Getting Started with My Mediasite

Recording Video with Desktop Recorder

You can create a new presentation by uploading a Mediasite Desktop Recorder (MDR) recording.

**TIP:** You must already have downloaded, installed, and registered the Mediasite Desktop Recorder (MDR) to use this feature. Click the **Download Desktop Recorder** button in My Mediasite and follow the prompts to install and register the desktop recorder.

To create a presentation by uploading an MDR recording:

1. Navigate to the channel or folder where you want to create a presentation and click **Create Presentation.**
2. Click **Record Desktop.**
3. Enter a name and description (optional) and update the **Publish To** location as needed.
4. Click **Launch Desktop Recorder.** You will receive a confirmation message. Click **OK.**
5. A new presentation is created. If MDR has already been installed on your desktop, it launches automatically. Otherwise you will be prompted to install it.
6. Click the **Record** option.

7. Select the type of recording you want to create:
- Slideshow & Video – Takes a screen capture every time your screen changes and records video input such as a webcam at the same time. This option is recommended for delivering online video lectures accompanied by a PowerPoint presentation.

- Slideshow & Audio – Takes a screen capture every time your screen changes and records audio input from a microphone. This option is recommended for delivering PowerPoints with a voiceover lecture/narration.

- Screencast & Video – Records your screen and a video input such as a webcam (this typically includes audio as well).

- Screencast & Audio – Records your screen and audio input from a microphone.

8. Switch your camera and/or microphone input settings, if necessary. Then click **Next**.

9. Select the area of your desktop to record.

   - Select the Desktop dropdown if you want to record your full screen.
   - Select the Window drop down if you want to record a particular program window. Then click the desired program running on your computer to select it for recording.
   - Select Region if you want to record only a particular section of your screen. Choose from the standard regions or select Freeform to create your own. Click and drag out the red box to designate your recording region.

10. Click the **green checkmark** icon.

11. Then click the **Record** button to begin recording.

   **TIP:** Minimize the MDR Preview window when the countdown begins if it displays within your recording window.

12. After the countdown is complete, your recording is in progress and you can begin your PowerPoint, lecture, or other content you wish to record.

13. After finishing your recording, click **Control + F8** on your keyboard or the **Pause** button on the MDR Preview window.

14. Click **Finish Recording** and you should see your video automatically uploading on the Recording Management screen.

15. Once the uploading finishes, you should see your video in My Mediasite (www.csus.edu/mymediasite) with a message saying the video is “being processed” or “queued for processing”.

Presentation with status “This upload is being processed”.

6. Once the media upload is processed, the presentation’s status updates and a thumbnail image of the video will display. You may need to refresh the page in order to see your video’s updated status.

**TIP**: Mediasite automatically sets the presentation’s status to **Private** which means only you can view it. When you’re ready to share your video, select the video, click the Edit tab, and change the Visibility drop-down to Viewable.