Mediasite Desktop Recorder (MDR)

Navigating My Mediasite

My Mediasite provides a simple interface that allows you to create, record, share, and publish your presentations easily. You can also use it to view presentation analytics and interact with your audience via polls and Q & A forums.

My Mediasite also features a responsive layout that adjusts to whether you are creating and managing your presentations using your computer or mobile device.

My Mediasite Home page

1	**Home:** Click **Home** to go to your homepage. This is where you will be able to view all of the following settings and features in one place. You will also see your presentations by default.

	REA & Approvals: You can put your recorded presentations through an iterative content approval (review-edit-approve) workflow before making them available to your audience. **Moderation:** Use My Mediasite to review and respond to questions from the audience. This feature will work only if it is enabled on the presentation. Viewers ask questions using the Mediasite Player and can optionally include with their question the exact time in the presentation that they submitted the question. **Remote:** View presentations that you have copied or moved to a remote Mediasite as well as shared folders you have access to on the site. Only sites that your administrator has connected to your Mediasite are available in the drop-down list. Please note that your user permissions also determine the sites you are able to view. If you do not see the remote Mediasite you want to access, contact your Mediasite administrator. O this page you can also view the status of pending presentation exports to a remote site.

2	**More:** Click the "More" button (⬤⬤⬤) and select one of the following items from the drop-down list:
	
	    •**My Settings:** Update your user profile, notifications, and presenter information settings.
	
	    •**My Content Storage Report:** View how much storage space your Mediasite administrator has allocated to you and the amount of storage space you are currently using. You will also come here to delete presentation revisions in order to reclaim storage space.
	
	    •**Help:** Access the Customer Service Portal and relevant documentation
	
	    •**Sign Out:** Sign out of My Mediasite. If you are signed into other my Mediasite applications in the same web browser, you will also be signed out of them.

3	Click **Add Media** to go to a new page where you can create new presentations, upload existing presentations, or download the **Mediasite Desktop Recorder**. ⊙ When using My Mediasite on a mobile device, desktop recording is not available. However, you can upload media to your presentations.
4	**Quick Search:** Click the "Search" button (🔍) and enter a phrase in the search field to locate your presentations. Mediasite does a search against presentations' metadata, including title, presenters, tags, etc.

5	Select the content you want to view: Expand the **My Presentations** drop-down list and select one of the following options: •**My Presentations:** View all presentations that you own. This includes published presentations, drafts, presentations that have not yet been recorded, and scheduled presentations**.** You will also see presentations that you have approve and moderate permissions on**.** •**Missed Presentations:** View presentations scheduled earlier but not recorded. Missed presentations are sorted by the date they were scheduled (in ascending order). You can use MDR to record missed presentations. •**Upcoming Presentations:** View upcoming scheduled presentations by date in ascending order. You can use MDR to record upcoming presentations. •**My Drafts:** View your unpublished presentations.
6	**Channels**: Channels are searchable, online collections of presentations. You can create as many channels as you want and add presentations to them. Your channels are not viewable to other users in My Mediasite. However, you can share your channels' URLs with others. You will select a channel as your "favorite" to display it in the left navigation panel for easy access.
7	**Shared Folders:** If shared folders are available on your Mediasite, you can add your presentations' to them. Shared folders are accessible by multiple users. In fact, any user with write permissions to a shared folder can view and add content to it. Your Mediasite administrator creates shared folders and you cannot edit or delete them from My Mediasite. You will select a shared folder as your "favorite" to display it in the left navigation panel for easy access.
8	Filter and sort presentations as needed: **Sort by:** Select how you want presentations sorted from the drop-down list: •**Most Recent:** Display presentations so that most recent presentations appear first. •**Oldest:** Display presentations so that oldest presentations are displayed first •**Title A-Z:** Display presentations in alphabetical order •**Title Z-A**: Display presentations in reverse alphabetical order. •**File Size:** Display presentations so that they are listed by file size in descending order. **Source:** Filter presentations by source type: •**Hardware Recorder:** Display only presentations recorded using hardware recorders.

	•**Desktop Recorder:** Display only presentations recorded using MDR.
	•**Media Upload:** Display only presentations that you have uploaded media to manually.
	Any Source: Display all presentations.
9	For each presentation:
	•You will see how many views it has and its duration.
	•Click the "Edit" button to open the presentation for editing in the Web Editor. The Web Editor will open in a separate browser tab.
	•Set the presentation's visibility to **Private** or **Viewable** . Only you can view your private presentations in Mediasite Player. Any user with appropriate permissions can watch viewable presentations.
10	Click a presentation's title or thumbnail to view its [properties page]().

Install Mediasite Desktop Recorder

You will download Mediasite Desktop Recorder (MDR) from My Mediasite https://mediasite.ecu.edu/ms/mymediasite and install it on your computer. You can then use MDR to record the desktop and create presentations.

You can use MDR to record the following:

•**Screencast + Video:** Full-motion video of desktop with slides extracted + video from a camera with audio from microphone.

•**Screencast + Audio:** Full-motion video of desktop with slides extracted + audio from microphone.

