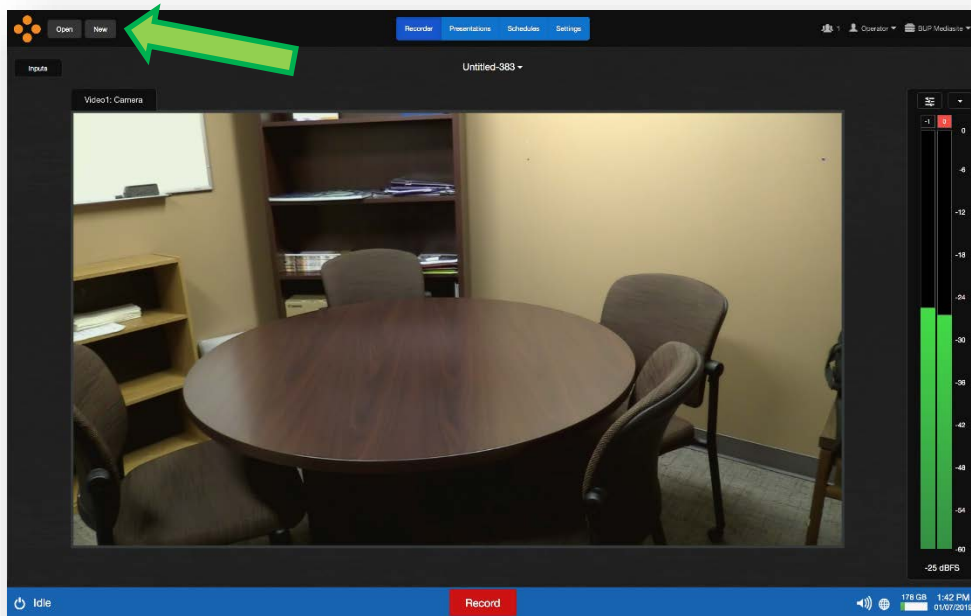
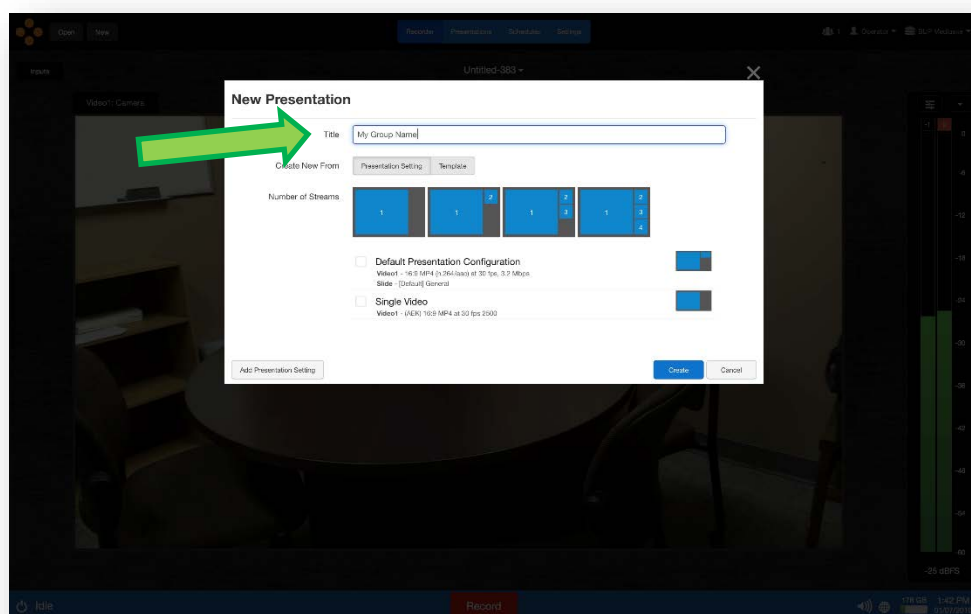


