RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Before you begin!

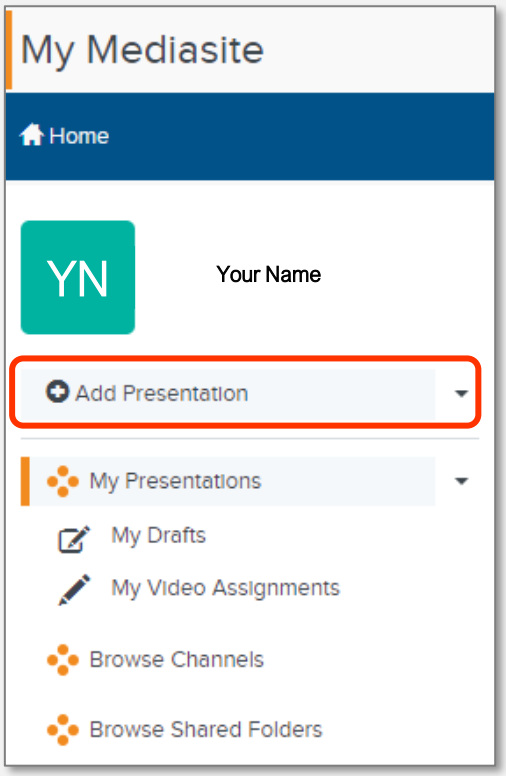
- ✓ You must first install Mediasite Mosaic onto your device to proceed. For directions, please visit the "Desktop Recording with Mediasite Mosaic" section of the Mediasite and Video Delivery webpage.
- ✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.
- ✓ Close all programs and apps (i.e. Outlook, Microsoft Teams, etc.) that will not be used during recording as they may cause slow computer performance.

Step 1 of 14

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

Step 2 of 14

Select **Add Presentation** from the left-hand navigation bar (*see image*).



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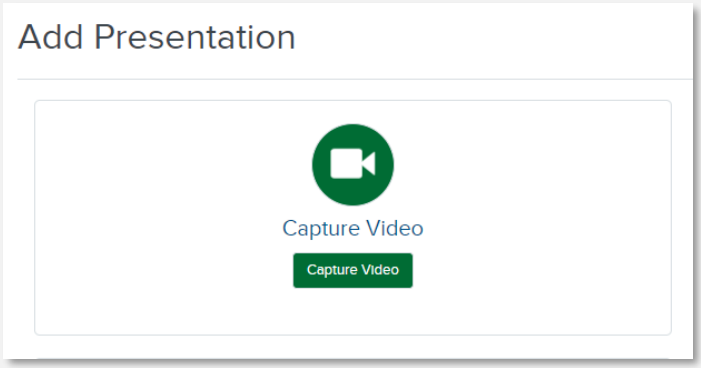
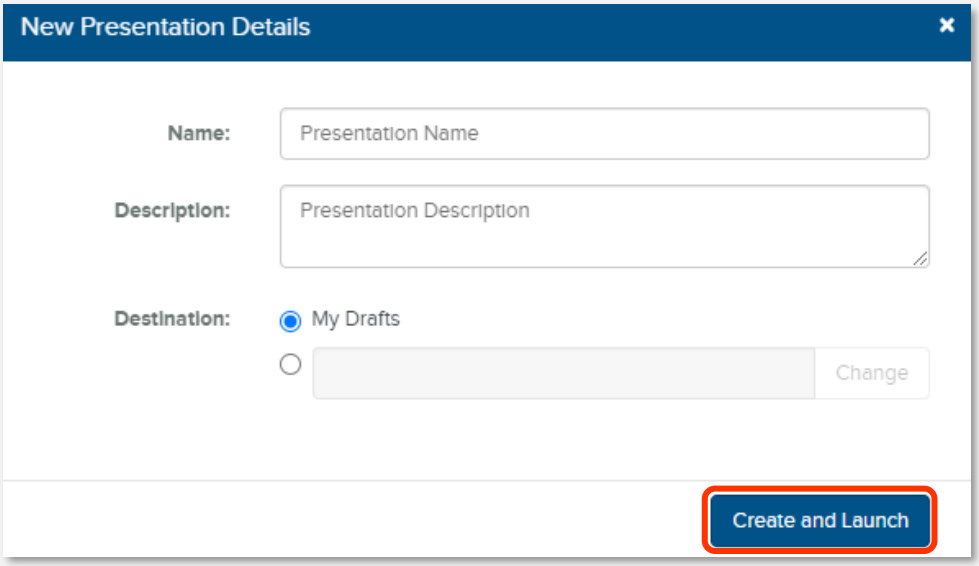
Step 3 of 14

Next, click on **Capture Video**.



Step 4 of 14

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 changed at any time. Leave the destination as "My Drafts". When you're finished, click the **Create and Launch** button.



