

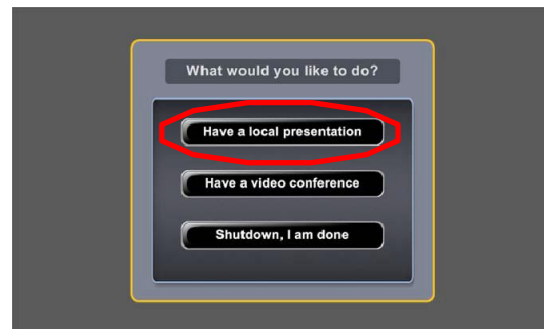
Mediasite Recording in BCH 005

To begin recording:

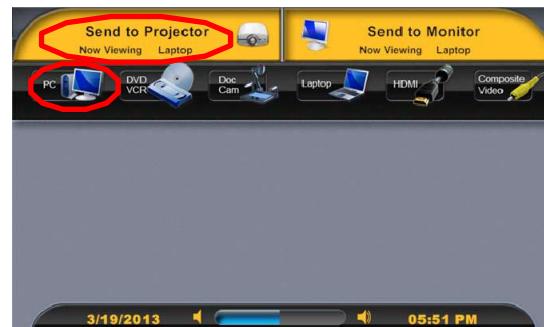
1. Touch screen to begin.



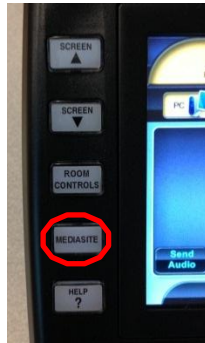
2. Touch "Have a local presentation"



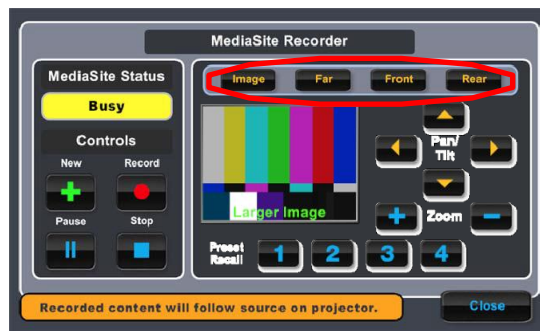
3. Touch a source. ("PC" is most common)
 - a. Note: Laptop users, VGA and HDMI cables are stored in the drawer of the main equipment rack.
4. Touch "Send to Projector". Screen will lower and projector will turn on.
 - a. Note: PC must be turned on and displaying on instructor monitor or laptop must be connected before sending to projector.
 - b. Note: A secondary source may be sent to the Monitor, but it will not be recorded.



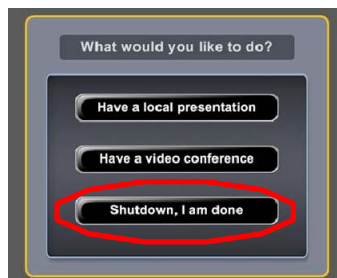
5. Press “Mediasite” button.



6. Touch camera source.
 - a. “Rear” is most common to view instructor
 - b. “Front” will view students
 - c. “Far” is only used for teleconferences
 - d. “Image” will record the projection screen in full motion. This is useful for playing YouTube videos, etc.
7. Adjust camera as desired. (Presets are available for common positions)

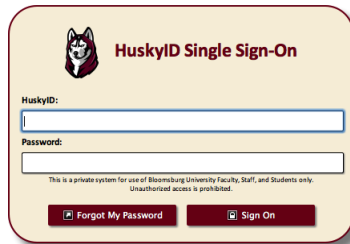


8. Touch “New” button. (This will create a new presentation with the current time stamp.)
9. When ready to record, touch the “Record” button.
10. Status will show “Busy” for a few seconds. Do not begin presentation until the status shows “Recording”.
11. Conduct presentation as desired.
 - a. If alternate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

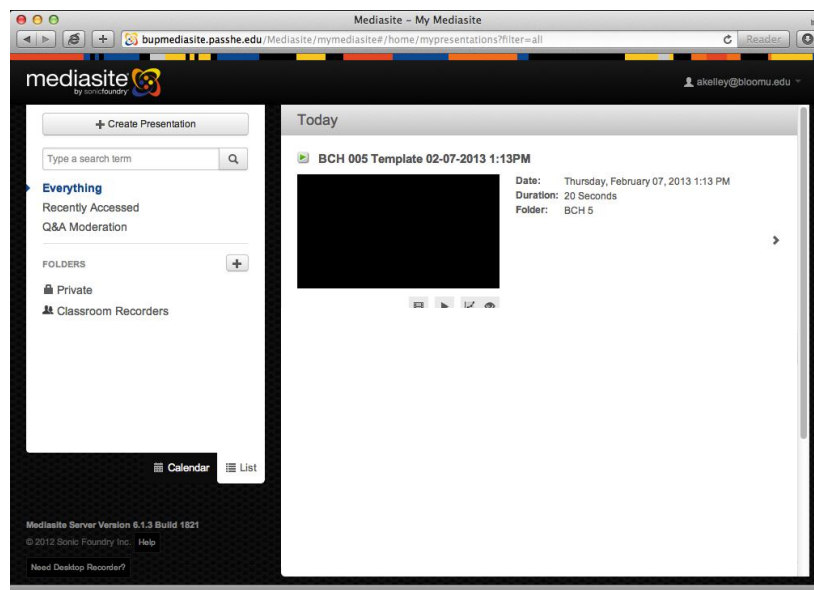


To share recording:

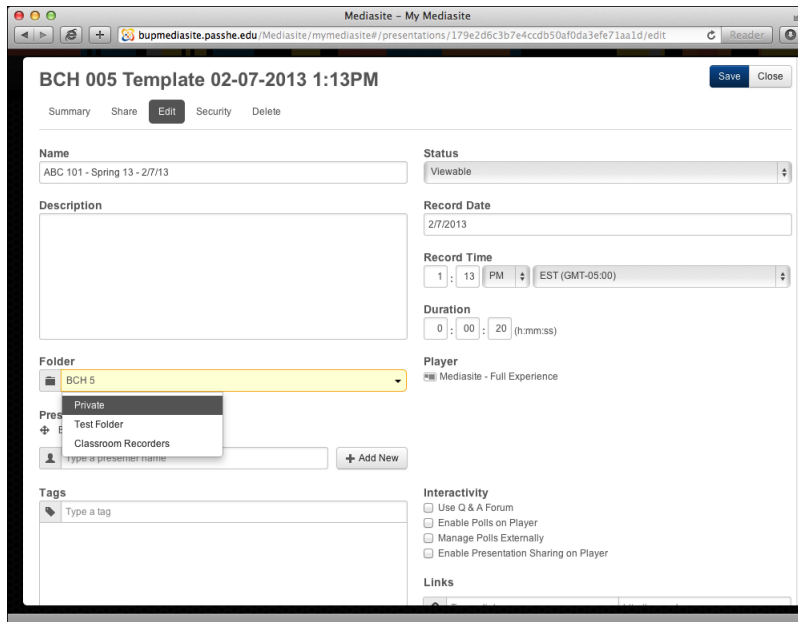
1. Visit <http://mymediasite.bloomu.edu> from any web browser.
 - a. Note: If you wish to bookmark this system, you MUST bookmark the address above. Bookmarking the sso.bloomu.edu or bupmediasite.passhe.edu addresses you reach from that link will not work properly.
2. Enter your HuskyID and password.



3. Click "Sign On" (or press 'return')
4. If prompted, enter your full name in the Name field.
 - a. Note: This will only occur the first time you log into this system. Do not alter your email address or the time zone settings.
5. Click Continue.
6. You should now see the following page:
 - a. If you have already pressed the 'New' button in the room, you will see a presentation with the room number and timestamp. There may be multiple presentations shown from other rooms or times.
 - b. If you see a note stating, "There are no presentations to display in 'Everything'." please see step 8 of the recording instructions.



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



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

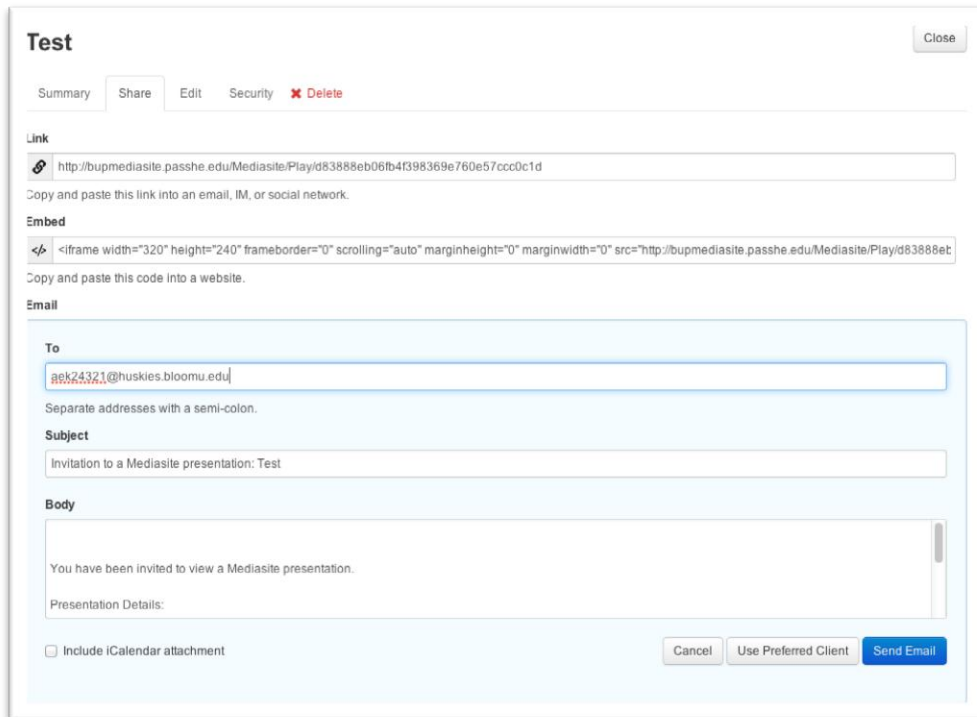
9. Click the Folder icon and select “Private” (or a custom folder of your choice).

