

# MEDIASITE RECORDING INSTRUCTIONS

MDR Installation: [download.etvlabs.com](https://download.etvlabs.com)

Management Portal: <http://mms.etvlabs.com>

Support: [etv@rrc.ca](mailto:etv@rrc.ca)

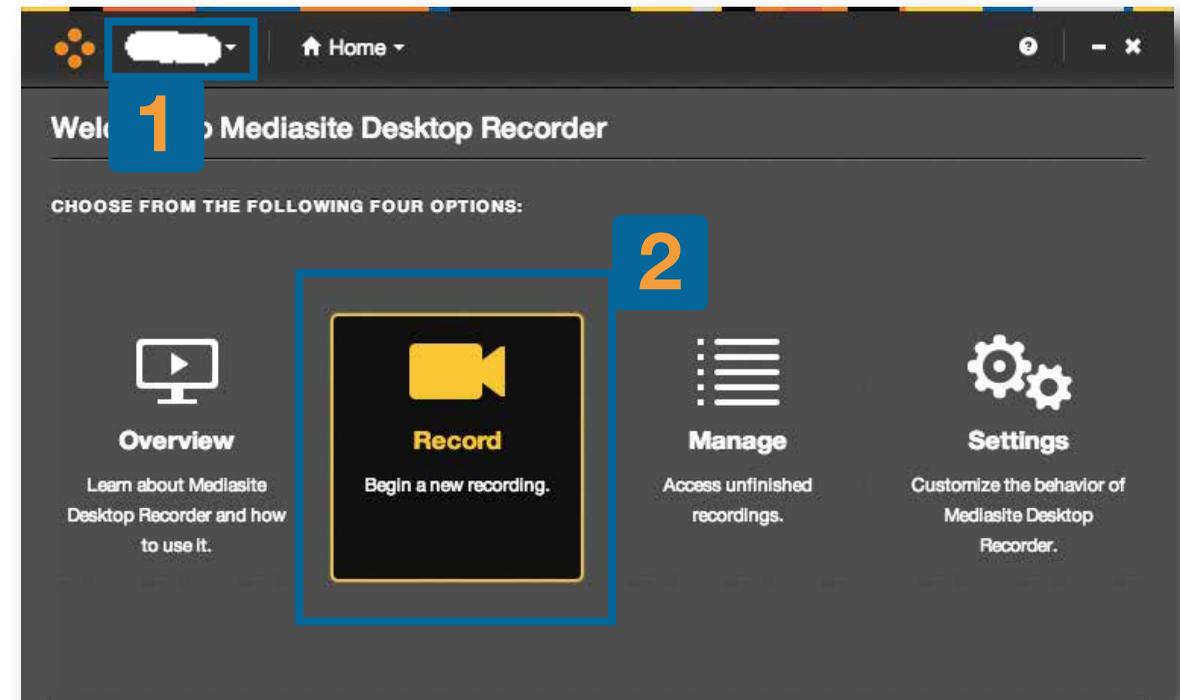
› OPEN



Mediasite Desktop Recorder  
Version 2.5.261 (March 2020)

