Step 1: Creating an Account in MyMediasite

Updated March 2020

If this is your first time using MyMediasite:

1. Go to http://media.dbq.edu/mediasite/mymediasite
   Your login information will be the same as your network login
   (for example: username: jdoe   password: jd12345)
2. Enter your first and last name. Do not change the email address field. Click continue.
3. You should receive an email from mediasite@dbq.edu in your UD email account. Please go to http://email.dbq.edu and click on the activation link within the email. This will take you back to http://media.dbq.edu/mediasite/mymediasite.
4. Your account is now activated and you can record using the Mediasite Desktop Recorder.

Step 2: Uploading a video in MyMediasite

Go to https://media.dbq.edu/Mediasite/mymediasite

1. Login using your UD network username and password.
2. Click the button that says "Add Media"

3. Choose "I want to upload a file from my computer". This option is for uploading videos already recorded. This is good for use on mobile devices or produced videos. Only upload videos that are produced yourself.

4. Name your presentation **(course number, your name, date).**

5. Locate the file on your phone or computer.

6. **Keep browser window open until upload is complete. The screen will say "Uploading Media" which still in progress – on a phone that means keeping the phone awake until that process is complete.**

7. Once uploaded, the screen will change to say "Queued for Processing" or "Processing". At this point, you are free to do other things. The processing part may take a bit – depending on how many others are processing at the same time, average is about 2 hours.
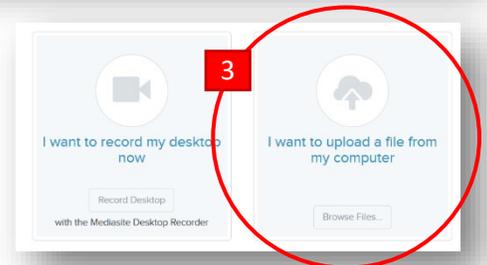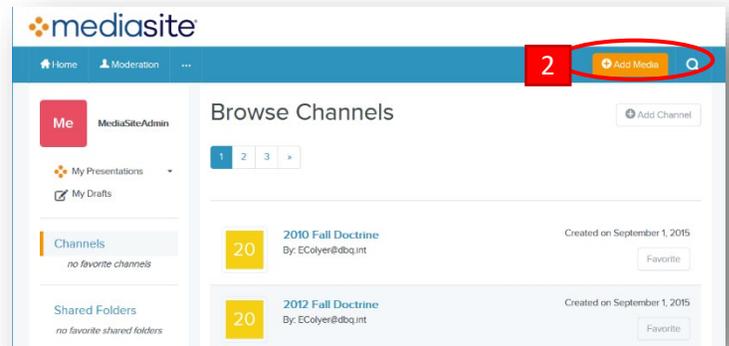
8. After a bit, you can check to see if your video processing is finished, go back to http://media.dbq.edu/mediasite/mymediasite - you should see your presentation in the video window. Click on the presentation, then you can click "Watch" to view video in a new window to see how it looks. "Edit" allows you to change presentation information, and "Edit Video" permits you to edit the video (see editing instructions below).

9. To share your presentation (make sure you refresh your page – before trying to set the "Who can view" option):
   a. click the slider for "Who can view?" move it to "Everyone".
   b. click "Share" (at the bottom of the page) to get a link to the presentation. Copy and paste that link into Moodle if you wish.

WHO CAN VIEW? ❓

Everyone
9

My Organization

Only Shared Users

Only Me

SHARE

Share Presentation
12
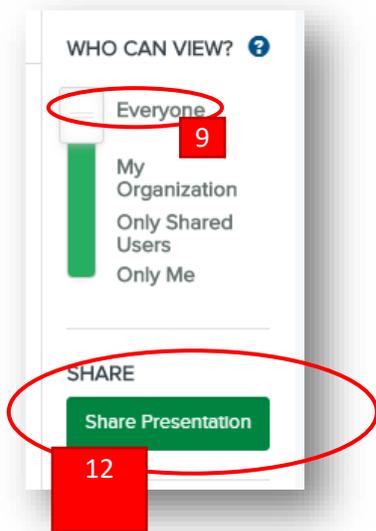
Step 3: Installing the Desktop Recorder