•**Slideshow + Video:** Slides from desktop + video from a camera with audio from microphone.

•**Slideshow + Audio:** Slides from desktop + audio from microphone.

To install Mediasite Desktop Recorder:

1. Navigate to https://mediasite.ecu.edu/ms/mymediasite, login with your ECU credentials, fill out the form and submit. You will **receive an activation email you must** click on that link to activate

    From: dontreply@mediasite.ecu.edu <dontreply@mediasite.ecu.edu>
    Sent: Thursday, May 7, 2015 3:48 PM
    To: Shafer, Jarrett P
    Subject: Mediasite account activation request

    Click the link below to activate your account:
    https://mediasite.ecu.edu/MS/Manage?Token=67d3edda989c46b88c18939c97371675

    your account.
2. Click **Add media**. On the top of the page, click **download the desktop recorder**.

    -OR-

3. If you attempt to record presentation without MDR being installed, you will see an error message. Click **Download MDR.** This will take you to the Desktop Recorder download page.

4. On the Desktop Recorder download page, you will find full instructions for downloading and installing MDR. Mediasite automatically detects the OS on which you are installing MDR software.

    (You can only download MDR on a desktop or laptop computer. MDR does not work on mobile devices. 3. If Mediasite detects the incorrect platform, click the link directly below **Download for [your computer's platform]** to select the correct software.)

5. Review the minimum system requirements listed and ensure your computer or laptop meets these requirements *BEFORE* you download the software.

6. Click **Download for [your computer's platform]**.

7.

Download and register Mediasite Desktop Recorder

When the **Terms and Conditions** dialog appears, read the information shown and click **I agree**.

8. When you are prompted to save the *Mediasite Desktop Recorder Setup.exe* file, click **Save File**.

9. After you download the software, navigate to the download location and launch the file to begin installation. Follow prompts in the wizard to install the software.

10. Once the software is installed, return to the download page and click **Register Mediasite Desktop Recorder**. Once successfully registered, MDR automatically launches and you will be signed in. You can now start creating and uploading content.

