Recording Your Desktop, Uploading to MyMediasite & Sharing Online

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1. Log in to Villanova University’s MyMediasite here:
   a. https://vums-web.villanova.edu/Mediasite/mymediasite

2. Click on the “Add Media” Button on the top-right of the banner:

3. Select the option on the left: “I want to record my desktop now”
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 and Launch” when you are ready:

5. You may receive the message below, click “Open mdr.” This will open the Mediasite Desktop Recorder (MDR) application.

6. Once in the Mediasite Desktop Recorder, select the type of recording you would like to create, and click “Next.”
7. The next screen is for setting camera size (if needed) and your camera and microphone inputs, click next when all of these are correct.

8. This step is for choosing which computer display is best your recording.
   a. Desktop – records the whole screen of the display you choose. (Most used option)
   b. Window – records a certain window that you are working in, such as a web browser page.
   c. Region – records an area on your screen of your choosing.

Once the best option for your recording is selected, click on the Green check mark.
9. This is the last step before recording, if any changes need to be made please use the back button. If not, click on Record.
   a. Note: If this is a setting you would like to use for multiple recordings, you can click on “Save as Default,” which will skip all of these steps the next time you record.

10. Once Record is selected, a 5 second clock will appear, once that disappears your screen, mic, and camera (if used) are being recorded.
11. At any time during your recording you can pause the recording.
   a. Option 1 is to press CTRL+F8 (CMD+F8 for MAC users)
   b. Option 2 is to press on the pause icon in your System Tray

12. When you choose to pause your recording, this screen will appear with three options.

![Pause options](image1)

13. When you have completed your recording, select Finish Recording. The recording will begin uploading and a progress bar will let you know when it is complete. 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 window while the upload is in progress**.

![Recording management](image2)
14. 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.)

15. When the video has processed, reload or refresh your MyMediasite page in your browser. This is where you can locate your recording.

16. Click on the name of the Presentation you just created.
17. New uploads are set to “Private” by default. Before sharing the video, its **Visibility must be made “Viewable.”** This option is near the bottom of the right hand-column:

![Visibility Options](image)

18. 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.

19. **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 the blackboard they will be prompted to enter their Villanova userid/password.

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