

# My Mediasite & Desktop Recorder

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2/14/2020

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Mediasite is a media service that allows users to upload, manage, and record media. Recordings can be done with the use of the Mediasite Desktop Recorder (MDR). From a MyMediasite account, users can create, upload, edit, and manage all of their presentations.

## Instructions on Requesting an Account

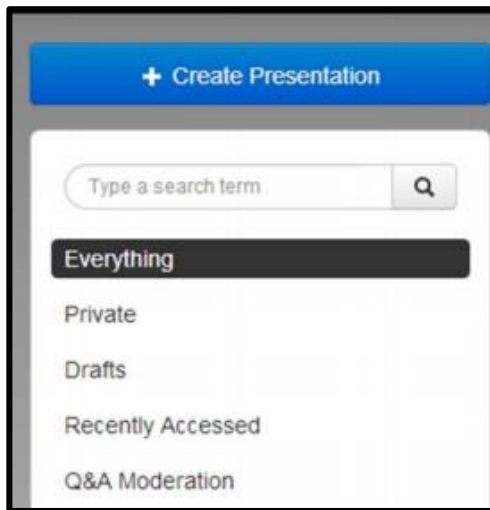
To get access, submit a umTech Service Desk [request ticket](#) and then select the appropriate option; **Teaching & Learning** or **Non-Teaching** Purposes. Please have ready your class section, term, etc. information if for teaching purposes.

You will then be contacted with your login information.

## Navigating My Mediasite

When you first login to My Mediasite, Everything will be selected in the folder window on the left side of the screen. The folder window allows you to access previously created presentations.

By default, all of the presentations you create will be saved to the Private folder. Under Folders, you can use the **Add Folder** button to create new folders and organize your presentations.



The main portion of the screen displays all of your content. From here, you can view basic information for your video such as: title, date, duration, and the total number of views.

#### Dynamic Forms Designer Training



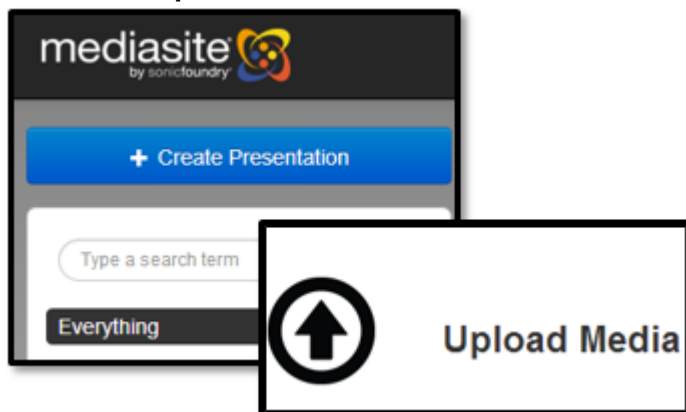
Date 7/23/2014 11:27 AM  
Duration 2 Hours 3 Minutes 1 Second  
Views 6

## Upload Media

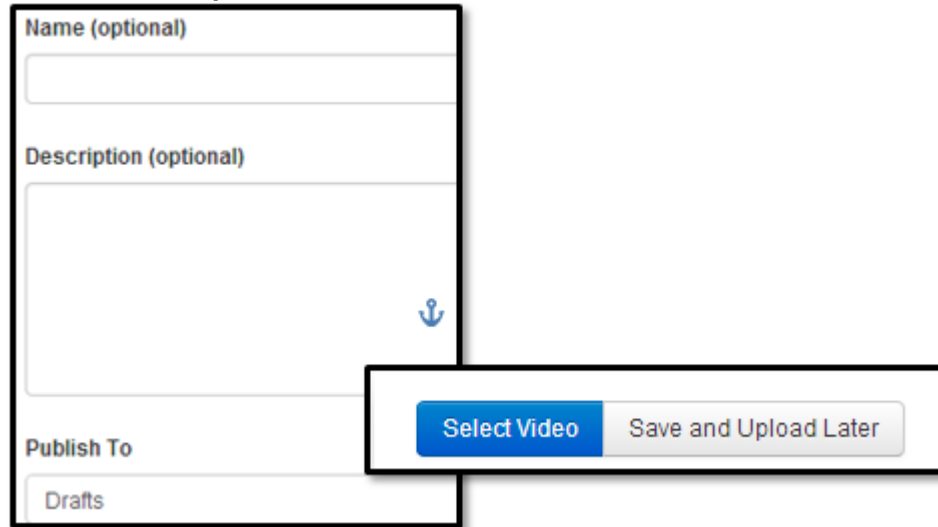
Upload media allows you to upload a previously recorded Flash, QuickTime, AVI, Windows Media, or MPEG-4 video.

Upload Media:

1. Click **Create Presentation** and select **Upload Media**.



2. Enter a Name and Description for your presentation and click either **Select Video** or **Save and Upload Later**.



A screenshot of a web form for uploading a video. The form has a black border and contains the following elements: a text input field labeled "Name (optional)", a larger text area labeled "Description (optional)", a blue anchor icon, a "Publish To" dropdown menu currently showing "Drafts", and two buttons at the bottom: "Select Video" (blue) and "Save and Upload Later" (grey). A black rectangular box highlights the two buttons.

3. Navigate to the video you want to upload and click **Open**.
4. Once your Upload has finished, you can Share, Edit, or set permissions for your video.
5. Click **Save**.

