

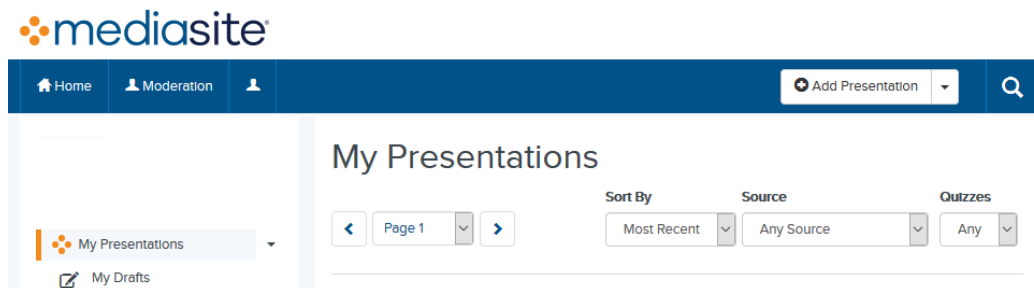
## Recording Your Desktop with Mediasite Mosaic, Uploading to MyMediasite & Sharing Online

Updated: September 2020

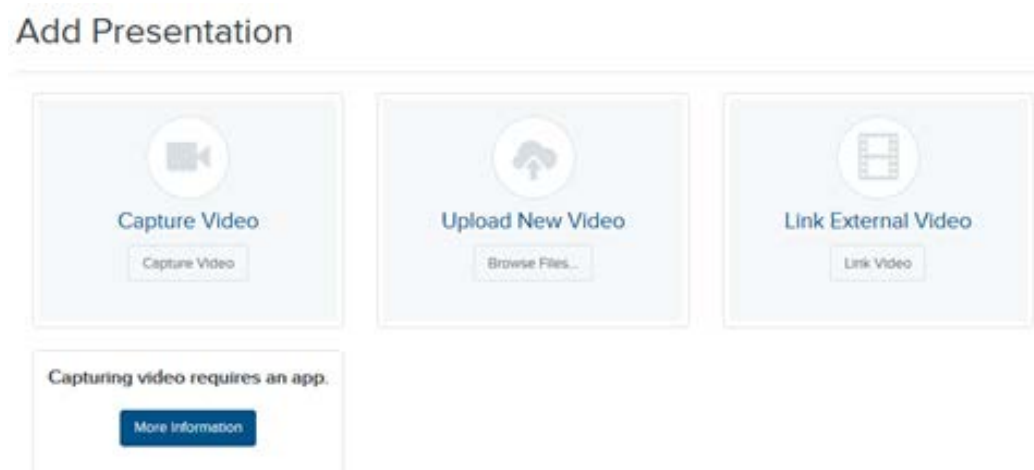
**Important:** These instructions are for the use of the Mediasite Mosaic app, currently only available on MacOS 10.15 (Catalina) or later. Please refer to our other documentation for the Mediasite Desktop Recorder application if you are on Windows or an older version of macOS.

**Note:** This assumes Mosaic is already installed. You may skip directly to step 6 and begin a new recording from the Mediasite Desktop Recorder application instead of beginning from the web management portal (step 1) if you prefer.

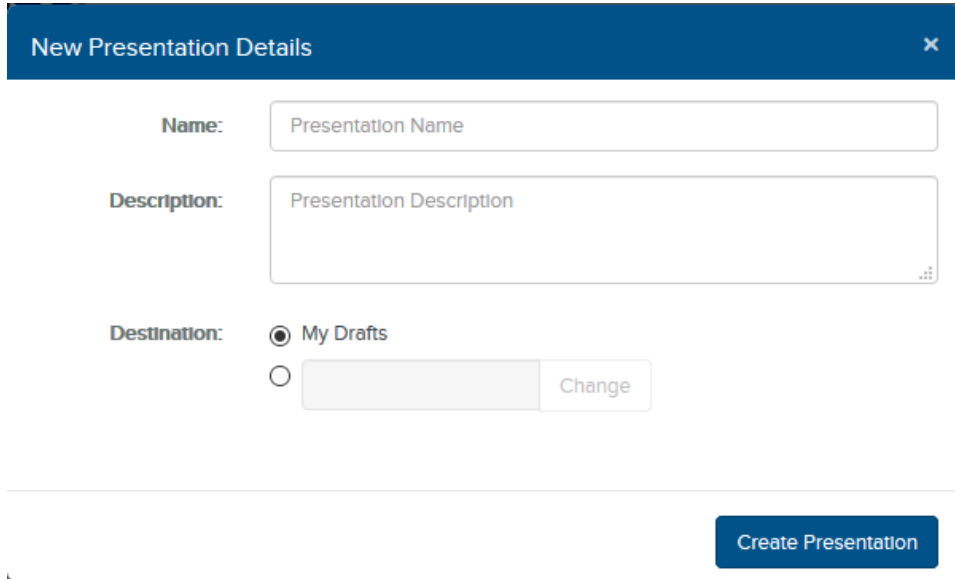
1. Log in to Villanova University's MyMediasite here:
  - <https://vums-web.villanova.edu/Mediasite/mymediasite>
2. Click on the “**Add Presentation**” Button on the top-right of the banner:



3. Select the option on the left: “**Capture Video**”



4. It will ask you to provide a name for the presentation and an optional description. These can be changed later at any time. Click “**Create Presentation**” when you are ready:



**New Presentation Details** ×

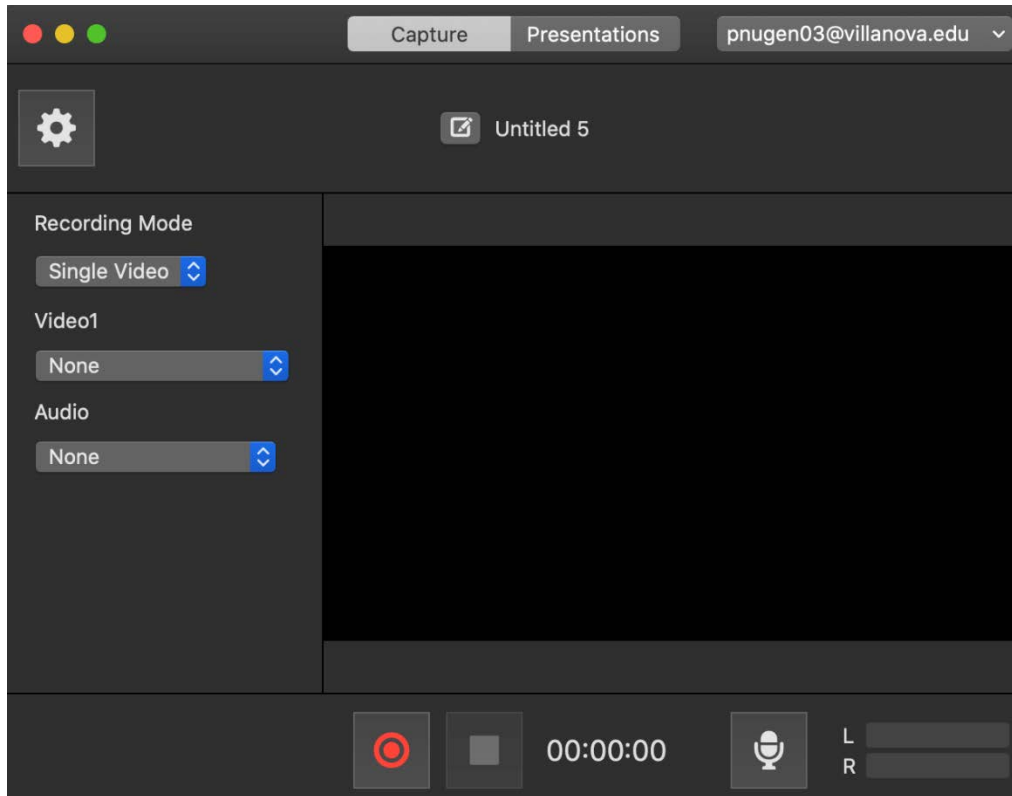
**Name:**

**Description:**

**Destination:**  My Drafts

**Create Presentation**

5. You may receive a request from your web browser for permission to open the link in Mediasite Mosaic. Click “open link” (or however your browser phrases it) and this will open the Mosaic App from your browser.
6. Once in the Mediasite Mosaic application, you will see the following screen:

