Step 1 of 15
Open a new internet browser window and go to MyMediasite at: https://vums-web.villanova.edu/mediasite/mymediasite

Step 2 of 15
Select Add Presentation from the left-hand navigation bar (see image).
Step 3 of 15
Next, select **Capture Video** from the list of choices provided (see image below).

![Add Presentation](image)

Step 4 of 15
In the **New Presentation Details** pop-up window that appears, enter a **Name** for your presentation and *(if applicable)* its **Description**. This information can be updated later at any time. Leave the destination as “My Drafts”. When you’re finished, select **Create and Launch**.

![New Presentation Details](image)
Step 5 of 15

If Mediasite Mosaic has NOT been installed on your device ready: stop here and visit the “Desktop Recording with Mediasite Mosaic” section on the “Mediasite and Video Delivery” webpage to complete installment of the program before continuing.

Your browser may ask permission to launch Mosaic (see image below) and you can click the Open Mediasite Mosaic button; check the box to “always allow” if you’re using a trusted/personal device.

Step 6 of 15

Before beginning any recordings, make sure your Mediasite Mosaic application is registered with your Villanova credentials – you can check this by looking at the top right-hand corner of the app. If your app is registered, your email will be displayed (see image below).
Step 7 of 15
With the **Capture** tab selected, click on the **Microphone** icon in the top-left of the window and choose your desired audio input from the list of available options.

![Microphone options](image)

Step 8 of 15
Next, select the **Camera** icon and choose your desired video input from the list of available options.

![Camera options](image)
Step 9 of 15
Lastly, select the Display icon and choose whether to Share your window or Share your display during your recording. The structure and content of your presentation – as well as the type of device you’re using – will determine which option you choose:

Share your window is a good option for users with more than one monitor who would like to create a presentation with narration over a single program, like PowerPoint. Additionally, this option allows users with more than one monitor to share their PowerPoint slides, while keeping their speaker notes hidden from the audience on a secondary monitor.

Click on the window you’d like to share with your mouse (a color border will appear around it) then click the OK button in the bottom right-hand corner.
Step 10 of 15

***Recommended Display Setting for most Villanova Users***

Share your display is a good option for users working on a laptop, or a desktop computer with only one monitor. Be aware: using this option with capture your entire screen so be sure to close/hide anything you do not want captured.

Click on the display you'd like to share with your mouse (a color border will appear around it) then click the OK button.
Step 11 of 15
Now you will be able to see a preview of both your camera input and your shared window or display. You can go through steps 7-10 again if you need to tweak your settings.

If you are getting a black screen for your display, click on the three dots in the top right-hand corner of the Mosaic application window, select Settings, and make sure “Enable window or display preview” is toggled on. (see images below).
Step 12 of 15

To begin recording, click the red circle at the bottom center of the Mosaic application window. A three-second countdown will appear on your screen.

After the countdown disappears, your chosen display, microphone, and camera (if used) are being recorded.

Step 13 of 15

You can stop, pause, and/or restart your recording at any time by right-clicking the Mediasite Mosaic icon in your system tray at the bottom of your computer screen. The three-second countdown will appear each time you restart the recording.

NOTE: We recommend leaving a recording paused for no more than a few minutes to prevent errors in video encoding.

The Mediasite Mosaic system tray icon will always indicate if the Mediasite Mosaic application is recording (red dot) or if it’s paused (white pause icon).
Step 14 of 15

Once you end the recording, it will automatically begin to upload to Mediasite if you are connected to the Internet. Longer recordings may take some time to complete uploading. You may use other browser tabs or applications while uploading, but do not close Mosaic while the upload is in progress.

You can view the status of your upload and see a list of previously recorded presentations by selecting the Presentations tab located at the top-left of the application window (see image below).

Clicking the “Play” icon (sideways triangle) will allow you to preview the recording within the Mediasite Mosaic application.

Clicking the three dots under the “Play” icon will provide you many options:
- Delete the recording
- Upload the recording to Mediasite (not necessary if the video has already uploaded)
- Rename the presentation
- Open the folder on your device where the recording has been saved locally
- Open the recording on your MyMediasite homepage
- Export the recording as an MP4 video file
Step 15 of 15
Return to your MyMediasite homepage at:
https://vums-web.villanova.edu/mediasite/mymediasite

Refreshing the My Presentations page will make your newest recordings appear.

NOTE: New uploads are automatically set to Private (indicated by the closed lock icon). To change viewer access rights to any of the presentations you own, please visit the “Uploading and Sharing Presentations” section of the Mediasite and Video Delivery page.