Mediasite Desktop Recorder
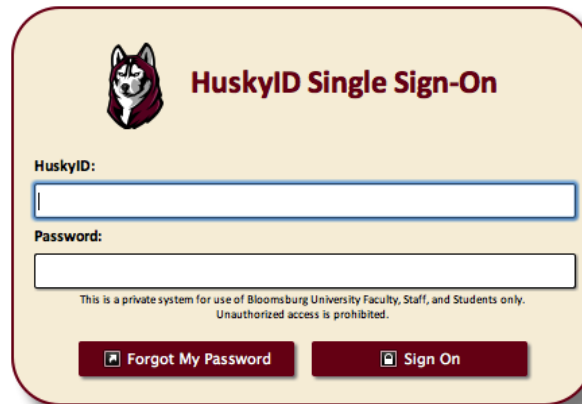# Basic Lecture Capture

1. Exit Microsoft Outlook to avoid new email and calendar notifications
2. Visit http://mymediasite.bloomu.edu from any web browser.
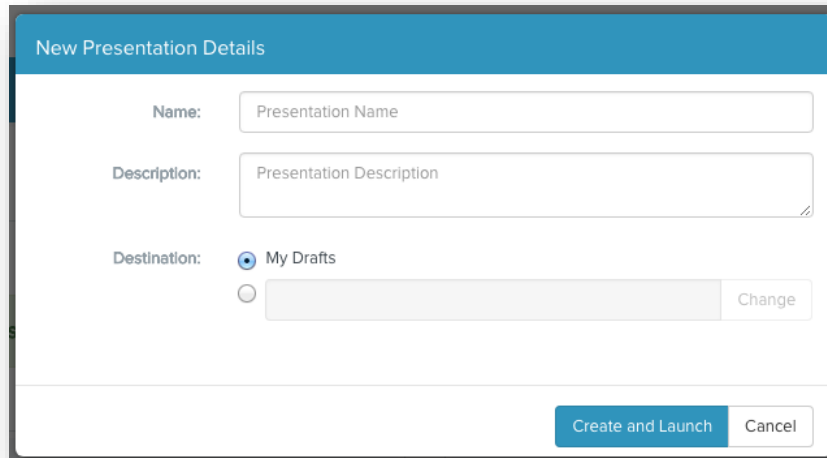3. Enter your HuskyID and password.

4. Click "Sign On" (or press 'return')
5. Click "+ Add Media"

6. Click "I want to record my desktop now"
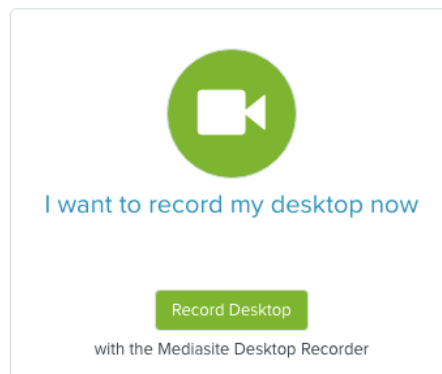
7. Enter a Name and Description for the recording.
8. Choose a custom destination channel or shared folder if desired.


9. Click the "Create and Launch" button
10. Click the "Record Now" button (note, this does not actually start recording immediately)
11. Click "Screencast + Video"
12. Click the blue "Next >"
13. Verify that your camera and audio settings are correct and that your image is framed appropriately
14. Click the blue "Next >" button – the desktop recorder application will become very small
15. Open your PowerPoint presentation and enter slideshow mode.
16. 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
17. Click the green check mark
18. If you only have one monitor, uncheck the "Show recording control panel" option
19. Click "Record"
20. Wait for 5 second count down
21. Begin your presentation and continue as desired
22. When finished, press CTRL+F8 on the keyboard
23. Click "Finish Recording"
24. The session will be shown in the Recording Management list with upload progress listed under "Status"