## Mediasite Desktop Recorder Installation

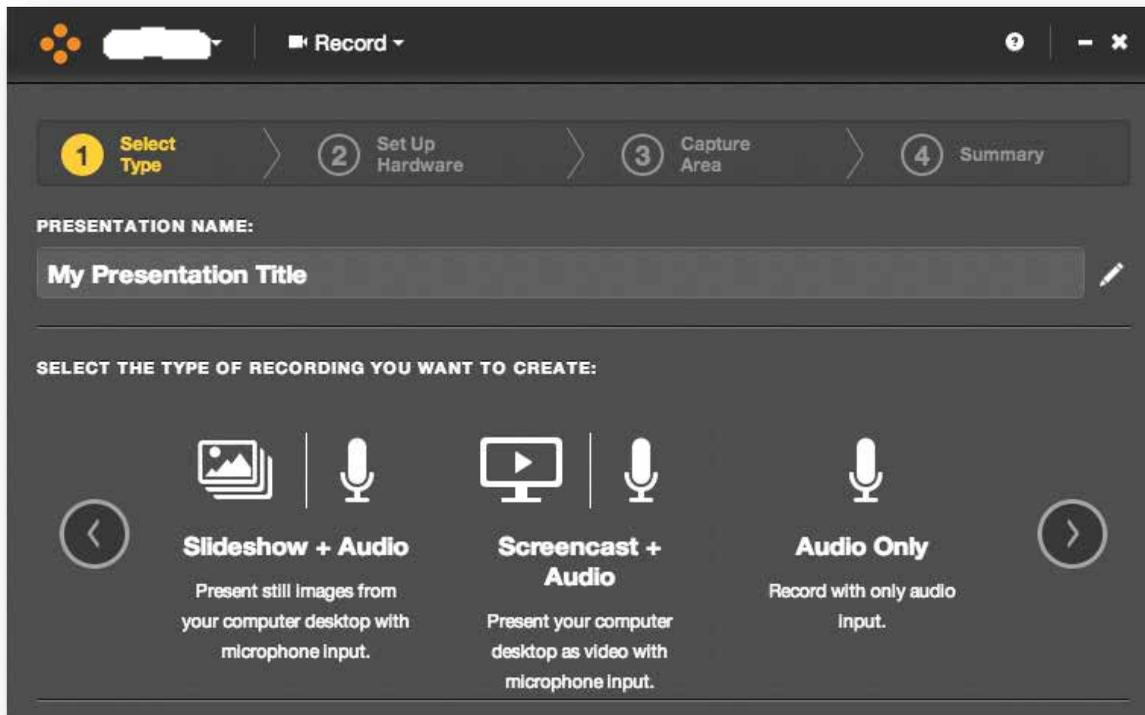
- 1 | Go to [download.etvlabs.com](https://download.etvlabs.com)
- 2 | Log in with your RRC username and password
- 3 | Click on the 'Download' button (if there are any permission issues with your account, the 'Download' button will not be there).
- 4 | You will be prompted to open or save the desktop recorder software. You can choose either, and the download will begin. If you choose 'Save File', you will need to locate the program in your download folder once completed. Double click to install.
- 5 | Follow the steps to install the software on your computer.
- 6 | Once the Desktop Recorder is installed on your computer, you will have to return to [download.etvlabs.com](https://download.etvlabs.com) and click on the Register Mediasite Desktop Recorder button to authenticate it with your user account. If it authenticates successfully then you'll be good to go with the Desktop Recorder.



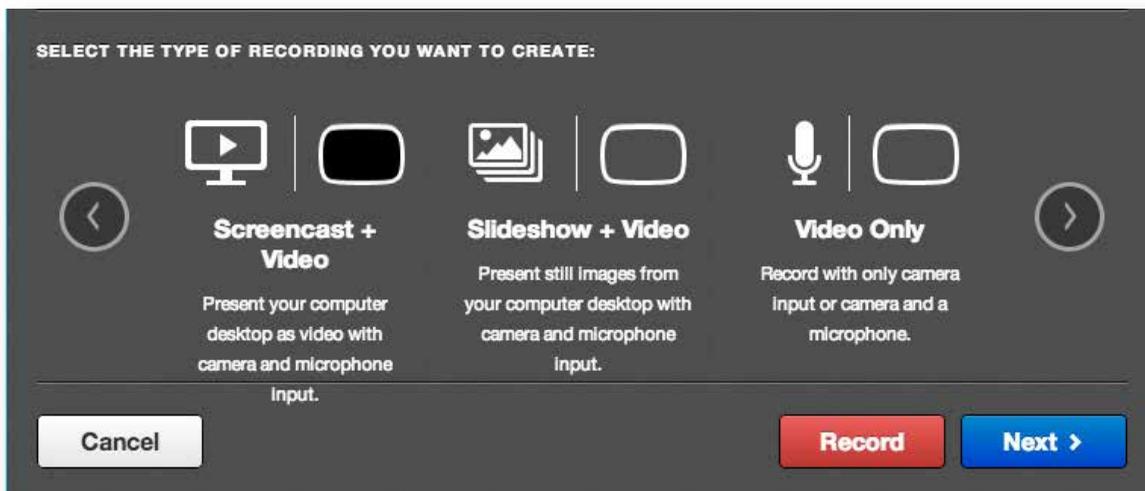
- 1 | Check that the Desktop Recorder is authenticated. Look for your username in the top left corner of the Recorder.
- 2 | Click the Record button to begin a new recording.

