

Step 1. Download & Registration



1 – Go to the MyMediaSite link below that corresponds to your school and login with your USD ONE credentials to complete your profile.

Main USD Mediasite (All departments except those with dedicated sites)

<http://mediasite.sandiego.edu/mediasite/mymediasite>

School of Business Mediasite

<http://sba-mediasite.sandiego.edu/mediasite/mymediasite>

School of Nursing Mediasite

<http://son-mediasite.sandiego.edu/mediasite/mymediasite>

School of Law Mediasite

<http://law-mediasite.sandiego.edu/mediasite/mymediasite>

Instructional Media Services Mediasite

<http://ims-mediasite.sandiego.edu/mediasite/mymediasite>

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2 – Click the “Download the Desktop Recorder” in the bottom left corner of the window to start the install process.

A screenshot of a software interface. On the left side, there is a sidebar with a search bar, a list of categories (Everything, Recently Accessed, Q&A Moderation), a 'FOLDERS' section with a plus icon, and a list of folders (Private, Intro to Judaism, MSRE 510, Summer Innovative Insti...). At the bottom of the sidebar, there are 'Calendar' and 'List' icons. A red rectangle highlights a button at the bottom left of the sidebar that says "Download the Desktop Recorder". The main area of the interface shows a list of presentations under the heading "TODAY" and "LAST 7 DAYS". The first presentation is titled "6/12/15 - 9:15 AM - Final Presentations" and has a video thumbnail showing "No signal on input 323". The second presentation is titled "6/10/15 - 1:15 PM - Peer Review Tools" and has a video thumbnail showing a slide titled "Peer Assessment Tools". Each presentation entry includes its date, duration, and folder name. At the bottom of the interface, there is a footer that reads "Mediasite Server Version 6.1.9 Build 2206 © 2013 Sonic Foundry Inc."

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3 – You’ll be prompted to click the blue “Download the Desktop Recorder” in the bottom left corner of the window. Leave this window open - after you download and install the Mediasite Desktop recorder (Steps 1 and 2 below) you will need to return to this window in your browser to complete the Step 3 registration. Follow similar prompts if you are on a PC.

Get the Mediasite Desktop Recorder in three easy steps!

- Step 1: Download Mediasite Desktop Recorder**

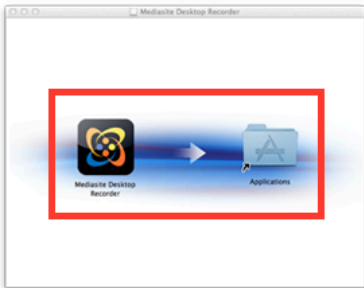
Minimum System Requirements

 - Mac OS X 10.7, 10.8, or Windows 7, Windows 8 (running in Desktop mode)
 - 2.4GHz Core2 Duo CPU or equivalent
 - 4 GB RAM
 - At least 1 GB free disk space
 - Built-in or external camera and microphone

[Download Desktop Recorder for Mac](#)

Not your operating system? [Download for Windows.](#)
- Step 2: Install Mediasite Desktop Recorder**

Open the DMG file after it has finished downloading and drag the Mediasite Desktop Recorder application into your Applications directory.


- Step 3: Register your Mediasite Desktop Recorder with Mediasite Server**

Use the button below after you have installed the Desktop Recorder to register it with your Mediasite Server.

