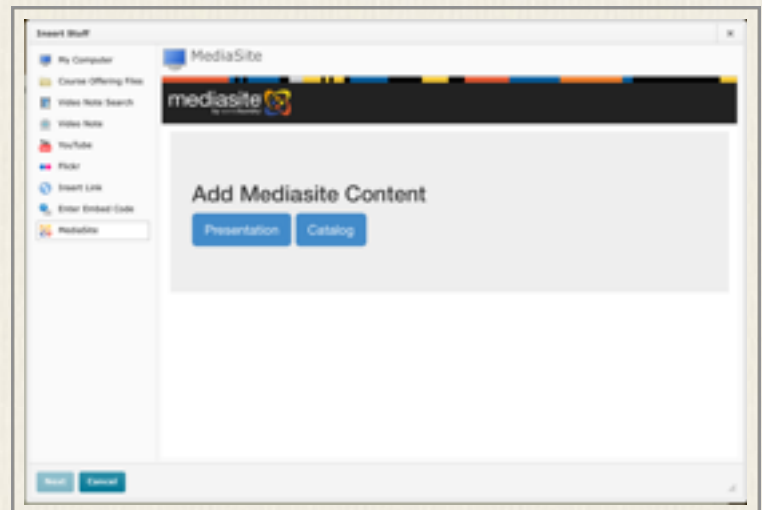
The newly created file will open in a window that allows for editing of and insertion of content whether it be text, video, links, etc.

**IMAGE 7.4 Menu showing items that can be embedded or linked.**



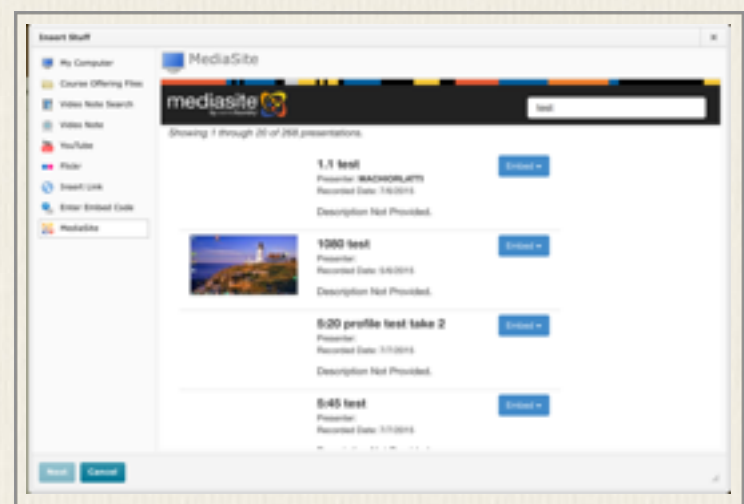
In the upper left of this editing window is a button called the “Insert Stuff Button”. Click on this button to open a new menu list. Image 7.4 shows the menu list. Click on the Mediasite link. It will be located at the bottom of the menu choices. Choose Presentation as

**IMAGE 7.5 Choose Presentation under Mediasite Content**



displayed in Image 7.5. A new window will open showing the videos that you have created or uploaded. Beside each of the videos is a blue button labeled

**IMAGE 7.6 Video listing and Embed button**

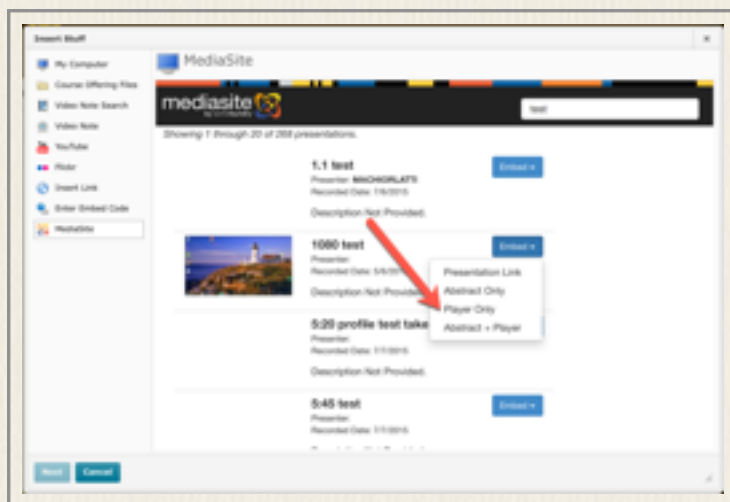


“Embed”. Click on the “Embed” button of the video that you would like to use. See Image 7.6 for a visual presentation.