Mediasite Recording in SH Sales Lab

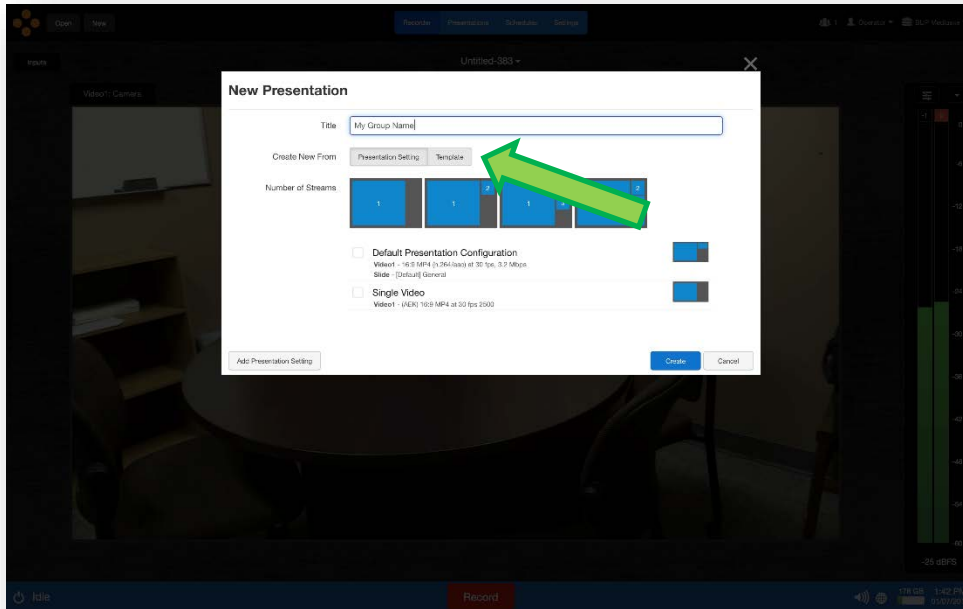
1. Tap the “New” button.



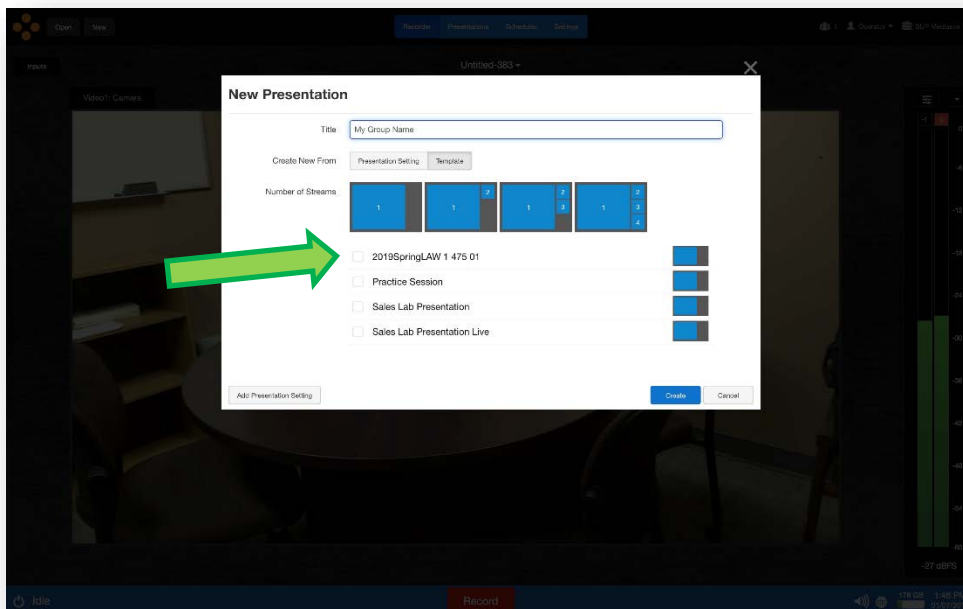
2. Enter a “Title” for the presentation.
 - a. This is usually the name of the student or group.
 - b. When you tap in the Title field, an on screen keyboard will appear.



