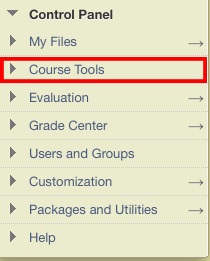
# Part 1 – Registering With Mediasite

(The registration portion will only have to be followed once, no matter how many computers onto which you download the Mediasite Recorder)

## Accessing Mediasite

1. Click “**Course Tools**” drop down menu from the **Control Panel**.



1. Click “**My Mediasite**”.

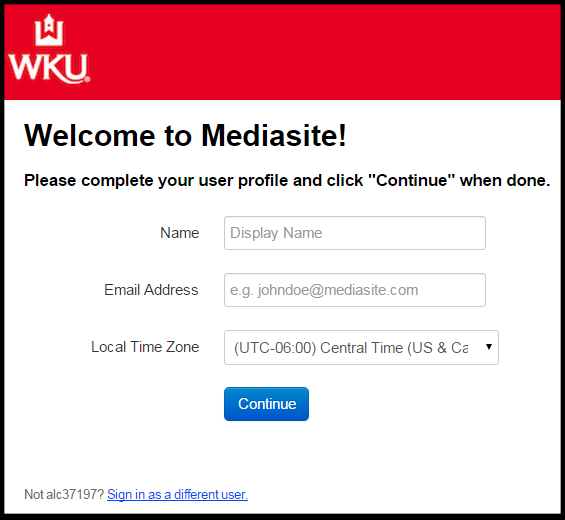


## Registering Mediasite

1. After clicking on “**My Mediasite**” for the first time you will be prompted to complete your user profile to begin the registration process. Fill out the form with the appropriate information as follows:

* For "Name," include your first and last name. For example, Jane Smith.
* For "Email Address," use your WKU email address.
* For "Local Time Zone," select your time zone.

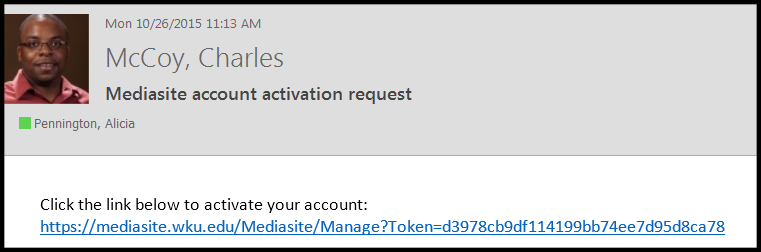
1. Select "**Continue**".



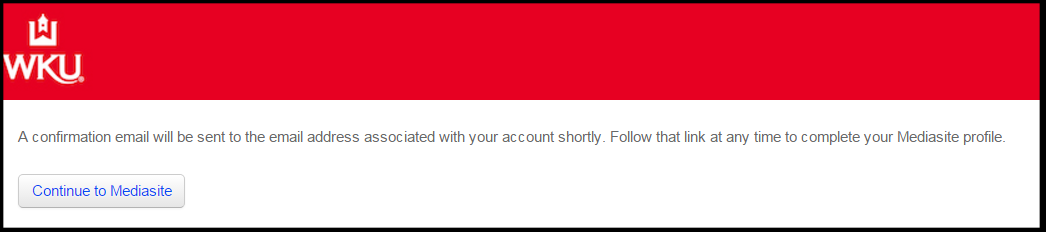
1. Open your WKU Email.

You will receive an **email from mediasite.support@wku.edu** with a link to complete the registration process and activate your account.

1. Click on the link in the email.



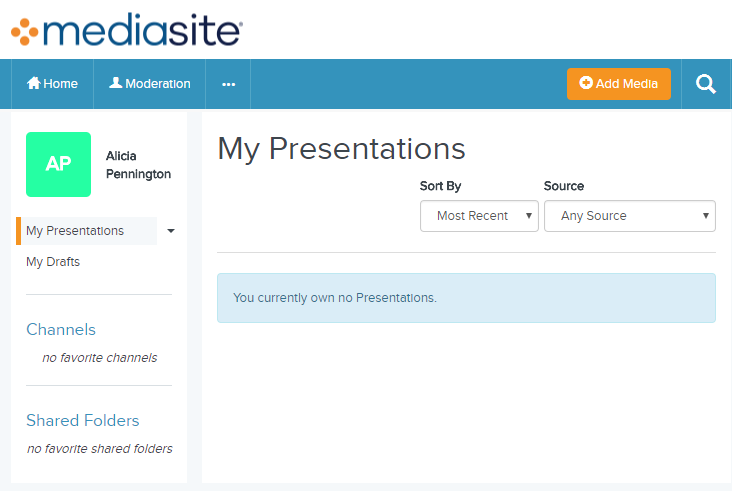
1. Close the Mediasite window that opens as a result of clicking the link in the email.
2. Return to Blackboard and click the “**Continue to Mediasite**” button.



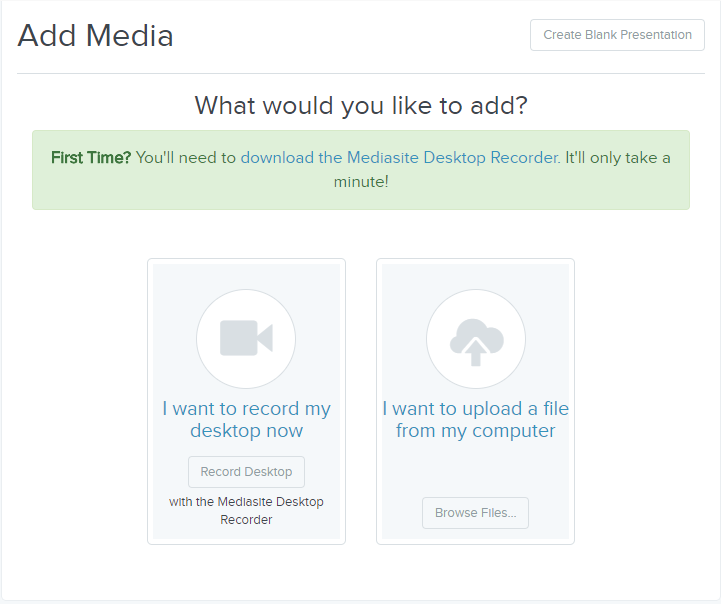
## Downloading Mediasite Recorder

(You will need to download the Mediasite Recorder onto each computer you use to record Presentations.)