Updated March 3, 2020

1. You can install the Mediasite Desktop Recorder on your personal computer. (for installing on a computer on campus, please contact the Helpdesk)
2. Login at http://media.dbq.edu/mediasite/mymediasite
3. Click on "Add Media" in the upper right portion of the screen. Then select in the top green box, "download the Mediasite Desktop Recorder".
4. Click "Download…" in the top center of the page.
5. Click "I agree" to terms and conditions. You may receive a warning that the file is unsafe. Keep or proceed anyway. Then open the downloaded file. Proceed through the installation. Upon completion, return to browser, and click "Register" found in the third column. Click "Launch Application".
6. You should then be logged in and registered to use the Desktop Recorder.
7. If using this on a compus computer - in the Mediasite Desktop Recorder, click on:
   a. Settings in the dropdown menu at the top of the page.
   b. You need to change the folder videos are stored in. so click on Browse, and change it to C:/Local User Documents
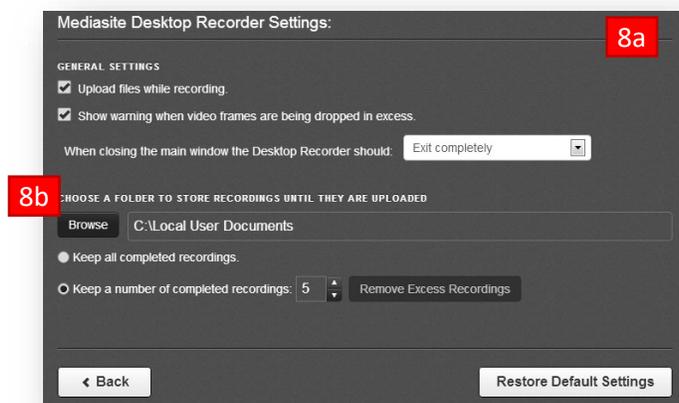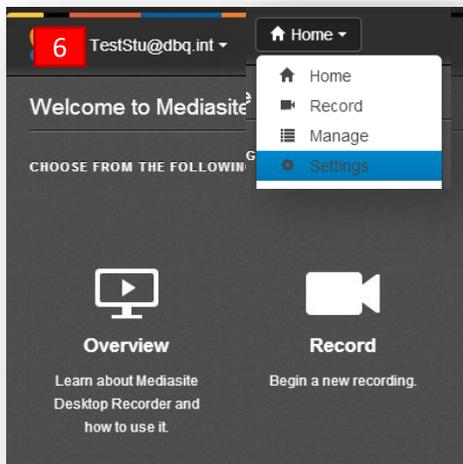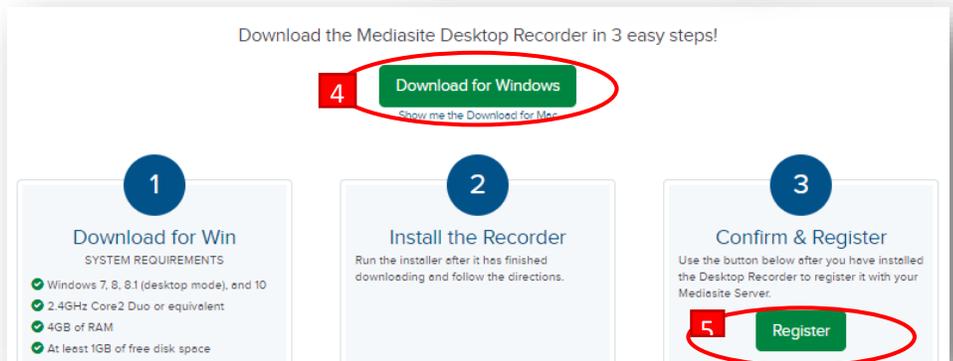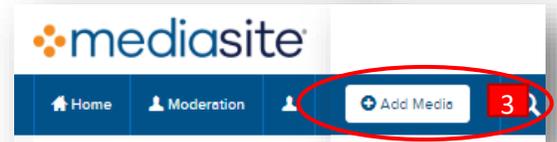
Step 4: Recording a Video using MyMediasite

Updated January 2018

If this is your first time using MyMediasite, first read How to Create an Account in MyMediasite.
You will need a webcam or microphone. Questions? Mike Willis (MWillis@dbq.edu) or Nicky Story (NStory@dbq.edu).