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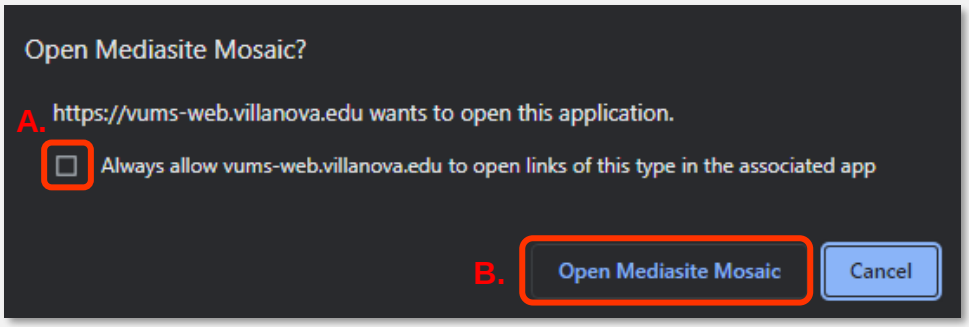
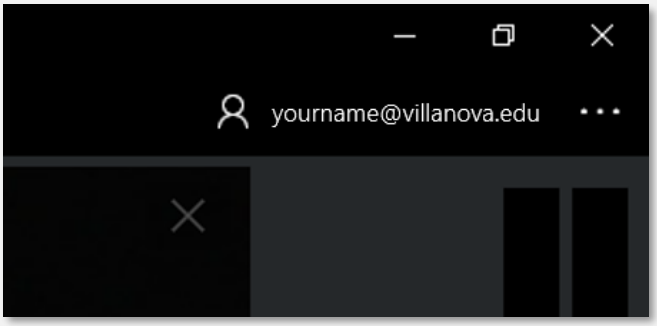
Your internet browser may ask permission to launch Mosaic. If it does, you can check the box to "Always allow" (**A**) and then click on **Open Mediasite Mosaic** button (**B**) if you're using a trusted/personal device.

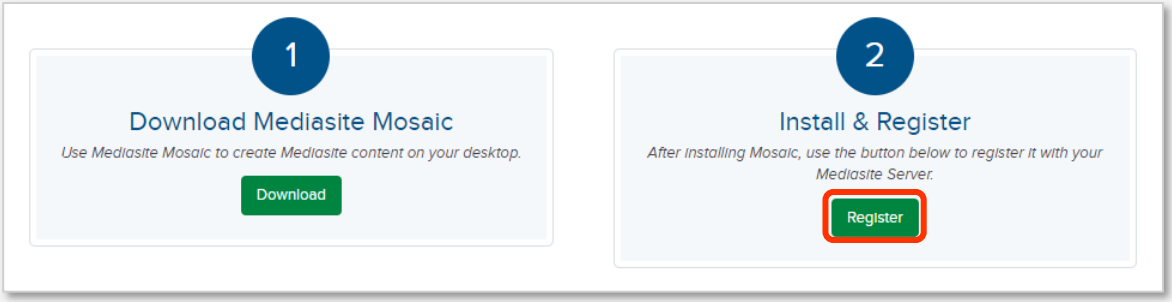


Step 5 of 14

Before beginning a recording, make sure your Mediasite Mosaic application is registered with your Villanova credentials – if Mosaic is correctly registered, your email will be displayed (*see image below*).



If your Mediasite Mosaic is not registered, open a new internet browser window, navigate to https://vums-web.villanova.edu/mediasite/mymediasite/desktop-recorder/download, and click on the green **Register** button (*see image below*).

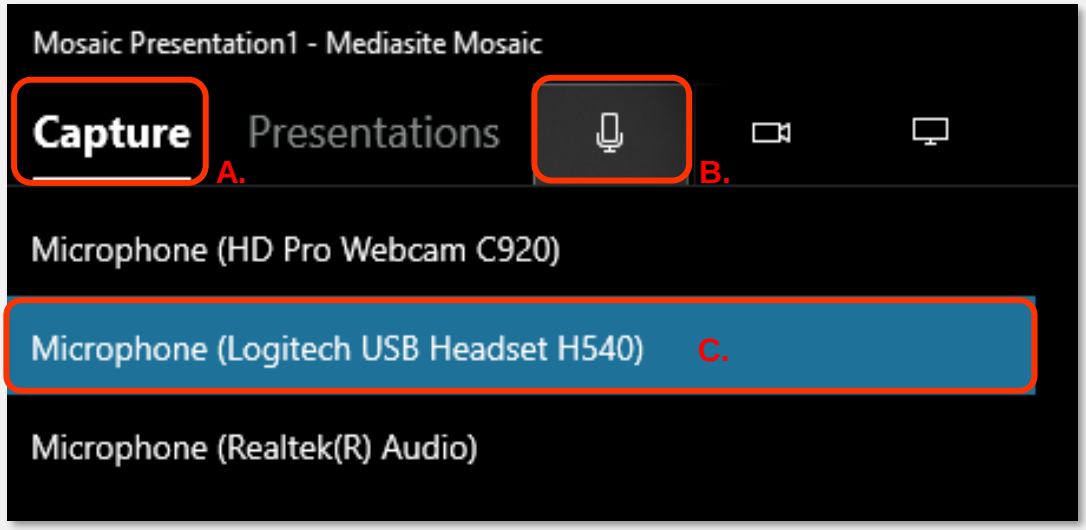


RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Step 6 of 14

You will now begin selecting your audio and video inputs – *this must be done before you start recording.*