# 1 SELECT TYPE

There are **six** types of recording:



Click the arrows to see more options.



- **Slideshow + Audio:** Best for presentations without a lot of motion, i.e. PowerPoint based; slides can be edited and replaced after recording.

‘**Slideshow**’ - Records your desktop as a series of images.

‘**Audio**’ - Audio of yourself presenting.

- **Screencast + Audio:** Best for presentations with a lot of mouse motion, i.e. demoing a website.

‘**Screencast**’ - Records your desktop as a video.

‘**Audio**’ - Audio of yourself presenting.

- **Audio Only:** Best for presentations with only your voice and a reference on hand (printed) or online (links) etc.

\*Audio of yourself presenting, no slides or screen capture being recorded.

- **Screencast + Video:** Best for presentations with a lot of mouse motion and showing yourself, i.e. demoing a website or showing physical objects.

‘**Screencast**’ - Records your desktop as a video.

‘**Video**’ - Video and audio of yourself presenting.

- **Slideshow + Video:** Best for presentations without a lot of mouse motion, i.e. PowerPoint based; unlike Screencast, slides can be edited and replaced after recording.

‘**Slideshow**’ - Records your desktop as a series of images.

‘**Video**’ - Video and audio of yourself presenting.

- **Video Only:** Best for presentations with just yourself on video.

\*Video and audio of yourself presenting, no slides or screen capture being recorded.

Enter the name of your presentation. Select your desired type of recording, then click [Next >](#)