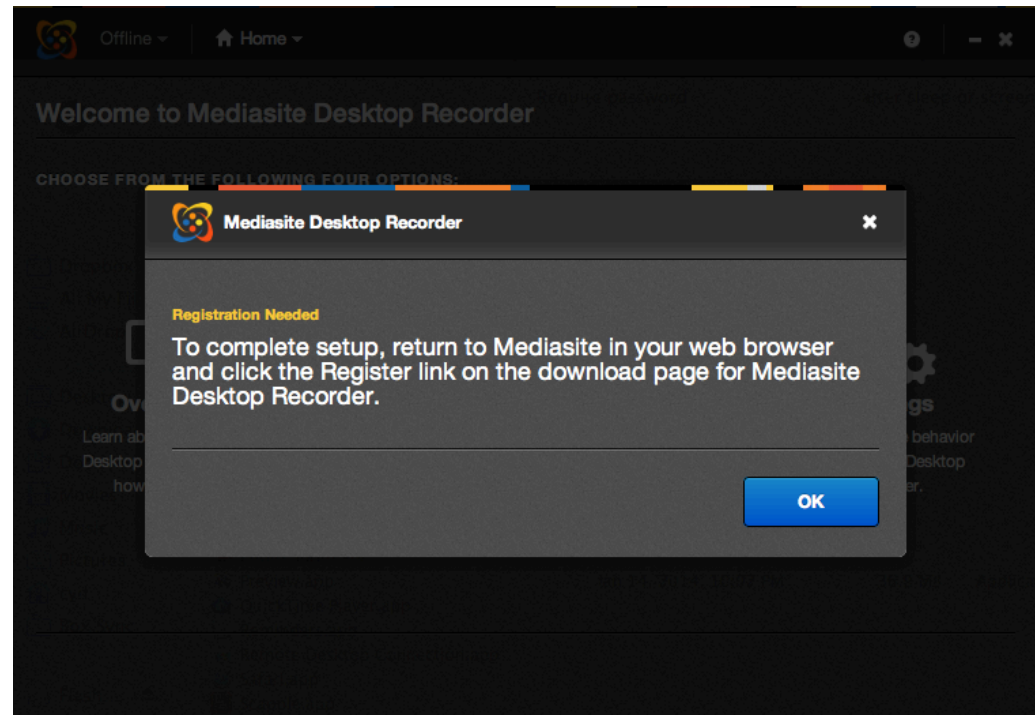
[Register Mediasite Desktop Recorder](#)

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4 – After you install and launch the product you will be presented with this window.

Clicking on OK will return you to the window you have open left open in the previous step.



Step 2. Sign-in/ USD One Account



Now click on “Register Mediasite Desktop Recorder” on the right.


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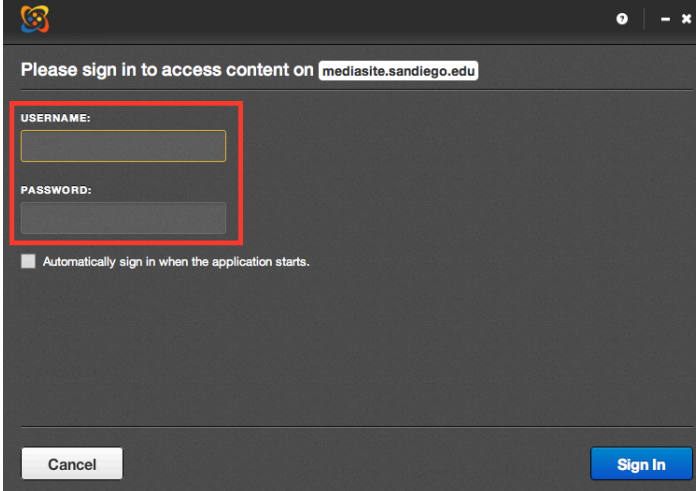
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- Step 3: Register your Mediasite Desktop Recorder with Mediasite Server**

Use the button below after you have installed the Desktop Recorder to register it with your Mediasite Server.

[Register Mediasite Desktop Recorder](#)

You will be presented with a screen requesting your USD credentials and click “Sign In” at the bottom right of the window.



Please sign in to access content on mediasite.sandiego.edu

USERNAME:

PASSWORD:

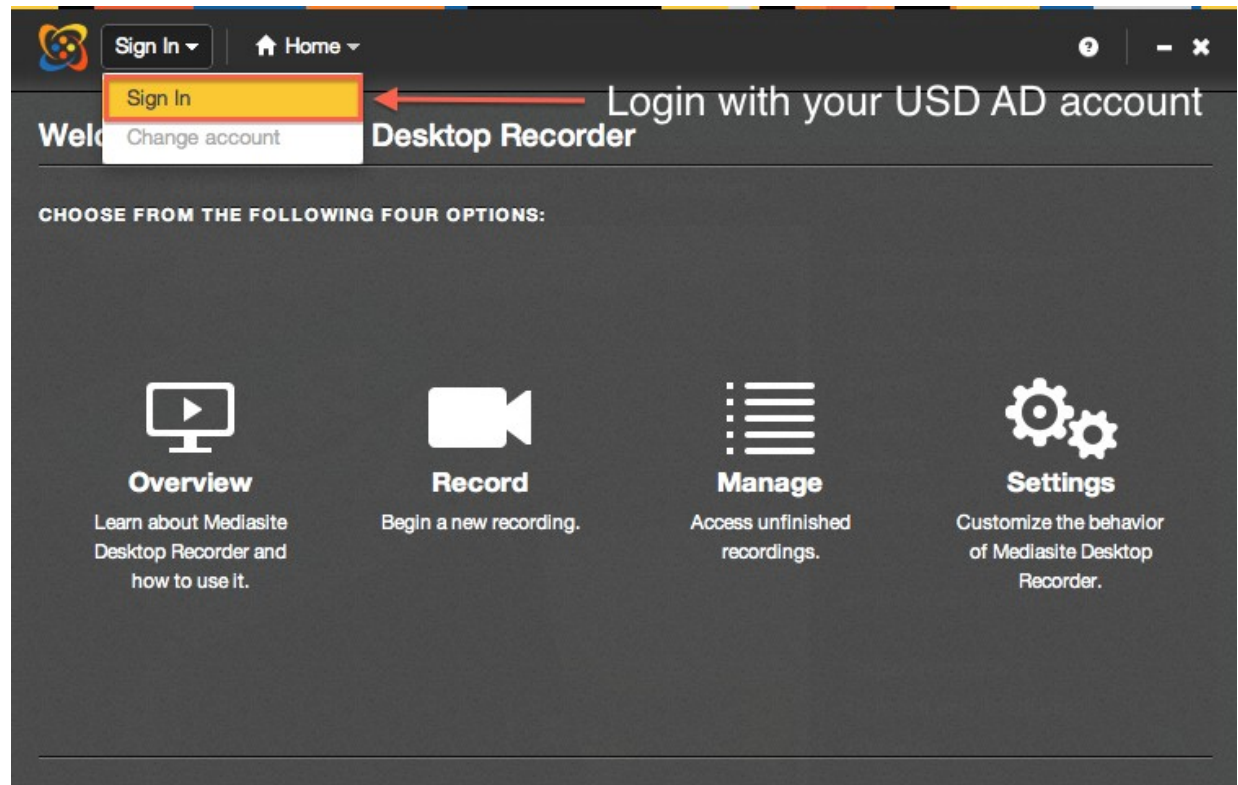
Automatically sign in when the application starts.

[Cancel](#) [Sign In](#)

Step 2. Sign-in/ USD One Account



Future uses of the product will require that you login with your USD One account.



Step 3. Begin a Recording



**Begin a recording by
Selecting the "Record"
button.**



Step 4. Select Type of Recording



Give your presentation a descriptive name.

Select the type of video recording on the right.

Press the NEXT Button.

The screenshot shows the recording software interface. At the top, there's a user profile "scottlund" and a "Record" button. Below that is a progress bar with five steps: 1. Select Type (highlighted with a red box), 2. Setup Hardware, 3. Prepare Screen, 4. Capture Area, and 5. Summary. Under "PRESENTATION NAME:", there is a text input field containing "Scott's Commute" (also highlighted with a red box). Below this, the section "SELECT THE TYPE OF RECORDING YOU WANT TO CREATE:" offers three options: "Screencast + Audio" (with a monitor and microphone icon), "Slideshow + Audio" (with a stack of images and microphone icon), and "Slideshow + Video" (with a stack of images, a camera icon, and a video thumbnail icon, highlighted with a red box). At the bottom, there are two buttons: "Cancel Recording" and "Next >" (highlighted with a red arrow).