11. **All recordings should be started from the My Mediasite URL**

# Create presentation: record desktop

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

Creating presentations

When creating content using My Mediasite, you have the option to create new presentations by uploading media files or recording the desktop.
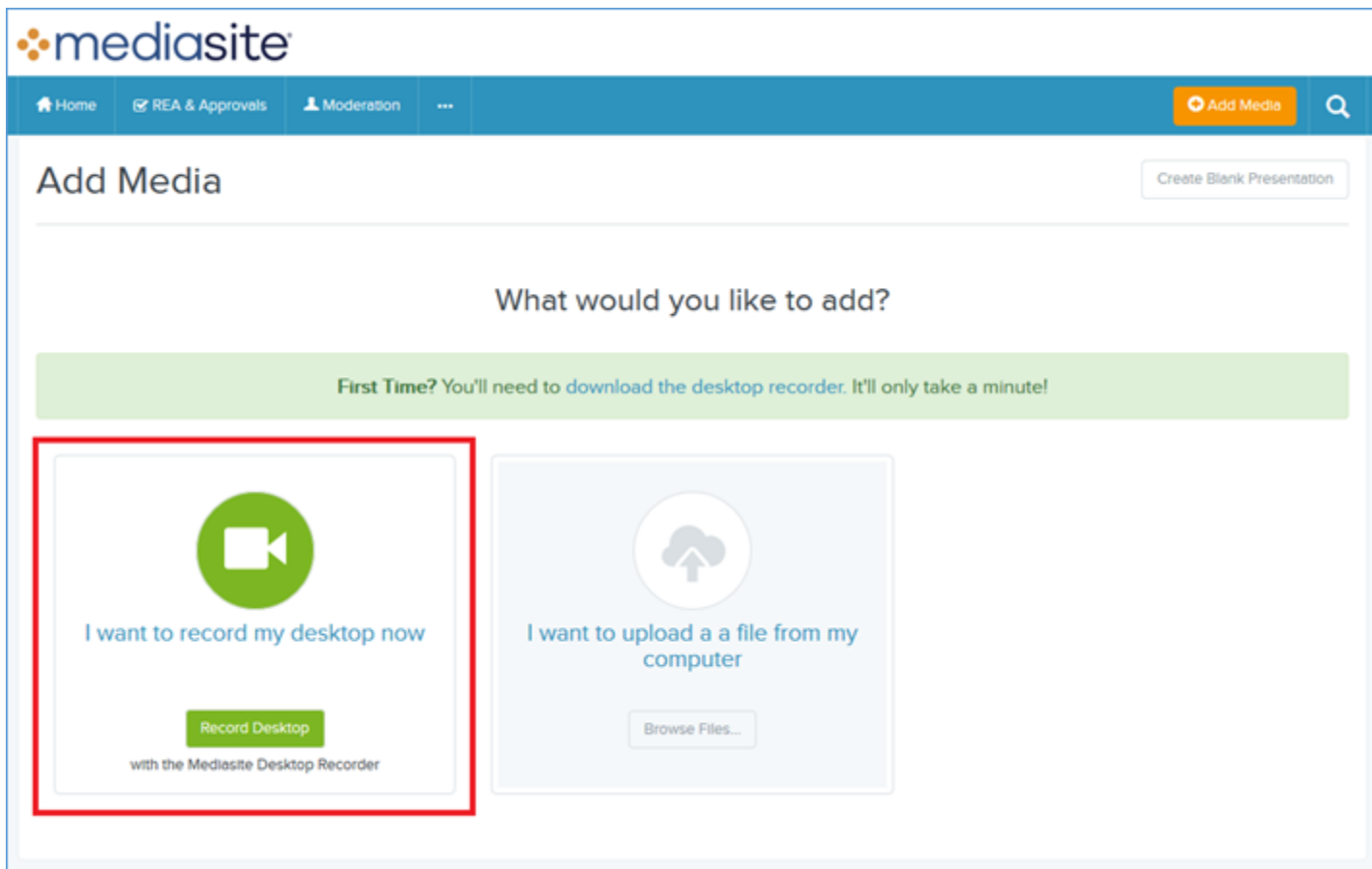
The following diagram provides an overview of the three content creation workflows in My Mediasite.
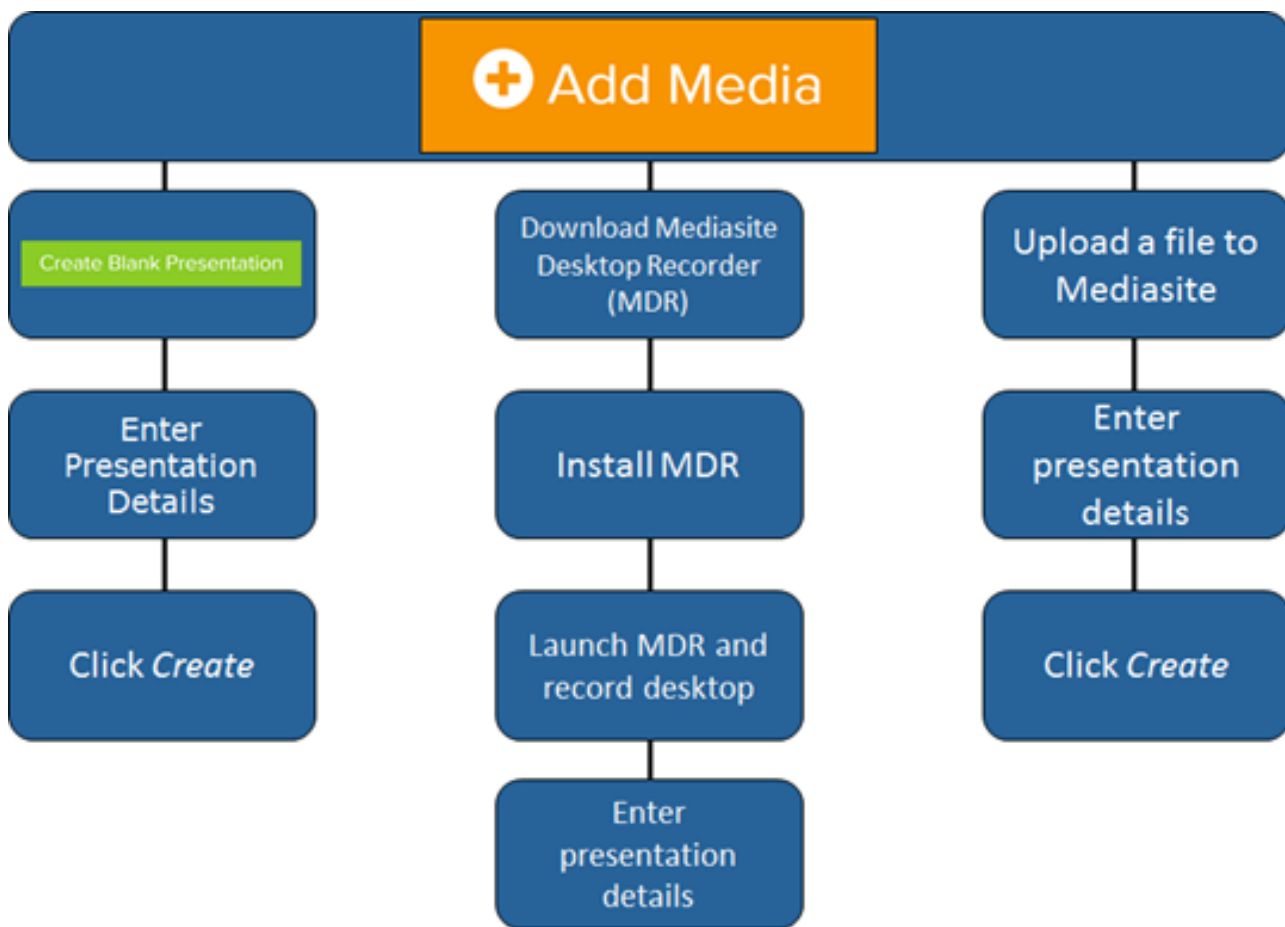
Overview of content creation workflows in My Mediasite

Record desktop

You can record your desktop and upload the recording to Mediasite. However, if MDR is not available on your machine, you must download and install it first.

