

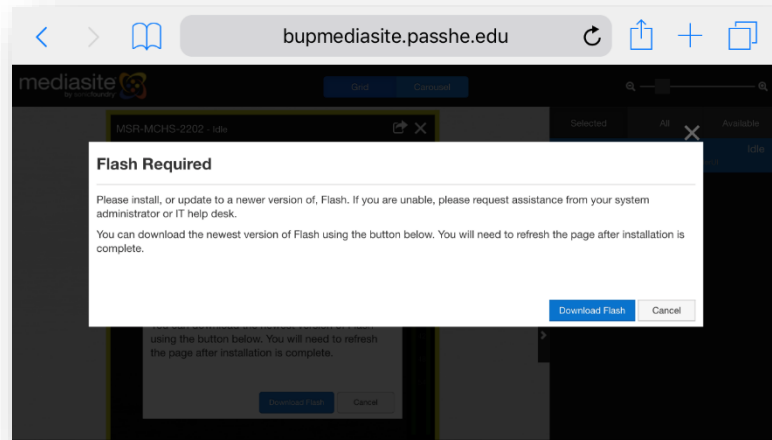
Mediasite Recording in BCH 203, BCH 210, and MCHS 2202

Requirements:

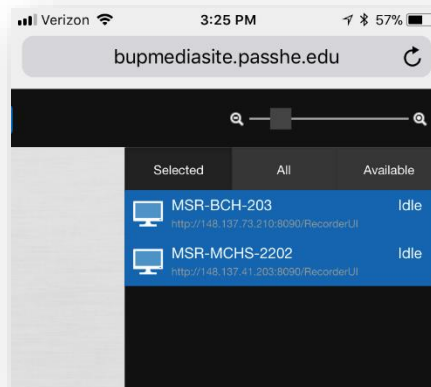
- Advance completion of Mediasite Classroom Configuration request form.
 - <https://intranet.bloomu.edu/mediasite>
- Portable device connected to bloomu-secure Wi-Fi with faculty or staff credentials.
 - Portable devices owned by students cannot access remote control system.

To connect to a recorder:

1. Visit <http://bupmediasite.passhe.edu/Mediasite/RecorderControlCenter>
2. Enter login credentials if requested.
3. Some mobile devices do not support Flash. If you see the below warning, tap the “Cancel” button.

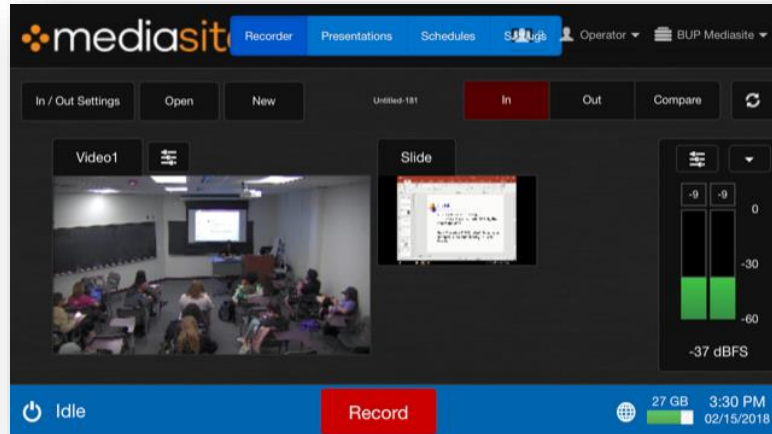


4. On the right side of the page, you will see the list of recorders available to you.
 - a. If not, tap the “All” button.



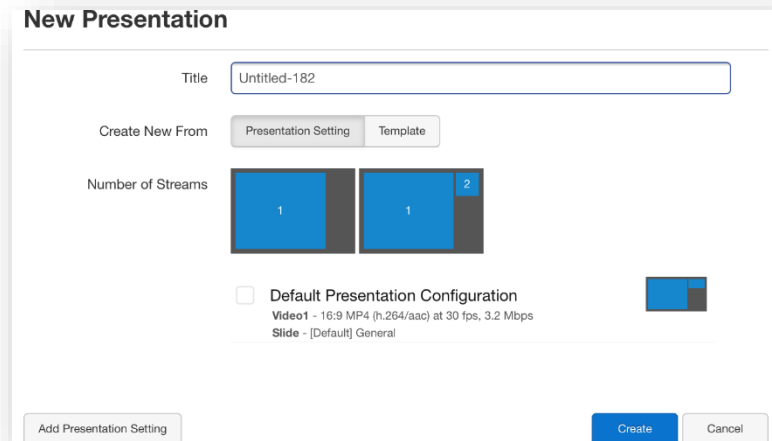
5. Tap the link address under the recorder name.

6. The recorder interface will open in a new tab and show a preview of the room.



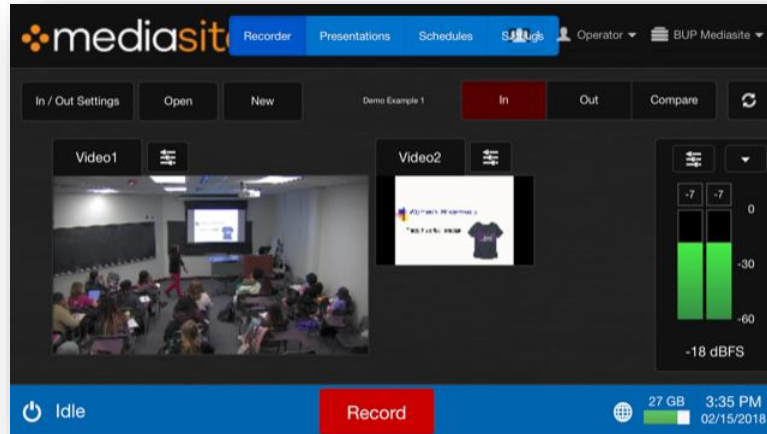
To start a new recording:

7. Tap the “New” button.

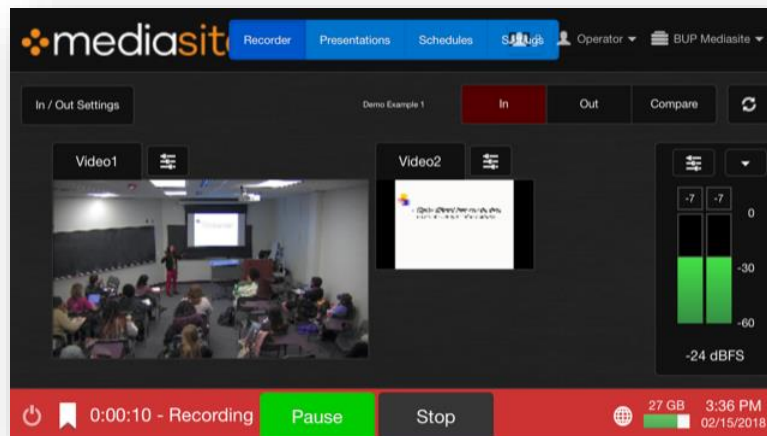


8. Enter a “Title” for the presentation.
 - a. This is usually the name of the student or group.
9. Tap the “Template” button.
10. Scroll down to select the desired course and project title.

11. Tap the “Create” button. The system will load the new session.



12. When ready to begin, tap the “Record” button.



13. When finished, tap the “Stop” button.

14. The system will return to standby.

15. To record another presentation, return to step 7.

16. When you are finished, close your web browser to disconnect.

- a. Note: Please verify that the system has stopped recording before exiting. If you leave it recording, it will continue indefinitely.