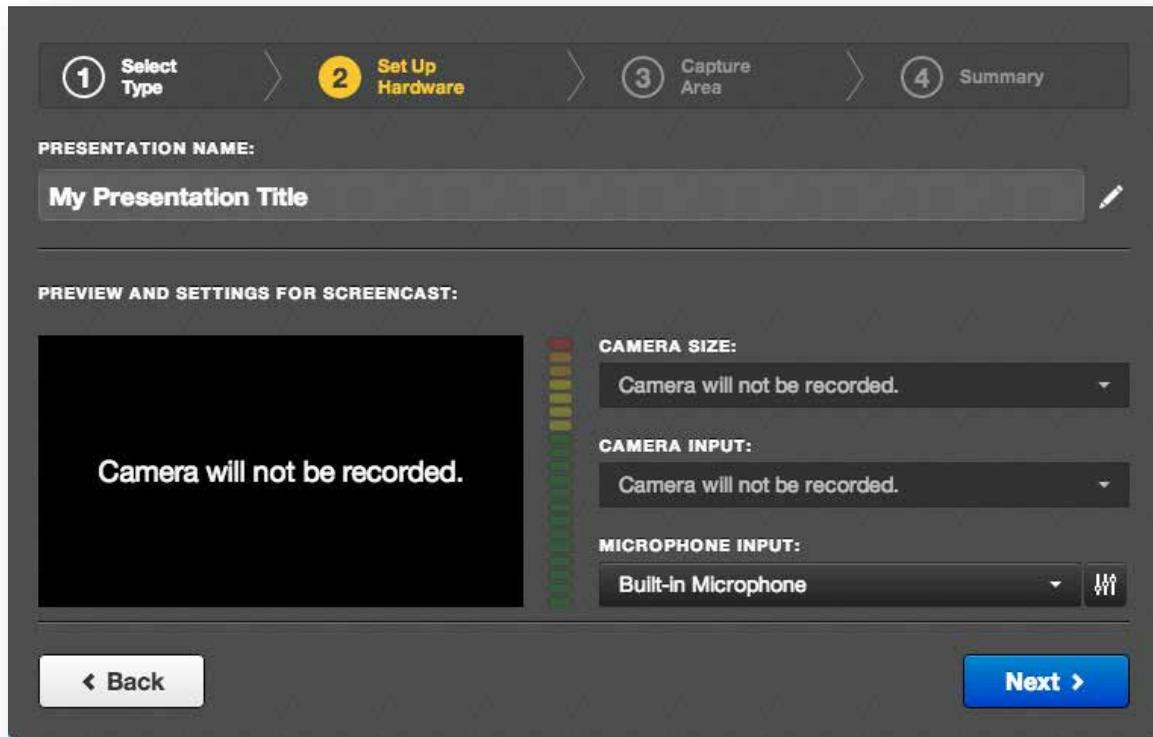
## 2 SETUP HARDWARE

Select your camera and microphone inputs from the dropdown menus. Generally your computer will default to any built in camera or audio devices. You can use a USB webcam or microphone instead if you prefer.

If you have multiple video and audio devices, use these menus to choose the device you would like to use for your recording.

Make sure you see live video in the camera preview window (if you have selected a recording type with video) and see the meter bars go up and down to ensure that you are getting sound.

Click  to continue.

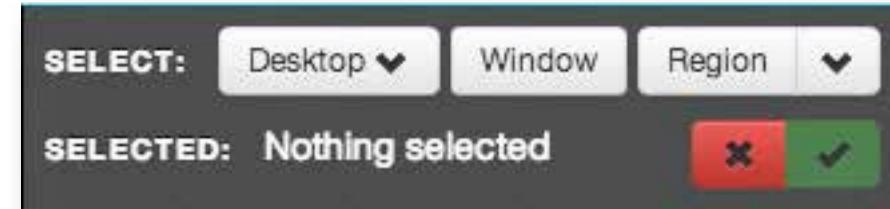


The screenshot shows the 'Set Up Hardware' step of a four-step process. At the top, there are four steps: 1. Select Type, 2. Set Up Hardware (highlighted), 3. Capture Area, and 4. Summary. Below this is a 'PRESENTATION NAME:' field with the text 'My Presentation Title'. Underneath is a section titled 'PREVIEW AND SETTINGS FOR SCREENCAST:'. On the left is a camera preview window showing 'Camera will not be recorded.' To the right of the preview are three dropdown menus: 'CAMERA SIZE:' (set to 'Camera will not be recorded.'), 'CAMERA INPUT:' (set to 'Camera will not be recorded.'), and 'MICROPHONE INPUT:' (set to 'Built-in Microphone'). At the bottom left is a '< Back' button and at the bottom right is a 'Next >' button.

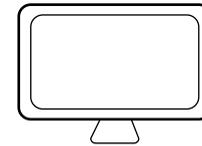
'Screencast + Audio' selected above example.

## 3 CAPTURE AREA

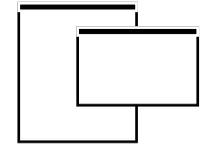
This step gives you the chance to arrange your desktop and prepare your materials accordingly.



The screenshot shows a 'SELECT:' menu with three options: 'Desktop', 'Window', and 'Region'. Below it is a 'SELECTED:' field showing 'Nothing selected'. To the right of the 'SELECTED:' field are two buttons: a red one with a white 'x' and a green one with a white checkmark.



- **Desktop:** This option will record your whole desktop.  
\*Note: This is the easiest and most common option.



- **Window:** This option will record the window or application opened that you select on your desktop.