Add Media: Record Desktop

To create a presentation by recording your desktop:

1. Click **Add Media**.

2. Click **Record Desktop** to open the **New Presentation Details** window.

3. Enter a name and description for your presentation.

4. In the **Destination** area, choose where you want your presentation to be stored.

- •*Store presentation in draft location:* **My Draft** is the default destination for your presentations. Content in your draft location is only visible to you.

- •*Choose a new location:* Click **Change** to specify a new destination for your presentation. In the **Destination Search** dialog, select **Shared Folder** from the **Destination Type** drop-down list**.** Enter the name of channel or folder and click **Search**. Select the location you want. **It is advised to save your recording to your classes Shared Folder.**

5. Click **Create and Launch** to create the new presentation and launch Mediasite Desktop Recorder. Click **Record Now**.

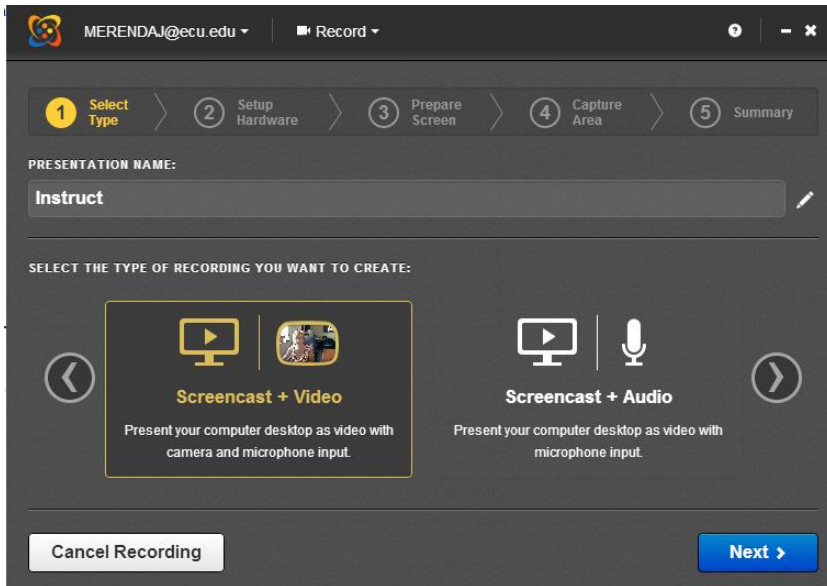6. Select the **Type of Recording** and click **Next.**
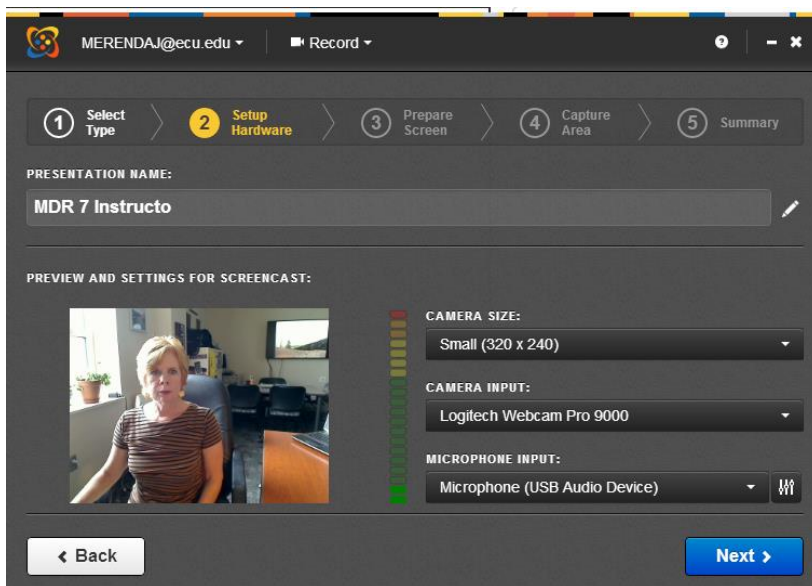
(Depending on the type of recording you are doing you will either select your video size (small or medium is recommended) and you will select your microphone input (if none are detected). Check Audio Meter for good audio levels, if no devices appear click the down arrows to choose the correct devices,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

