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.)
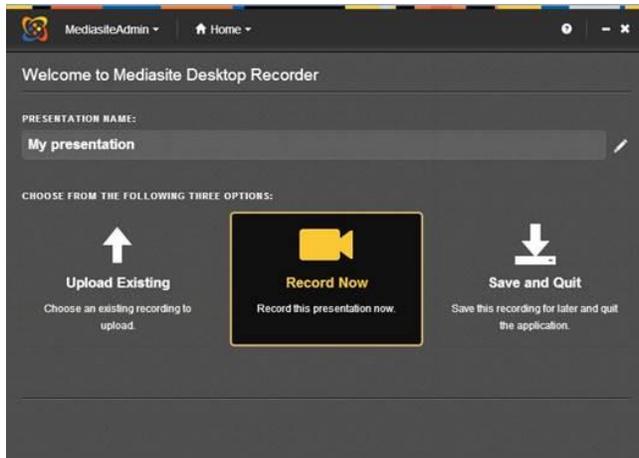

2. Click **Record Desktop**.
3. Enter a name and description (optional) and update the folder as needed. To update the folder, select a new one from the drop-down list.
4. Click **Launch Desktop Recorder**. (You **may** receive a confirmation message. Click **OK**.)

Specify presentation details for desktop recording

    (A presentation is created. If MDR has already been installed on your desktop, it launches automatically. Otherwise you will be prompted to install it.)
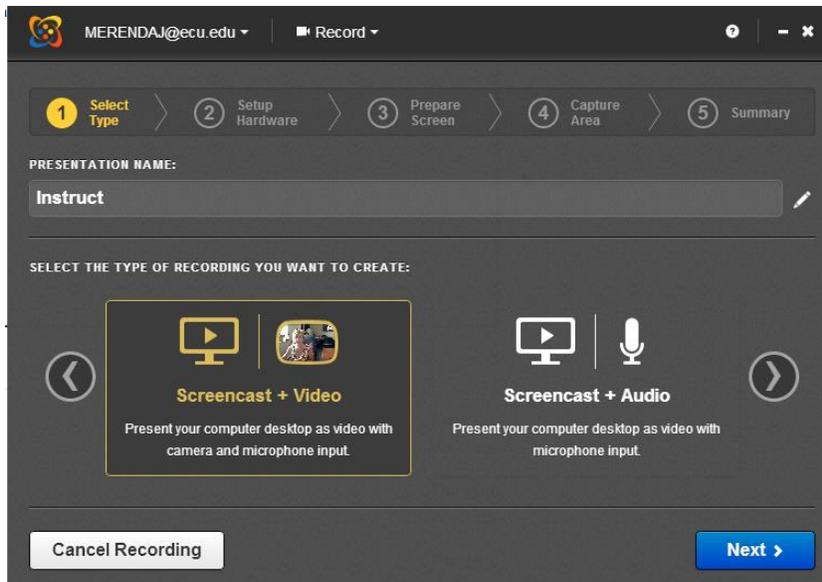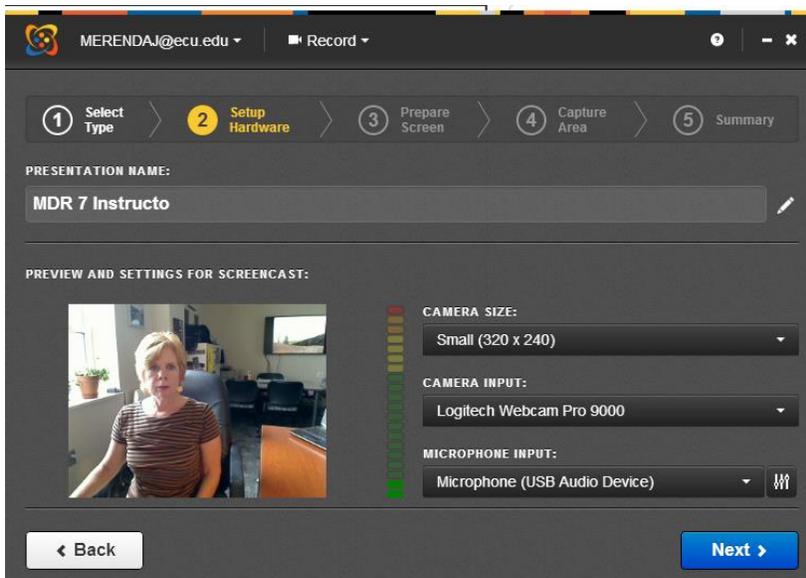
MDR: Select "Record Now" option

5. (In MDR, you may see a Recording request confirmation message, click **Accept**.)
Click **Record Now**, and choose your recording options.

With **MDR** you have the ability to created three different types of presentations –

1. **Screencast + Video** option to record your screen as video and audio from a microphone.
   This option includes the mouse cursor in the final output.

2. **Screencast + Audio** option to record your screen as video and audio from a microphone.
   This option includes the mouse cursor in the final output.