Step 5. Setup Camera/Audio

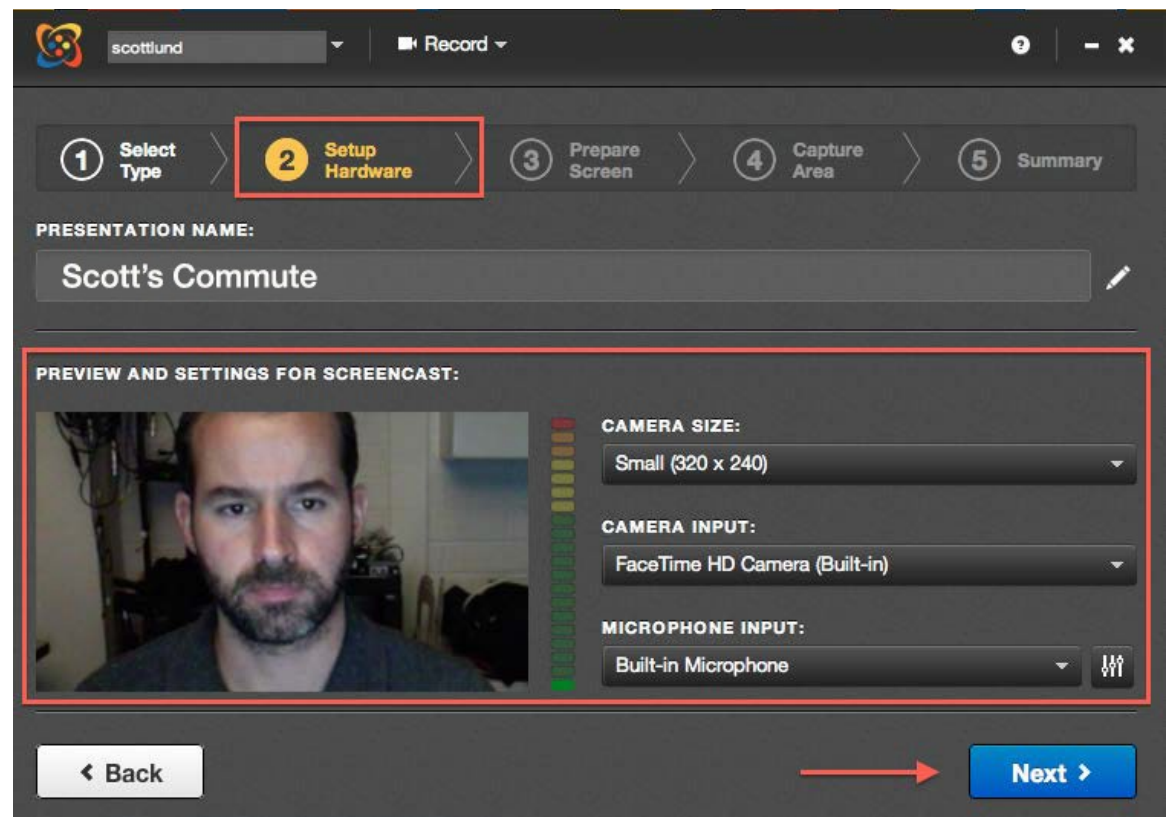


You will be prompted to preview your camera if you selected the “Slideshow and Video” option.

Test your audio by talking until you see the green bars go up indicating good levels.

TIP: Use a headset with microphone for best audio. You may need to adjust the microphone input on your computer.