When you click on the “Embed” button a drop down menu appears. “Presentation Link” will insert a link

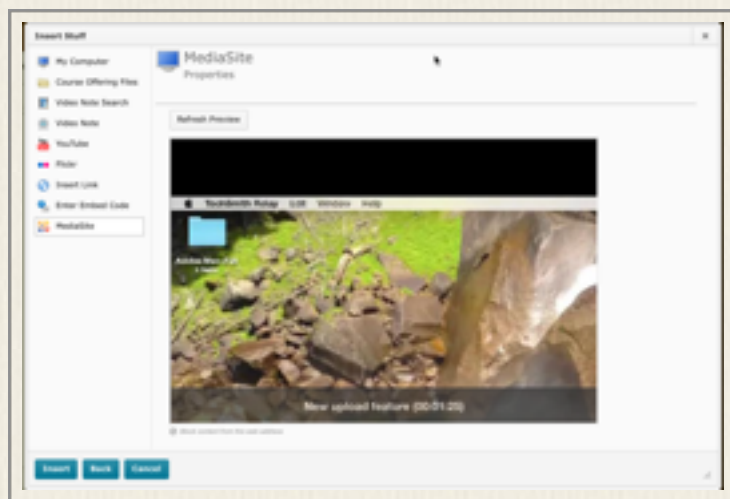
into your course page. When you click on the link it will open a window that will display the selected video for playback. If you create descriptions for your videos the “Abstract Only” will insert the text description into your course page. “Player Only” will the op-

**IMAGE 7.7 Insertion Options for Videos**



tion that you will use most often. This will embed a video in your course page. “Abstract + Player” will insert

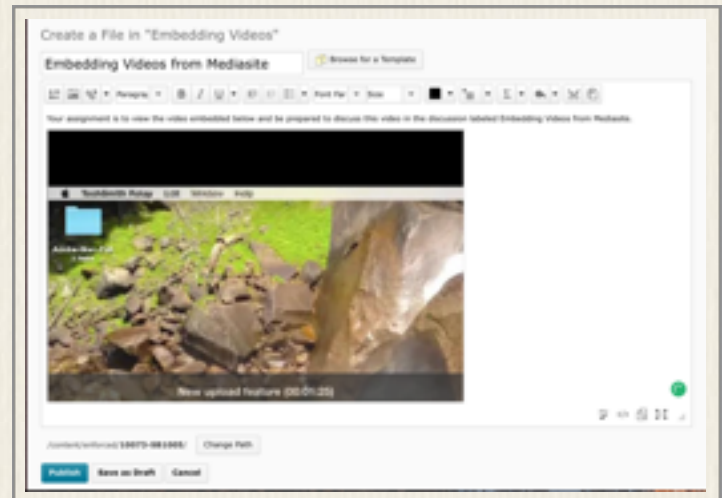
**IMAGE 7.8 Embedded Video**



the text description of the video above the embedded player. Clicking on the

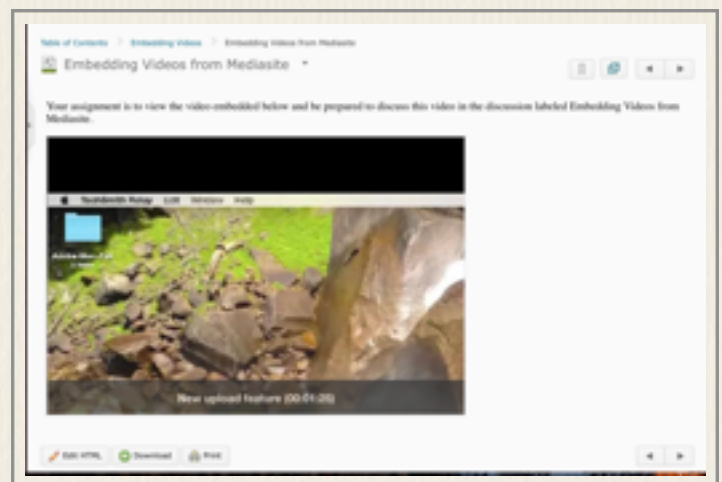
“Player Only” option in the menu will embed the video in the Elearning edit-

