

# Step 1. Download & Registration



**1 – Go to the MyMediaSite link below that corresponds to your school and login with your USD ONE credentials to register your profile. Once you register with your email, go to your email and click the registration link which will redirect you to the software download page.**

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

**<http://mediasite.sandiego.edu/Mediasite/mymediasite/desktop-recorder>**

**School of Business Mediasite**

**<http://sba-mediasite.sandiego.edu/Mediasite/mymediasite/desktop-recorder>**

**School of Nursing Mediasite**

**<http://son-mediasite.sandiego.edu/Mediasite/mymediasite/desktop-recorder>**

**School of Law Mediasite**

**<http://law-mediasite.sandiego.edu/Mediasite/mymediasite/desktop-recorder>**

# Step 1. Download & Register



**2 – Click the orange “Add Media” icon in the top right corner. Once you do, instructions below will appear.**

The screenshot shows the Mediasite website interface. At the top, there is a navigation bar with "Home", "Moderation", and an "Add Media" button. Below the navigation bar, the page title is "Download". The main content area features a heading "Download the Mediasite Desktop Recorder in 3 easy steps!". Below this heading, there are three numbered steps:

- 1 Download for Mac**  
SYSTEM REQUIREMENTS
  - Mac OS X 10.8 - 10.11
  - 2.4GHz Core2 Duo or equivalent
  - 4GB of RAM
  - At least 1GB of free disk space
  - Built-in or external camera and microphone
- 2 Install the Recorder**  
Run the installer after it has finished downloading and follow the directions.
- 3 Confirm & Register**  
Use the button below after you have installed the Desktop Recorder to register it with your Mediasite Server.  
[Register](#)

# Step 1. Download & Register



**3** – You’ll be prompted to click the “Download for Mac” icon. 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.

The screenshot displays the Mediasite website interface. At the top, the Mediasite logo is visible on the left, and navigation links for Home, Moderation, and a menu icon are in the center. On the right, there is an "Add Media" button and a search icon. Below the navigation bar, the page title "Download" is shown. The main content area features a heading "Download the Mediasite Desktop Recorder in 3 easy steps!" followed by a prominent green "Download for Mac" button. Below this button is a link that says "Show me the Download for Windows". The process is broken down into three numbered steps:

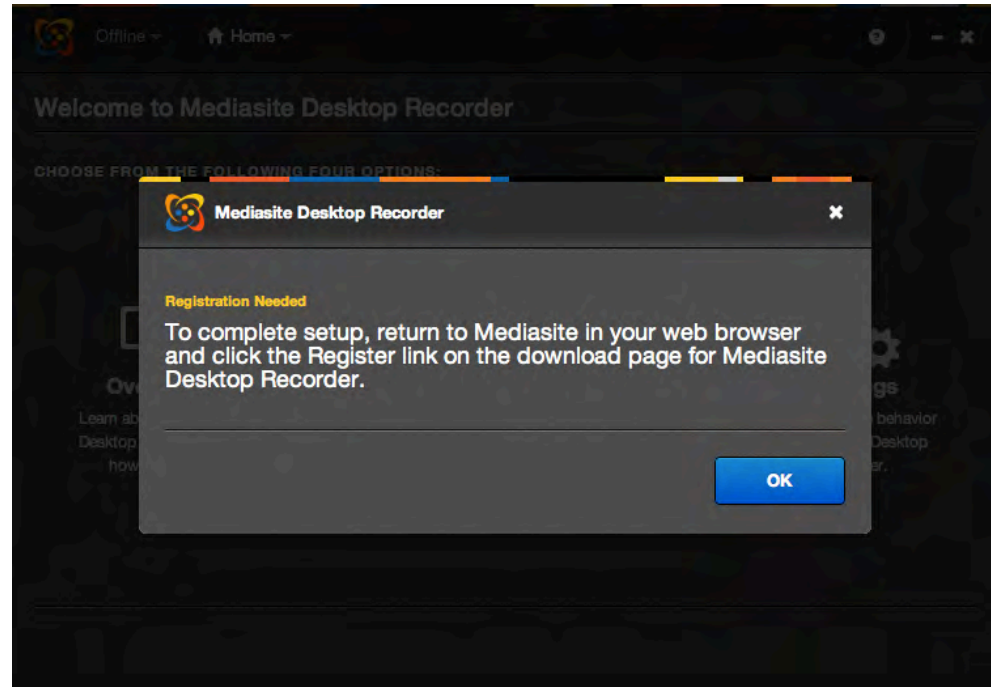
- 1 Download for Mac**  
SYSTEM REQUIREMENTS
  - ✓ Mac OS X 10.8 - 10.11
  - ✓ 2.4GHz Core2 Duo or equivalent
  - ✓ 4GB of RAM
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- 2 Install the Recorder**  
Run the Installer after it has finished downloading and follow the directions.
- 3 Confirm & Register**  
Use the button below after you have installed the Desktop Recorder to register it with your Mediasite Server.  
**Register**