Press NEXT Button

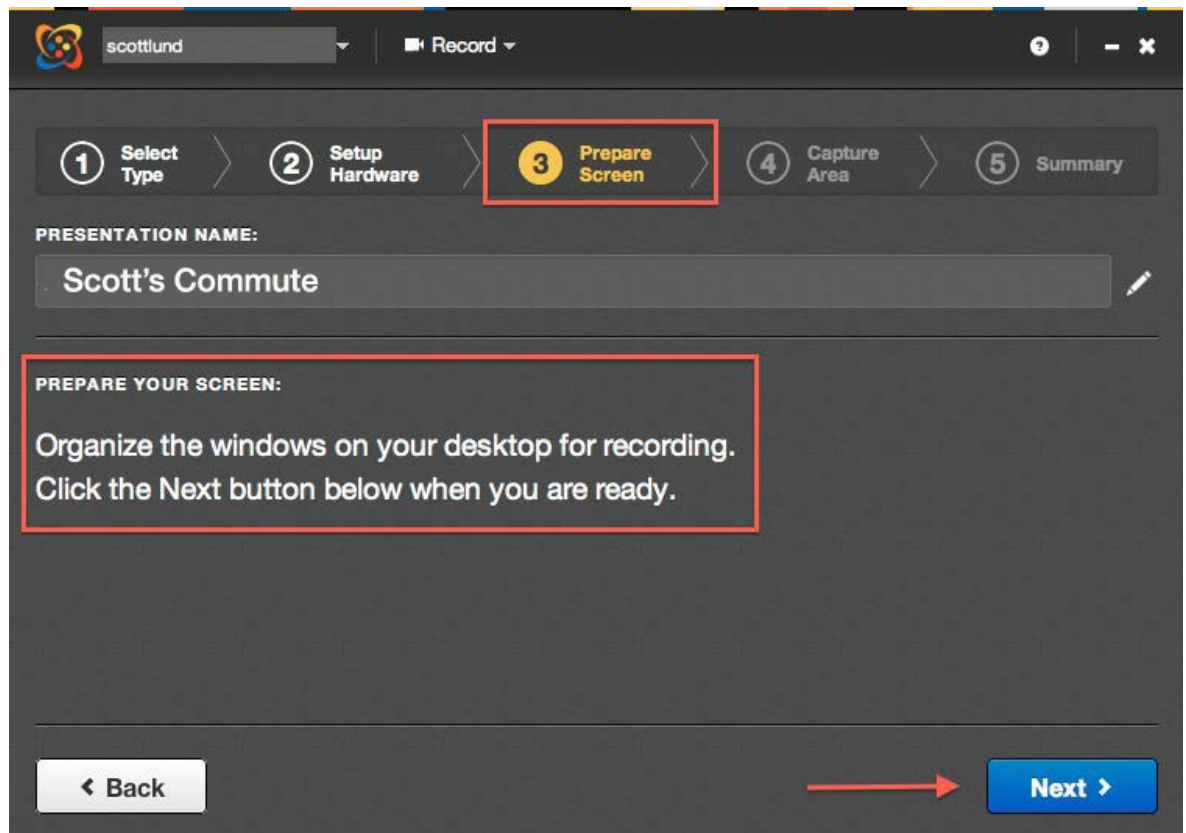


Step 6. Prepare Your Screen



Organize your windows to only show what you want to record.

Press NEXT Button.



Step 7. Select Your Capture Area



Select from the list of options to define your capture area.

TIP: If you're uncertain about making a selection choose "Select the entire desktop."

Press NEXT Button

A screenshot of a screen recording software interface. The window title bar shows "scottlund" and "Record". A progress bar at the top has five steps: 1. Select Type, 2. Setup Hardware, 3. Prepare Screen, 4. Capture Area (highlighted in yellow), and 5. Summary. Below the progress bar, there is a text input field labeled "PRESENTATION NAME:" containing the text "Scott's Commute". Below that, a section titled "CHOOSE THE REGION OF YOUR DESKTOP TO RECORD USING ONE OF THE FOLLOWING METHODS:" contains a list of options:

- **Click on any window** to select its bounds.
- Define a **freeform rectangle** with your mouse.
- Hold down **SHIFT** while dragging to select a **16:9 rectangle**.
- Hold down **SHIFT** and **CTRL** while dragging to select a **4:3 rectangle**.
- **Select the entire desktop.**