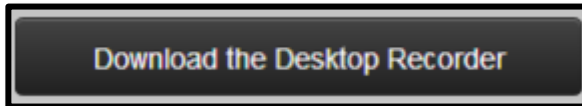


A screenshot of a horizontal toolbar with a black border. It contains the following items from left to right: a "Summary" button, "Share", "Edit", "Security", "Analytics" with a downward arrow, and a red "X" icon followed by the word "Delete".

## Creating with the Desktop Recorder

To create a presentation is with the Mediasite Desktop Recorder (MDR) you will need to download the Recorder file.

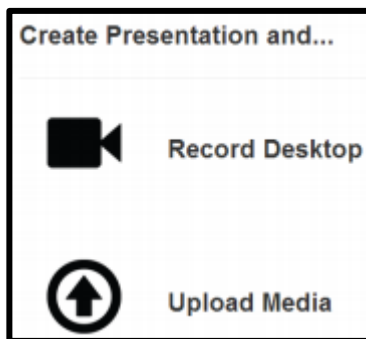
If you have not installed the MDR, Mediasite will prompt you to download it, or you can click Download the Desktop Recorder and follow the on screen prompts.



To begin, select a folder, and click **Create Presentation**.



A window will open displaying your options for creating a presentation. In this situation, you would select **Record Desktop**.



## Record Desktop

Record desktop allows you to use the Mediasite Desktop Recorder to create presentations.

### To Record Desktop

- Click **Create Presentation** and select **Record Desktop**.
- Enter a Name and Description for your presentation and click **Launch Desktop Recorder**. (If you receive an External Protocol, select **Launch Application**.)
- Select **Record** in the MDR window.
- Select the type of recording you want to create, and click **Next**.
- Next, set your desired hardware settings. This includes camera size, camera input, and microphone input.
- Follow the on screen prompt then prepare your screen and select your capture area.
- Next, verify your settings and click **Record**.
- Your recording will begin after the 5-second countdown has finished.
- You can pause your recording by pressing **ctrl+F8**, or you can click **pause** in the MDR control panel. Pausing your video gives you the option to *Discard Recording*, *Resume Recording*, or *Finish Recording*.

## Managing Presentations

There are a variety of ways that you can update the settings for presentations that you have recorded or uploaded.

Detailed instructions with screen captures can be found online at [UofM Mediasite Training](#).

Brief instructions have been provided in this document.

### Update Presentation

- Navigate to the presentation that you want to edit.
- Click on the thumbnail of the presentation to view its summary.
- Click the **Edit** tab.
- After you have updated your presentation, click **Save**.

### Share a Presentation

- Navigate to the presentation that you want to share.
- Click on the thumbnail of the presentation to view its summary.
- Click the *Share* tab.
- There are three ways to share your presentation:
  1. Copy and paste the URL into an email, social network, etc.
  2. Copy and paste the embed code in to a website.
  3. Email the presentation directly.

### View Presentation Data

- Navigate to the presentation
- Click the thumbnail of the presentation to view its summary
- Click the **Analytics** tab.
- Select either **Dashboard** or **Who's Watching Now**
- Select **Download Report** to download the presentation's data.



## Edit Video or Slides

- Navigate to the video you want to edit
- Click the thumbnail of the presentation to view its summary
- Click **Edit Video** or **Edit Slides**
- The editor will launch in a separate window and allow you to make your desired edits.

## Set Presentations Permissions

- Navigate to the presentations that you want to secure.
- Click the thumbnail of the presentation to view its summary.
- Click the **Security** tab.
- Select **Click here to edit permissions**.
- Enter a full name or UUID to add.
- Click **Save**.

*Note: Users can set permissions to one video at a time. To set permissions for a class list, please contact the umTech Service Desk with your request at 901.678.8888. Please have your class name, section, diversion, etc....*

## Delete a Presentation

- Navigate to the presentation you want to delete.
- Click the thumbnail of the presentation to view its summary.
- Click **Delete**.
- Click **OK** to confirm.

## Creating and Managing Catalogs

You can create catalogs in order to publish your own presentations. While other users cannot view your catalogs, you can give a private audience a viewing link.

### Create a Catalog

- While in List view, click the + button next to My Catalogs.
- Enter a Channel Name and click the + to create your catalog.

### Edit a Catalog

- While in List view, click the **pencil icon** next to the catalog's name.
- Click the *Security* tab
- Enter a name, email, or group name, select a role from the list and click **Add**.
- Click **Save**.

## Additional Information

Additional information on My Mediasite and the Mediasite Desktop Recorder can be found in the Mediasite [Getting Started Guide](#).

# Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. Upon completing the training covered in this course; faculty, staff and students are able to receive additional training help and resources. Such help can be located as follows:

## Service Desk Request

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### Submitting a Ticket

- Login URL:
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link **Request Help or Services**.
  - Choose Request Help or Services.

### Call the ITS Service Desk (901.678.8888) on a 24x7 basis (Excluding Some Holidays)

- Call the Service Desk for immediate assistance with login problems or issues with using the Service Desk Request Form.
- If you do not receive a response from via the Service Desk Request Form after 24 hours, email The Center for Teaching and Learning, [umtech@memphis.edu](mailto:umtech@memphis.edu) (Using this email will automatically generate a help desk ticket). Please provide your Service Desk ticket number for faster assistance.

## Important Links

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- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)