10. Go to https://media.dbq.edu/Mediasite/mymediasite

   a. Login using your UD network username and password.

   b. Instructors wanting to organize video recordings by courses can create a channel. This is also helpful in sharing multiple videos on a given topic or for a specific class. Click Channels on the left side, then click "Add Channel" on the right. Set a Channel name according to this convention: year, semester, course number, course name (example: 2016 Spring HT500 Church History).

   c. Click the button that says "Add Media"

   d. Choose "I want to record my desktop now". The second option is for uploading videos already recorded. This is good for use on mobile devices or produced videos. Only upload videos that are produced yourself.

   e. Name your presentation **(course number, your name, date).**

   f. If you created a channel, select that channel in the "Publish To" area.

   g. Click "Create and Launch". There may be a slight delay while the Mediasite Desktop Recorder software opens.

   h. Click Record Now.
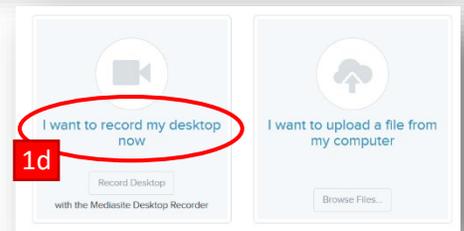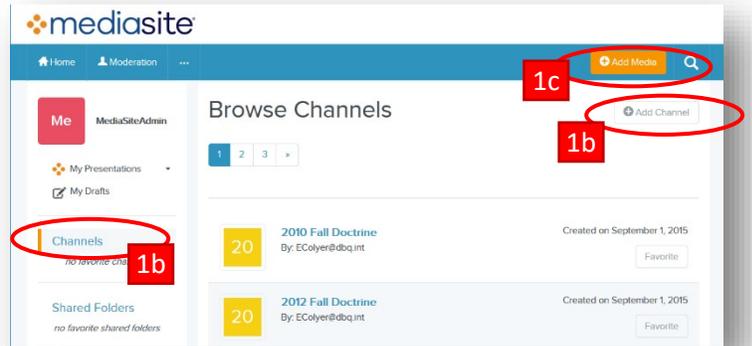
11. Select the type of recording. There are four options.

   • Screencast and Video – for recording a computer presentation other than basic PowerPoint. Webcam video will also be recorded.

   • Screencast and Audio – for recording a computer presentation other than basic PowerPoint. Voiceover audio will also be recorded.

   • Slideshow and Video – basic PowerPoint recordings with webcam video (**Recommended**)