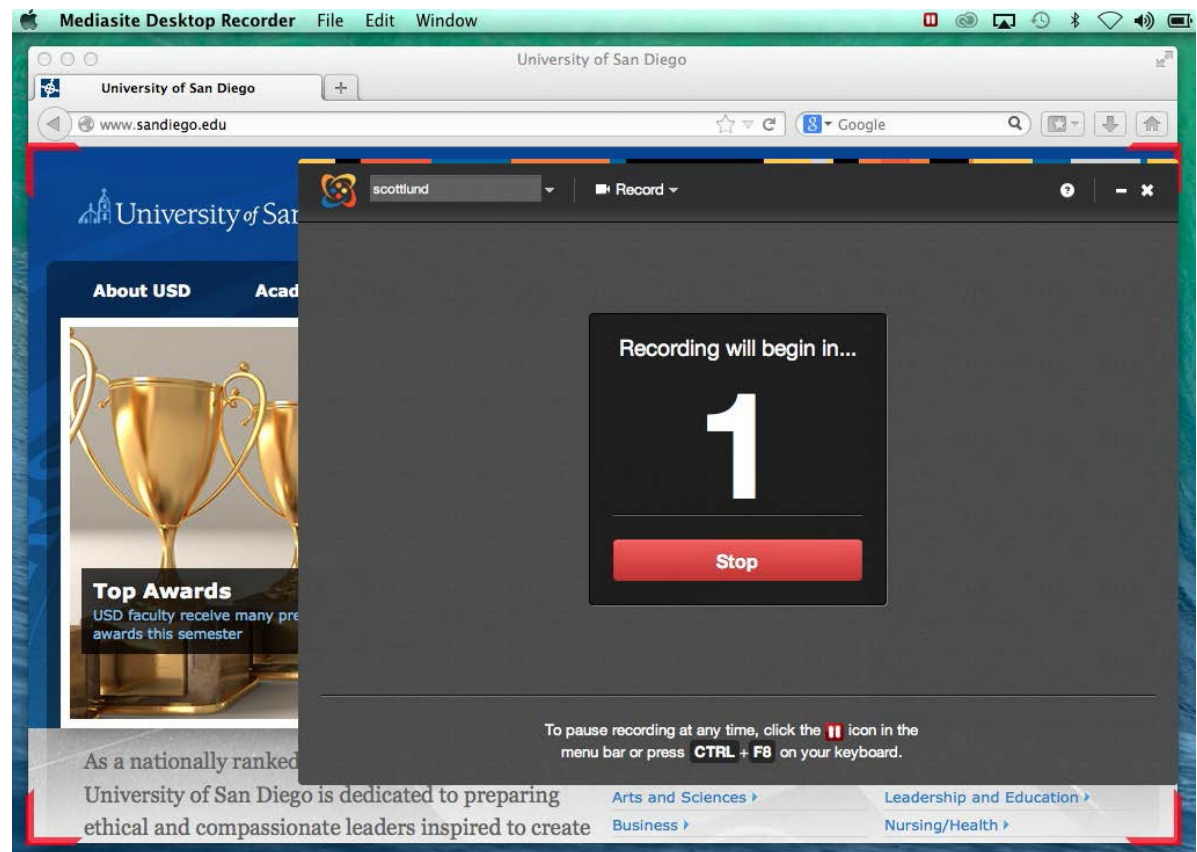
At the bottom of the window, there are two buttons: a grey "Back" button on the left and a blue "Next" button on the right.

Step 8. Recording Your Video



A 5 second countdown prepares you to record where you will display the content you want to show.

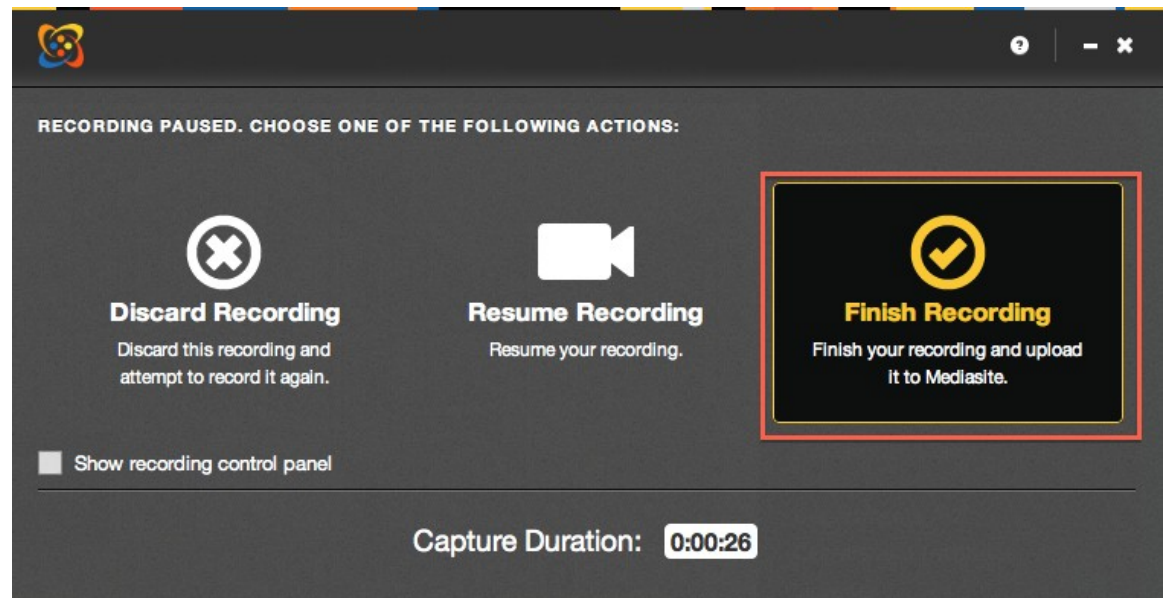
To PAUSE/STOP recording press the red PAUSE icon in upper right or select the Mediasite PAUSE/STOP command buttons shown below the countdown.