First, click on the **Capture** tab (A) at the top left corner of the application window. Next, click on the **Microphone** icon (B) and choose your desired audio input from the available options. Clicking anywhere on the name of the device input with your cursor will select it (C); a selected input will be highlighted with color (*see image below*).



Before proceeding, test your audio: speak a few words and confirm that the VU meter along the right-hand side of the Mosaic application window is "jumping" with the sound of your voice (*see image to right*).

If you are not seeing activity in your VU meter, confirm that you have selected an audio input and/or that your selected audio input is turned on/operational.

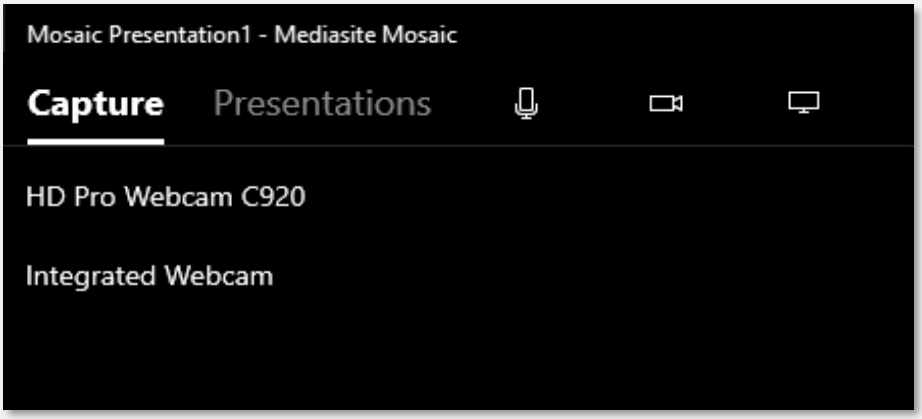
Best Practice for Recording Your Audio
While recording your presentation, speak at a volume that does not exceed the maximum level indicated on the VU meter pictured here. Sustained volumes within orange/red ranges could result in distorted audio.

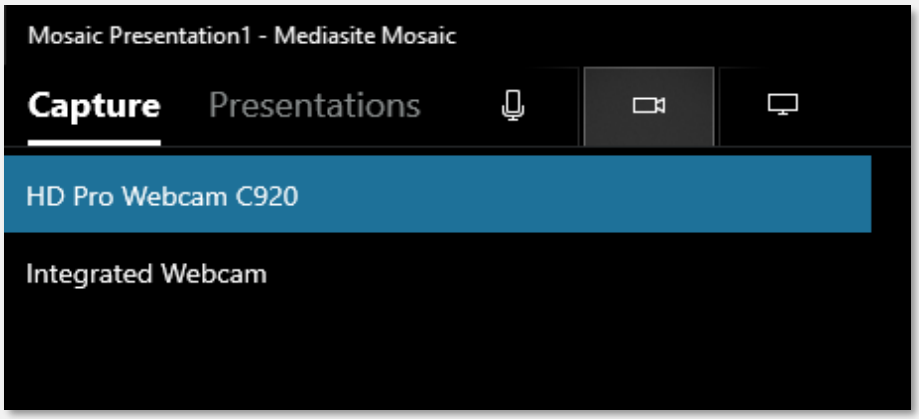
RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Step 7 of 14

Next, click on the **Camera** icon and *because you are creating a "Voice over PowerPoint" presentation*, confirm that you *do not* have any video inputs selected.

To do this, make sure your available video input option has a black background to indicate it is not selected to be used during your recording.