   • Slideshow and Audio – basic PowerPoint recordings with voiceover
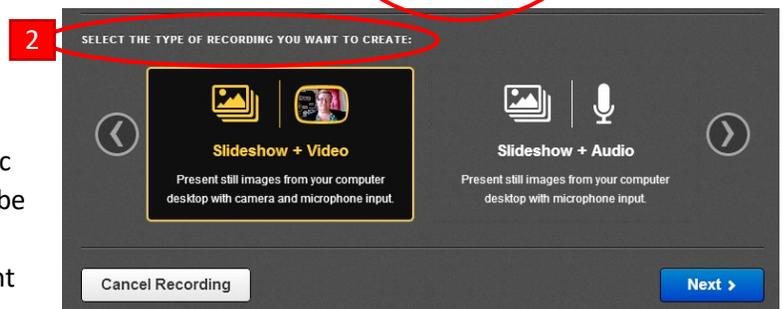
12. On the Setup Hardware page, make sure that when you speak, you are seeing the audio meter activate. If you see no activity on the meter, click the arrow on the Microphone menu to select a different microphone.
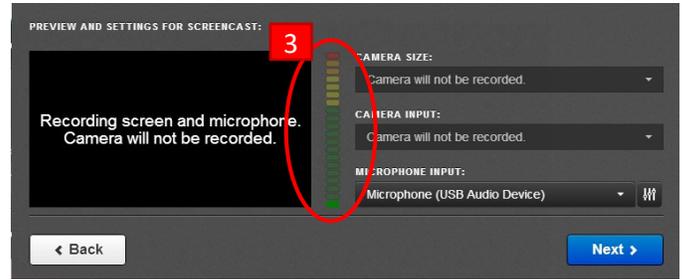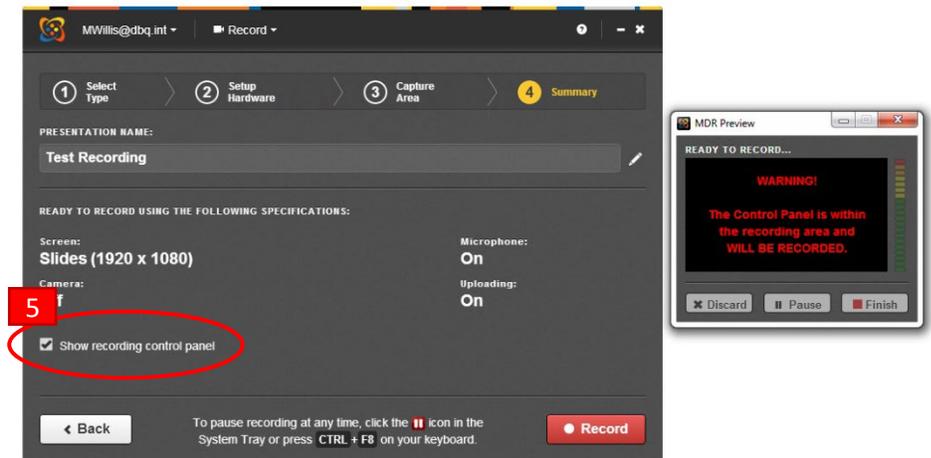

13. Select what you want to record. You have several options, but here is our recommendation for the most common recording scenario:
    a. Select Desktop > Desktop 1.
    b. Click on the green checkmark.
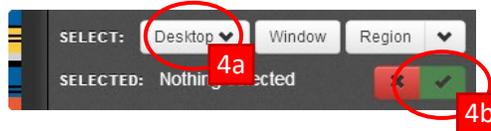
14. Uncheck "Show recording control panel".

15. To pause or stop recording at any time, click the pause icon in the system tray or press CNTL+F8 on your keyboard.
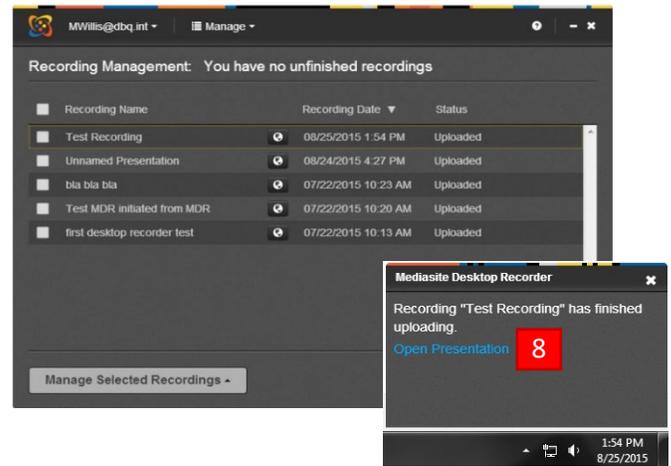

16. Once paused, you can:
    a. Discard recording
    b. Resume recording
    c. Finish recording.

17. Once you have finished recording, your file will automatically upload and will give you a link to open the presentation in a browser. Click on "Open Presentation" link.

