

# My Mediasite Guide – create and share videos from your desktop

## Introduction:

Your **My Mediasite Portal** provides instructors' access to the Mediasite desktop Recorder (MDR) for creation of presentations compatible with the Mediasite Enterprise Video Platform and the Mediasite Player directly from their computer using:

- Mediasite Desktop Recorder 
- Mediasite Upload 
- Mediasite Editor 

My Mediasite is open to all video and you can even use the camera on your mobile device to record and upload video directly to Mediasite.

**IMPORTANT!** You **will not** have access to the Mediasite Desktop Recorder (MDR) if you have not requested access by filling in and submitting the [My Mediasite Portal Access Request Form](#).

## Practical use of the Mediasite Desktop Recorder and My Mediasite:

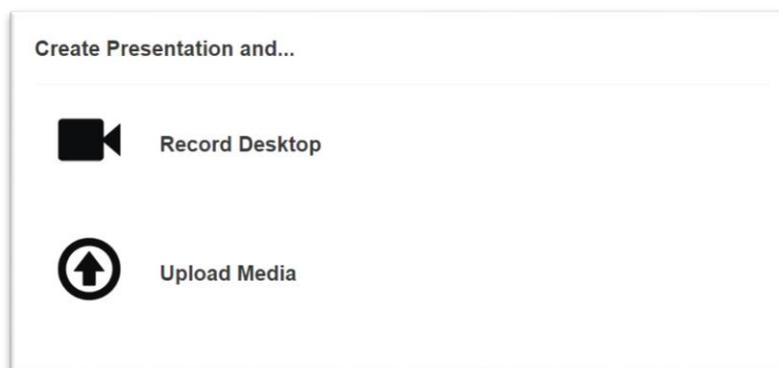
Using a laptop or computer's camera and microphone, easily record high quality video and rich media. Below are examples of when making use of My Mediasite would be useful:

Scenario	Use My Mediasite to ...
I'd like to record my PowerPoint with a talking-head-video of myself for instructional purposes.	 Simultaneously record a session that captures your web camera and microphone input as well as your PowerPoint Show. (NB: Works best with dual monitors but use Monitor01 to for recording)
I need to demonstrate how to use or create a software application.	 Record a screencast of the software or web browser interface and microphone input to create a high quality video demonstration.
I need to show and discuss a particular website.	 Simultaneously record a session that captures your web camera and microphone input as you navigate through the website.
I've created an instructional video in a third party editing application (i.e. Adobe Premier), so how do I upload that to My Mediasite for sharing with my Students?	 Use an third party editor to create high-production-value videos, splice together multiple videos from different sources or format convert existing media (VHS, DVD etc.) to Digital Video copies to be uploaded and stored in My Mediasite.

<p>I have created a presentation using the Mediasite Desktop Recorder and now I want to trim un-wanted sections of it.</p>	 <p>Use the Mediasite On-line Editor to make simple edits to your presentation and then commit changes to reflect those edit in the saved version. <b>(NB: Recommended browser is IE 10 or Firefox).</b></p>
<p>A student came up to me after I had completed my lecture in AH4 to speak to me on a personal matter, but it was still recording. Now I would like to trim the end to remove this conversation.</p>	 <p>Use the Mediasite On-line Editor to trim the start and/or end of a Presentation that was created in a RML Equipped Teaching Space using a Mediasite Recorder. <b>(NB: You will need to request access to your Lecture Capture content folder via the Stream Hotline)</b></p>

### Creating a Presentation:

1. Log in to your My Mediasite portal.
2. Click on the Create Presentation button.
3. Choose either Record Desktop or Upload Media.



### Upload Media:

Uploaded media will be transcoded to a Mediasite supported native format.

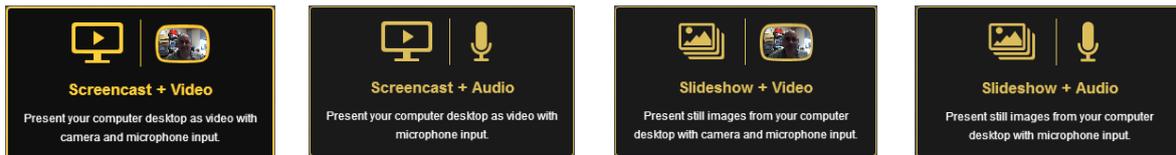
To upload Media:

1. Click on the Upload Media button (see above)
2. Provide a Name and Description for your presentation

3. Click on the Select video button to browse to the video you want to upload.
4. The video will then upload and will be available in your My Mediasite Portal shortly.