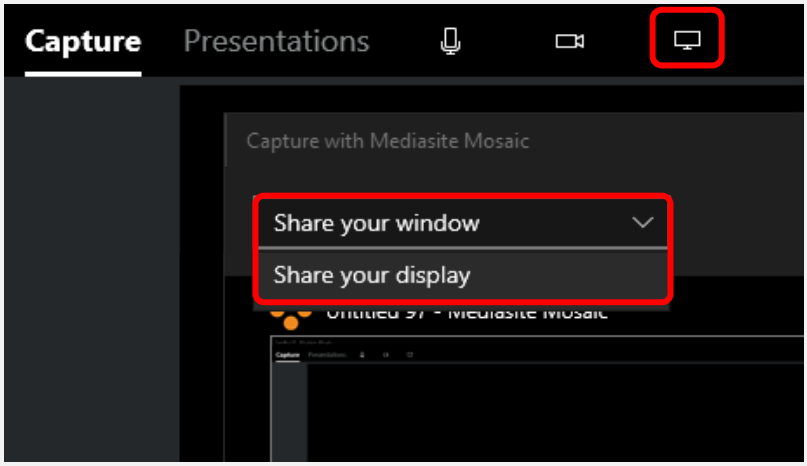
NOTE: If you accidentally have a camera input selected (*see second image above*), you can click anywhere on the name of the device input with your cursor to deselect it and turn it off.

RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Step 8 of 14

Lastly, click on the **Display** icon to make the "Capture with Mediasite Mosaic" popup window appear.

From here you will use the dropdown menu to **Share your window** or **Share your display** during your Recording.



The type of content you are presenting, and the needs of your course, will determine which of the two display options you choose. Please review the information below to make the most informed decision for your recording.

SHARE YOUR *WINDOW*

- Ideal for users recording on a laptop or a PC that ***has two or more monitors attached***
- If desired, this display option allows you to easily record your presentation content on one monitor, while reading off your speaker's notes displayed on a second monitor.
- This setting ***only captures a single program of your choosing***, so if you need to be able to move between multiple programs and windows, you should select "Share Your Display" instead.

SHARE YOUR *DISPLAY*

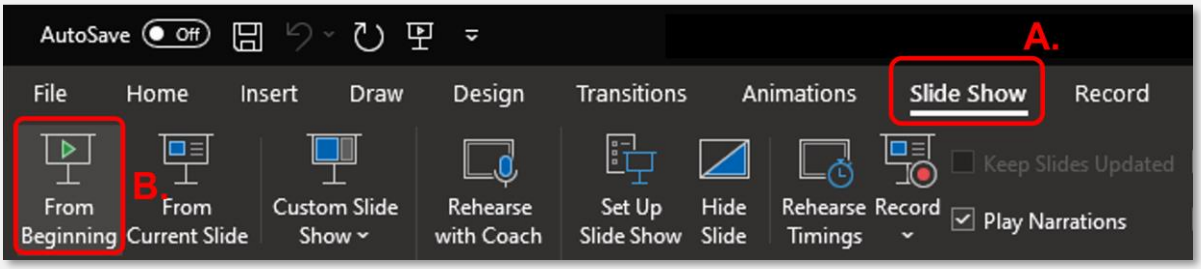
- Ideal for users recording on a laptop or a PC that ***only has one monitor***
- If desired, this display option allows you to easily share more than one program via your computer screen (*i.e. you can begin by showing slides, then you can open a spreadsheet or internet browser window*)
- This setting captures ***your entire screen*** so be sure you close/hide/mute anything you do not want captured in the recording

RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

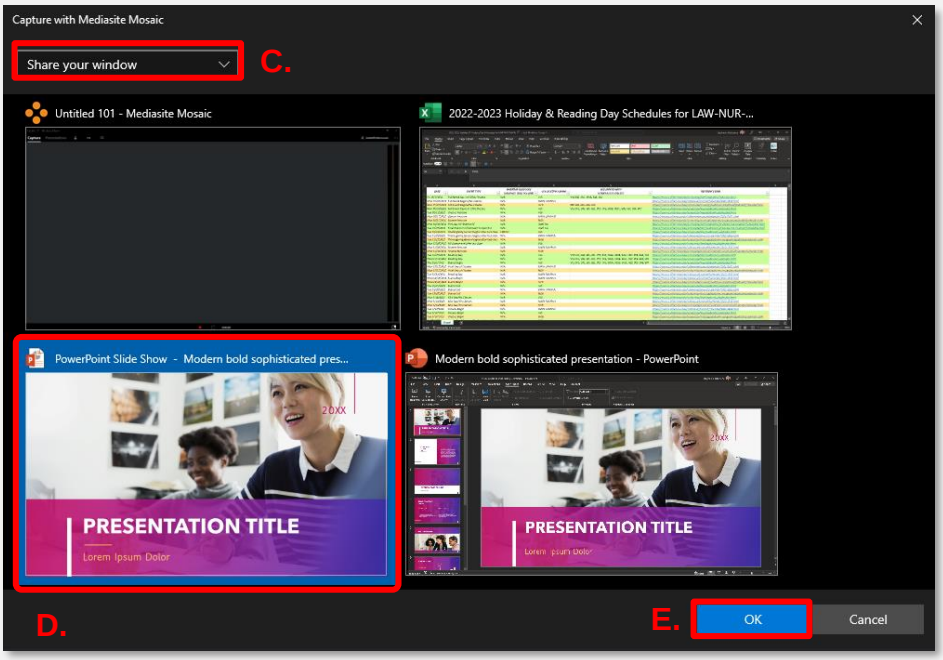
Step 9 of 14 *(for use with "Share Your Window" option)*

Minimize your Mosaic program and open the PowerPoint presentation you plan to show during your recording.

