

## **Record video/audio lectures using Mediasite Desktop Recorder**

1. Open “Mediasite Desktop Recorder” on your computer.

If you are connected to the internet, then Mediasite Desktop Recorder will automatically connect to the Villanova Mediasite Server. This will allow your recordings to automatically upload after recording.

If you are not connected to the internet, then you can still record, however, you will need to manually upload your recordings later.

2. Click on “Record”
3. Enter the name of your recording (you can edit the name later as well)

## **Select your Recording Type**

4. Select one of the 4 recording options.
  - a. ScreenCast + Video: Records full-motion video of your computer screen & records your video (using a webcam). Ideal if you have PowerPoint with extensive animations, if you want the students to see your mouse movements, or if you are showing a website, word doc/pdf, or demonstrating a program like Excel.
  - b. ScreenCast + Audio: Same as “ScreenCast + Video”, except it will not record your video.
  - c. Slideshow + Video: Records periodic snapshots of your computer screen & records your video (using a webcam). Suitable option if you have a PowerPoint presentation with basic animations or if you are showing pictures.
  - d. Slideshow + Audio: Same as “Slideshow + Video”, except it will not record your video.

## **Configure your webcam & mic**

5. Next, choose your webcam and/or microphone. Confirm that audio levels are visible on the audio levels meter.

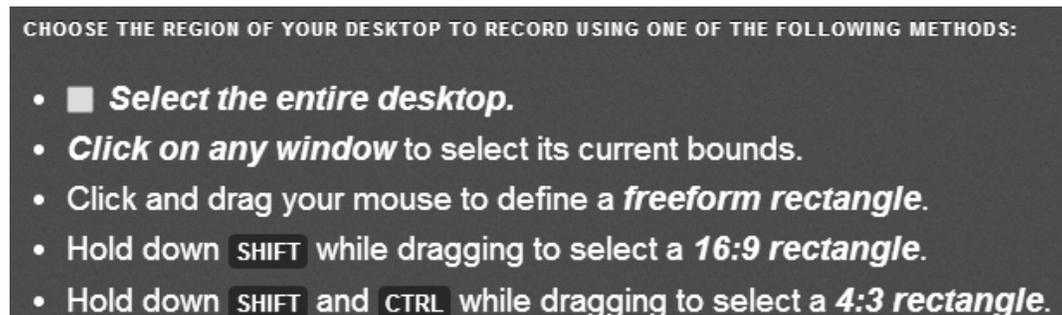
If you need to raise or lower your microphone levels, click the Audio Control Panel next to the microphone input menu.

6. On “Prepare Your Screen”, select next.

### **Choose your recording screen**

7. Now select the region of your computer screen you want to record. You have 5 options. In most cases, you will select "Select Entire Desktop" option. This will record what you are seeing on your primary monitor.

If you want to record only a portion of your computer screen, then select one of the 4 other options.



### **Start/Stop/Pause your recording**

8. You'll see the final confirmation window before the recording starts. Uncheck the box next to "Show Recording Panel"
9. Click “Record” and it will give you a 5 second countdown and the recording will begin.
10. To stop or pause your recording, please do one of the following...
  - a. Windows? Press CTRL + F8 on your keyboard.
  - b. Mac? Press Command + Option + F8 or Press Fn + Cntrl + F8 on your keyboard.
  - c. Click the icon in the system tray.
11. If your recording is complete, select finish recording.

If you are connected to the internet, then your recording will automatically upload to the Villanova Mediasite Server.

If you are not connected to the internet, then you will need to upload your recording once you re-connect to the internet. (Open Mediasite Desktop Recorder. Click Manage. Click Upload next your recording).

## **Share your recording**

12. Visit <https://vums-web.villanova.edu/mediasite/mymediasite>

13. You'll see all of your recordings listed on the page. Click on your recording. You may see the following messages:

Viewable: Your recording is ready to be watched and shared.

This desktop recording has been queued for processing: This means your presentation is in line to be processed by the server. You need to wait until you see the "Viewable" message in order to watch your recording.

This desktop recording is being processed: The server is processing your presentation. Depending on how long your recording is, the processing could take some time. You need to wait until you see the "Viewable" message in order to watch your recording.

14. Make you recording viewable to your students by clicking on the recording name, click "Edit". Change "Visibility" from "Private" to "Viewable".

15. To change the name of the recording, click on the recording name, and then click "Edit". Change the name and then click "Save".

To share the weblink with others, click on the recording name, and then click on "Share". Copy the URL from the "Link" box.

16. To post your weblink into Blackboard:

- a. Click on “Create Web Link”. Enter a name.
- b. In the “URL” field, paste the recording weblink that you copied.
- c. Make sure to check off the box titled “This link is to a Tool Provider.”

This will check the students’ Villanova userid/password. If someone tries to play the recording outside of the Blackboard they will be prompted to enter their Villanova userid/password.

Please leave the text description field blank.

**1. Web Link Information**

★ Name

★ URL   
For example, http://www.myschool.edu/

This link is to a Tool Provider. [What's a Tool Provider?](#)

***Please contact UNIT - Instructional Technologies if you have any questions  
(<mailto:support@villanova.edu> or 519-7777)***