

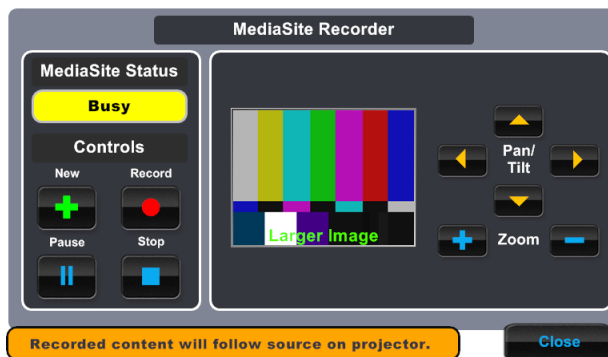
Mediasite Recording in AL 419

To begin recording:

1. Touch screen to begin.
2. Touch a source. ("PC" is most common)



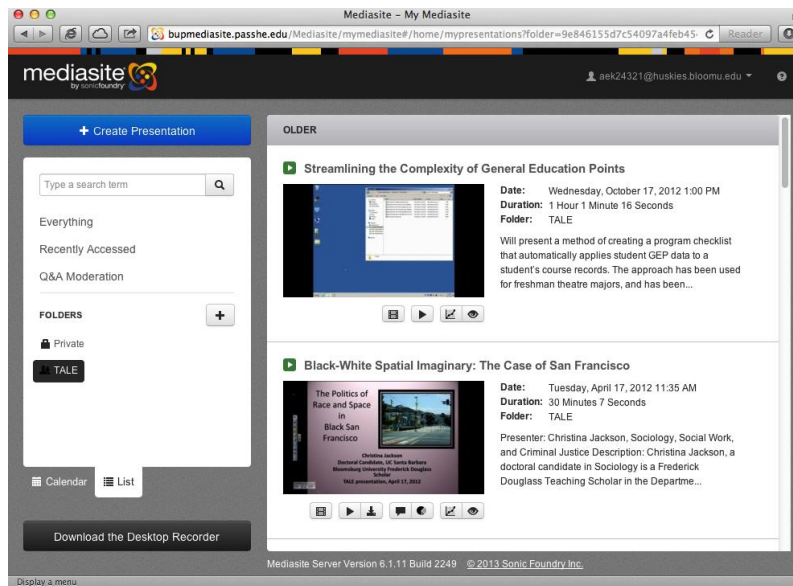
3. Press "Mediasite" button.
4. Adjust camera as desired.



5. Touch "New" button. (This will create a new presentation with the current time stamp.)
6. When ready to record, touch the "Record" button.
7. Status will show "Busy" for a few seconds. Do not begin presentation until the status shows "Recording".
8. Conduct presentation as desired.
 - a. If alternate camera angles or adjustments are desired, use camera controls (step 4).
 - b. If alternate content sources are desired, touch "Close" on the "Mediasite Recorder" page and choose another source (step 2). Then return to Mediasite page to continue (step 3).
9. When presentation is finished, touch "Stop".
10. If you need to make an additional recording, return to step 5.
11. If you are done, press the "Exit" button and touch "Power Down".

To name the presentation:

12. Visit <http://mymediasite.bloomu.edu> from any web browser.
 - a. Note: If you wish to bookmark this system, you MUST bookmark the address above. Bookmarking the sso.bloomu.edu or bupmediasite.passhe.edu addresses you reach from that link will not work properly.
13. Enter your HuskyID and password.
14. Click "Sign On" (or press 'return')
15. If prompted, enter your full name in the Name field.
 - b. Note: This will only occur the first time you log into this system. Do not alter your email address or the time zone settings.
16. Click Continue.
17. You should now see the following page:
 - a. If you have already pressed the 'New' button in the room, you will see a presentation named "TALE Presentation" with a timestamp at the top of the list.



18. Click on your Presentation and select the “Edit” tab.

The screenshot shows the 'Edit' tab of a presentation in the Mediasite interface. The browser address bar shows the URL: bupmediasite.pashe.edu/Mediasite/mymediasite#/presentations/5c35c0264efd4210add66659262519e31d/ed. The page title is 'Streamlining the Complexity of General Education Points'. At the top right, there are 'Save' and 'Close' buttons. Below the title, there are tabs for 'Summary', 'Share', 'Edit' (selected), 'Security', and 'Delete'. The main content area is divided into several sections:

- Name:** A text input field containing 'Streamlining the Complexity of General Education Points'.
- Status:** A dropdown menu set to 'Viewable'.
- Description:** A text area containing a detailed description of the presentation's content.
- Record Date:** A date picker set to '10/17/2012'.
- Record Time:** A time picker set to '1:00 PM' with a time zone dropdown set to 'EDT (GMT-04:00)'.
- Duration:** A time picker set to '1:01:16 (HMM:SS)'.
- Folder:** A dropdown menu set to 'TALE'.
- Presenters:** A list showing 'Bloomsburg University' with an 'Add New' button and a text input for adding more presenters.
- Tags:** A text area for adding tags, currently empty.
- Player:** A checkbox for 'Video Only' which is checked.
- Interactivity:** Three checkboxes: 'Use Q & A Forum', 'Enable Polls on Player', and 'Manage Polls Externally', all of which are unchecked.
- Links:** A text input for adding a link, currently containing 'http://example.com'.

19. Change the Name and add a Description as desired.

20. Click the blue “Save” button in the top right corner.

21. Click the “Close” button.

Customizable options:

- Live broadcast
 - The presentation will appear in the TALE catalog as soon as step 5 of the recording process is completed.
 - If users click the link before or during the recording session, they will see the session happen live.
 - After the session is completed, the same link will lead to the OnDemand recording.
 - Warning: Pressing the “New” button again will create and open another time stamped presentation. The first presentation will no longer be recordable. If you choose to share a link for a live presentation, be sure to NOT press “New” again, only press “Record”.