1. To download the Mediasite Recorder click the **“Add Media”** button from the homepage.

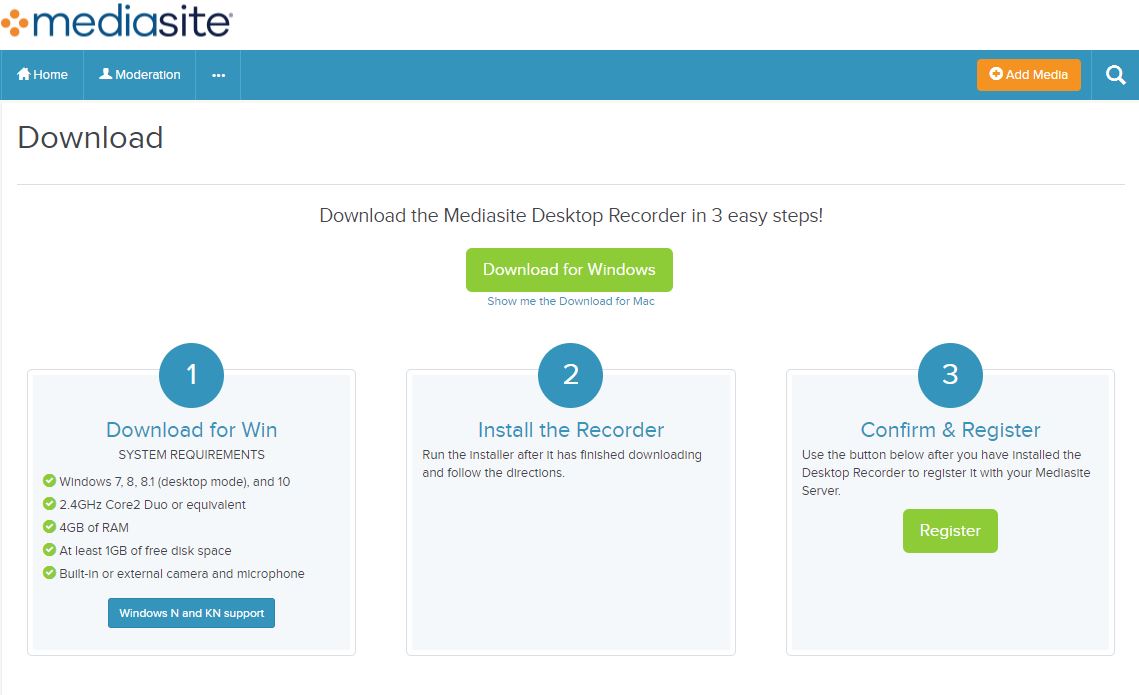


1. Click “**Download the Mediasite Desktop Recorder**”.

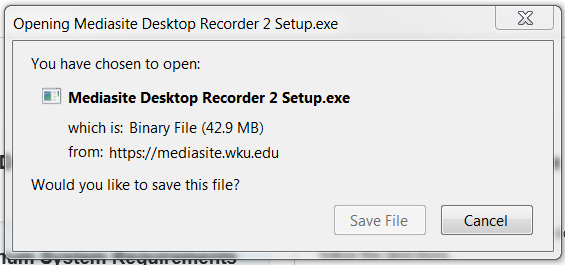


An internet window containing the 3 steps to download the Mediasite software will appear. Begin with step 1.

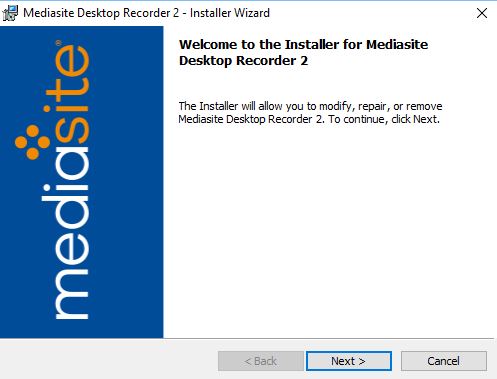
1. Click "**Download for Windows**" or “**Show me the Download for Mac**”..



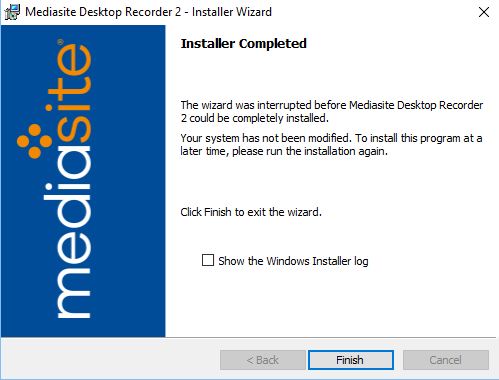
1. Run the **“.exe**” or **“.pkg**” file that was downloaded based on the operation system you are using.



1. Follow the installation prompts to allow the Mediasite Desktop Recorder to be installed.

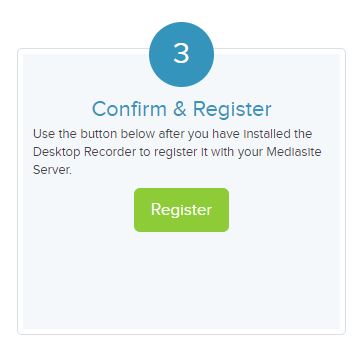


1. To complete the installation process, select the “**Launch Mediasite Desktop Recorder 2**”boxand select the “**Finish**” button.