18. This will open the MyMediasite page in your web browser. You may need to log in again. At this point, wait until your presentation is processed (it will say "Queued for Processing" until it is done).
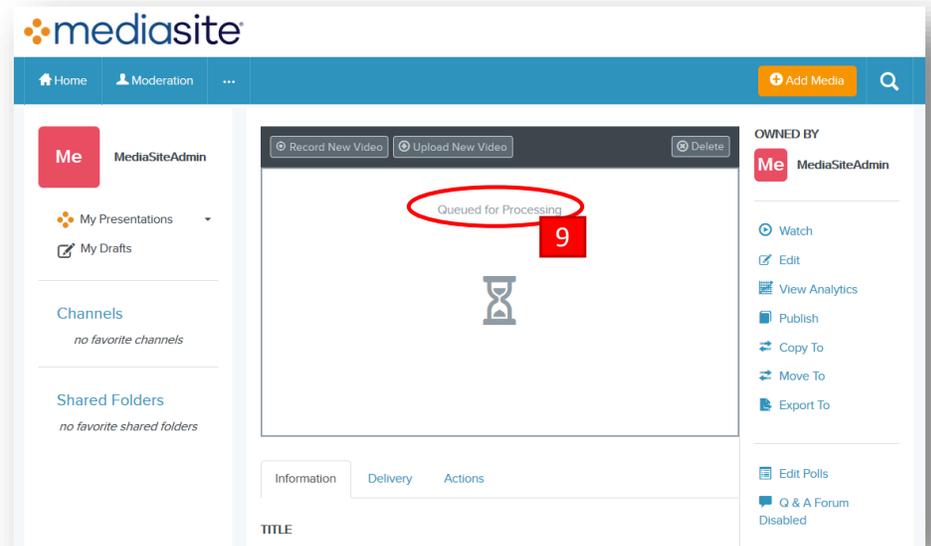
19. Once processing is finished, you should see your presentation in the video window. You can click "Watch" to view video in a new window to see how it looks. "Edit" allows you to change presentation information, and "Edit Video" permits you to edit the video (see editing instructions below).

20. To share your presentation (make sure you refresh your page – before trying to set the "Who can view" option):
   a. click the slider for "Who can view?" move it to "Everyone".
    b.   click "Share" (at the bottom of the page) to get a link to the presentation. Copy and paste that link into Moodle if you wish.
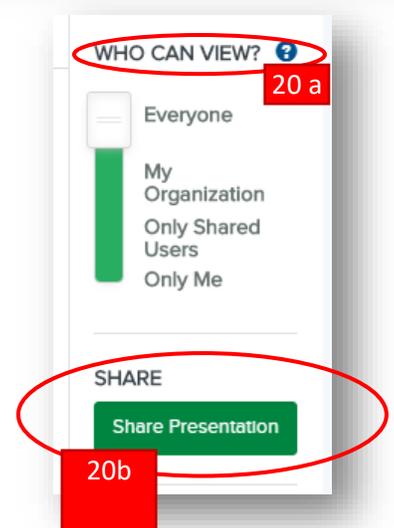
Step 5: Editing Presentations in MyMediasite

Updated July 2018 | Questions? Contact Nicky Story 563-589-3647 or Mike Willis 563-589-3350