## Record Your Desktop:

The **Mediasite Desktop Recorder (MDR)** provides instructors' the ability to easily create high quality video and rich media learning objects including:



What option you choose depends on the purpose and content of your video.

This is a very simple application that is installed onto your computer (both Windows and Mac friendly) just once and it provides you the ability to capture:

- Computer screen.
- Microphone.
- Web camera.

### These options include:

1. **Screencast plus Video** – on-screen demos:
  - Records the screen as video, video from your camera and audio from your camera and microphone.
  - This recording option displays the mouse cursor in the final output.
  - Produces the largest file size.
2. **Screencast plus Audio** – on-screen demos:
  - Records the screen as video, along with audio input from a camera or microphone.
  - This recording option displays the mouse cursor in the final output.
  - Produces the largest file size.

3. **Slideshow plus Audio** – slideshows with audio only:
  - Records the computer screens as slides, along with audio input from a camera or microphone.
  - The on-demand presentation displays the captured image window with a slide carousel in the Mediasite player.
  - This option is ideal for users who don't have a camera or prefer not to be on camera.
  - Produces the smallest file size.
  
4. **Slideshow plus video** – slideshows with audio + video:
  - Records the computer desktop as slides, video from your camera, and audio from your camera and microphone.
  - It looks like the traditional Mediasite recording option and presentation format.
  - Produces a file size larger than Slideshow plus Audio, but smaller than Screencast plus Audio.

**Mediasite Upload** enables Instructors' to use the camera on their iPad or iPhone to capture and save video directly to My Mediasite as well as upload any Flash, QuickTime, AVI, Windows Media or MPEG-4 video recorded with other devices.

Once content has been uploaded, Mediasite makes all uploaded video instantly secure, searchable and navigable. It also indexes any text in the content and auto-generates thumbnail navigation content that can be watched on any device from laptops and desktops to tablets and smart phones.

**The Mediasite Editor** enables the simple edits (top and tail) from within their Web Browser to touch up their presentations with an easy-to-use, on-line Editor.

- Crop or cut video
- Incorporate fade-in and fade-out transitions
- Add, delete or replace slides
- Add chapters
- Re-time (move) slides

### Limitations:

The Mediasite Desktop Recorder requires:

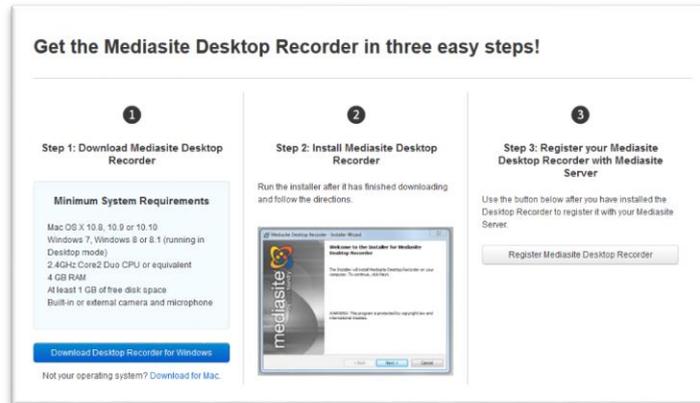
- Mac OS X 10.7 or later
- Windows 7 or Windows 8 (running in Desktop Mode)
- 2.4GHz Core2 Duo CPU or equivalent processor
- 4 GB RAM and at least 1GB of free disk space (to install the application)

### Installing the Mediasite Desktop recorder:

You will notice there are three steps to setting up the software (like most applications):

- Download
- Install
- Register

Once it's installed go back to the web browser you are using and click the register button at the very bottom.



When you register MDR with, your credentials are saved. Each time you launch MDR, these credentials are used to automatically log you into Mediasite.

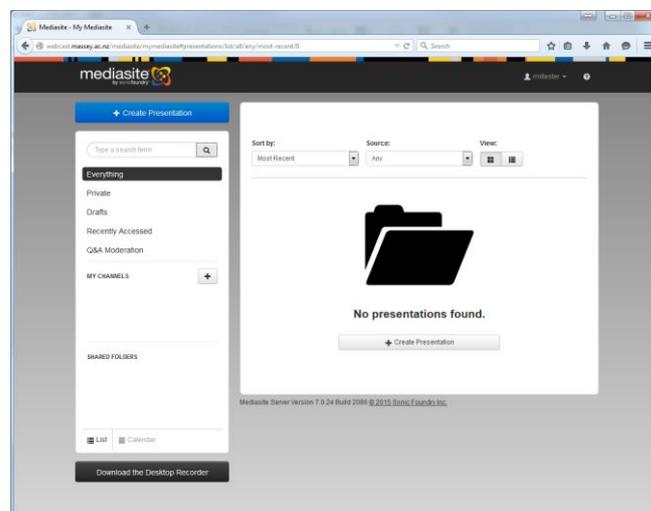
**NB:** Please follow the My Mediasite Getting Started guide found at <http://mediasite.massey.ac.nz>.

