

Mediasite Desktop Recorder Instructions (PC)

The following explains how to install Mediasite software via Blackboard:

Important: You must have admin privileges on the computer to install the software.

Instructions:

1. Log in to Blackboard from the Portal.
2. Click on one of your courses.
3. Make sure you are in Edit Mode.
4. Click on Content.
5. Under Build Content, click on Mediasite Presentations. *(Please be patient, the grey loading screen may take up to 30 seconds)*
6. Scroll down and click on Download Desktop Recorder. *(Bottom left)*

Download Instructions:

Step 1 Download:

- A. Click on Download Desktop Recorder for Windows.
- B. Agree to Terms and Conditions. *(I agree)*
- C. Click Run or Save File.
- D. Please be patient while program downloads. This may take up to 3-4 minutes.

Step 2 Install:

- A. Once the file has completed downloading, click to open the file. *(If you chose run file will open automatically)*
- B. Click Next.
- C. Click Install.
- D. If you have a '-administrator' account please enter your **admin** credentials. If you do not have administrator credentials please contact the Tech Desk for assistance. *(x1595)*
- E. Click the checkbox Launch Mediasite Desktop Recorder 2
- F. Click Finish.

Step 3 Register:

- A. Click on Register Mediasite Desktop Recorder.
- B. Uncheck box, always ask before opening this type of address.
- C. Click Allow.
- D. Check box, Do Not Show me the warning for this program again.
- E. Click Allow.
- F. Wait until the successfully registered window pops up.
- Disregard First Window that pops up. **DO NOT CLICK OK!!!**
- G. Close current window.
- H. Close current tab.

The following explains how to Register the Desktop Recorder:

Important: The first time you use the Desktop Recorder on a computer that already has it installed, you

1. Log in to Blackboard via the portal.
2. Select course.
3. Make sure you are in Edit Mode.
4. Click on Content.
5. Under Build Content Click on Mediasite Presentations.
6. Scroll Down.
7. Click on Download the Desktop Recorder.

Skip to Step 3

- A. Click on Register Mediasite Desktop Recorder.
- B. Uncheck Always Ask before opening this time of address box.
- C. Click Allow.
- D. Check the following: Do not show me the warning for this program box.
- E. Click Allow.
- F. Wait until the Successfully Registered Window pops up.
- G. You are now registered and ready to use Mediasite.

The following explains how to Add Channels:

1. Log Into Blackboard via the Portal.
2. Select your course.
3. Make sure you are in Edit Mode.
4. Click Content.
5. Under “Build Content,” click on Mediasite Presentations.
6. My Channels, Click on + Sign.
7. Type in Channel Name.
8. Hit Plus.

The following explains how to record a video:

1. Log into Blackboard via the Portal.
2. Select your course.
3. Make sure you are in Edit Mode.
4. Click Content.
5. Under Build Content, click on Mediasite Presentations.

6. Select Create Presentations.
7. Select Record Desktop.
8. Enter recording name.
9. Select which Channel to Publish to.
10. Click launch desktop recorder. (May take awhile to open).
11. Select Record Now.
12. Select Right Arrow.
13. Select Slideshow + Video.
14. Select Next.
15. Confirm you have audio and video.
16. Select Next.
17. Click on Desktop Pull Down.
18. Select Desktop 1.
19. Select Green Checkmark.
20. Confirm Settings.
 - a. MDR Preview Box may be over the record button. Move as needed.
21. Click on Record.
22. Minimize MDR Preview.
23. Wait for Countdown.
24. Begin Presentation.
25. Click on Task Tray Icon (an Up Arrow) on the right of the task bar.
26. Click on Pause Button.
27. Select Finish Recording.
28. Close Window.
 - a. Wait till the desktop recording is processed.
 - b. You may need to refresh the page by hitting summary button.
29. Click on Publish Button.
30. Select Make Presentation Viewable.
31. Scroll Up.
32. Click on Save.
33. Select Share.
34. Enter Email Address.
35. Click Send Email.