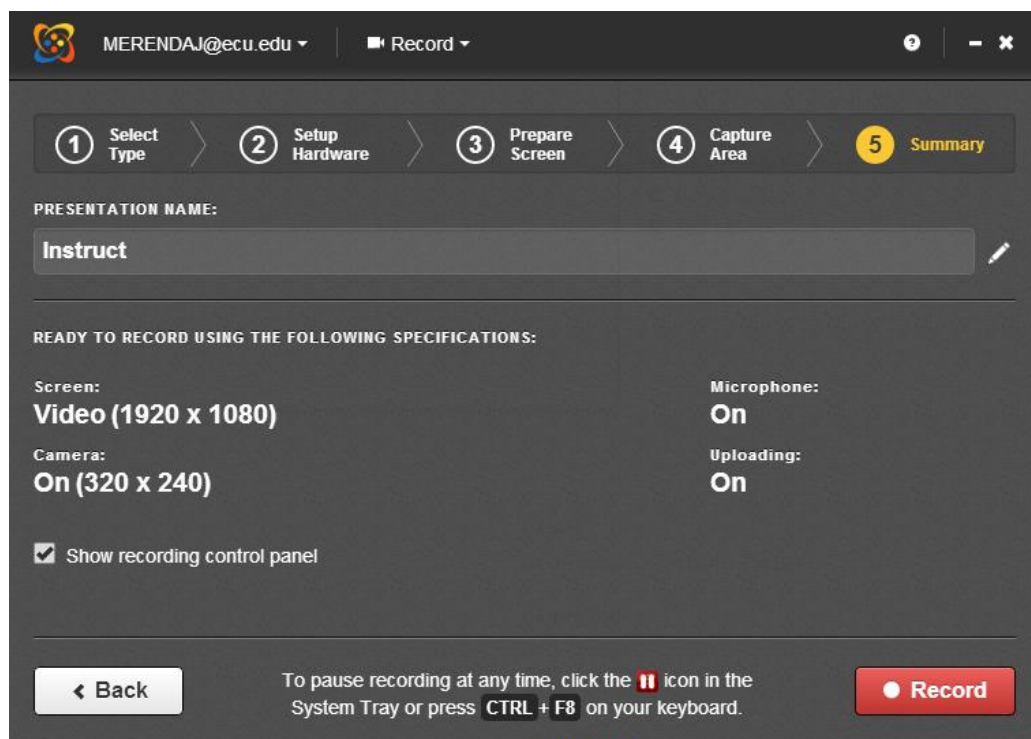**7.** You can now either select the region to be recorded, a specific window or select the entire
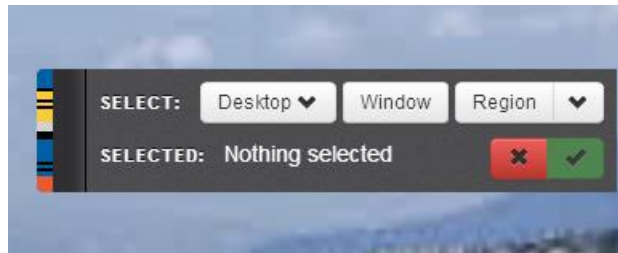
desktop. Click **the green checkmark.**

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

If you have a double monitor system you can move the Video System Tray (Control Panel) to the monitor not being recorded and you will see your video
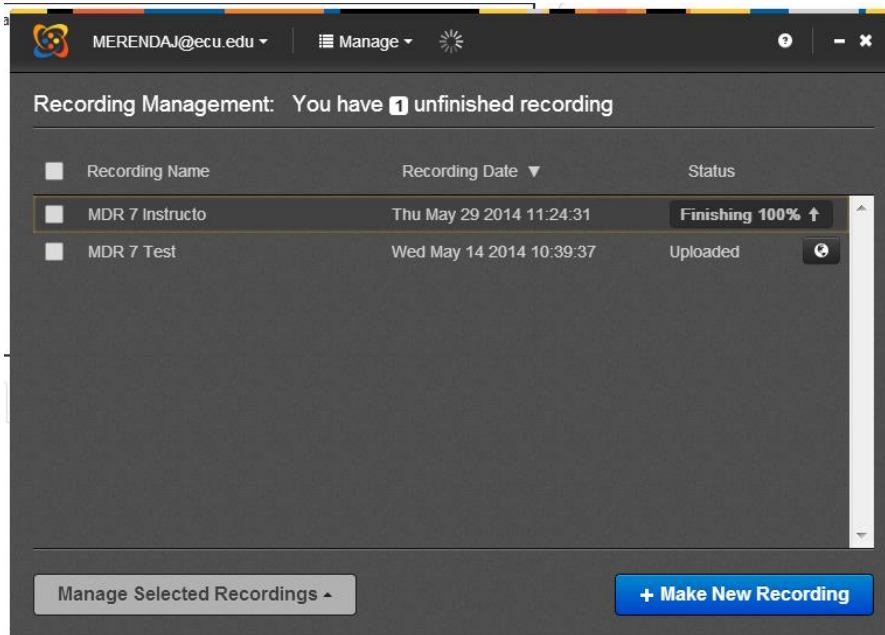
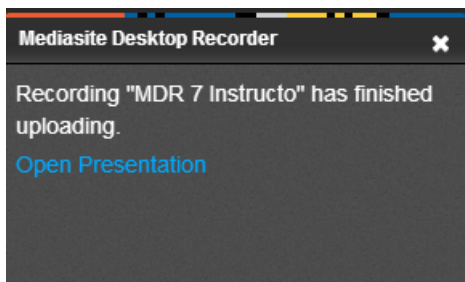Note the warning message if you do not have a double monitor system.