From the top of the PowerPoint window, click on the **Slide Show** tab (A), then select **From Beginning** (B).



Return to your Mosaic application and repeat Step 8. From here, use the dropdown menu to select **Share your window** (C), then click on the box that shows the full-screen slideshow of your PowerPoint presentation (D) – *not the "edit view"* that shows your master slide list along the left-hand side (*see image below*).



Click once on the content you'd like to share and a color border will appear to indicate it's selected. Click the **OK** button (E) in the bottom right-hand corner of the Mosaic application window.

RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

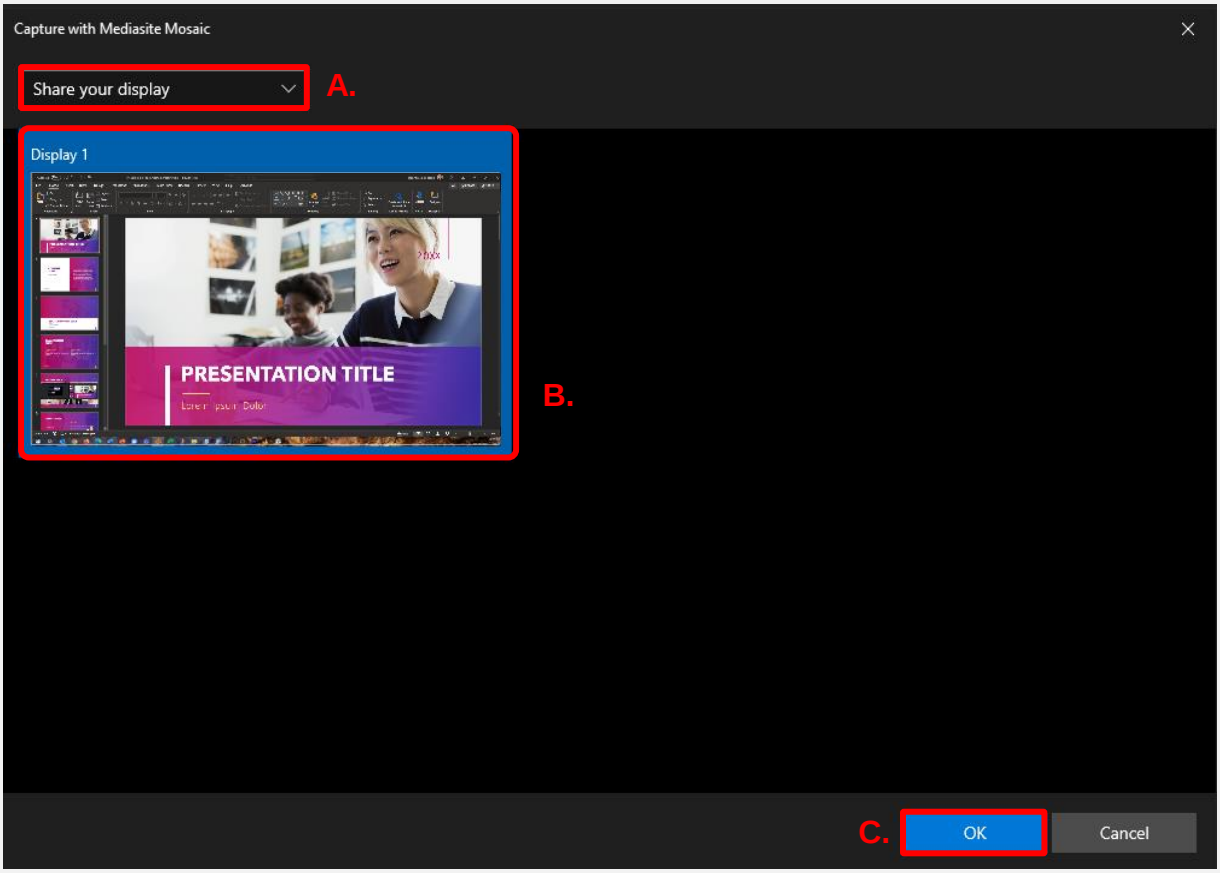
Step 9 of 14 *(for use with "Share Your Display" option)*

Minimize your Mosaic program and open the PowerPoint presentation you plan to show during your recording.

After you have confirmed that you have the correct PowerPoint presentation open and ready, you can minimize the program, return to your Mosaic application, and repeat Step 8.

From here, use the dropdown menu to select **Share your display** (A), then click on the box that shows your PowerPoint presentation (B).