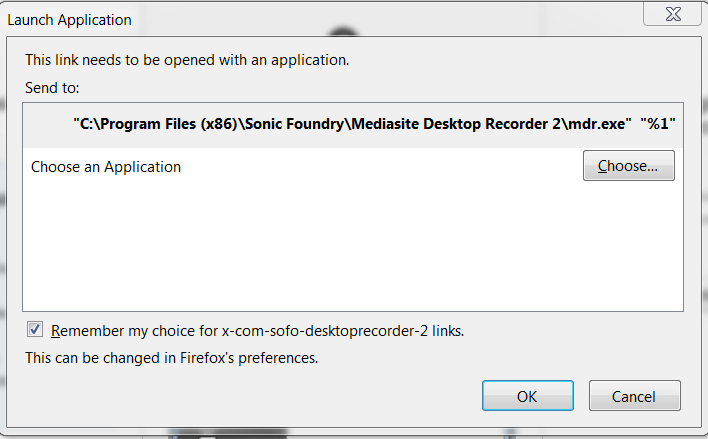
Once you have finished installing the program, the Mediasite Desktop Recorder window will appear. You will not do anything in this window.

1. Return to the 3 Easy Steps to install Mediasite website.
2. Click the “**Register**” button located under Step 3.

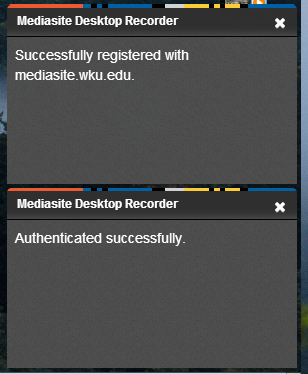


NOTE: When you click the “**Register**” button, a “**Launch Application**” dialogue box might appear. If it does,

* Check the box next to “**Remember my choice**” so that this Launch Application box does not appear again.
* Click "**OK**"in the Launch Application box.



1. You will receive two notifications on your desktop confirming the registration process is complete.

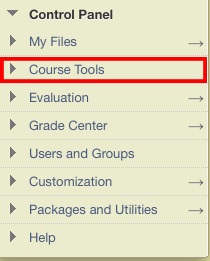


1. **Close** the **Mediasite Recorder window** and return to Blackboard.

# Part 2 - Working In Mediasite

## Accessing Mediasite

1. Click “**Course Tools**” from the “**Control Panel**”.

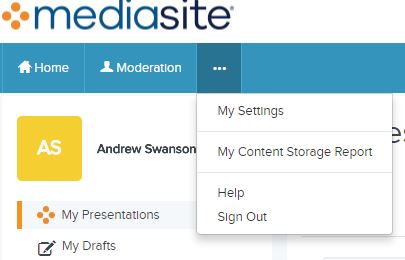


1. Click “**My Mediasite**”.



## Checking Profile Information

1. At the homepage of Mediasite, update your profile information. Click “**…**” and then select “**My Settings**”.



1. Check to ensure all information is correct. You also have the option to change notification settings and your Presenter Information. Once finished, click the **“Save”** button.

