Using The Mediasite Desktop Recorder

PLEASE NOTE: This tutorial requires you to have requested a MyMediasite profile at https://video.ufl.edu/request-form/ and then activated the Mediasite Desktop Recorder software.

Within MyMediasite click the **Add Media** button

Click the **Record Desktop** button
First, title your presentation. Second, click the Radio Button *underneath* “My Drafts”. This will allow you to click on the **Change** button on the right. Click the **Change** button.

You are shown a list of all Channels or Shared Folders that you have access to (depending on which Destination Type is selected). Choose the Folder or Channel you’d like to upload into and click on it.
Your chosen Folder or Channel will populate as shown above. Click Create and Launch.

You may be asked if you want to open the Mediasite Desktop Recorder. Click the Open button.
The Mediasite Desktop Recorder should open with your Presentation Name loaded, as shown above. Click on the **Record Now** button.

There are four ways that you can record. Two show up by default, click the right or left arrow to view the other two. The four varieties are:

1. **Screencast + Video** – This records your desktop as full-motion video as well as the video & audio coming through your webcam and/or microphone
2. **Screencast + Audio** - This records your desktop as full-motion video as well as the audio coming through your webcam or microphone
3. **Slideshow + Video** - This records your desktop as a series of JPEGs that update as it senses motion (ideal for recording powerpoints) as well as the video & audio coming through your webcam and/or microphone
4. **Slideshow + Audio** - This records your desktop as a series of JPEGs that update as it senses motion (ideal for recording powerpoints) as well as the audio coming through your webcam or microphone
If you choose one of the options with video, you’ll see your webcam’s video feed in the preview. Test to see if your microphone is picking up by talking. You should see the green bar to the right of the image bounce up and down. You can change the video size by clicking on the Camera Size dropdown (320x240 all the way up to 1280x720). You can also set a different camera and/or microphone input by selecting the relevant dropdown. When you’ve set these how you want them, click the Next button.

A small window will appear, asking whether you’d like to record the full Desktop, a window that you have open, or a selected region of the screen. Most of the time, you will want to select Desktop.
If you have a dual monitor setup, Desktop will dropdown and show you both monitors. Select the monitor you’d like to capture.

It will then list your selection next to **SELECTED:** and then you will want to click on the green check.
This shows you all of the selections you have made and a new window pops up that shows your camera feed.

Move the Preview window onto your second monitor (if you have a second monitor) and it will show you a preview of what's being recorded in your webcam.
When you’re ready, click **Record**.

A 5-Second countdown will begin. When it hits 0, the window will disappear. Your presentation is now recording.

**Give your presentation. It’s being recorded.**

When you’re ready to finish, click the **Pause** icon in your System Tray.
You can either Discard your recording, Resume recording, or Finish Recording. Click Finish Recording to upload your presentation.

You will be taken to Mediasite Desktop Recorder’s Manage page. Wait for the Status column to fully upload.
When it has finished, it will read **Uploaded**

There are two ways to go back to the Presentation in MyMediasite. You can either click on the popup window that says that the uploading has completed. Click the **Open Presentation** link.

Or you can click on the **Earth** icon.

You will be taken back to the Presentation in MyMediasite. Note that it is Currently Working. It can take some time process videos, especially longer ones.
When it has finished processing, a thumbnail will appear. You will want to switch the Visibility from **Private** to **Public**. Without doing this, the video will not be viewable by your students.

To provide someone with the link to view this presentation, click on the **Watch** button on the right-hand side of the page. The video will open in a new tab. Provide them with that URL.

If you have any questions, please contact Video & Collaboration Services at video@ufl.edu or 392-4357.