## **Requirements:**

- Advance completion of Mediasite Classroom Configuration request form.
  - o <u>https://intranet.bloomu.edu/mediasite</u>
- Portable device connected to bloomu-secure Wi-Fi with faculty or staff credentials.
  - $\circ$  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.

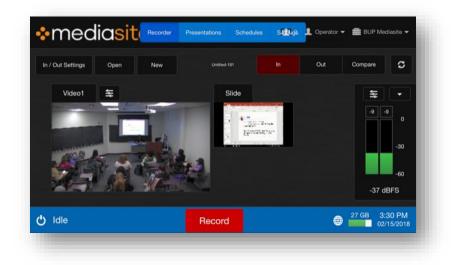
	bupmediasite.passhe.edu	Ċ	5 +	$\Box$
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MSR-MCHS-2202 - Idle	C* 🗙 👘 👘 👘	Selected	AII X	
Flash Required				
Please install, or update to a newe administrator or IT help desk.	ar version of, Flash. If you are unable, please request assista	ance from your syste	m	
You can download the newest ver complete.	sion of Flash using the button below. You will need to refres	h the page after inst	allation is	
		Download Flash	Cancel	
	/. You will need to refresh			

- 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.



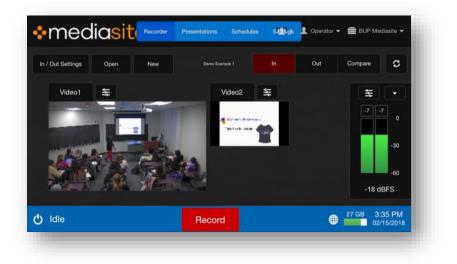
## To start a new recording:

7. Tap the "New" button.

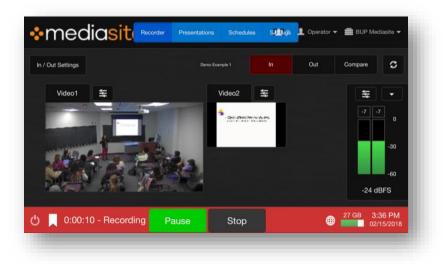
Title	Untitled-182	
Create New From	Presentation Setting Template	
Number of Streams	1 1	
	Default Presentation Configuration Video1 - 16:9 MP4 (h.264/aac) at 30 fps, 3.2 Mbps Slide - [Default] General	
esentation Setting		Create Cancel

- 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.