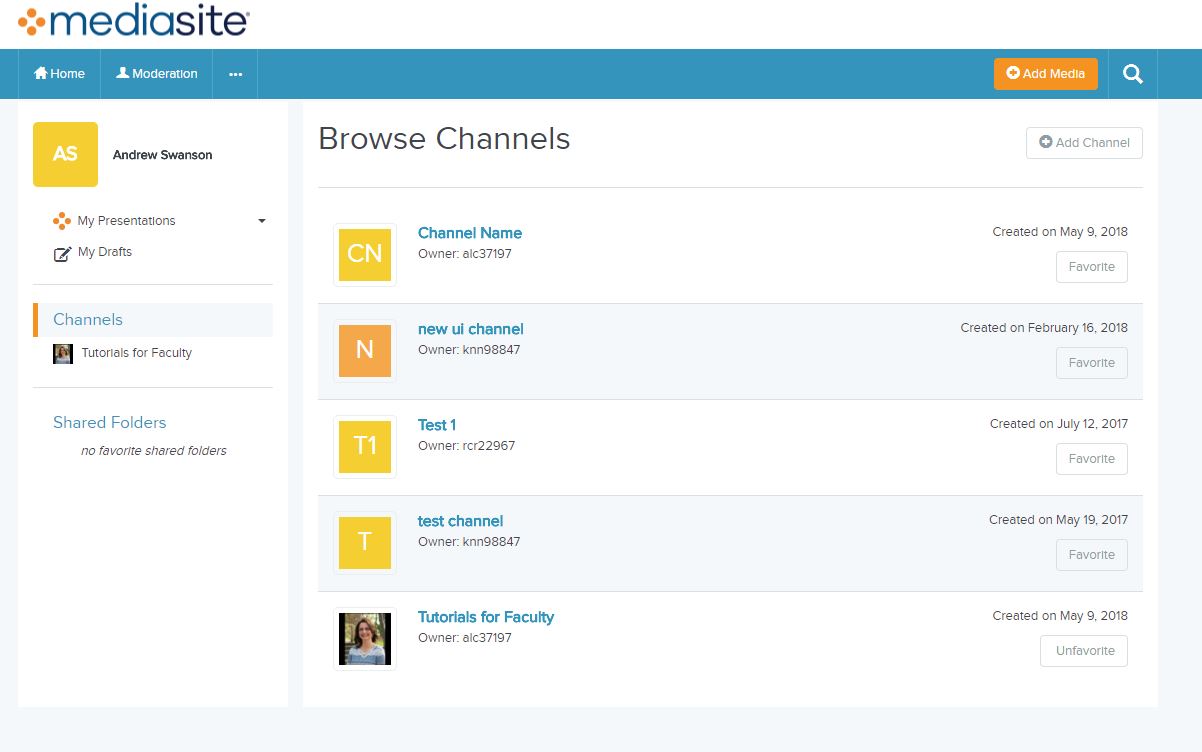


## Creating Mediasite Channels

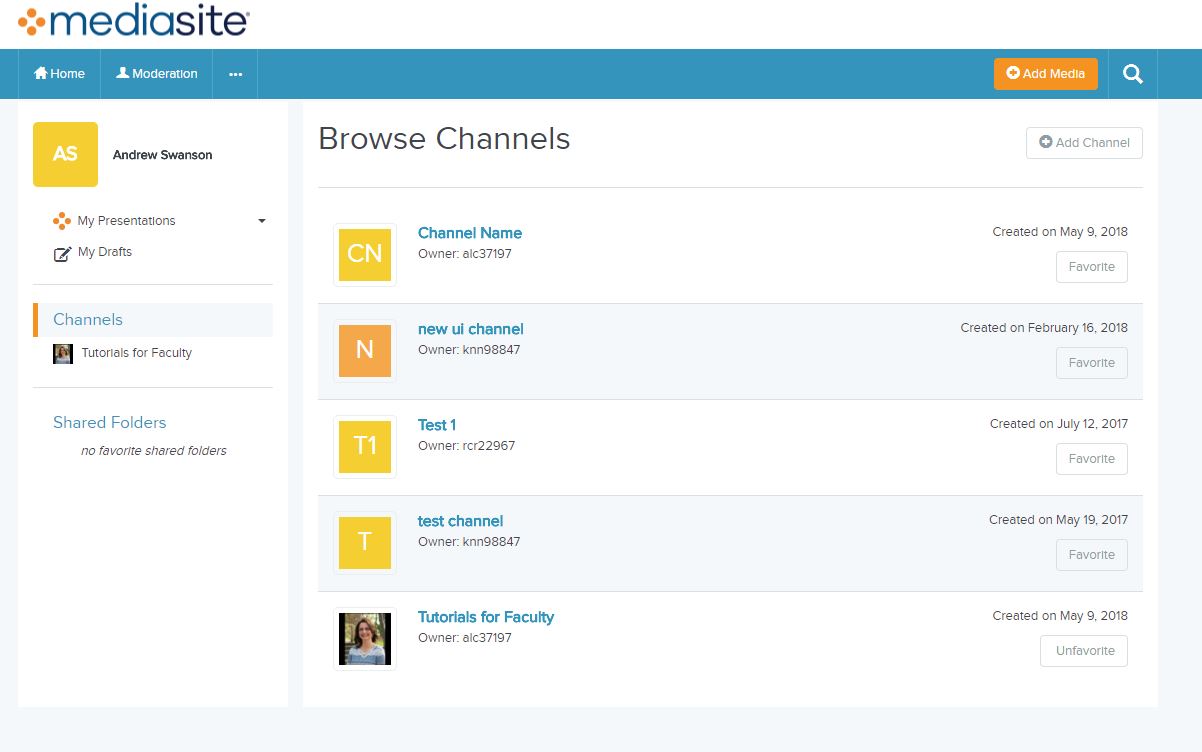
Channels are a way to organize your presentations. Create a channel for each class you teach, such as ENG 100.

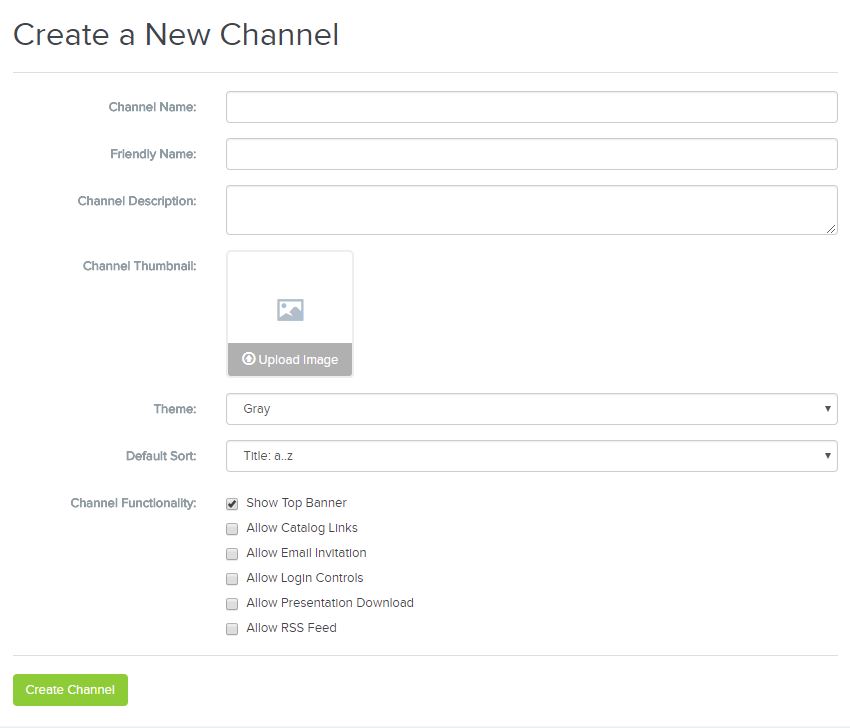
To create a channel in My Mediasite:

1. Select the “Channels” section.



1. Select “Add Channel” button.



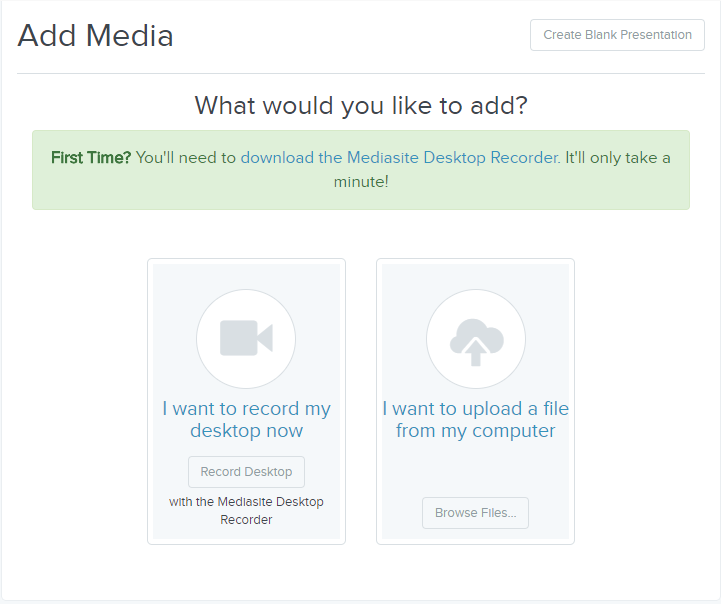
1. Add the appropriate information and select “Create Channel” button. 

