Create presentation: record desktop

Login to My Mediasite https://mediasite.ecu.edu/ms/mymediasite

To create a presentation by recording on your desktop:

1. In the List view (on the left), **navigate to the folder where you want to create a presentation** and click **Create Presentation**. (If you do not select a folder, the presentation will be created in your username folder.)

2. Click **Record Desktop**.

3. Enter a name and description (optional) and update the folder as needed. To update the folder, select a new one from the drop-down list.

4. Click **Launch Desktop Recorder**.

5. Click **"Record Now"**

6. Select the type of presentation who want to create and click **Next**

    - **Screencast + Video** option to record your screen as video and audio from a microphone. **This option includes the mouse cursor in the final output.**
    - **Screencast + Audio** option to record your screen as video and audio from a microphone. **This option includes the mouse cursor in the final output.**
    - **Slideshow and Audio** option to record your screen as discrete slides, word file, excel file, etc., video from a camera, and audio from a microphone.
    - **Slideshow and Video** option to record your screen as discrete slides, word file, excel file, etc., and audio from a microphone.

Select the **Type of Recording,** click **Next.**

7. Preview your **settings**, click **Next**.

8. Organize your **windows,** click **Next**.

9. Choose the **region** of your desktop to be recorded, click **Next.**

10. **Click RECORD,** You can press Ctrl + F8 to pause your recording or you can point at the Mediasite Icon to Pause, Stop or Cancel

11. Click **Finish** to stop the recording, the screen will show an upload complete, select **Open Presentation** once upload is done. The recording must now be processed and this can take as much time as the length of the recording, so go have a cup of coffee.

6. Once the recording process is completed and the recording is uploaded to Mediasite and processed, the presentation's status is updated. The presentation's visibility is automatically set to "**Private**" which means it is can only be viewed by you. Click on the title to view the recording. Selecting Watch in New Window will show you the Mediasite experience. To update the presentation's visibility settings, click **Edit**. Select **Viewable** in the Visibility drop-down list to allow others to view. Which users can view it will depend on the presentation's security settings.

NOTE: You may have to refresh the browser window to see the presentation's status update.