USING MEDIASITE

CREATE A NEW VIDEO

UPLOAD AN EXISTING VIDEO

LINK TO AN EXISTING VIDEO

CREATE A NEW VIDEO

In many cases you may have a video available to begin the process to add the video to Mediasite. However, in the case where you want to create a video locally, there are several options which include using a third-party tool, the built in Desktop Recording software on your Mac or Windows PC, or using Mediasite Mosaic.

CREATING A VIDEO WITH THIRD PARTY TOOLS

There are many varieties of video editing tools available that range in features, ease of use, performance and cost. A few of the most common would include the likes of:

- Mediasite Mosaic
- TechSmith Camtasia
- Microsoft Video Editor
- Apple iMovie
- Adobe Premiere
- Zoom
- and video captured on Apple, Microsoft, or Android mobile devices

While these tools are for video editing and creation, Mediasite is meant to store, share and play your video. This means that you need to get the video from your editor to Mediasite in order to have your audience or students view the video. For this reason, Mediasite supports multiple video formats which includes the most popular .mp4, .mov, .wmv.

The key detail when you are completed with your video project is to save or export it in a format that is supported by Mediasite. Video may also be edited once it is uploaded to Mediasite with the built in Mediasite Editor.

CREATING A VIDEO WITH MAC BUILT-IN SCREEN RECORDER

Using the Mac OS there may be two methods to capture your desktop recording. This all depends on what version of the Mac OS you have. For Mac OS Mojave or newer, you have the option to use the built-in screen recorder. For older versions of the Mac OS, QuickTime Player has a feature for screen recording. Both methods are easy to use and a good option if you do not have Mediasite Desktop Recorder installed on your computer.

Recording your screen on a Mac requires the Mojave OS or newer. The built-in tool will allow you to recorder either your full desktop or a select area. To recorder your desktop:
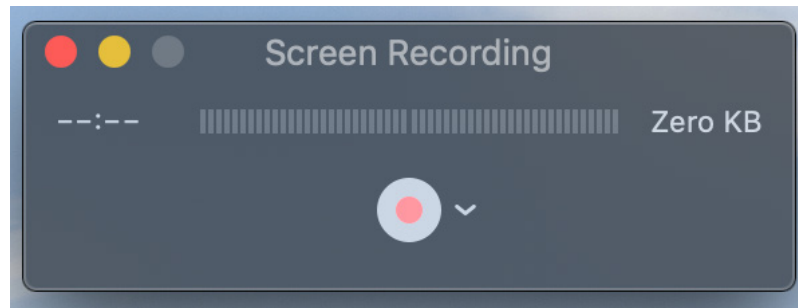
1. Press **Shift+Command+5** on your keyboard to bring up the recording controls
2. Choose the option to **record your full desktop or select area**
   When recording a select area, you'll need to click and drag to set the area for capture.
3. Click the **Record icon** in the on screen controls
4. Stop the Recording by pressing **Command+Control+Esc**, or click the **Stop icon** in the menu bar.

CREATING A VIDEO WITH QUICKTIME PLAYER

The QuickTime Player can be used to record your desktop if you don't have access to the MacOS screen recorder. This all begins with having the Quick Time Player open.

1. Select **File > New Screen Recording** to open the recording window
2. Change any settings with the drop-down next to the record icon

3. Click **Record**
   Click anywhere on the screen to begin recording the full desktop
   Click and drag to set a select area for recording
4. Stop the Recording by pressing **Command+Control+Esc** or click the **Stop icon** in the menu bar.

CREATING A VIDEO WITH WINDOWS BUILT-IN SCREEN RECORDER

Capturing your desktop on a Windows PC is done by using the built in Xbox Game Bar. Before you record with the Xbox Game Bar you'll need to ensure that your have the appropriate hardware that will support recording your screen which can be found in this Windows Support article. Using the Xbox Game Bar is an incredibly simple tool that only takes a few clicks to operate.

While you may not be recording a game on your Windows PC, you'll use the built-in Xbox Game Bar to record your desktop.

1. Press **Windows+G** on your keyboard to open the Xbox Game Bar
2. Click **'Yes, this is a game'** if prompted
3. Select **Record mic to record audio** from your default microphone
4. Click **Record** to being recording
5. To complete the recording **click Stop**

The video can be accessed in the default Windows Videos folder.

MEDIASITE DESKTOP RECORDER

Mediasite Desktop Recorder is still supported by the Office for Academic Innovation. Contact AI Help information for assistance.

MEDIASITE MOSAIC

The modern recording tool from Mediasite is Mediasite Mosaic. Using Mediasite Mosaic you can capture your screen, audio, and camera with a single click. Similar to Mediasite Desktop Recorder, Mediasite Mosaic can be downloaded and accessed from My Mediasite.

UPLOAD AN EXISTING VIDEO

Regardless of how a video was created, whether it be through a Mediasite tool like Mediasite Desktop Recorder or Mediasite Mosaic, a built in screen recorder, a third party tool like Adobe Premier, or through your mobile device the next step in the process is to get that video in to My Mediasite. Once of the most basic ways to get a video in to My Mediasite is to utilize the Upload New Video feature. Since there are so many methods to create a video, Mediasite supports all the most common file types including MP4, AVI, MOV among others.

FROM THE MY MEDIASITE PORTAL

Once you are in My Mediasite, you will utilize the Add Presentation page and Upload features. To add a new video to Mediasite:

1. Click **Add Presentation**.
2. Select **Upload New Video**.
3. Find your video file.
4. Click **Open**.
5. Give the presentation a Title, optional description and save location
6. Click **Create Presentation**.
7. Wait for the video to upload and process.

Once the video has completed processing, you will see a video preview and have all the functionality to Manage the video including adding engagement and including it as part of a collection.

LINK TO AN EXISTING VIDEO

Rather than simply uploading a video to Mediasite, an additional method to add presentations is to link to an external video. This could be a video on YouTube, Vimeo, Daily Motion or HiHaHo. When videos are added as external content they exist as a Mediasite presentation that can be included in collections like a channel. From within My Mediasite, linking to an external video is an easy way to include content in a collection that comes from another site like YouTube. To add an external video:

1. Click **Add Presentation**.
2. Choose **Link External Video**.
3. Paste in the Video URL or embed code.
   The video thumbnail and Name will populate automatically.
4. Optionally, change the name, description and destination.
5. Click **Create External Video**.

Mediasite supports external videos from YouTube, Vimeo, Dailymotion, and HiHaHo.