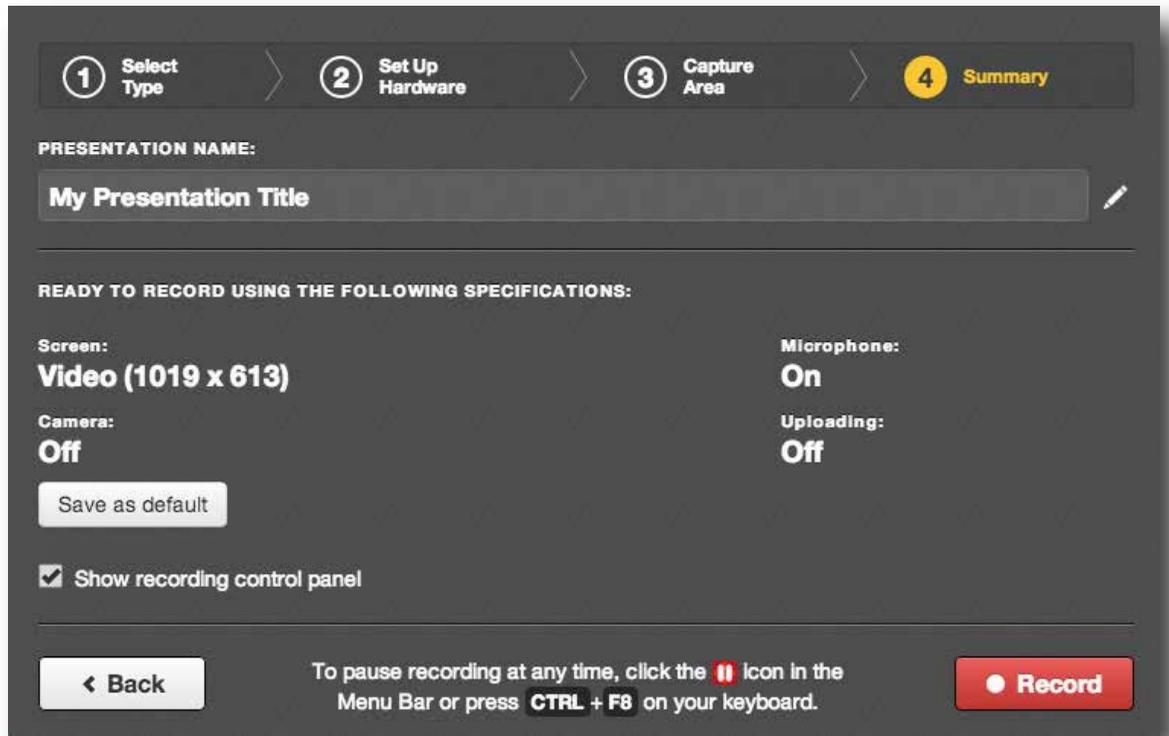
- **Region:** Select 'Freeform' to click and drag any area of your desktop for recording. Select '4:3' or '16:9' to fit properly on a projector or computer screen.

Click  to continue on to Summary.

# 4

## SUMMARY

This step gives you an overview of what you are about to record.