# Step 1. Download & Register



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

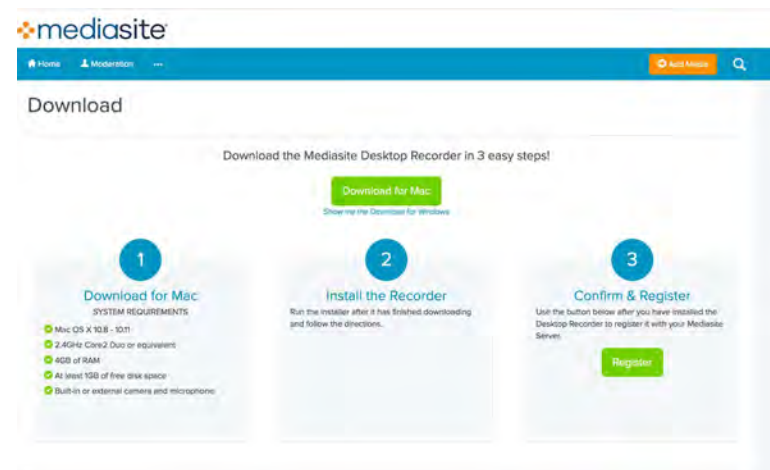
**Clicking on OK will return you to the window you have open left open in the previous step.**



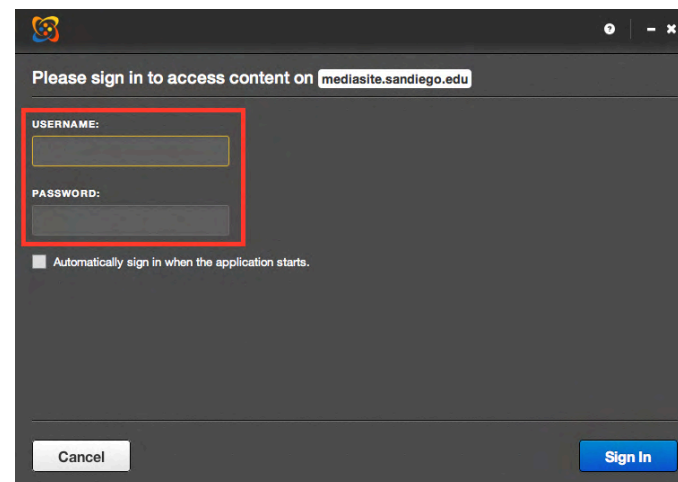
# Step 2. Sign-in/ USD One Account



Now click on “Confirm & Register” button on the right.