You can press **Ctrl + F8** to pause your recording or you can point at the Mediasite Icon, Right Click to Pause, Stop or Cancel.
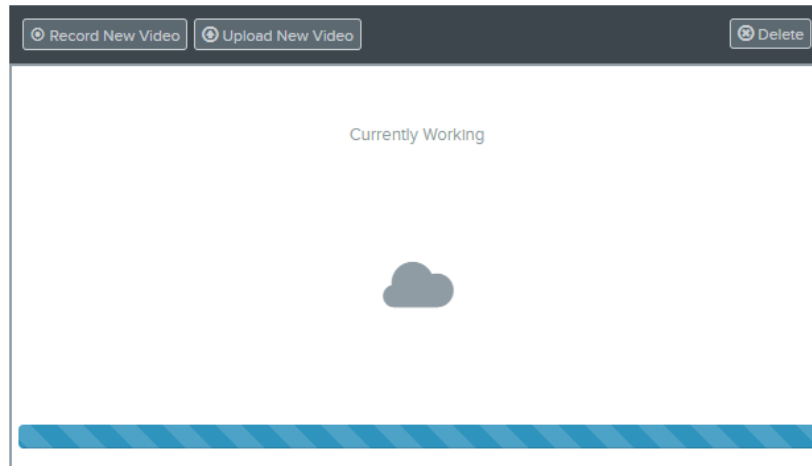
9. Click **Finish** to stop the recording, the following **Screen** appears,

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.

8. Once the recording process is completed, the recording is uploaded and processed. An email will be sent advising when it is available for your viewing. Mediasite automatically sets the presentation's status to **Private** which means only you can view it.

9. Update, share, and publish your recorded presentation as needed to make it available to your audience.

You can also record your desktop offline and upload it to a presentation later. The steps are the same, except you will select Upload Existing instead of Record Now. For more information on setting up and recording your desktop and uploading existing recordings, click the "Help"

button in MDR.

Upload video file Back to Page 1

You can create a video-only on-demand presentation by uploading a media file to Mediasite.
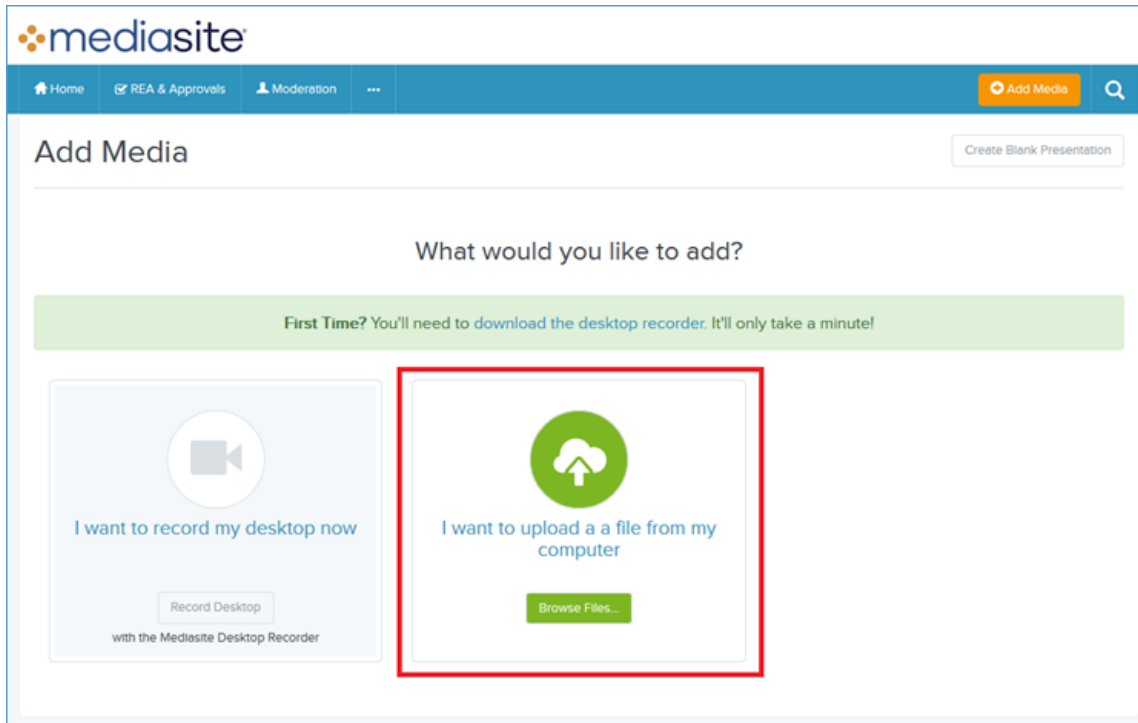
To create a new presentation by uploading a media file:

1. Click **Add Media**.

2. Click **Browse Files**. When the **File Upload** dialog appears, select the media file you want. Once the file successfully uploads, you will see the **New Presentation Details** window.