Click once on the content you'd like to share, and a color border will appear around it to indicate it's selected, then you can click the **OK** button (C) in the bottom right-hand corner of the Mosaic application window.

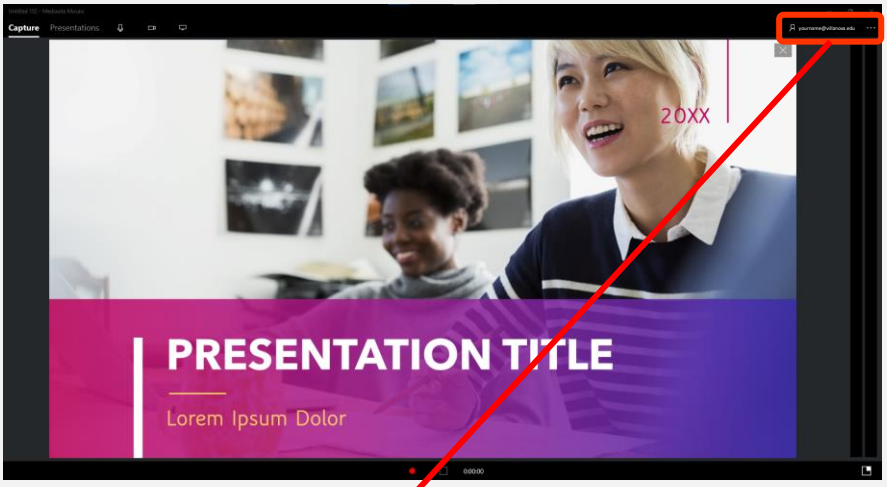


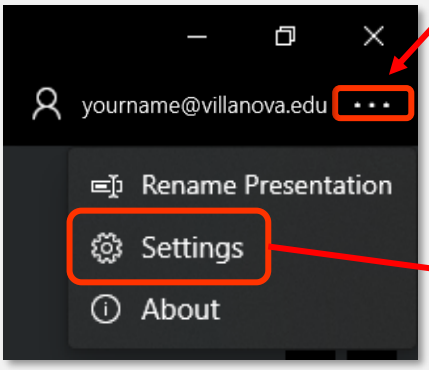
RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

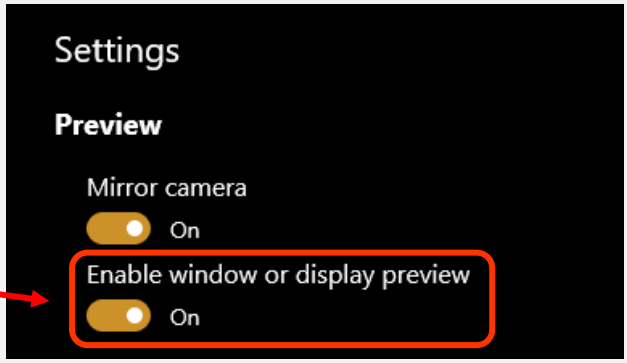
Step 10 of 14

Now you will be shown a preview of your shared window or display (*see image below*) – you can go back through steps 7-10 if you need to tweak any of your settings before starting your recording.

If you are seeing a black screen with white text for your shared window/display instead of your slides or computer screen, 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*).







RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

SLOW DOWN AND DON'T RUSH!

Your knee-jerk reaction may be to scramble to begin presenting as quickly as possible after starting your recording – but we want you to take your time and not panic!

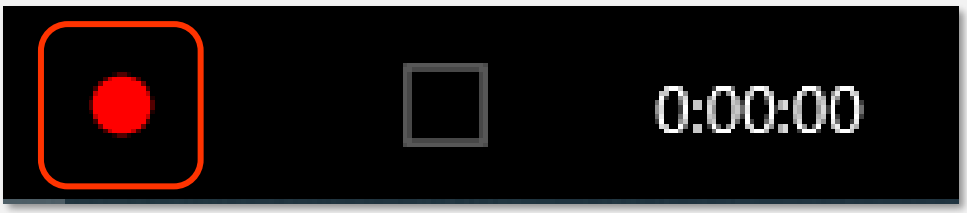
Give yourself ample breathing room, rehearse your talk first if possible, and only begin presenting your content when you feel ready.

During post-production, UNIT staff can very easily edit out any dead air, fumbling with your cursor, etc. so go at your own pace!

Step 11 of 14

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 and microphone are being recorded.

