

Mediasite Desktop Recorder

Basic Lecture Capture

1. Exit Microsoft Outlook to avoid new email and calendar notifications
2. Open your default web browser
3. Log into BOLT
4. In the top right menu bar, click the “Faculty Resources” menu
5. Click “MyMediasite” – a new window/tab will open
6. In the left menu bar, click on the Channel you created for this class
7. In the top left corner, click the blue “+ Create Presentation” button
8. Click “Record Desktop”
9. Give the presentation a Name and Description as desired
10. Click the “Launch Desktop Recorder” button
11. Click the “Record Now” button (note, this does not actually start recording immediately)
12. Click “Screencast + Video”
13. Click the blue “Next >”
14. Verify that your camera and audio settings are correct and that your image is framed appropriately
15. Click the blue “Next >” button – the desktop recorder application will become very small
16. Open your PowerPoint presentation and enter slideshow mode.
17. On the Mediasite box, click the “Desktop” button and choose “Desktop 1”
 - a. If you have multiple monitors, make sure the selected Desktop corresponds to the presentation screen
18. Click the green check mark
19. Uncheck the “Show recording control panel” option if it is selected
20. Click “Record”
21. Wait for 5 second count down
22. Begin your presentation and continue as desired
23. When finished, press CTRL+F8 on the keyboard
24. Click “Finish Recording”
25. The session will be shown in the Recording Management list with upload progress listed under “Status”
26. When upload is complete, you’re ready to do the next one, return to your web browser and go to step 7
27. When the video has completed processing (usually within 30 minutes), you will receive an email with links to manage and view the presentation. Follow the directions in the email to make the presentation viewable to students.