3. Enter a name and description for your presentation.

4. In the **Destination** area, choose where you want your presentation to be stored.

   - *Store presentation in draft location:* **My Draft** is the default destination for your presentations. Content in your draft location is only visible to you. Until you are ready to share your presentation with others or publish it, we recommend keeping it here.
   - *Choose a new location:* Click **Change** to specify a new destination for your presentation. In the **Destination Search** dialog, select **User channel** or **Shared Folder** from the **Destination Type** drop-down list**.** Enter the name of channel or folder and click **Search**. Select the location you want.

5. Click **Create** to create the new presentation in the specified location. All presentations are private until you set them to visible.
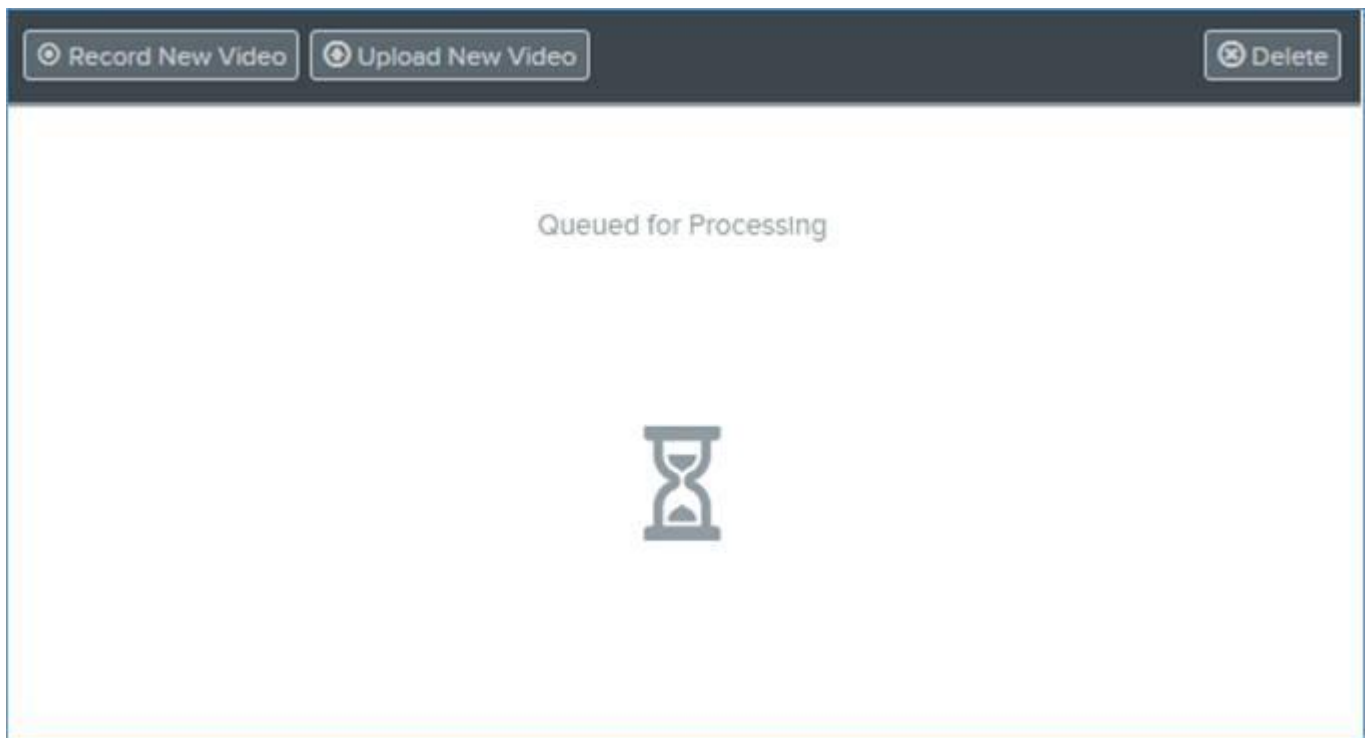
6. Once the file uploads, you will see an indicator that the upload is being processed or queued for processing.

7. Once the media upload is processed, the presentation's status updates. Mediasite automatically sets the presentation's status to **Private** which means only you can view it.

8. Update, share, and publish your recorded presentation as needed to make it available to your audience.

Alternatively, you can go to a presentation's summary page and click **Upload New Video** to start the process. You may have to refresh the browser window to see the presentation's status update.

You can upload a variety of media file formats to My Mediasite. For a complete listing of the media file formats supported, contact your Mediasite administrator.

Managing presentations

Once you create a presentation you can update its settings as needed and secure it. To update a presentation's settings, click **Edit** on its properties page.

Update a presentation's general settings

The general settings include visibility, record date, record time, and duration. You can also reset the presentation's media as part of these settings.

To update a presentation's general settings:

1. On the presentation's properties page, click **Edit** and update the general settings as needed:

Option	Settings
Reset Media	Reset a presentation's media to remove all information associated with it, including video and slides. ⚠ **CAUTION:** Resetting a presentation's media cannot be undone and will result in the permanent loss of content.
Visibility	Specify who can see the presentation:

	Private: Only you will be able to view this presentation.
	Viewable: You and users with appropriate permissions will be able to view the presentation.
Date/Duration	Specify the date and time, including the time zone, the presentation will be recorded. Enter its duration, that is, how long the presentation will last. Selecting a presentation's record date, time, and duration does not limit you to starting and ending the presentation at the specified date and times.