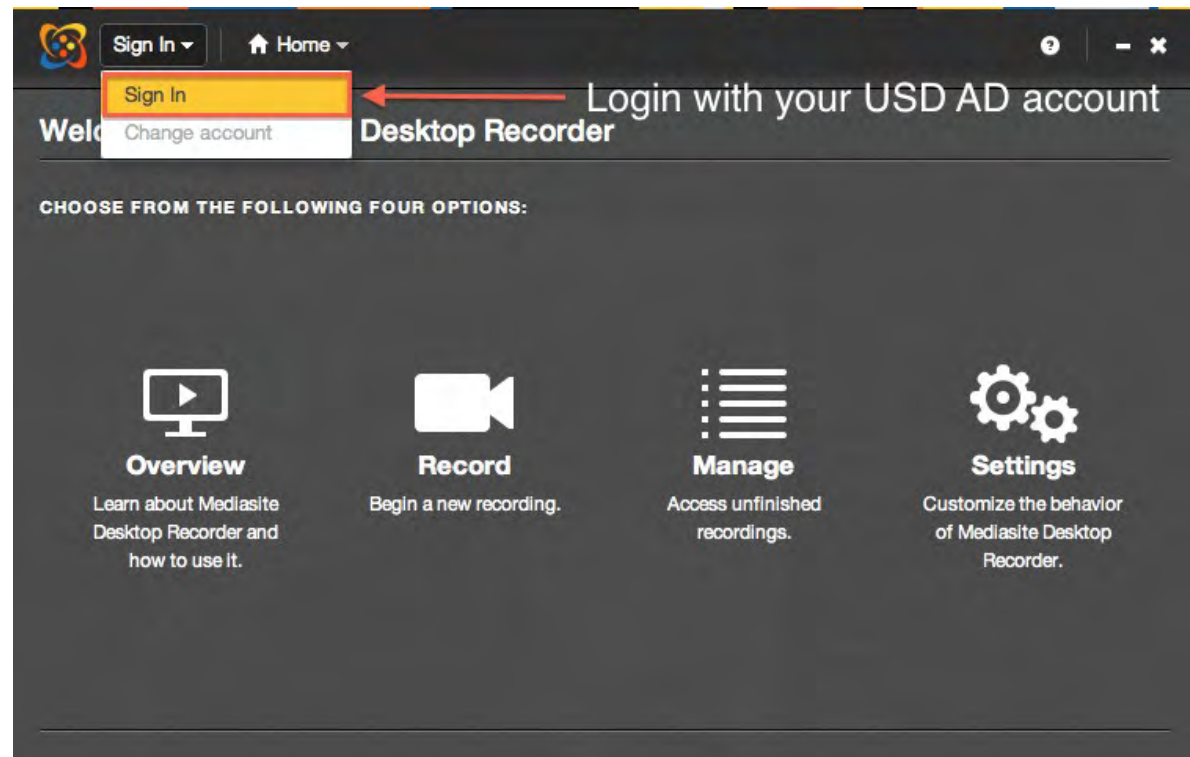
You will be presented with a screen requesting your USD credentials. Enter the credentials if they do not auto-populate and then click “Sign In” at the bottom right of the window.



## Step 2. Sign-in/ USD One Account



**Future uses of the product will have you automatically login but if you ever need to login again just use your USD credentials.**