- Go to: http://media.dbq.edu/mediasite/mymediasite. Please note: editing will not work in Chrome. Use Firefox, Internet Explorer, or Safari.
- Log in with your network username and password.
- Once you are logged in, you should see your videos. Click on the video to open that presentation's information.
- To review your video, click "Watch". To edit, click "Edit Video".
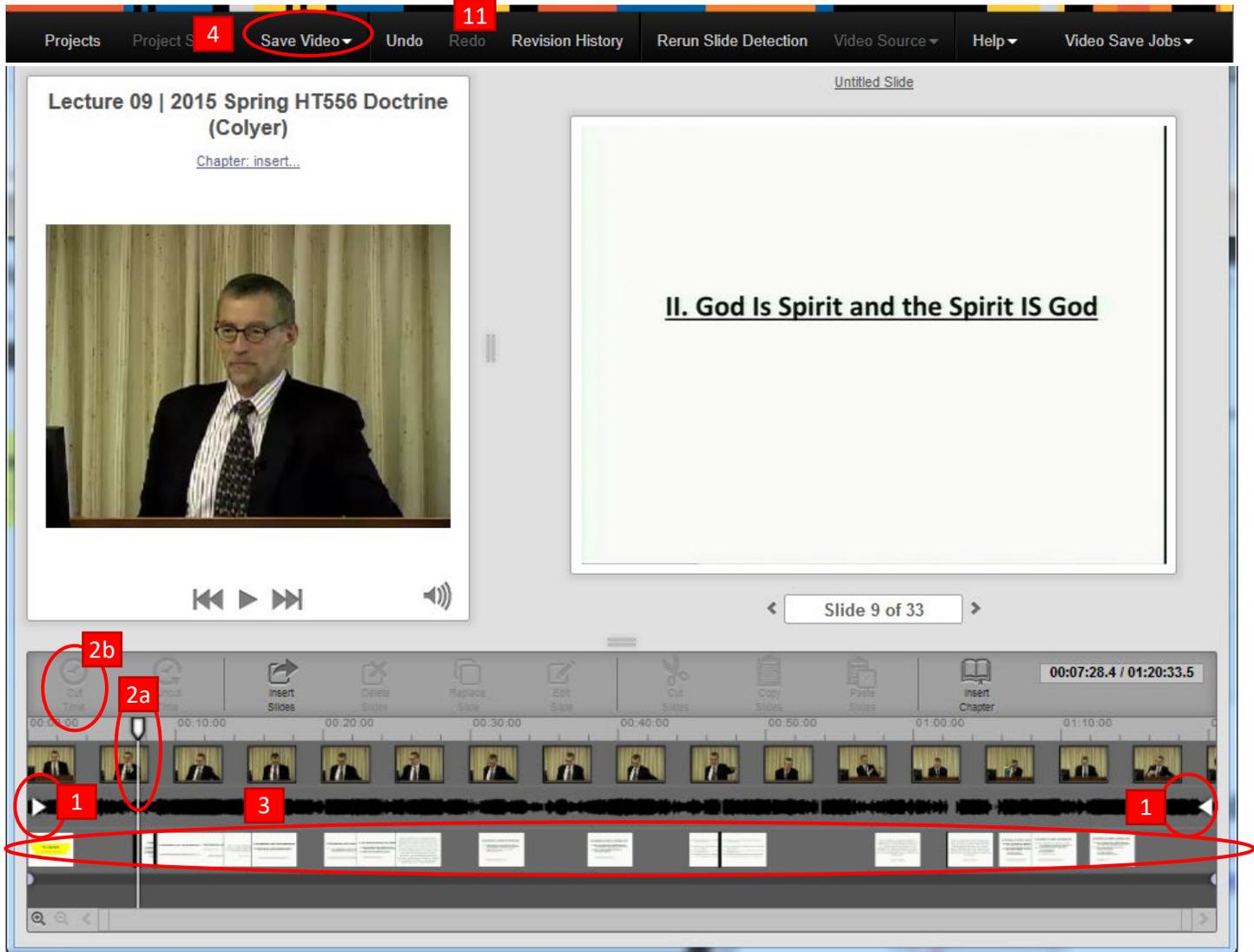
1. To trim the beginning and end of the video, drag the start and end points (1).
2. To make a cut in the middle of the video, click and drag the playhead (2a) to select the area to be cut, and then click on the cut button (2b) to make the cut.
3. You can move the slides on the timeline to change where they appear. If you trim the beginning of the video, you may need to move the opening slide back into the playable section so that it will still be in the presentation.
4. When edits are complete, click Save Video > Save video to Current.