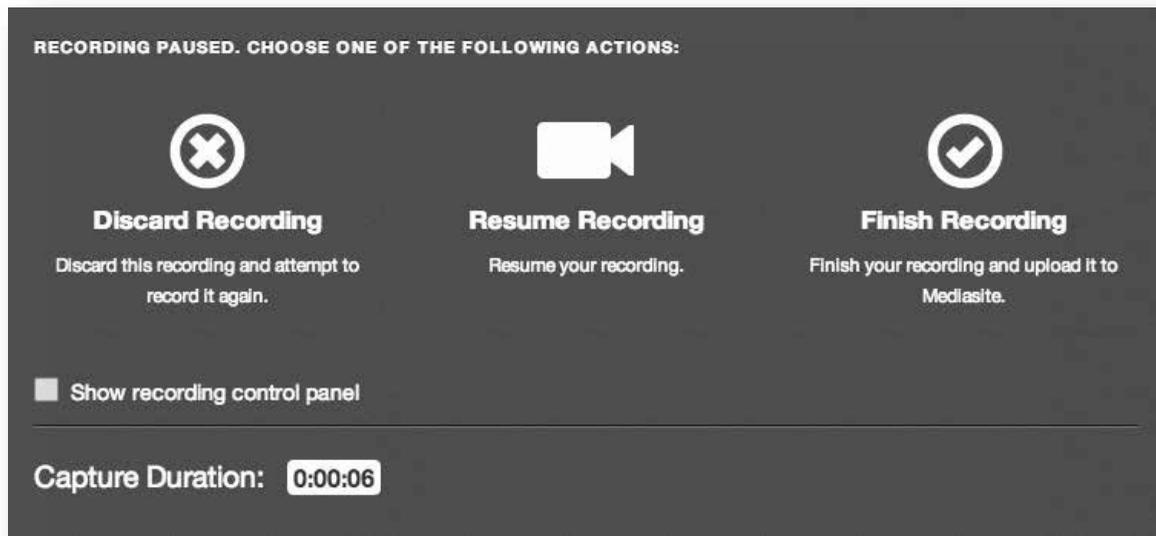
Click **Record** to begin recording the presentation. A 5 second countdown will begin, and the Desktop Recorder will automatically minimize once your recording is live.

The Recording Control Panel will pop up once you begin recording, and it will be **visible in your completed recording**. Minimize the Control Panel, which will hide it from view. You can also uncheck the **'Show recording control panel'** checkbox before going live.



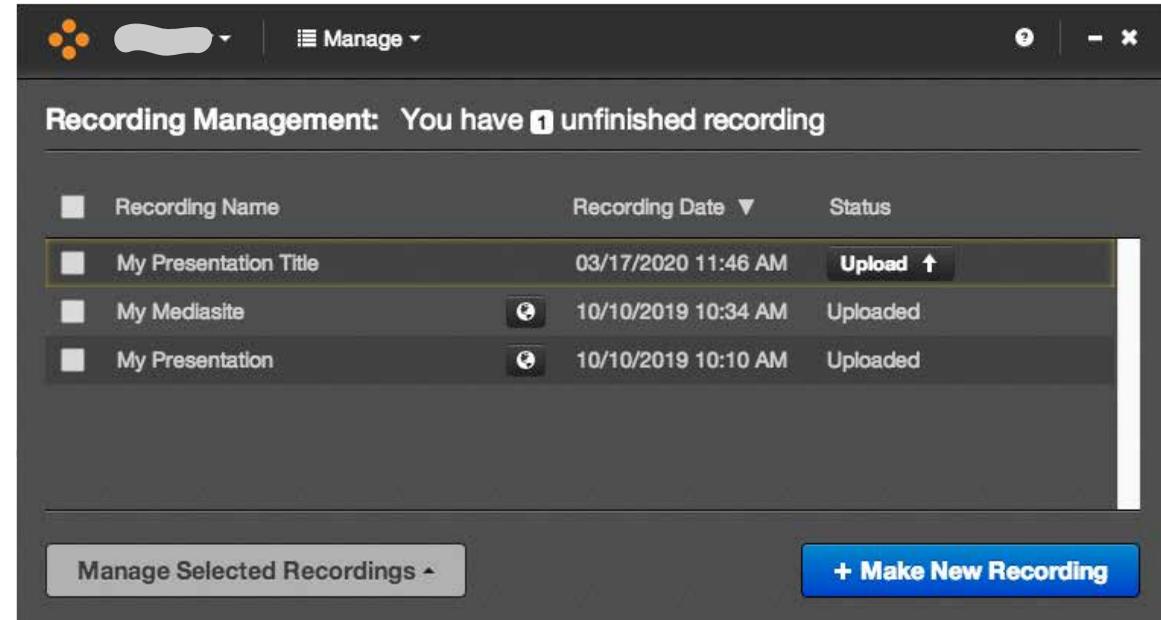
## • RECORDING

- › Once live, the recorder will capture your video, audio, and desktop, according to what you have set.
- › If you have selected an option with video, you will not be able to see yourself while recording.
- › There is no indicator that you are recording. The Desktop Recorder records in the background so as not to interfere with your presentation. You will need to bring it up to discard, pause, or finish the recording.
- › To pause or finalize your recording, Find the  in your desktop menu to bring up the dialog box i.e. Windows system - bottom bar, Apple system - top bar.