2. Make sure to click **Save** once you have finished your updates.

Update presentation's general settings (recorded presentation)

Update a presentation's information settings

You can update the following as part of a presentation's information settings: title, description, tags, presenters, links, categories, and modules. Users can search for presentations using the metadata specified on this page.

To update a presentation's information settings:

1. On the presentation's properties page, click **Edit**, then select **Information**, and update the settings as needed:

Option	Settings
Title	Enter a descriptive title for the presentation because titles are searchable in other applications.
Description	Enter a short description of the presentation. Descriptions can be searched in catalogs and showcases later.
Tags	Enter searchable tags for the presentation. For example, if this presentation will be used for a computer science class titled "CS150: Components and Design Techniques for Digital Systems," you might want to include the following tags: CS 150, digital design, computer science.
Presenters	Click the "Delete" button (**X**) in the upper-right corner of the presenter thumbnail to remove it from the presentation.
	Click **Add Presenter** to add additional presenters. Use the search feature to find presenters that have already been added on your Mediasite. Click **Create New Presenter** to specify the details for a new presenter.
Links	Enter the name and URL for each hyperlink you want to add to your presentation. Your audience will be able to click links in the Player to view other websites or online documents. Click **Add** after you enter each link's details to add additional ones.

2. Make sure to click **Save** once you have finished your updates.

Update presentation's information settings

Navigating a presentation's properties page

On a presentation's properties page, you will initiate most management tasks, including updating the presentation's settings, interacting with the audience, editing the video, and sharing it with your audience.

Sample presentation properties page (summary)

The features available in your system may differ from the ones described here. Also, when using your mobile device some features are not available such as editing videos and slides, managing polls and q & A forums, and downloading to your computer. Contact your Mediasite administrator for more information.

1	**Add media to your presentation** Click **Record New Video** to launch Mediasite Desktop Recorder (MDR) and record a video or upload a desktop recording. Click **Upload New Video** to upload a video file to a presentation.
2	Clicking **Delete** removes a presentation from My Mediasite. If you accidentally delete a presentation, contact your Mediasite administrator to recover it.
3	Click the "Play" button ( )to view a presentation.
4	**View your presentation's details** Click **Information** to see a presentation's tags, description, recording details, player, presenter information, and links. Click a link to view the associated web page in a separate browser tab. Click **Delivery** to view a presentation's recording source and the delivery methods available for the presentation: Audio transcriptions, Podcast, Video podcast (composite), and Publish To Go. Click **Actions** to view scheduled and completed actions (visibility updates, move to Recycle Bin) for the presentation. Your Mediasite administrator may have already configured default actions. Click **REA comments** to view comments made as part of the content approval workflow.

| 5 | **Manage your presentation**

Watch: Click to view a presentation in the Player. This allows you to view the presentation in the same manner your audience will.

Edit: Click to update a presentation's general, information, player, and delivery settings and schedule actions.

View Analytics: Click to view a presentation's analytics report and download report data.

Publish: Click to view your presentation's publishing destinations and external publishing requests. You can also add new publishing destinations.

Copy to: Click to create a copy of your presentation in a folder.

Move To: Click to move the presentation to your Drafts folder, a shared folder, or a channel.

Export To: Select this option to copy or move your presentation to another Mediasite. |
|---|---|
| 6 | **Edit content**

Click **Edit Video** to launch the web-based Editor, which you will use to edit video, update slides, and add chapters.

Edit video is not available when managing your presentations using a mobile device.

Click **Edit Slides** to launch the Slides Editor, which you will use to add titles and descriptions to your slides as well as to save a slide as the presentation's thumbnail. |
| 7 | **Interact with your audience**

Click **Edit Quizzes** to update online quizzes available to your audience via Engage.

Click **Edit Polls** to launch the **Poll Admin** page on which you can add and manage your presentation's polls and poll templates.

Click **Edit Q & A Forum** to review and respond to questions from the audience. Only users with appropriate permissions can moderate forums.

Interacting with your audience using polls and Q & A forums is not available when managing your presentations using a mobile device. |
| 8 | **View your presentation's statistics:**

View a presentation's recording and uploading details, run time and file size as well as real-time viewing statistics. |

9	**Give other users access to your presentation** **Security:** You can secure the presentation by assigning permissions to it. **Visibility**: Update the presentation's visibility: **Viewable** or **Private** ▶ Only you can view your private presentations. Any user with appropriate permissions can watch viewable presentations.
10	**Share your presentation with others** **Share:** Share your presentations with others by sending a quick link to the presentation, sending an email invitation, or embedding it in a website. **Download to Computer:** Click to download presentation as an audio podcast (MP3), video podcast (MP4), or as a Publish to Go presentation. A Publish to Go presentation is a self-contained portable presentation that does not require an Internet connection for viewing. ▶ If a download option is not enabled, you have the option to add the feature from the **Download Presentation Content** dialog. Also, downloads are not available when using your mobile device to manage presentations.

Online Tutorials