## Recording Presentations from Blackboard

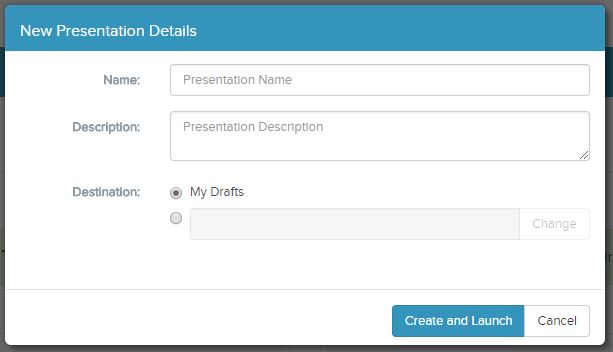
To create a presentation, selection the **“Add Media”** button in Mediasite.



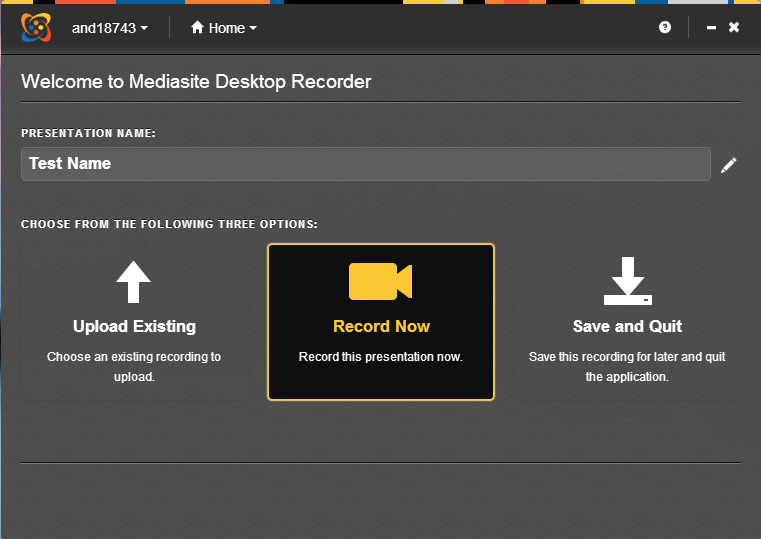
Select the “**I want to record my desktop now**” option.



Name your recording, add a description if applicable, publish to the appropriate channel, and click “**Create and Launch**”.



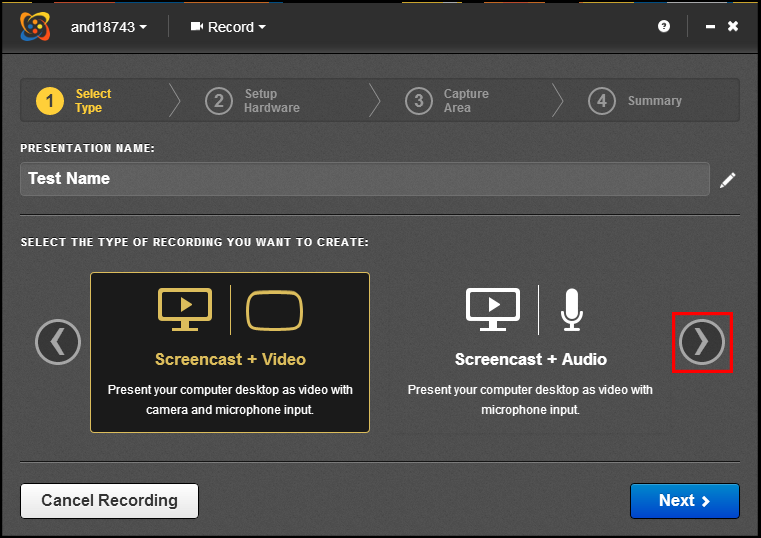
The recorder window will pop-up. Select the **“Record Now”** option.



1. Choose the type of presentation you wish to record.

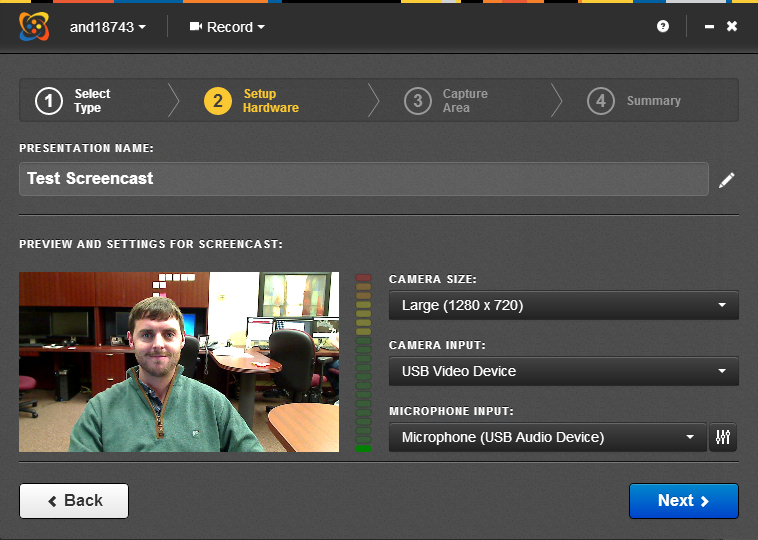
* **Screencast + Video:** Choose this option to show a website, such as your Blackboard course; annotate in PowerPoint or Word; or demonstrate a process. This option also records your image from your webcam.
* **Screencast + Audio:** Choose this option to want to show a website, such as your Blackboard course; annotate in PowerPoint or Word; or demonstrate a process. This option only records your voice (audio) from your webcam or microphone.
* **Slideshow + Video:** Choose this option when you want to show a PowerPoint presentation. This option will allow you to change PowerPoint slides after you've finished recording, as long as the audio does not change. This option records your image from your webcam.
* **Slideshow + Audio:** Choose this option when you want to show a PowerPoint presentation. This option will allow you to change PowerPoint slides after you've finished recording, as long as the audio does not change. This option only records your voice (audio) from your webcam or microphone.