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

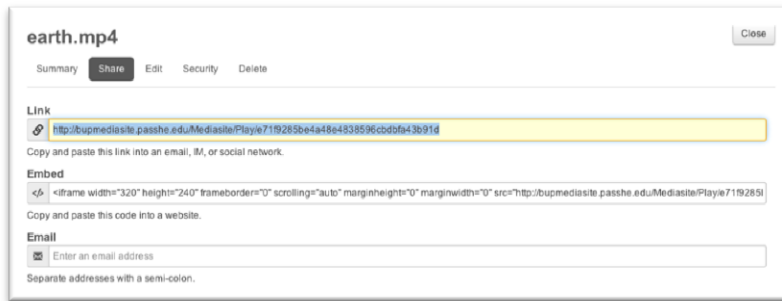
11. To share the video, click the “Share” tab:

a. The system can automatically send an email.

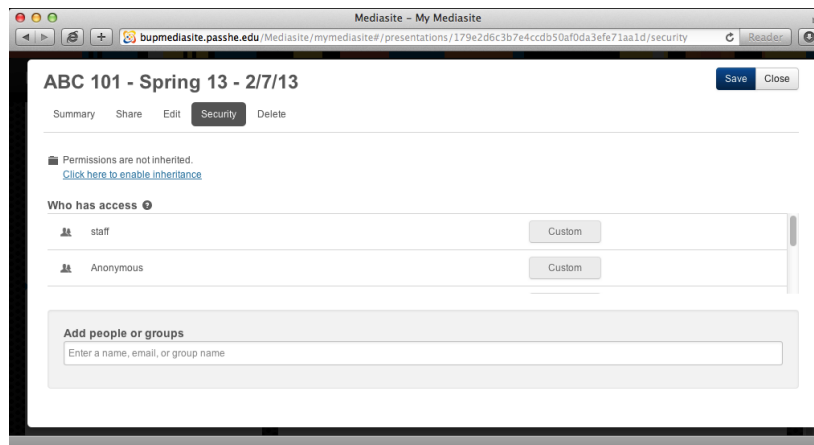
Enter the destination email address(es) in the third field and click the “Send Email” button.



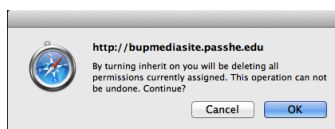
- b. Alternatively, copy the link address in the first line.
You may paste the link in and email client, BOLT, or a website editor.



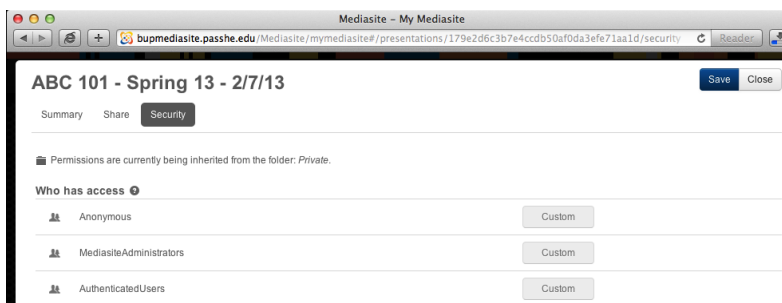
12. Click the “Security” tab.



- 13. Click “Click here to enable inheritance”
- 14. Click “OK”



15. Click “Save”



- 16. Click the “Close” button.
 - a. Note: If your presentation has disappeared, do not be alarmed. This is caused by a known bug in the system security settings. Please contact mediasite@bloomu.edu. Once fixed, this issue will not recur.

Customizable options:

- If you would like to arrange your recordings into folders, you can click the “+” sign next to folders in the menu bar on the left side.
 - To change the folder of a presentation already on the server, click on the presentation, select the “Edit” tab, and select the desired folder. (Step 9 above)
- If you would like to share a group of presentations via a single link, create a folder and move desired presentations into it as described above. Then send an email to mediasite@bloomu.edu with the following information:
 - User name (email address)
 - Folder Name
 - Desired shortcut name (can be same as folder, but cannot be repeated throughout the system)
 - Usually a course number and/or topic.
- Live broadcast
 - The sharing process may be executed as soon as step 8 of the recording process is completed.
 - If the link is shared before or during the recording session, viewers 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”.