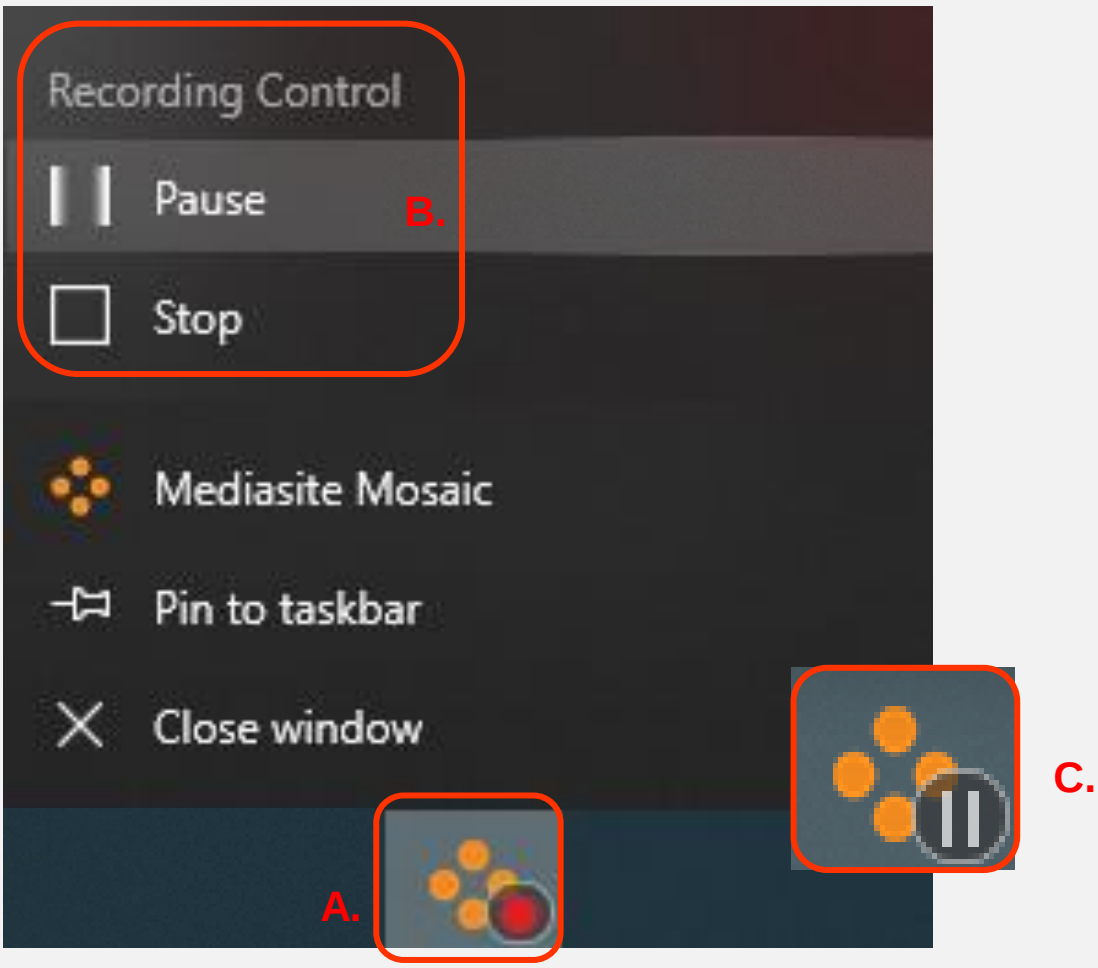


RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Step 12 of 14

You can stop, pause, and/or restart your recording at any time by right-clicking on the Mediasite Mosaic icon In your system tray at the bottom of your computer screen (A), then selecting “Pause” or “Stop” (B) from the **Recording Control** menu.

The Mediasite Mosaic icon in your system tray will always indicate if Mosaic is recording with a red dot (A) or if it’s paused with a white pause icon (D).



RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Step 13 of 14

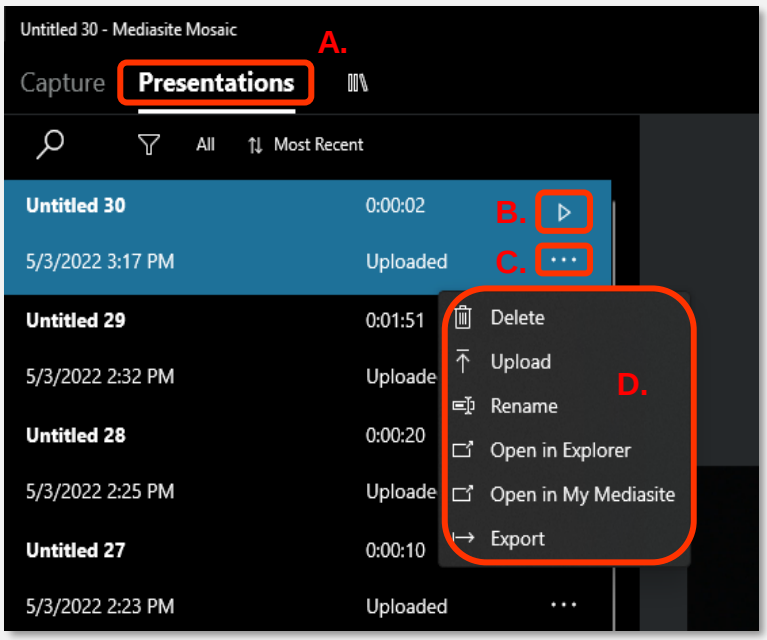
To end your recording, click the white Square at the bottom center of the Mosaic application window.