### Recording a Presentation with the Mediasite Desktop recorder (MDR):

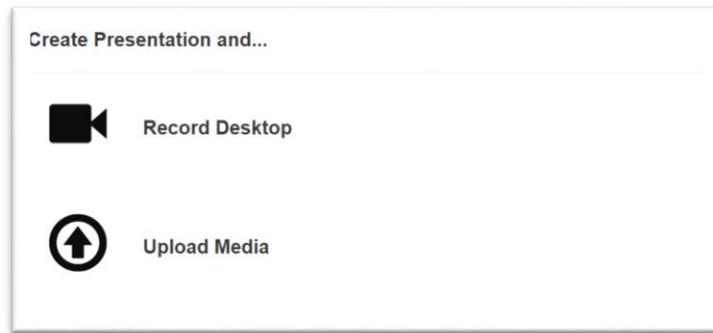
The preferred workflow is to launch the Mediasite Desktop Recorder from within your My Mediasite Portal by clicking the **Create Presentation Button** rather than start the application locally.

#### To begin recording your desktop:

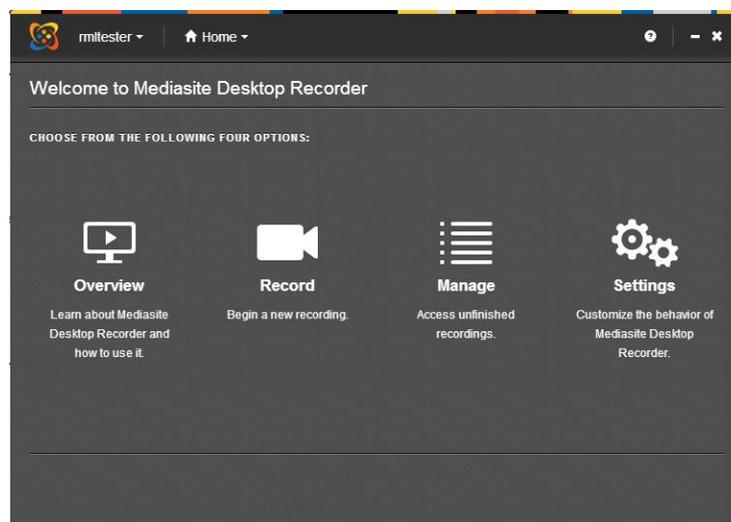
1. Browse to <http://webcast.massey.ac.nz/Mediasite/MyMediasite>.
2. Type in your Massey University Username and Password (same as logging into your university computer) and click "Sign in" to continue.
3. After logging into the My Mediasite home page, you will enter the My Mediasite Management portal.



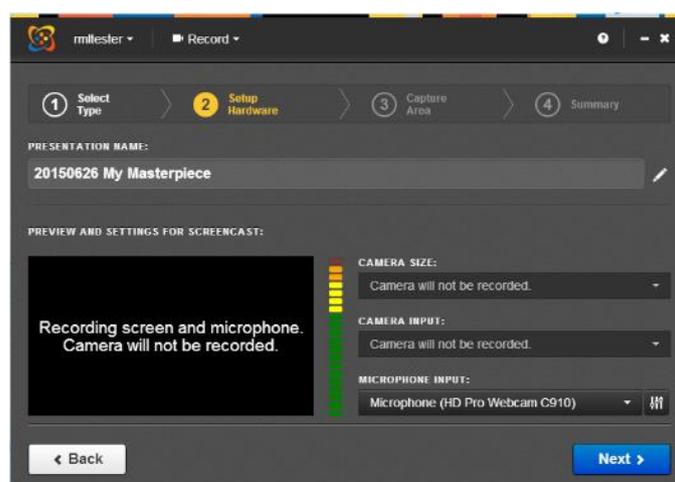
- Click on the Create Presentation Button and the Recording Wizard launches.



- Follow the prompts to navigate through the wizard and record your presentation.

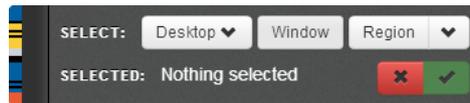


On the Setup Hardware page:



- If you have selected **Screencast + Video** or **Slide Show + Video**, select your Camera input and the highest resolution the camera supports.
- Select your microphone input and verify the audio levels are suitable.