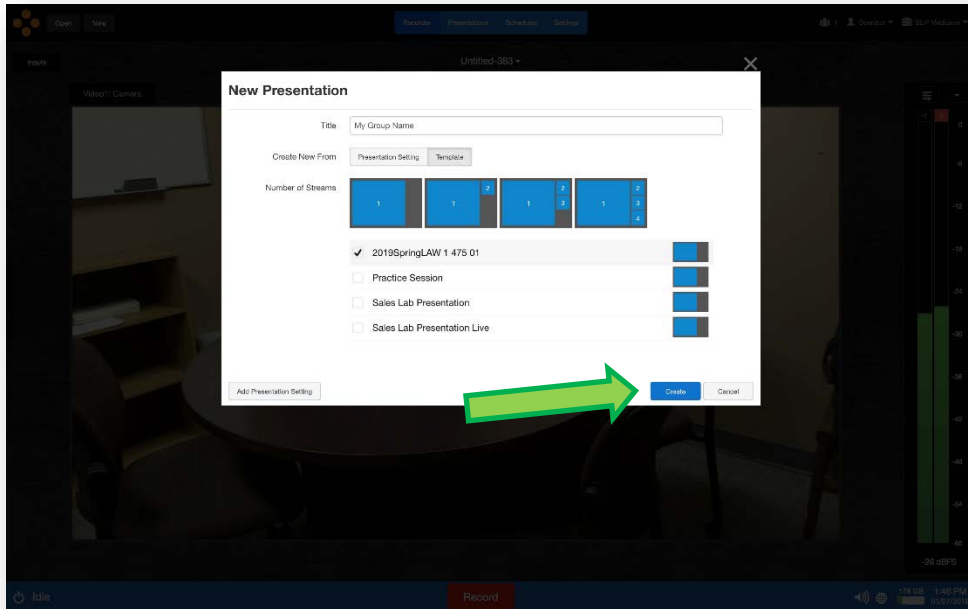
3. Tap the “Template” button.



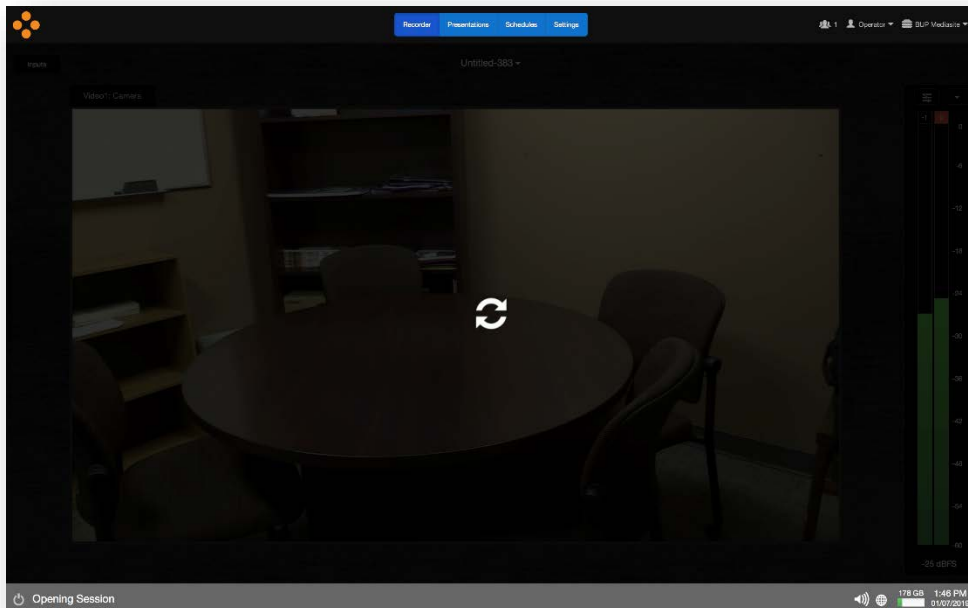
4. Tap the name of the desired course or project.
a. You may need to scroll down.