# Step 3. Begin a Recording



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





# Step 4. Select Type of Recording

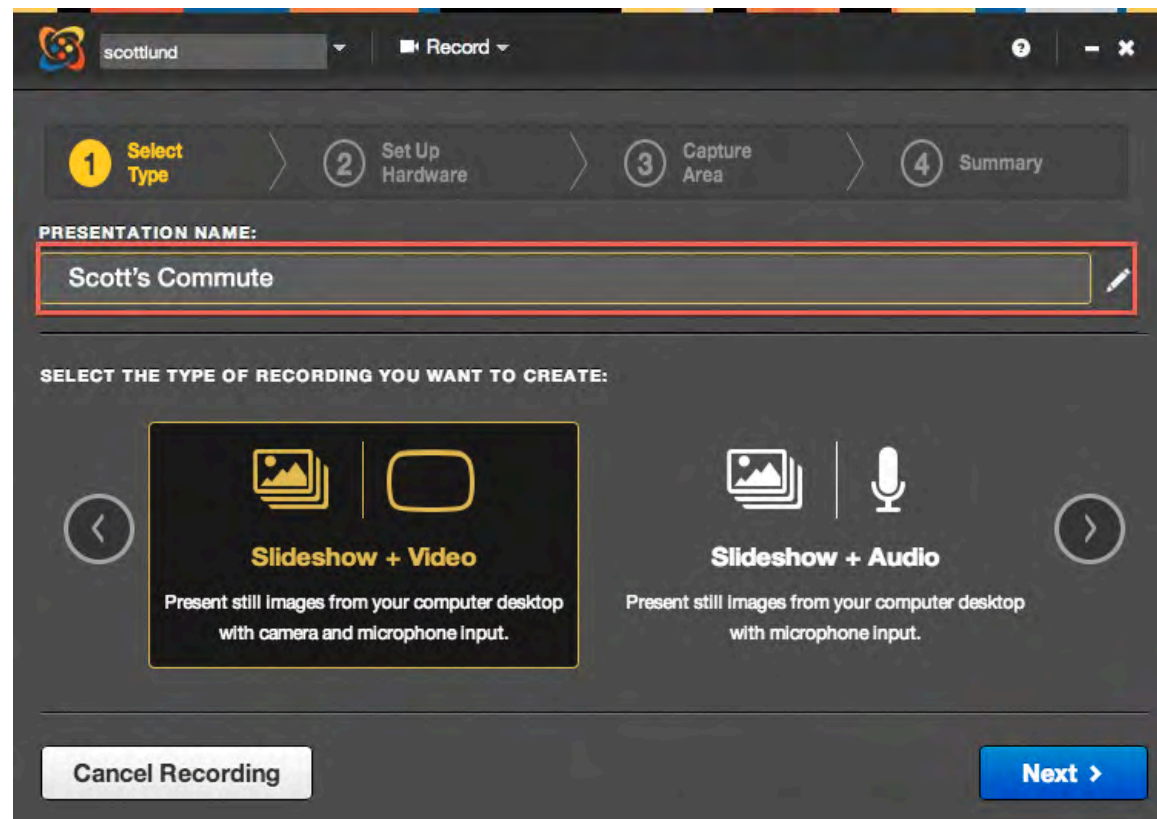


Give your presentation a descriptive name.

Select the type of video recording you want to create. You can choose from:

- Slideshow + Video
- Slideshow + Audio
- Screencast + Video
- Screencast + Audio

Press the NEXT Button.