**IMAGE 7.9 Video inserted in Elearning file editor**



ing window. Click on the “Insert” button in the lower left corner of the win-

**ILLUSTRATION 7.10 Video Embedded in Elearning html editor window**



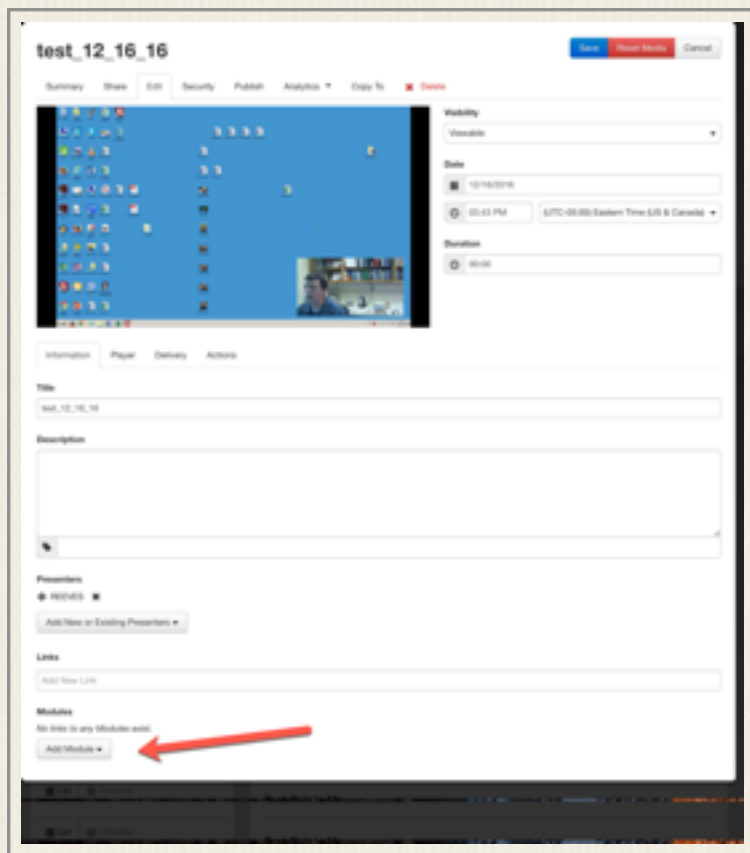
dow. The video will now be inserted into the appropriate Elearning content. Select the Publish button when you are finished adding text and editing the file.

## The Course Catalog

When you are ready to embed or link a video from Mediasite into Elearning, you click on the Mediasite

icon in the html edit window. Two buttons appear, Presentation and Catalog. The Presentation function is discussed in detail above. The Catalog button allows you to link a catalog that con-

**IMAGE 7.10 Modules button for inserting videos in the course catalog**



tains all of the videos for your course. Videos may be added to your catalog using the Modules drop-down menu found under the Edit tab for the video you are working with.



# Best Practices

## How long should my recording be?

This is an area where there is a lot of research to support the recommendation that videos should not be more than 10 minutes long unless it is unavoidable. Students have a fairly short attention span. Ten minutes is good goal to shoot for. Create one video per objective. By creating shorter, very focused videos, you can use the videos for other courses and rearrange the order specifically for the course you are going to use the videos in.. Lynda.com is one of the best known and respected training sites. Take a look at their sample topics and note the length of the videos. Most videos are under 10 minutes. Occasionally the videos may be 13-20 minutes and only when the content can't be chunked into smaller segments.

## Should I edit or should I re-record?

In almost all cases it is faster to re-record your video than to edit the content. Editing simply takes time to bring up an editor, find the segment that you want to edit, create new content if you are inserting content, and then complete the edit. If you do need to edit, you will find the recommendation for short videos will be one of your best friends. The editor takes much longer to load a 1 hour recording than it does to load a 5 or 10 minute video. It is also much harder to find your edit points in a one hour video versus a 5 or 10 minute video.

## My audio sounds horrible....

The mics built into your computer or webcam are pretty good, however, our experience has proven that a good quality external microphone, whether

part of a headset/microphone combination or a stand mounted microphone, will provide better quality audio.

We don't think about it, but the world is a very noisy place. When you are preparing to record, stop for a moment and listen. Do you hear noise from the air vents? Can you hear cars on the street outside? Does the room have a lot of hard surfaces and you can hear an echo? You may want to try a different room if you notice any of these challenges. Audio recording rooms are designed to have soft surfaces so the sound waves are not reflected. You can accomplish somewhat the same thing by using the drapes in your home. Set your recording station up in front of a window and close the drapes. The drapes will help to absorb the sound reflections. Try a sample recording and determine if the audio meets your requirements. If it doesn't try another location until you find a location that allows you to record with the audio quality that you are seeking.

## Do I Need a Script?

At a minimum you need some sort of organization to help guide you through the presentation. PowerPoint helps to create an organizational struc-

ture which is our minimum recommendation. We work from scripts most of the time.

## I Am Recording My Entire Computer Screen. What Do I Need to Know?

If you are like me, you probably have a number of files and icons on your desktop. These tend to be distractions for anyone viewing your video. I put all of the files into a folder and move it off the desktop while recording. Programs like PowerPoint and Keynote make use of your entire computer screen during the slide show. If you want to hide all of your desktop files without having to move them, select Slideshow in PowerPoint or Play in Keynote.