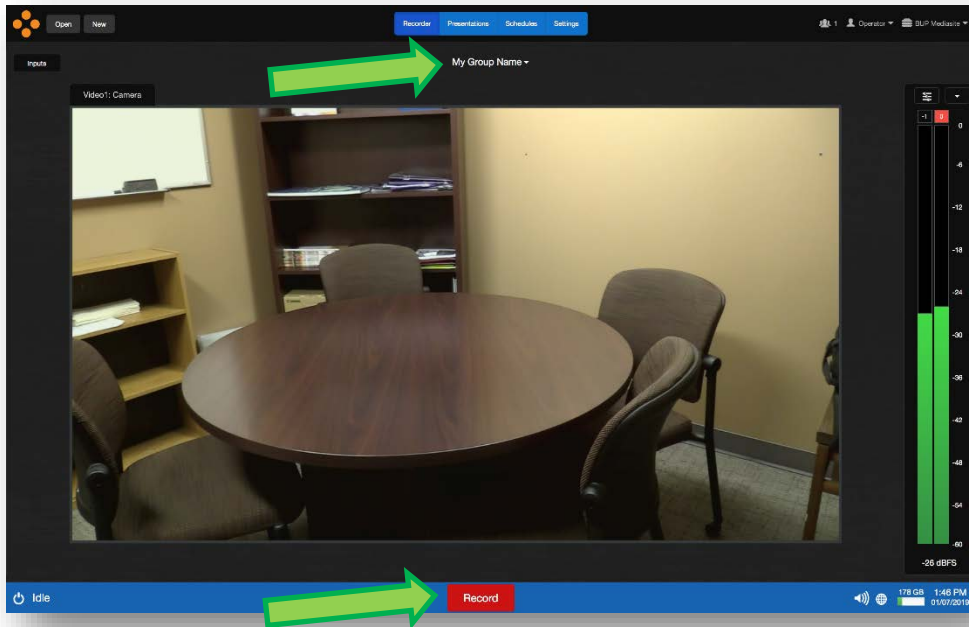
5. Tap the “Create” button.



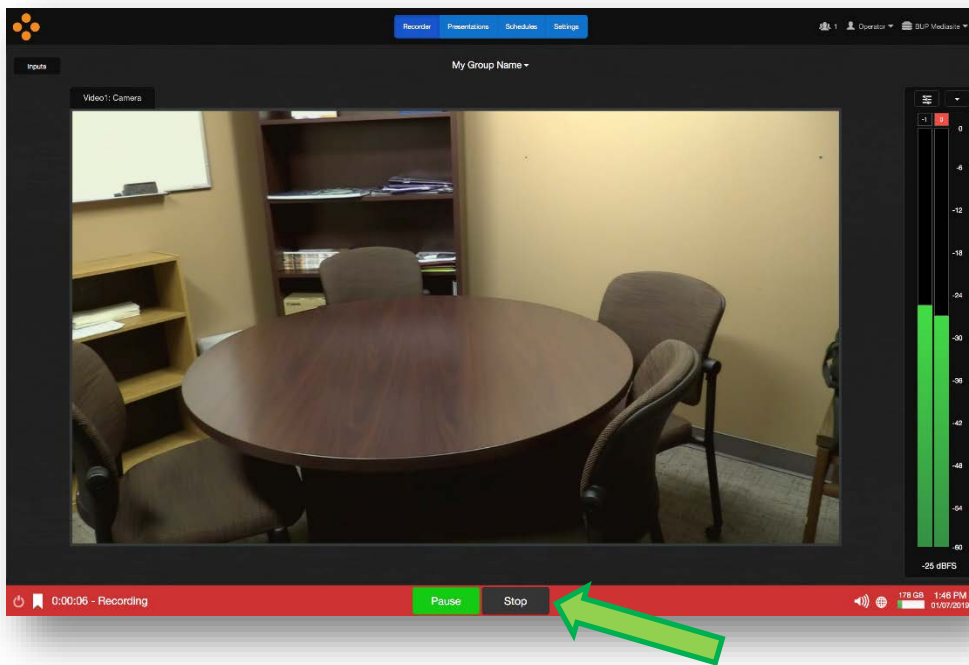
6. The system will load the new session.