## • AFTER RECORDING - UPLOADING

The Recording Management window will pop up. You will then need to Upload your completed presentation to the server. You can upload immediately upon completion or anytime thereafter. Click **Upload ↑** next to your presentation to begin uploading to the server.



You will need a stable internet connection, wired, or wireless, to complete the upload. Once the upload reaches 100%, the status will change to 'Uploaded'. If there is a problem during the upload it will reset back to 'Upload'.

The longer the presentation, the longer the upload time.

You can also delete recordings in the Recording Management panel. Click the checkbox next to a presentation, then click on the Manage Selected Recordings button, and choose Remove Recordings. Note that this will only delete it from the Management Portal. After successfully uploading your presentation, you then have to wait for it to process on the server. An hour-long presentation, for example, may take an hour to process.

## • MANAGEMENT PORTAL (WEB/COMPUTER BASED)

The screenshot displays the Management Portal interface. At the top, there's a navigation bar with 'Home', 'Moderation', and 'Add Media' buttons. The main content area shows a presentation titled 'My Presentation Title' with a 'Queued for Processing' status and an hourglass icon. The interface is divided into several sections: 'OWNED BY' (Easter Udarbe), 'RECORDED ON' (Mar 17, 2020 11:47 AM), 'UPLOADED ON' (Never), 'STATISTICS' (0 Views), 'WHO CAN VIEW?' (My Organization), 'SHARE' (Share Presentation), and 'SECURITY' (Edit Security). The left sidebar contains navigation options like 'My Presentations', 'My Drafts', 'Channels', and 'Shared Folders'.

Your uploaded recordings are managed and edited in the Management Portal, a web-based interface that can be accessed online.

You can access the Management Portal by:

› Clicking on the  icon in the Recording Management and your default browser will pop up to take you to the website.



**OR**

› Going directly to the site: <http://mms.etvlabs.com>  
Login with the provided username and password.

**Note\*** Click on the title of a presentation to manage settings, edit, and share. This is not manageable in the Mediasite Desktop Recorder application. It is only limited to making and recording your presentations.

## • VIEWABLE / SHARING

In the Management Portal you need to make your presentation viewable before it can be shared or posted.

1. After a recording has successfully uploaded and processed, it will be available to share. Posting or sending the direct link is always the easiest method for distribution.
2. In the presentation manager look further down the right hand column for WHO CAN VIEW?, move the slider up to 'Everyone'.



3. Below Who Can View? is the Share Presentation button. Click on it to bring up sharing options. From here you can copy the direct link. You can also get the link by viewing your presentation in a new window or tab and copying the address.