## On the Prepare Screen page:



- **Select a window:**  
Click a window on the desktop to select it as the capture area.
- **Freeform rectangle:**  
Click and drag your mouse on the desktop to select the region you want to capture.
- **Select a 16:9 rectangle:**  
Hold down the SHIFT key while clicking and dragging your mouse over the region you want to capture. MDR will automatically adjust the selected region so that it has a 16:9 aspect ratio.
- **Select a 4:3 rectangle:**  
Hold down the SHIFT and CTRL keys while clicking and dragging your mouse over the region you want to capture. MDR will automatically adjust the selected region so that it has a 4:3 aspect ratio.
- **Entire desktop:**  
Check the Select the entire desktop check box to capture the entire desktop.

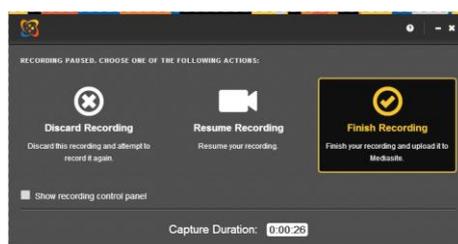
**NB:** The selected capture region is highlighted with red corner indicators and the MDR control panel is displayed as the countdown begins and throughout the recording process.

## On the Summary Page:

- Verify settings are correct.
- If you have only one display available, untick Show Recording Control Panel.

## Recording the Presentation:

- After setting up your presentation, click Record. MDR will begin a five (5) second countdown before recording begins.
- If the Show Recording Control Panel is visible, click Stop at any time during the countdown to return to the Summary page.
- CTRL + F8 on your keyboard will pause your recording.



### Automatic upload to target presentation:

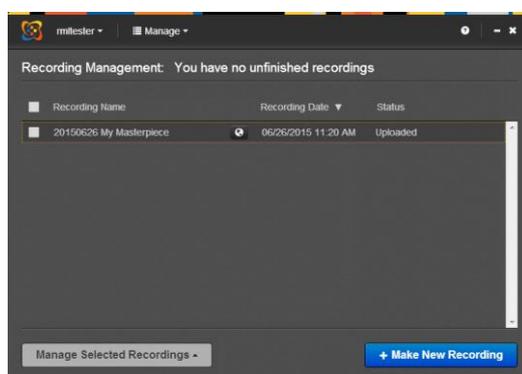
- If you launched MDR from My Mediasite and the "upload while recording" feature is enabled, the recording is automatically uploaded to the target presentation.

### Automatic upload to new presentation:

- If you launched MDR from the desktop, have an active connection to My Mediasite, and the "upload while recording" feature is enabled, Mediasite will create a new presentation and the recording will be automatically uploaded to it.
- The presentation will be given the same name as the recording.

### Upload offline recording:

If you made an offline recording, once you are able to connect to Mediasite, go to the Recording Management page and click Upload next to the recording.



### Tips and tricks:

- One of the most important parts of producing any video is preparing the script. If your script is not prepared well it may not translate to a meaningful student-centred learning object.
- Find some time to experiment with the Mediasite Desktop Recorder and your equipment so that you can work out what works and what doesn't.
- Create a presentation using the Mediasite Desktop Recorder via your My Mediasite web portal rather than by opening the Mediasite Desktop Recorder application directly on your computer system. This will ensure automatic upload of the recording to the portal as soon as possible after recording.
- Keep your recording short and don't worry too much about stumbles and mistakes.
- Give your presentations descriptive names so that you and your students can determine subject matter without needing to open them.
- Use an external microphone/headset when using a laptop where possible as some laptops have poor inbuilt microphones.

## Mediasite & My Mediasite Resources:

To log directly into your My Mediasite web portal, please go to:

<http://webcast.massey.ac.nz/mediasite/mymediasite>.

- [My Mediasite Portal Access Request Form](#) - Required to access the Mediasite Desktop Recorder
- <http://mediasite.massey.ac.nz> – Mediasite/My Mediasite Resources

If you have any trouble with these steps please contact Stream Hotline by:

- Phone on ext 83024
- Email the team at [stream@massey.ac.nz](mailto:stream@massey.ac.nz)

## Please be aware!

Material published on the internet is subject to the same copyright rules as any other printed material. In requesting access to the My Mediasite portal, via the on-line form at <http://mediasite.massey.ac.nz> you have already confirmed that you will take appropriate steps with regard to the use of any copyright materials. (<http://copyright.massey.ac.nz>)