25. Once the upload has finished, return to the web browser, you will see one of these messages: "Queued for Processing" or "Currently Working"
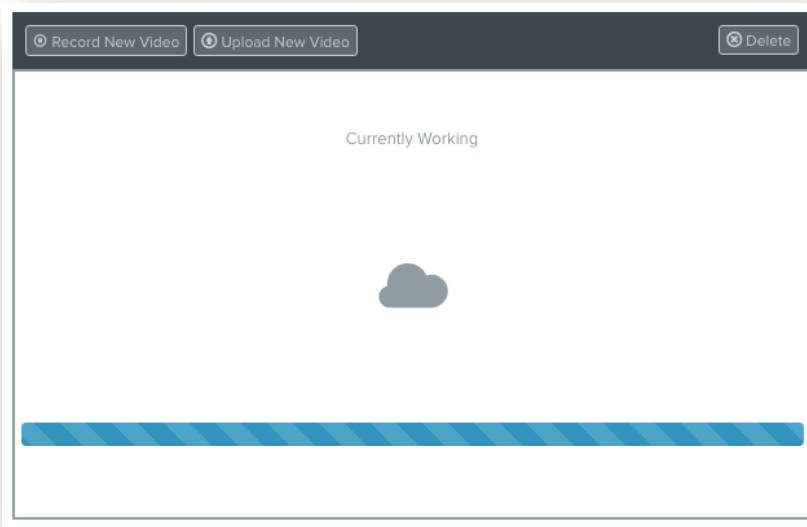

26. When the video has completed processing (usually within 30 minutes), you will receive an email with links to manage and view the presentation. At this point, only the creator can view the presentation.
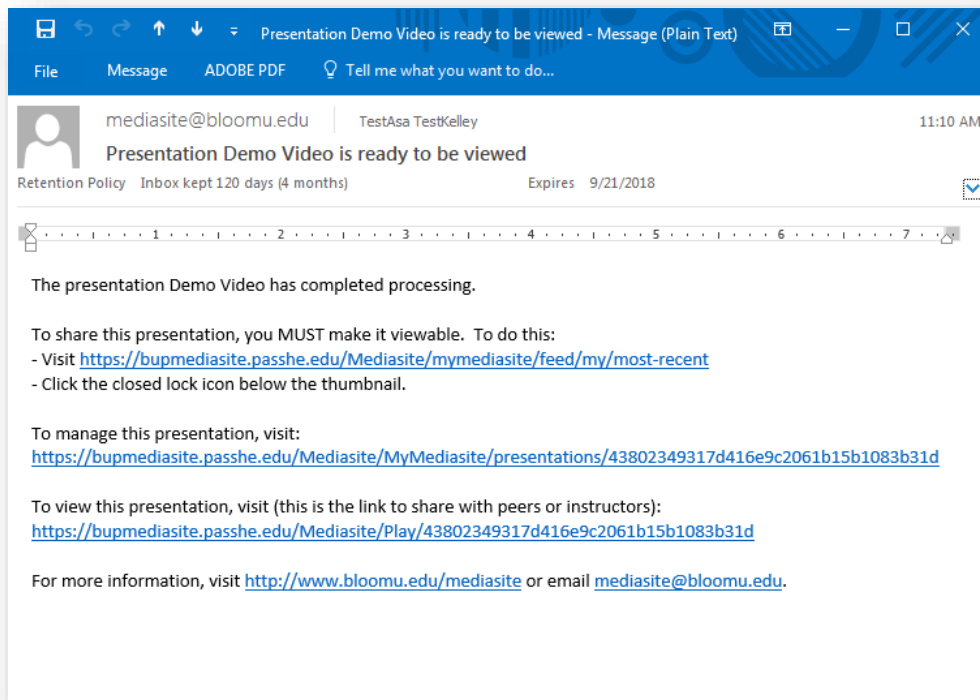
27. To enable sharing of the video, return to the MyMediasite portal and click the closed lock icon below the thumbnail.

28. To share the video, click on the presentation title to open its Summary page and then click the green "Share Presentation" button at the bottom of the right column.
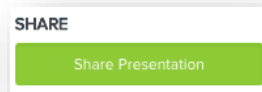
29. Click the green "Copy" button to the right of the Quick Link box.
    You may paste the link in and email client, BOLT, or a website editor.