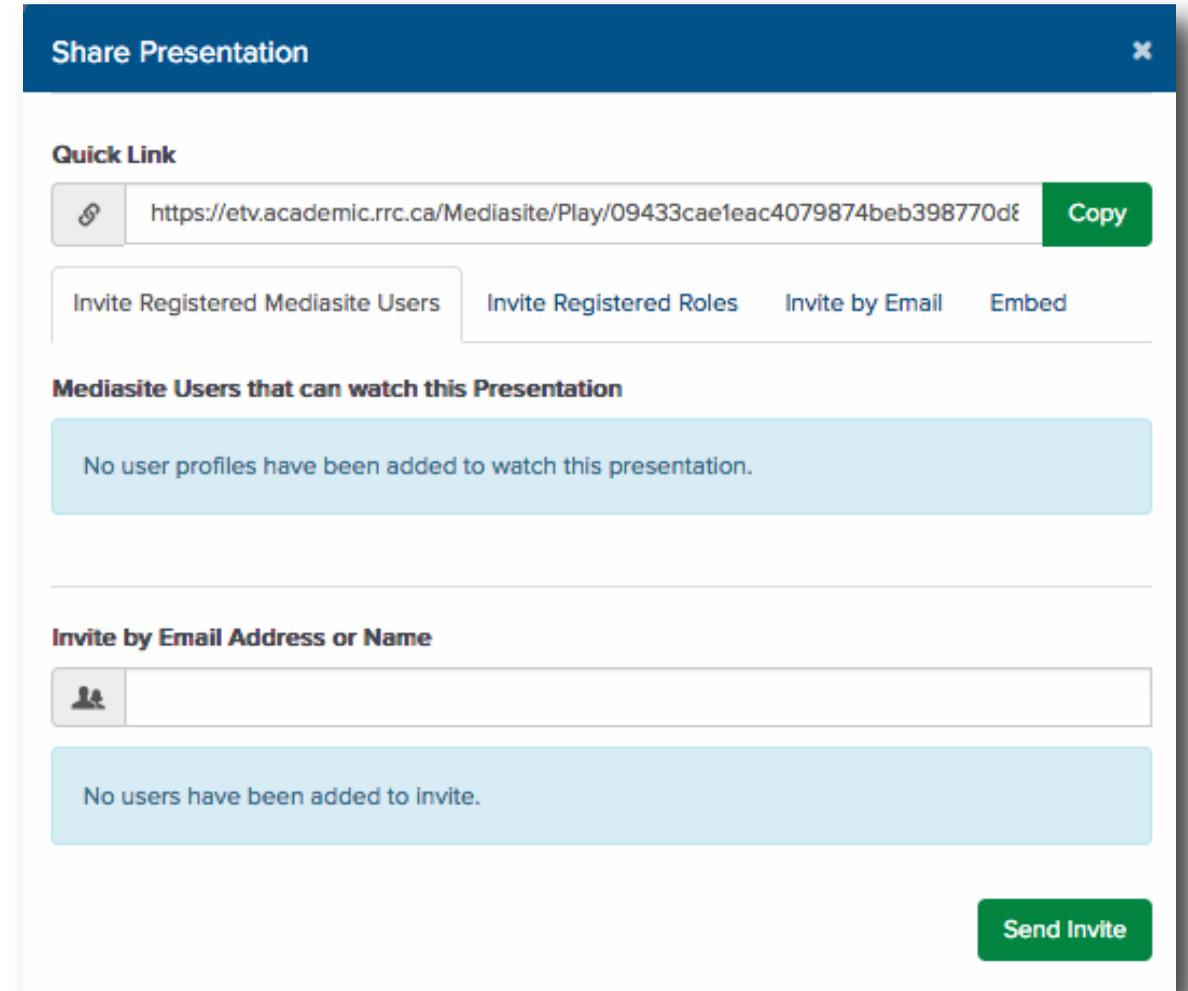
### SHARE

Share Presentation

## • EMBED IN LEARN

Mediasite presentations can also be embedded in LEARN:

- › Under Insert Stuff icon, choose Mediasite
- › You may get a 'Pop up Blocked' box. Click on 'Authenticate'.
- › You will then get an Add Existing Media box. Click on presentation.
- › The list of presentations may auto populate after a few seconds, or you can hit enter in the blank box to bring up all videos.
- › Click on the 'Add to' button
- › Choose 'Player Only'.



**Share Presentation** [X]

**Quick Link**

<https://etv.academic.rrc.ca/Mediasite/Play/09433cae1eac4079874beb398770d8> **Copy**

Invite Registered Mediasite Users | Invite Registered Roles | Invite by Email | Embed

**Mediasite Users that can watch this Presentation**

No user profiles have been added to watch this presentation.

**Invite by Email Address or Name**

[User Icon] [Input Field]

No users have been added to invite.

**Send Invite**