3. **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.

4. **Slideshow and Video** option to record your screen as discrete slides, word file, excel file, etc., and audio from a microphone.
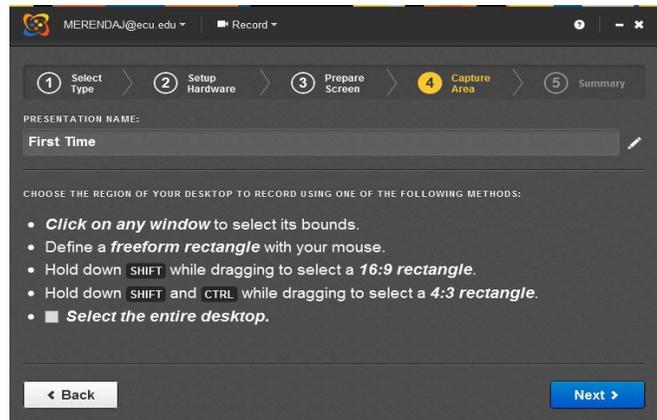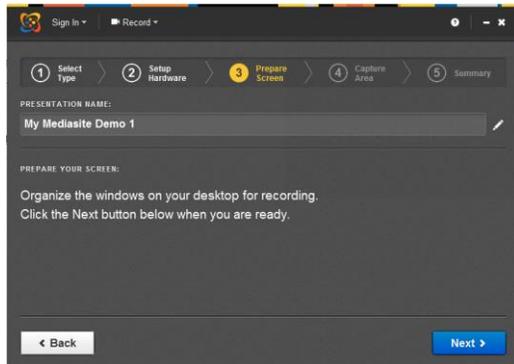
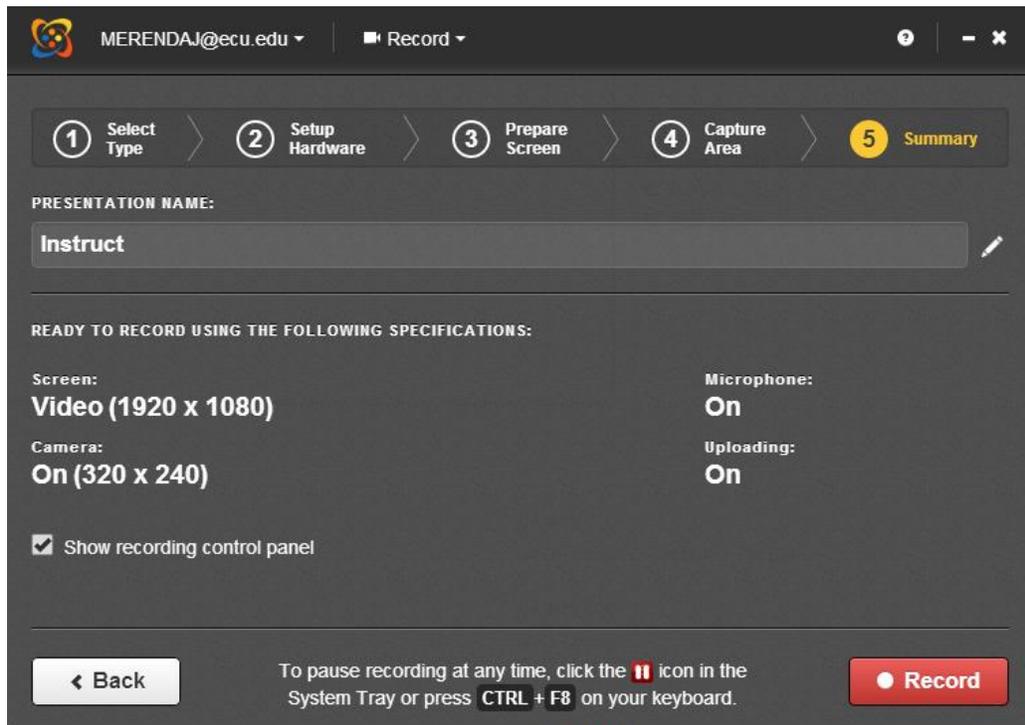6. Select the **Type of Recording** and click **Next.**

(Depending on the type of recording you are doing you will either select your video size (small or medium is recommended))and you will select your microphone input (if none are detected). Check Audio Meter for good audio levels, if no devices appear click the down arrows to choose the correct devices, click **Next.**

7. As prompted now organize the windows you will be recording, click **Next**. (Remember to close out mail programs, etc)

You can now either select the boundaries to be recorded or select the entire desktop. (Note: only the desktop where MDR is launched will be recorded) Click **Next.**

