Narrating Presentations with the Mediasite Desktop Recorder (Windows)

1. Open the Mediasite Desktop Recorder application.
2. When the application opens, sign in using your uniqname and LAN password.
3. Once logged in, click the **Record** button to begin a new recording.
4. Enter a presentation name that is concise yet descriptive of the topic covered.
5. Select a recording option. In this case we will select **Slideshow + Video** to record video narration in addition to a PowerPoint presentation, then click the **Next** button.
6. For optimum performance, set your **Camera Size** to **Small (320 x 240)**. You may choose larger camera sizes, but upload times will significantly increase.
7. Confirm that your microphone is selected under the **Microphone Input** heading. External microphones will usually produce higher-quality audio than built-in microphones. If you have multiple microphones, such as a headset and a built-in microphone on the laptop, be sure that the microphone you intend to use is selected.
8. Perform a quick audio test to confirm that your microphone is picking up your voice. Speak into the microphone and be sure that the audio levels are elevating with your voice.
**Note:** If the audio levels spike to the red level, distortion may occur. In this case, move the microphone slightly away from you while speaking. Ideally the levels will “peak” in the green region somewhere around the middle of the scale.

<table>
<thead>
<tr>
<th>Too Quiet</th>
<th>Ideal</th>
<th>Too Loud</th>
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After testing audio, click **Next** to continue.

9. Open your PowerPoint presentation and close or minimize any other programs or windows that you do not wish to capture in the recording. Click **Next** to continue.

10. Now select the region of your screen that you would like to include in the recording.

   **To select a custom region,** click and hold your left mouse button in the upper left corner of the region you would like to record, then drag your cursor down and to the right to form a box around the area you would like to record.

   In the screenshot below you can see that the custom region being selected includes only the area of the PowerPoint slide. Areas of the screen such as toolbars and the slide index on the left are grayed out and will not be included in the recording.

   “Cropping” down the selected recording region this way eliminates unnecessary regions from the video so your students see only your slides, and not toolbars or your desktop background.

11. Now that the screen region has been selected, click the **Record** button to begin.

12. A 5-second timer will appear. Once the countdown reaches 0, you can now begin narrating your presentation.
13. Feel free to use your mouse as a pointer during your presentation. Any mouse movements that occur within the selected region will be included in the recording.

14. To navigate between PowerPoint slides, simply use the Up and Down keys on your keyboard, or use the slide index on the left side of the screen.

15. If you need to pause your recording, such as to take a phone call, click the Pause button on the controller or in the system tray, or press Control + F8 on your keyboard.

16. To continue, click the Resume Recording button. If you have reached the end of your presentation, click Finish Recording. If you would prefer to start your recording over, choose Discard Recording.

17. Now that you are done recording, it’s time to upload your presentation to your My Mediasite page. To do so, click the Upload to New button. Upload time is variable based on the length of your recording. It will increase with recording length and larger selected camera sizes.

Sharing Your Mediasite Recordings

Once you have recorded and uploaded your presentation, it’s time to share it with your students.

1. Login to your My Mediasite page at https://umflint.mediasite.com/mediasite/mymediasite/. A complete list of your recordings will be displayed. By default, recordings are private and unavailable to other users.
2. To edit sharing options, click on the title of the recording you would like to share.

3. Click the **Edit** tab, then change the **Status** of the video to **Viewable**.

4. Now click the **Security** tab, then **Click here to edit permissions**.

5. Under the **Add people or groups** heading, type in and select **Everyone**.

6. Click Add. The recording will now be available to anyone with whom you share the link.

7. To retrieve the link to the recording, click the **Share** tab, then copy the **Link**.

8. The link to your Mediasite recording can now be shared in many ways, such as in an email or posted as an Item in Blackboard, as seen in the screenshot below.

9. Clicking the link will launch the Mediasite player and your presentation will begin automatically.