**TIP: Choose "Slideshow" for PowerPoint and "Screencast" when recording motion or internet browsing.**



# Step 5. Setup Recording Hardware

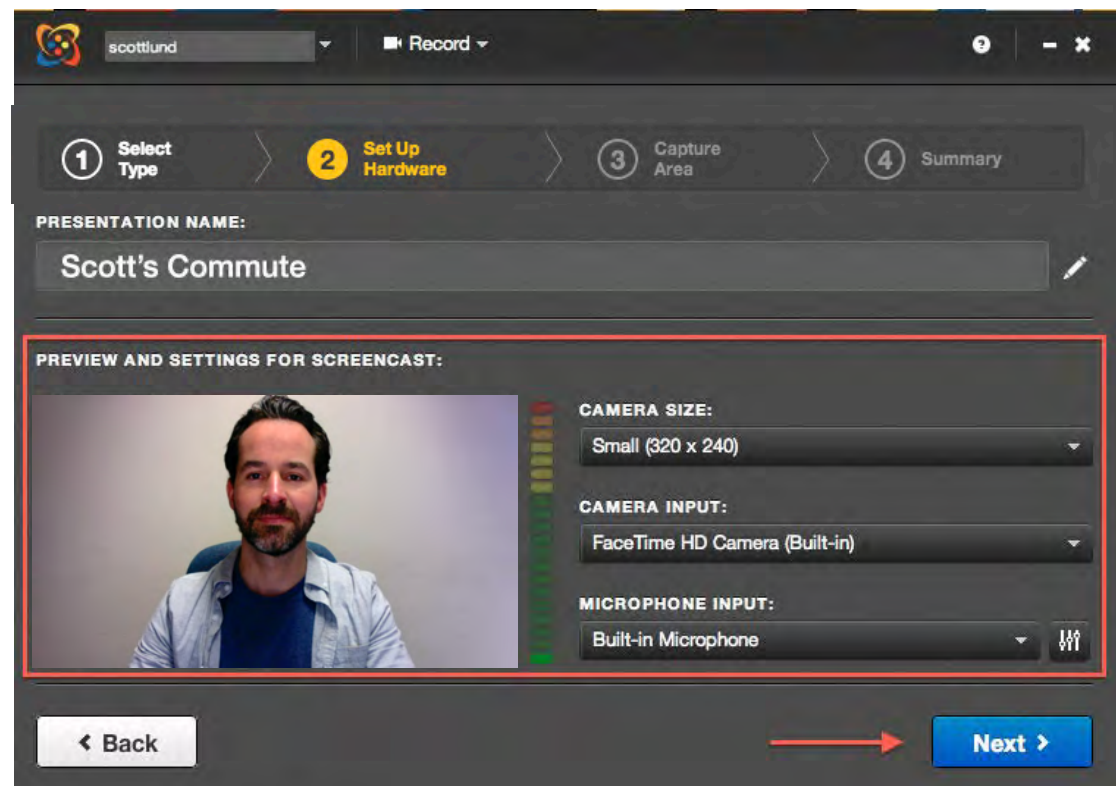


You will be prompted to preview your camera if you selected the “Slideshow and Video” option.

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 the NEXT Button.



# Step 6. Select Capture Area

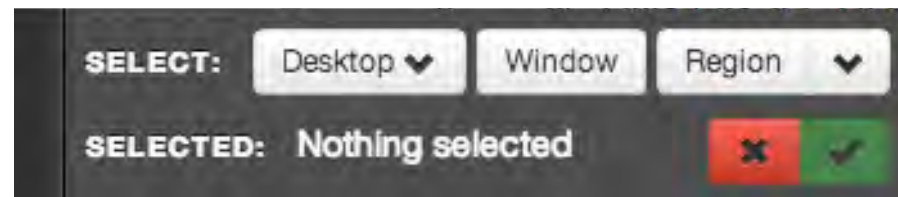


**Organize your windows to only show what you want to record.**

**You can choose between:**

- **Selecting your entire desktop**
- **Selecting a certain window or tab**
- **Selecting a certain region**

**Once finished, select the green checkbox.**



# Step 7. Select Record



The last step is to confirm your settings and then press record.