8. Once your desktop is set up you are now ready to Record, click **Next** press **Record,** the countdown will begin.

If you have a double monitor system you can move the Video System Tray to the monitor not

being recorded and you will see your video

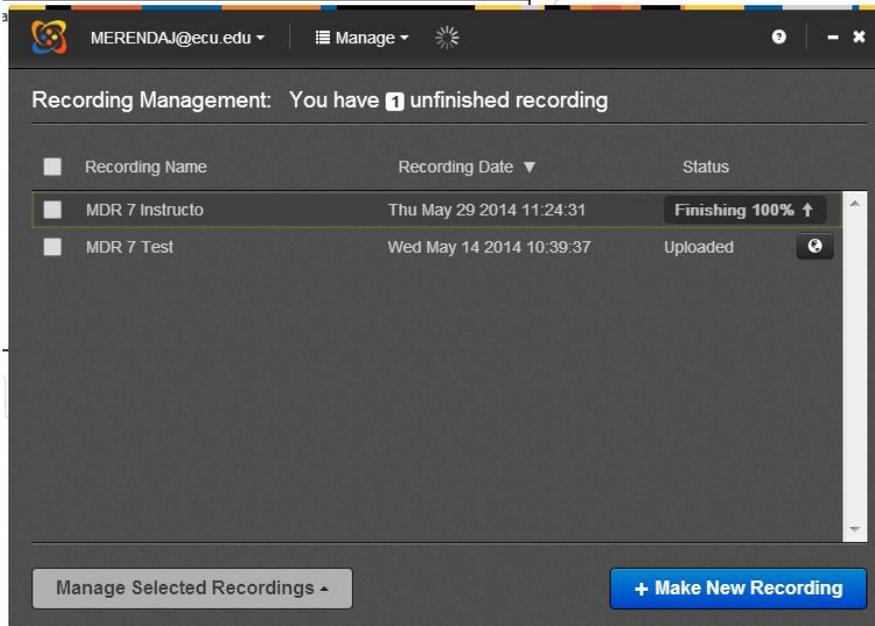Note the warning message if you do not have a double

monitor system.

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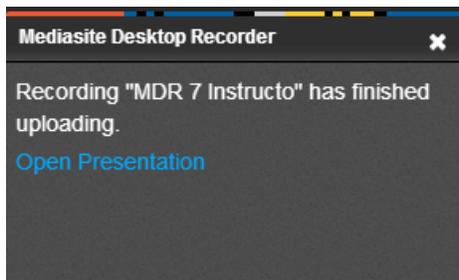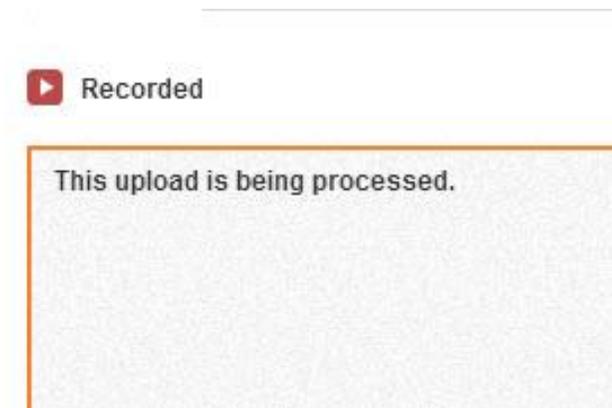
Stop or Cancel

9. Click **Finish** to stop the recording, the following **Screen** appears,
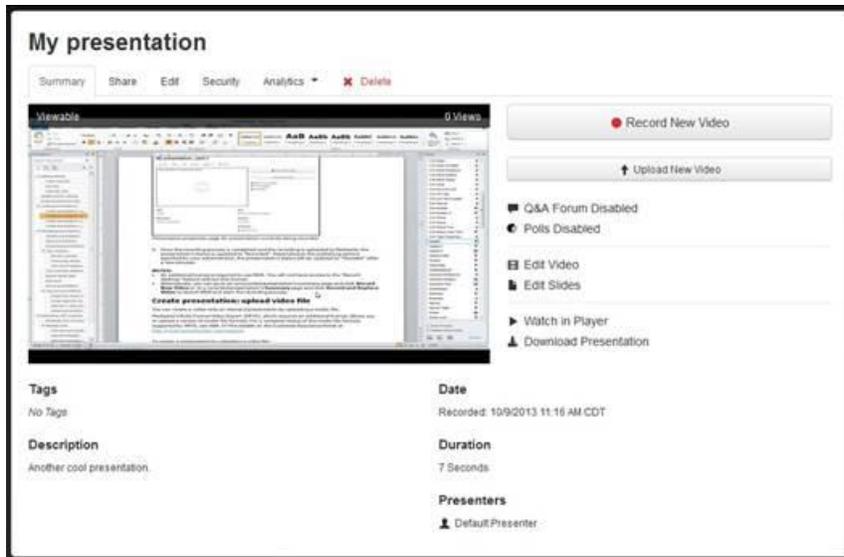
The screen will show an upload complete, select **Open Presentation**.

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.

   10.   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.

Presentation properties page for viewable presentation (desktop recording)

NOTES:

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