The recording will automatically upload to your MyMediasite account if you have not turned that feature off, and you are connected to the Internet; *do not close the Mosaic application 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 (A) located at the top-left of the application window (*see image below*).

Clicking the "Play" icon (B) will allow you to preview the recording within the Mediasite Mosaic application.

Clicking the three dots (C) under the "Play" icon will provide you many options (D):

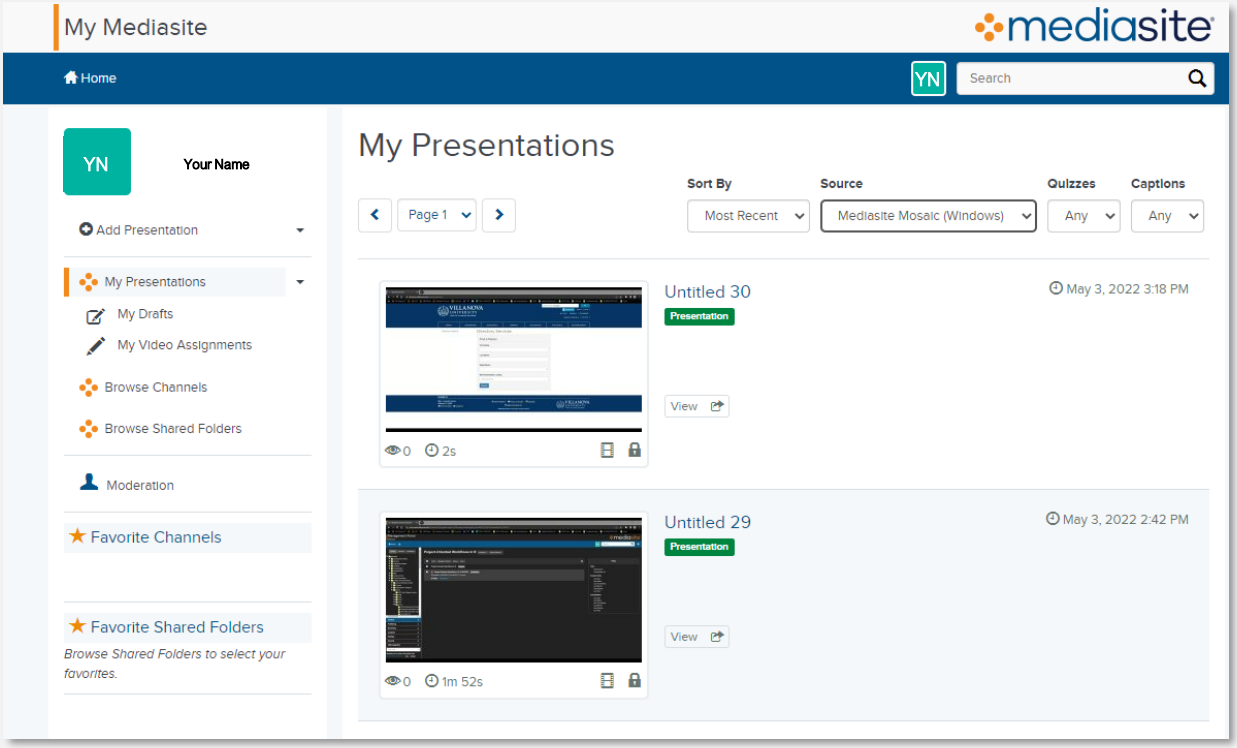


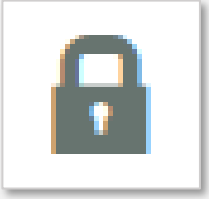
- **Delete** the recording from your local device
- **Upload** the recording to Mediasite if it hasn't already uploaded
- **Rename** the presentation
- **Open in Explorer** opens the folder on your device where the recording has been saved locally
- **Open in My Mediasite** will open the recording where it's hosted on Mediasite
- **Export** the recording as an MP4 video file

RECORDING WITH MEDIASITE MOSAIC (VOICE OVER POWERPOINT)

Step 14 of 14

Return to your MyMediasite homepage at:
https://vums-web.villanova.edu/mediasite/mymediasite



Your newest recording(s) should appear at the top of the webpage – if not, refresh the internet browser window.

NOTE: New uploads are automatically set to Private – indicated by a closed lock icon. To change access permissions on any of the presentations you own, please visit the "Uploading and Sharing Presentations" section of the Mediasite and Video Delivery *page.*