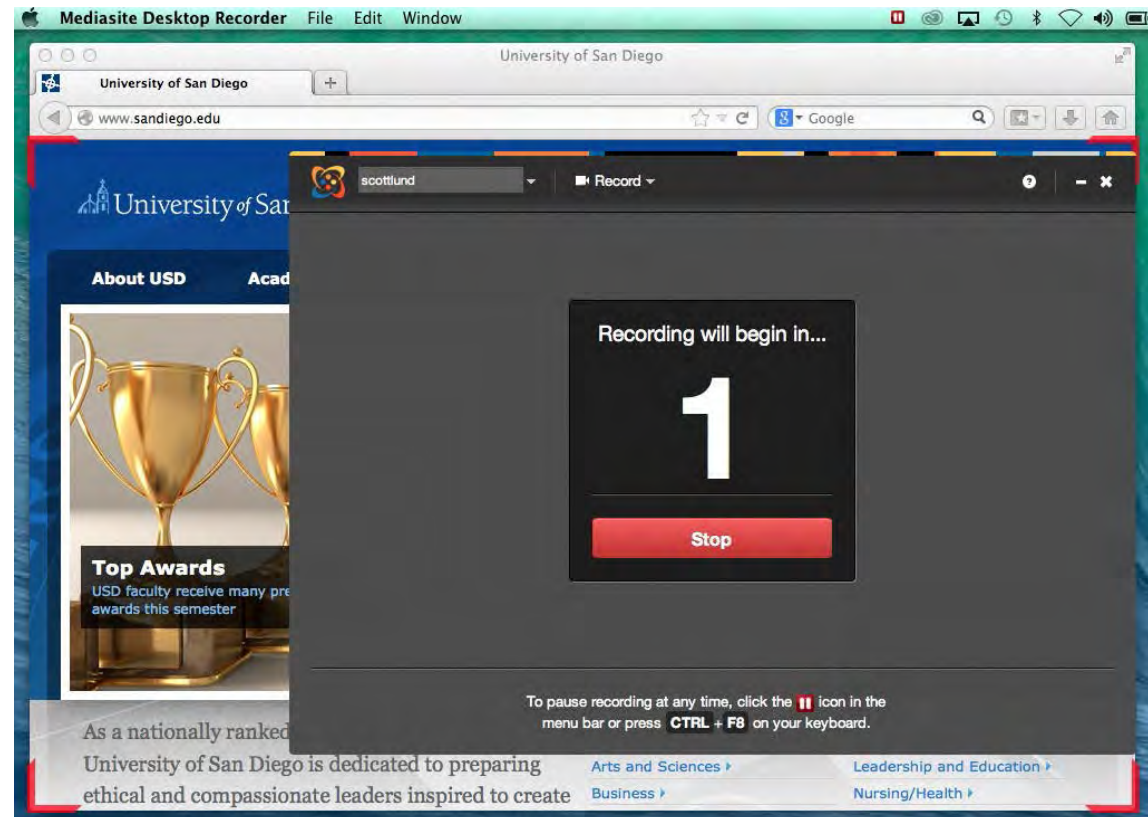
A screenshot of a recording software interface. At the top, there is a user profile icon and the email address "scottlund@sandiego.edu" next to a "Record" button. Below this is a progress bar with four steps: "1 Select Type", "2 Set Up Hardware", "3 Capture Area", and "4 Summary" (highlighted in yellow). Underneath the progress bar, there is a text input field labeled "PRESENTATION NAME:" containing the text "Scott's Commute". Below that, a section titled "READY TO RECORD USING THE FOLLOWING SPECIFICATIONS:" lists settings: "Screen: Slides (1920 x 1200)", "Microphone: On", "Camera: On", and "Uploading: Off". There is also a checkbox labeled "Show recording control panel" which is currently unchecked. At the bottom, there is a "Back" button, a central instruction: "To pause recording at any time, click the [pause icon] icon in the Menu Bar or press CTRL + F8 on your keyboard.", and a red "Record" button.

# Step 8. Recording Your Video



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

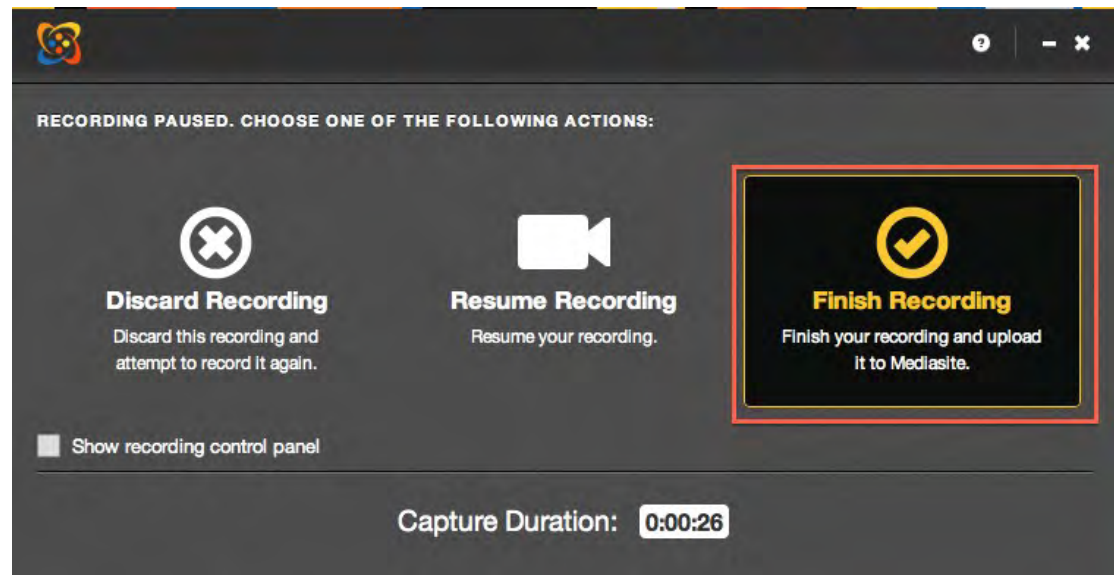
**To PAUSE/STOP recording press the red PAUSE icon in upper right menu (Mac) or select the Mediasite PAUSE/STOP command buttons on your keyboard (shown below the countdown).**