1. Click the right-facing arrow (highlighted in red in the below image) to scroll through the presentation options.
2. Click **“Next”**.



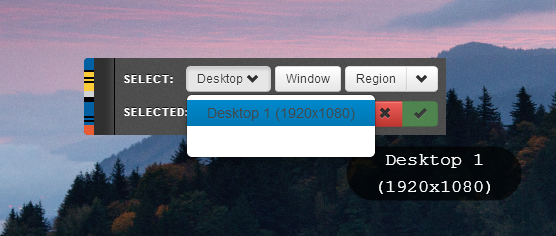
1. Select the hardware you wish to use for the recording if Mediasite does not automatically select the correct hardware for you.

* The “**Camera Size**” will automatically be detected based on the web camera connected to the computer.
* Select the “**Camera Input**” drop down box and select the appropriate camera. Make sure your image appears in the preview window.
* Select the “**Microphone Input**” drop down box and select the appropriate microphone. Check the audio levels to the right of the preview window to make sure they are at a good level. Do this by speaking at the volume in which you will be recording. This should be in the upper green area.

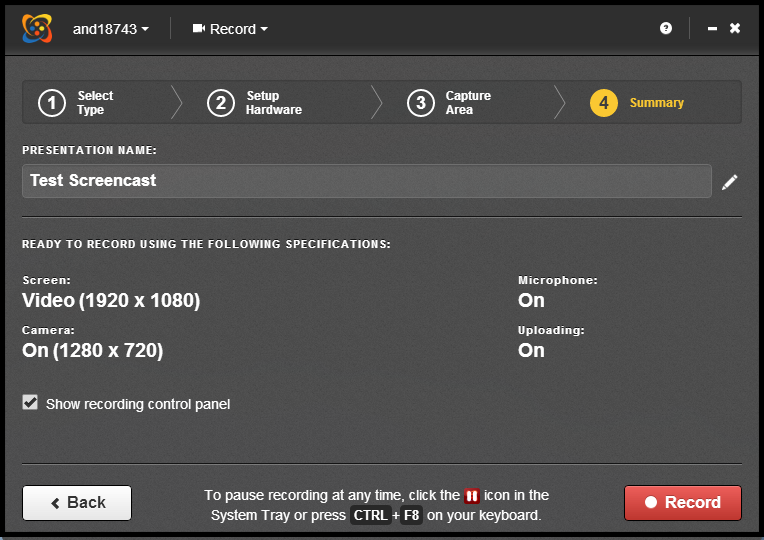


1. Select the appropriate recording area for the presentation:

* Click on the “**Desktop**” drop down box to select the entire desktop.
* Select your desktop from the drop down box. In this case, we selected **"Desktop 1 (1920x1080)"**. Your selection may look slightly different.
* Click the **green check mark** button to finalize the region selection.

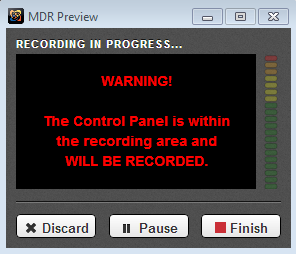


1. The summary page will appear which will give information about the recording before you start recording. Check to make sure all of the specifications are correct. Once you are ready to record, Click **“Record”**.



You will get a 5 second countdown before recording begins.

1. Minimize the Recording Control Panel (image below) or move it to a second screen, if that option is available to you, so that the window will not show up in your recording.



1. You will have the option to pause or stop your recording.

**To stop or pause the recording if you minimize the Recording Control Panel:**

Click the red pause button on PC.Click the **red pause button** found in the bottom right-hand system tray on a PC or the upper right-hand side of a Mac.  
 **PC image**

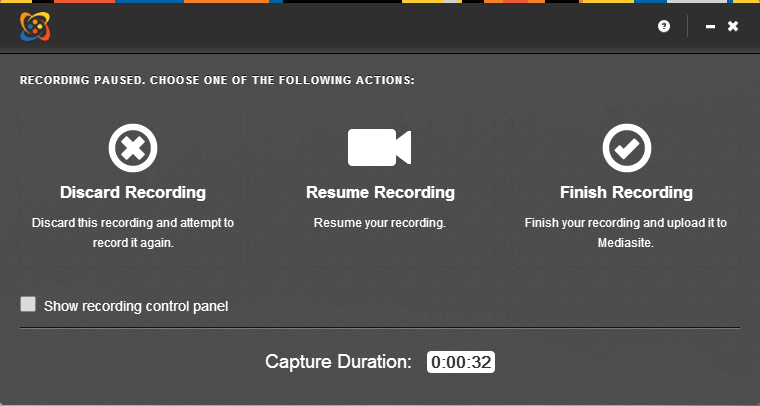
Click the red pause button on Mac. **Mac image**

**To stop or pause the recording if you moved the Recording Control Panel to another screen**:

* Click Discard - delete the presentation
* Click Pause - temporarily stop the presentation recording
* Click Finish - end recording and begin the upload process