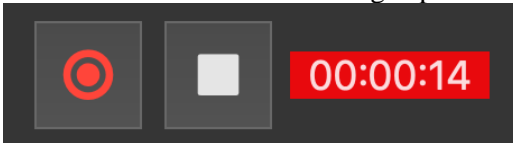


- If you do not see the “Recording Mode” panel on the left, click the gear icon to open it.
    - “Recording Mode” chooses the type of recording, the options are:
      - Single Video (Screen **or** Webcam)
      - Dual Video (Screen **and** Webcam)
      - Audio Only
    - “Video1” selects the source for the first video feed
      - Your options are typically any monitors or webcams connected to the computer
    - “Video2” only appears if “Dual Video” is selected
      - If you are running dual video, it is recommended to select your Display as Video1 and your webcam (usually listed as FaceTime Camera) as Video 2
    - “Audio” selects your audio source
      - Be sure to select an audio source and confirm it is working correctly by speaking aloud and confirming that the audio meter on the bottom right reacts to your voice
  - Presentation Title: The text at the top sets the title of the presentation (in this example it reads “Untitled 5”). This may be changed later through the web management portal after upload.
7. To begin recording, click the red circle at the bottom. A 3 second countdown will appear. Once that disappears your screen, mic, and camera (if used) are being recorded.

8. While recording, the Mediasite icon (4 orange dots) will appear in your system tray at the top of your screen. To pause the recording, click this icon in either the system tray or your dock of open applications.



9. While paused, the control panel will appear again on screen. The recording duration will flash in red to indicate that the recording is paused.

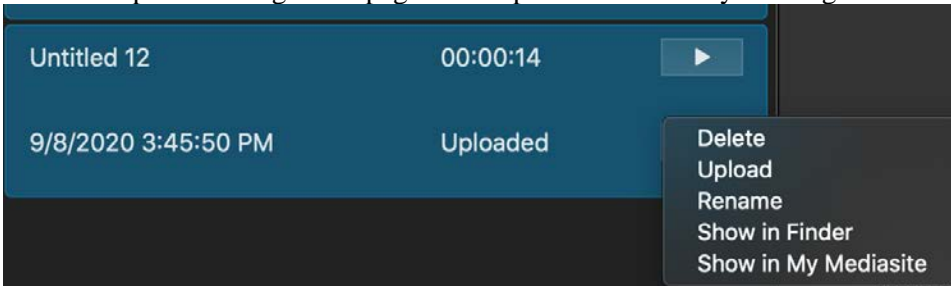


You may either resume the recording by clicking the red circle again or end the recording by clicking the square stop button. We recommend leaving a recording paused for no more than a few minutes to prevent errors in video encoding.

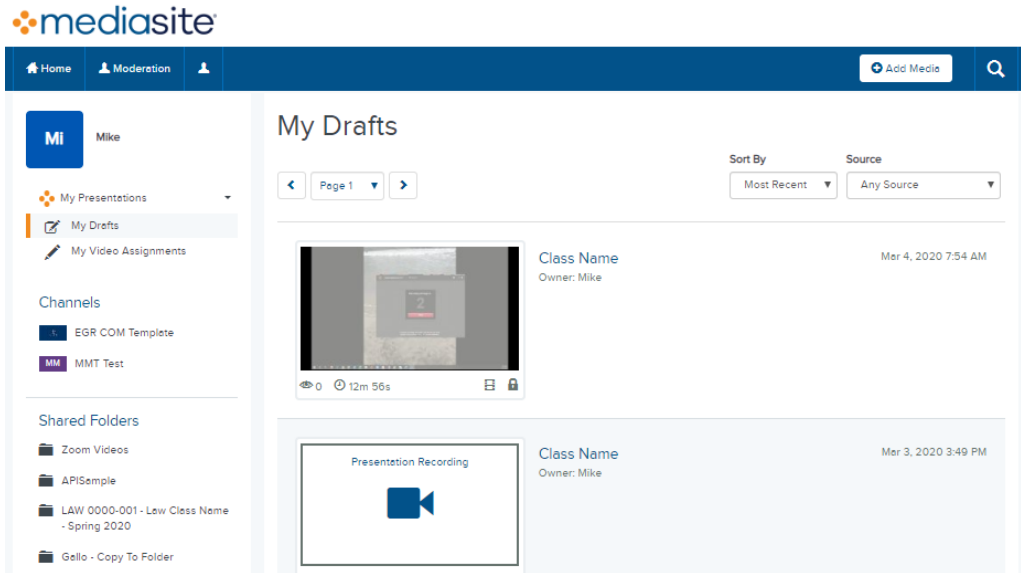
10. Once you end the recording, it will automatically begin to upload if you are connected to the Internet. Longer recordings may take some time to complete uploading. You may use other browser tabs or windows while this is running, but **do not close this application while the upload is in progress.** You can view the status of your upload and previously recorded presentation on the Presentations tab (available at the top of the application)