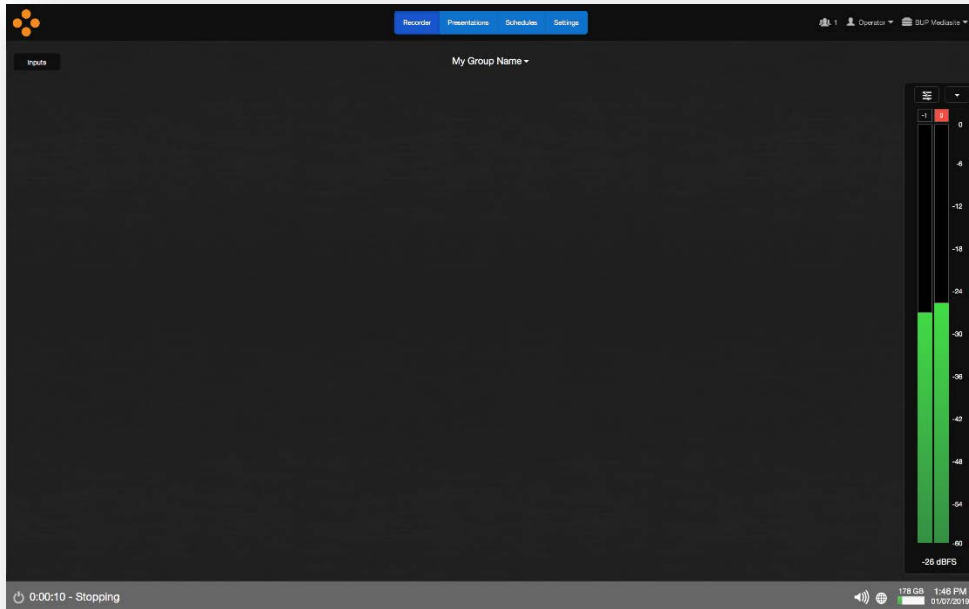
7. Note the title you entered is shown above the video preview.
8. When ready to begin, tap the “Record” button.



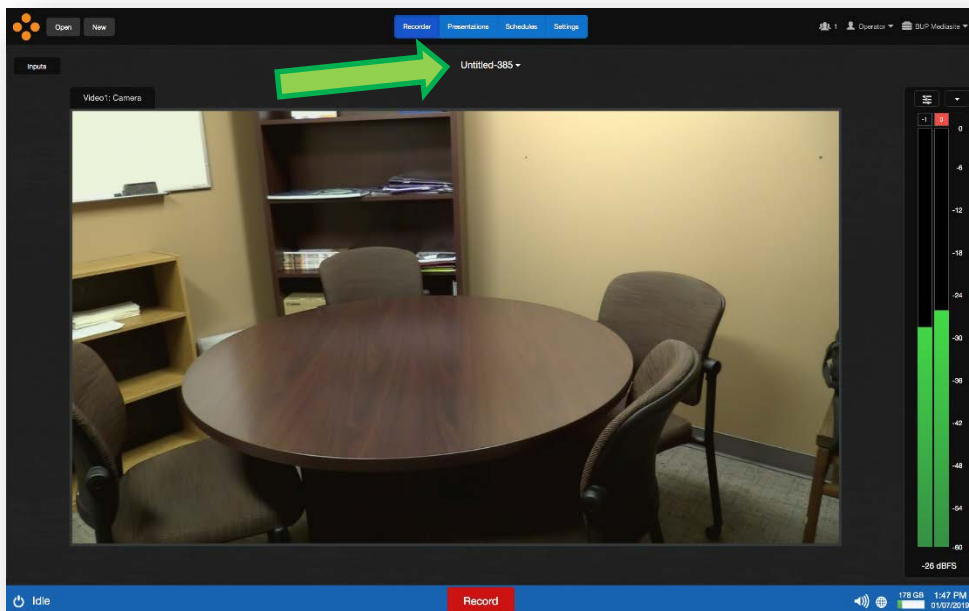
9. When finished, tap the “Stop” button.