# Step 8. Finish Your Recording



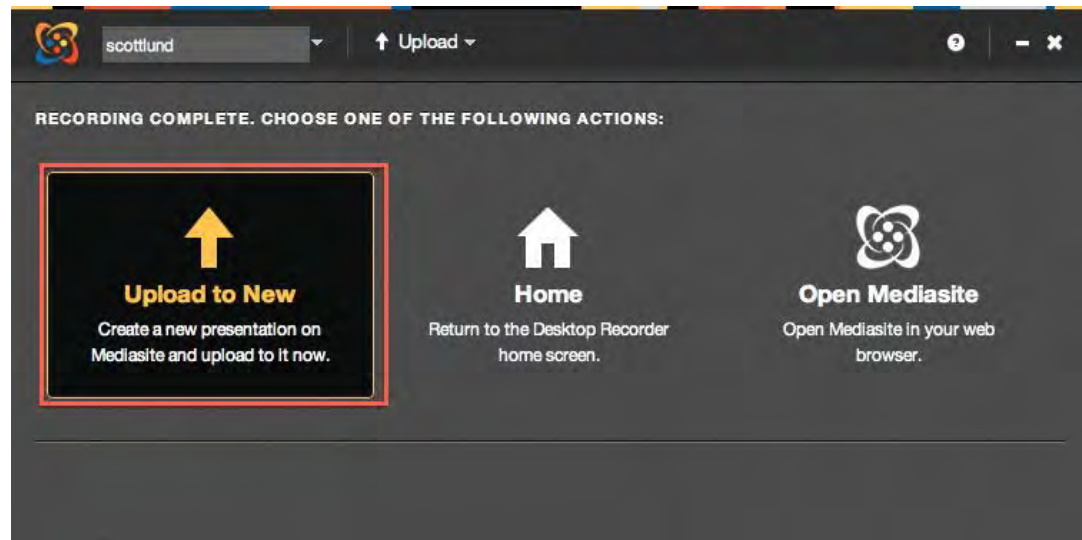
After you are finished with your recording choose "Finish Recording" if you are finished, discard your video if you don't want to use it, or resume the recording to continue.



# Step 9. Uploading Your Video



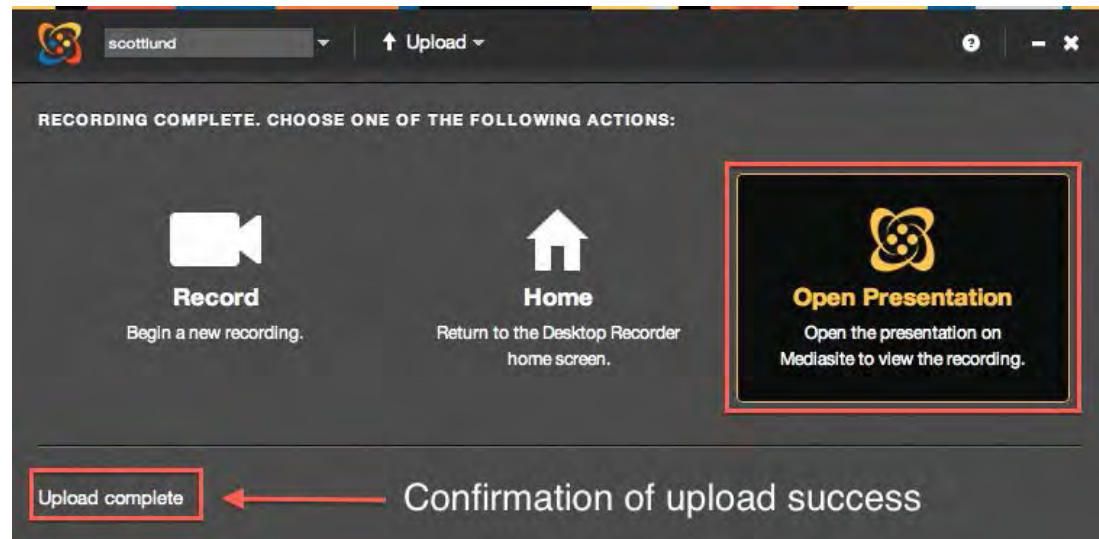
Choose "Upload to New" so your video can be uploaded.