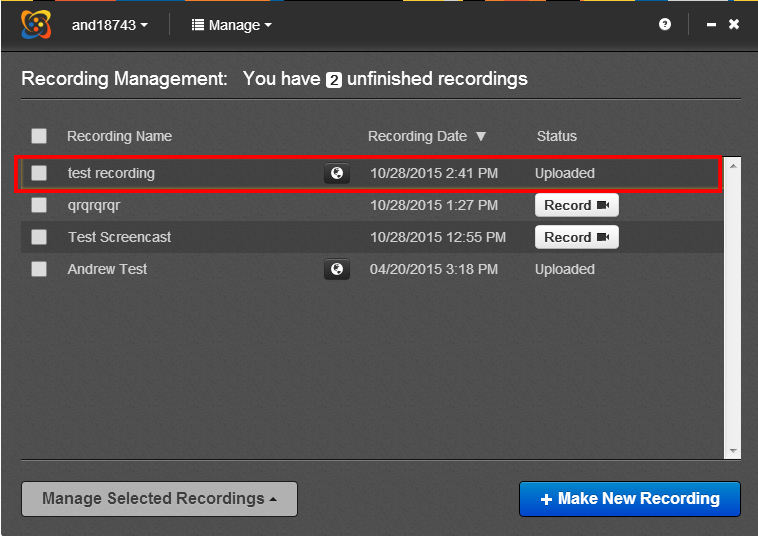
**If you pressed the Pause button**, the Recording Paused box will appear. Choose which action you wish to take:

* Click Discard - delete the presentation
* Click Pause - temporarily stop the presentation recording
* Click Finish - end recording and begin the upload process



Once you click **Finish**, the recording manager will open and show you the uploading progress of your recording.

**NOTE:** **DO NOT DELETE VIDEOS FROM THIS MANAGER. IT WILL REMOVE THEM FROM YOUR LOCAL COMPUTER.**



1. Return to Blackboard to find the newly-recorded presentation open. Although it looks like your presentation has not uploaded to Mediasite yet, it has. It will take a minute or two to sync with Blackboard. You might need to refresh your page or click a different folder, such as Everything or Drafts, to be able to see the video.

## Making Presentations Viewable

In Mediasite you will see the most recently created screen recording. This recording will be in the channel you previously designated. For others to view it, you will need to change the view settings to **“Viewable”**. If you would like to keep it private, leave the **“Private”** option selected. If you keep the video as private, you are the only one who can see the video. To make this change click on the “lock button” on the lower right part of the thumbnail. If the lock is “**open**” it is viewable. If the lock is “**closed**” it is private.



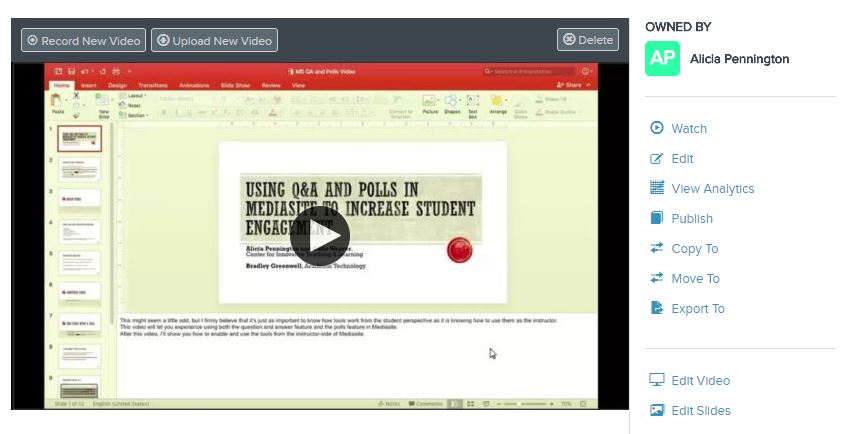
## Moving Presentations into Channels

To move a presentation into the desired channel, select the video you wish to move.

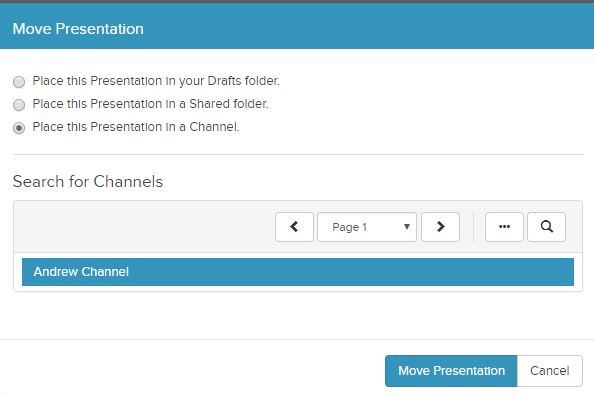


To designate the specific channel for your presentation to be moved to, do the following:

1. Select the **“Move To”** option.



1. Select the “**Place this Presentation in a Channel**” option and then select the channel you wish to move it to. Finally click “**Move Presentation**”.