Step 8. Finish Your Recording



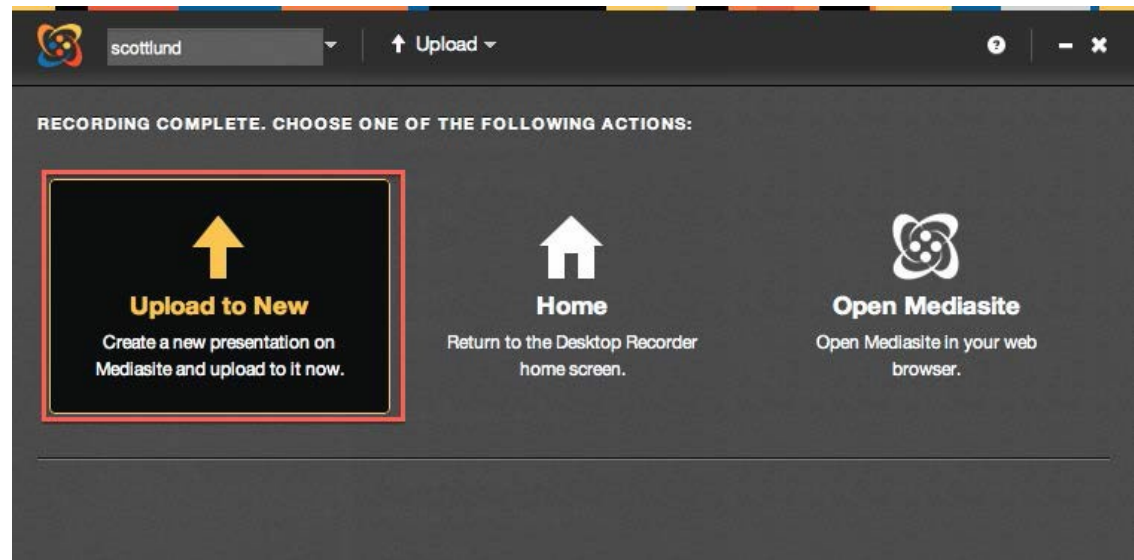
After you are finished with your recording choose "Finish Recording" if you are finished, discard your video, or resume the recording to continue.