10. The system will automatically process and publish the recording.

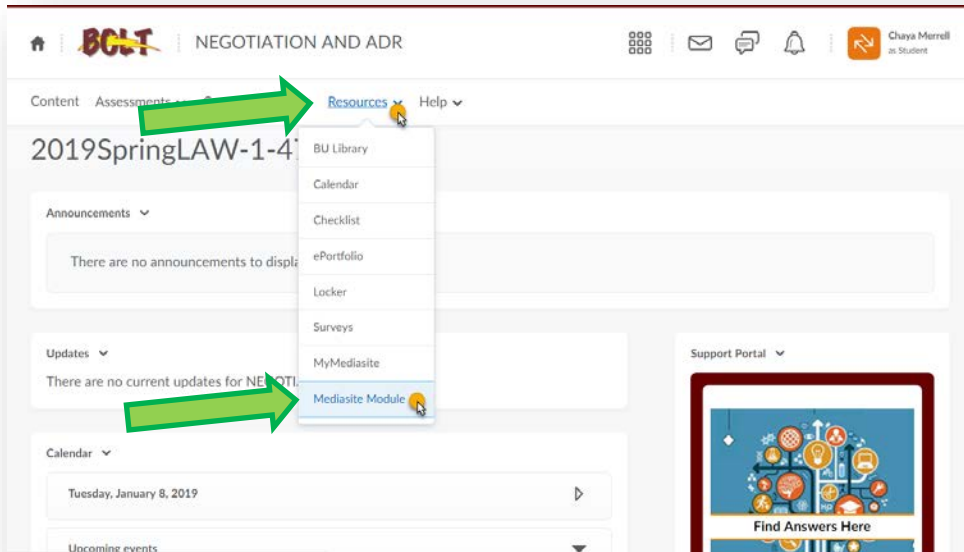


- 11. The system will return to standby.
 - a. Note the presentation now shows Untitled-###.

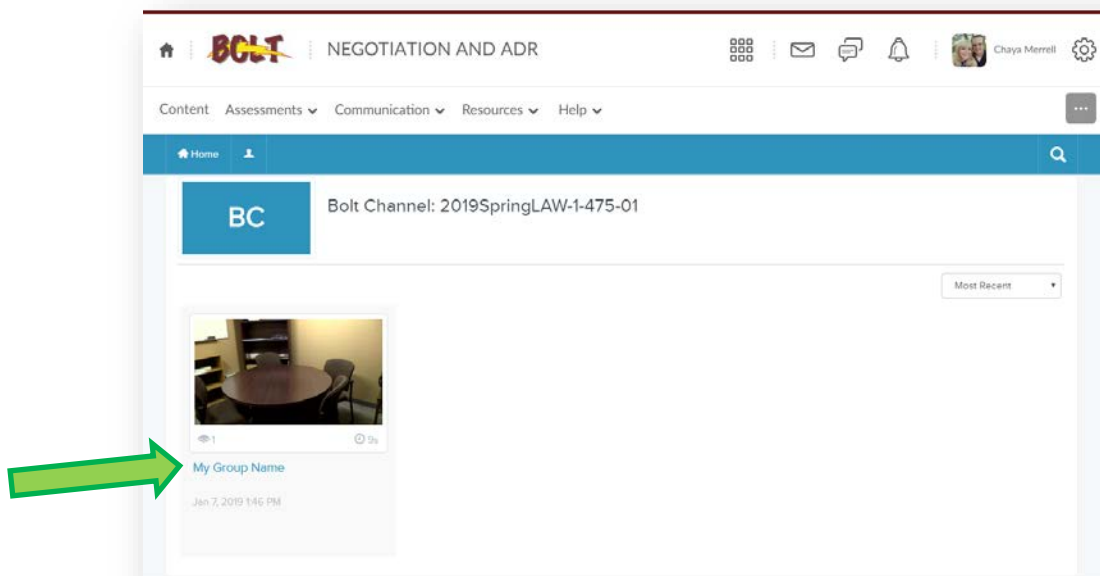


- 12. To record another presentation, return to step 1.
 - a. Note: Please verify that the system has stopped recording before exiting.
If you leave it recording, it will continue indefinitely.

13. To access your recording, navigate to the course page within BOLT.
14. Click the “Resources” menu.



15. Select Mediasite Module.
 - a. Accept any browser or BOLT plugin security alerts that may appear.
16. Click the thumbnail or title of your recording.



17. Your recording will open in a new browser window or tab.