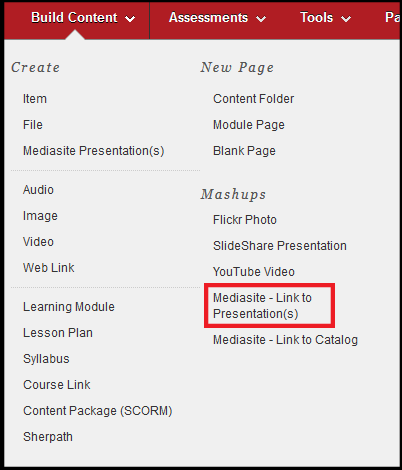


# Part 3 - Putting Mediasite Content into Blackboard

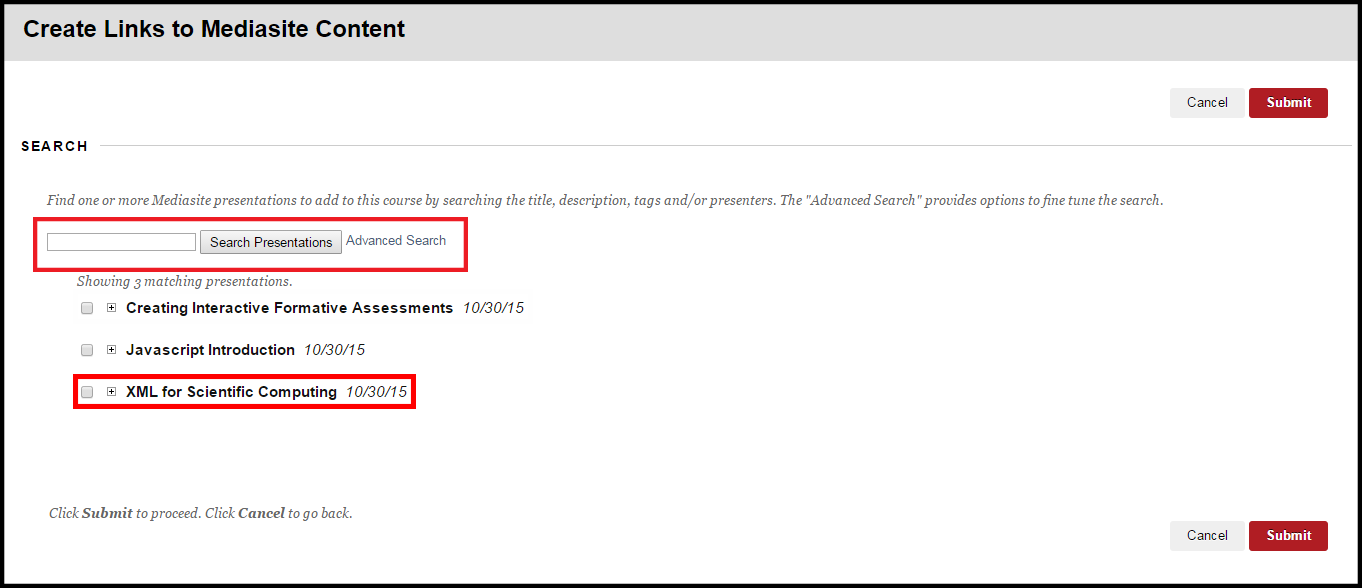
## Adding Individual Presentations

To place an individual Mediasite presentation into a course, complete the following steps:

1. Click the "**Build Content**" tab and select the "**Mediasite - Link to Presentations**" option.



1. Click "**Search Presentations**"for your presentation.
2. Check the box next to the presentation you wish to link into Blackboard.
3. Click "**Submit**.”

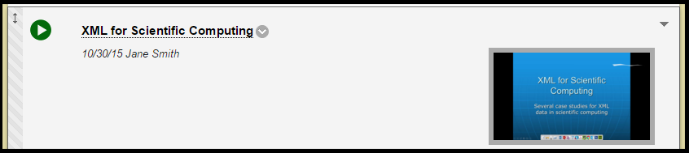


You will have a notification indicating the link was successful.

1. Click "**OK**".



You will now see your presentation in Blackboard.

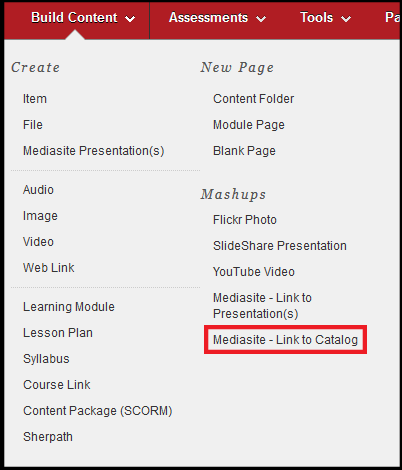


NOTE: This presentation link is similar to other items in Blackboard. You may edit it to change the title and description.

## Adding Channels

To place a Mediasite Channel into a course,

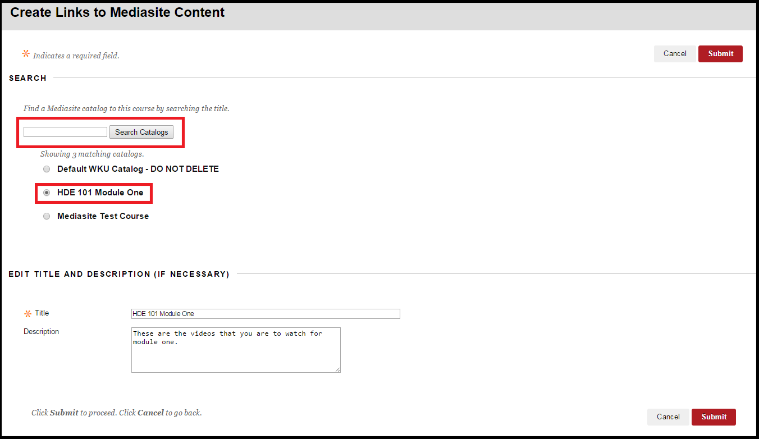
1. Click the "**Build Content**" tab and select the "**Mediasite - Link to Catalog**" option.



1. Search for your channel and select the desired channel.

You also have the ability to change the title of your channel and add a description if you wish. Changing the title and description here will **ONLY** change it in the content in your course. Not the original channel name and description.

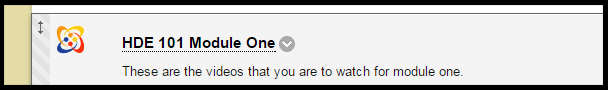
Once you are finished making edits, click "**Submit**".



1. You will have a notification indicating the link was successful. Click "**OK**".



1. You will now see your channel in Blackboard.



This is how your presentations will display when students click the **Channel** link.