Step 9. Uploading Your Video



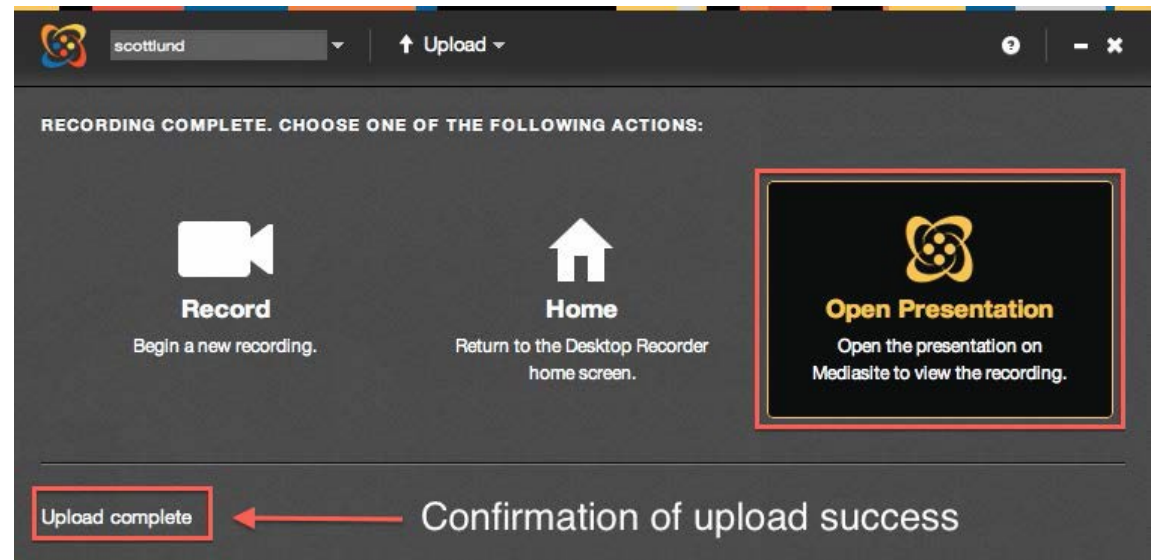
Choose "Upload to New" so your video can be uploaded.



Step 10. Opening Your Video



After your video uploads, you can see "Upload complete" at the bottom of the window. Then choose Open Presentation to publish or edit the recording.



Step 11. Login to Mediasite Server



You may be prompted to login to MyMediasite Server if you are not already logged in.

mediasite



Please sign in to access the requested Mediasite content.

Username

scottlund

Password

Remember me on this computer

Sign In

Step 12. Make Viewable and Save



The recording will be Offline by default.

Go to the Edit tab and choose "Viewable" from the dropdown status on the right side, then press Save.

Note that you can only see these status options after the video has been fully processed which may take a little time.

A screenshot of a video management interface. The title is "Scott's Commute". At the top right, there are "Save" and "Close" buttons. Below the title, there are tabs: "Summary", "Share", "Edit" (highlighted with a red box), "Security", and "Delete". The "Edit" tab is active. The interface is divided into several sections: "Name" (text input with "scotts commute"), "Description" (text area), "Folder" (dropdown menu with "Private"), "Presenters" (input field with "Default Presenter" and an "Add New" button), "Status" (dropdown menu with options "Offline", "Scheduled", and "Viewable" (highlighted with a red box)), "Date" (6/5/2014), "Time" (7:52 PM), "Timezone" (PDT (GMT-07:00)), "Duration" (0:00:19 (H:MM:SS)), "Player" (checkbox for "Video & Slides"), and "Interactivity" (checkboxes for "Use Q & A Forum", "Enable Polls on Player", "Manage Polls Externally", and "Enable Presentation Sharing on Player").

Editing: In the Summary tab you can also choose the "Edit Video" option if you want to cut out the beginning, ending, parts of the video, or replace slides.

Step 13. Sharing URL/Embed Code



Under the Share tab you can copy the Link into your Blackboard course or embed the code into a webpage.

TIP: If you are going to embed, change the size to the following:

**Width from 320 to 800
height from 240 to 400**

The screenshot shows the 'Share' tab of a Blackboard interface for a resource titled 'Scott's Commute'. The 'Share' tab is highlighted with a red box. Below the tab, there are three sections: 'Link', 'Embed', and 'Email'. The 'Link' section contains a text input field with the URL 'http://mediasite.sandiego.edu/Mediasite/Play/970e9378683c48c68f69d3ee89b56c091d'. The 'Embed' section contains a text input field with the code '</> <iframe width="320" height="240" frameborder="0" scrolling="auto" marginheight="0" marginwidth="0" src="http://mediasite.sandiego.edu/Mediasite/Play/970e9378683c'. The 'Email' section contains a text input field with the placeholder text 'Enter an email address'. A 'Close' button is located in the top right corner of the window.