How to use the Mediasite Desktop Recorder

Once you have installed and registered the software, follow the steps outlined below. Ensure you are working in a quiet location and have the relevant hardware. You will need a microphone and headset (and a webcam if you wish to use video).

- Double click on the icon on the desktop to launch the software or look for Mediasite Desktop Recorder in your list of installed applications.
- Check the software is registered. Your ‘username@leeds.ac.uk’ should appear in the top left-hand corner.
- Click on **Record - Begin a new recording.**

![Mediasite Desktop Recorder interface](image)

Give your recording a title (you can change this later).

- Choose the relevant type of recording you want to make (i.e **Slideshow + Audio**) by clicking on the option.

**Please Note:** The different recording options are discussed in more detail in the section 'What kinds of digital media can I create'. But a summary of the options are:

1. Slideshow and Audio
2. Screencast and Audio (If in doubt, we recommend selecting this).
3. Audio Only
4. Screencast and Video
5. Slideshow and Video
6. Video Only

- You will see a yellow box around your chosen option. Click to select it and then click Next.
Important Note: If you are using the Mediasite Desktop Recorder for the first time, we encourage you to work through the four step process by clicking on Next which ensures you choose the most appropriate settings for your recording.

- Step 2 is setting up your hardware. Please ensure you select the correct audio (and/or video) input from the dropdown list shown below.

- Click Next to select the capture area.**

Please Note: When selecting the capture area, we advise you to choose the whole desktop which will capture everything you do on the screen: this is necessary for screencasts. If you are using 2 monitors check you are recording the relevant screen. Select the green tick to confirm your choice. You can choose this by clicking the dropdown arrow next to ‘Desktop’.
• Click the **green tick**.
• You are now at the Summary stage (step 4) and ready to record. Please **deselect** the option to Show recording control panel or else this will appear in your recording.
• Then click **Record**.

• You will then see a countdown window giving you **5 seconds** to prepare your screen for recording.
• If at any time you want to pause your recording (or finish it) use the shortcut key **CTRL+F8**. On a Mac, please click on the Mediasite icon in the top right of the menu bar.

**Please Note:** If you inadvertently click on Record instead of Next, and have more than one monitor, you may be presented with a message stating that 'You have not selected your default capture settings':

If you receive this message, click **Next** and select your default Desktop from the dropdown list:

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Click **Save**. This will allow you to carry on working through the four-step setup process as shown above.

**What happens next?**

1. Once you have recorded your content you will be notified by a pop-up window that your resource has finished uploading. This leaves a local copy on your device and **does not mean your recording is ready to be viewed**. If you want to share your recording, there are further actions to take. Please see the related article on sharing content at the top right of this page.

2. Depending on the size of your recording it should be processed within an hour (usually much sooner). Wait for your notification email and then select the second weblink to open your resource.

3. You are now ready to review your recording and make any edits if necessary.