# 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.**

A screenshot of the Mediasite login interface. The page has a dark blue header with the "mediasite" logo on the left and the University of San Diego logo on the right. Below the header, a white box contains the text "Please sign in to access the requested Mediasite content." followed by a login form. The form includes a "Username" field with the text "scottlund", a "Password" field with masked characters "\*\*\*\*\*", a checkbox for "Remember me on this computer", and a "Sign In" button. A red rectangular box highlights the username and password fields.

# Step 12. Make Viewable and Save



After the recording processes you will see a thumbnail of the recording. The recording will be private by default.

Go to the "Visibility" tab in the bottom right and choose "Viewable" from the drop down status. Note that you can only see these status options after the video has been fully processed which may take a little time.

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

A screenshot of the mediasite web interface. The interface is divided into several sections. At the top, there is a navigation bar with "Home" and "Moderation" links, and an "Add Media" button. Below this, the user profile "Scot" is shown. The main content area features a video player with a play button and a thumbnail of a night sky with a galaxy. To the right of the video player, there are several tabs: "Information", "Delivery", "Actions", and "Annotate". Below the video player, there are fields for "TITLE" (Exploring the Universe at SII), "DESCRIPTION" (No Description), "TAGS" (No Tags), "LINKS" (No Links), and "PRESENTERS" (DP). On the far right, there is a sidebar with various options: "OWNED BY" (Scot), "Watch", "Edit", "View Analytics", "Publish", "Copy To", "Move To", "Edit Video", "Edit Slides", "Edit Quizzes", "Edit Polls", "Q &amp; A Forum Disabled", "RECORDED ON" (May 25, 2018 5:33 PM), "UPLOADED ON" (May 25, 2018 5:36 PM), "STATISTICS" (0 Views, 3m Bs, 347.50 MB), "SECURITY" (Edit Security), "VISIBILITY" (Viewable), "SHARE" (Share Presentation), and "Download to Computer".

# Step 13. Sharing/Customization



**Under the Share Presentation tab you can copy the Link into your Blackboard course.**

**If you would like to watch the presentation before sharing, click "Watch" in the top right. You can now create different kinds of quizzes and assessments. When you create these you then have access to quiz analytics and viewer retention.**

A screenshot of the mediasite web interface. The interface is divided into several sections. At the top, there is a navigation bar with "Home" and "Moderation" links, and an "Add Media" button. Below this, the user profile "Sc Scott" is visible. The main content area shows a video player with a play button and a thumbnail of a night sky with a nebula. To the right of the video player is a sidebar with various management options: "Watch", "Edit", "View Analytics", "Publish", "Copy To", "Move To", "Edit Video", "Edit Slides", "Edit Quizzes", "Edit Polls", and "Q &amp; A Forum Disabled". Below the video player, there are sections for "Information", "Delivery", "Actions", and "Annotate". The "TITLE" section shows "Exploring the Universe at SII". The "DESCRIPTION" section is empty. The "TAGS" section shows "No Tags". The "LINKS" section shows "No Links". The "PRESENTERS" section shows a red "DP" button labeled "Default Presenter". On the far right, there are sections for "OWNED BY" (Sc Scott), "RECORDED ON" (May 25, 2018 5:33 PM), "UPLOADED ON" (May 25, 2018 5:36 PM), "STATISTICS" (0 Views, 3m Bs, 347.50 MB), "SECURITY" (Edit Security), "VISIBILITY" (Viewable), "SHARE" (Share Presentation), and "Download to Computer".