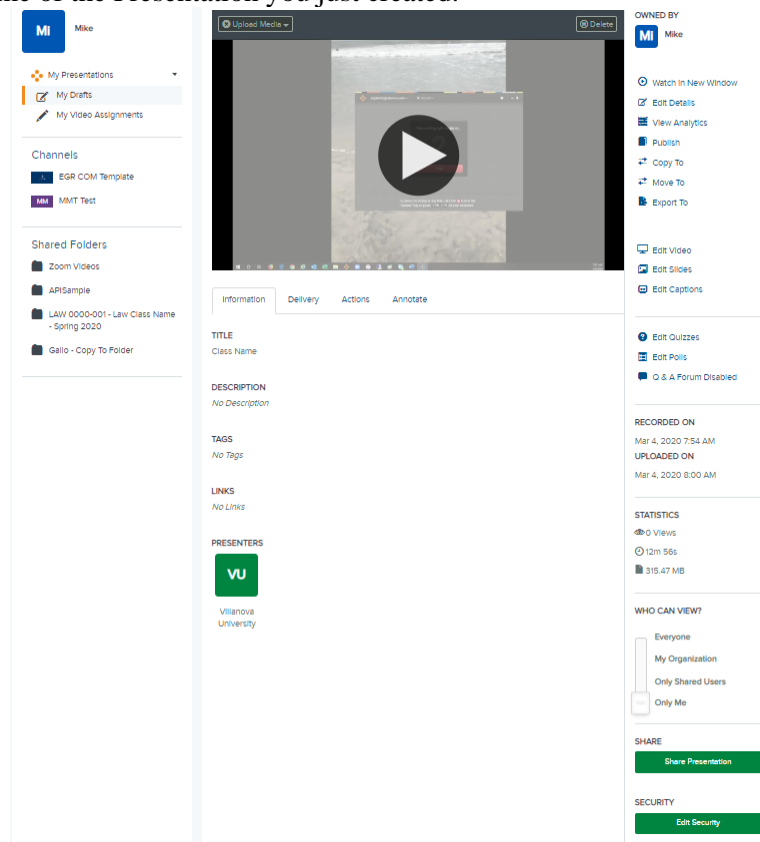
11. On this page you will see a list of the presentations made on this computer. You can review them and their status here. If you click on the “...” button for each video you will be able to go directly to the web portal management page for the particular video by clicking “Show in My Mediasite”



12. Once the upload is complete, the server will process the video and convert it into a Mediasite presentation. (You do not need to keep Mediasite Desktop Recorder open for this process.)
13. When the video has processed, reload or refresh your MyMediasite page in your browser. This is where you can locate your recording.



14. Click on the name of the Presentation you just created.



9. New uploads are set to “**Private**” by default. Before sharing the video, it must be made viewable to “**My Organization**” This option is near the middle of the right hand-column:

**WHO CAN VIEW?** ?

- Everyone
- My Organization
- Only Shared Users**
- Only Me

**SHARE**

Share Presentation

15. Click **“Share Presentation”** below the Visibility options and copy the address in the **“Quick Link” bar**. This link can be shared via email or posted on Blackboard. Note: If the video was not set to “Viewable” (see previous step) students will receive an error when they attempt to play the video.

#### 16. To Post in Blackboard:

Within your Blackboard course, click Build Content and click Web Link.

- Enter a name for the Web Link in the Name field.
- Paste the Share link in the URL field.
- Please make sure to check the box titled **“This link is to a Tool Provider.”** This will check the users’ Villanova userid/password. If someone tries to play the recording outside of Blackboard they will be prompted to enter their Villanova userid/password.

Please leave the text description field blank. Otherwise the video will not play.

**WEB LINK INFORMATION**

Name  
Mediasite Video Title

URL  
https://vums-web.villanova.edu/Mediasite/Play/f9  
*For example, http://www.myschool.edu/*

This link is to a Tool Provider. What's a Tool Provider?

Enable Evaluation  
 Yes  No