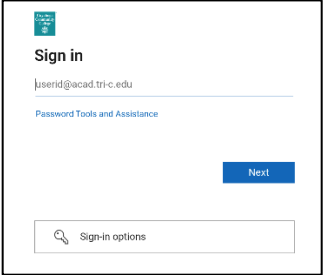# Video Recording and Uploads to Mediasite with Laptop or PC
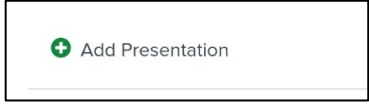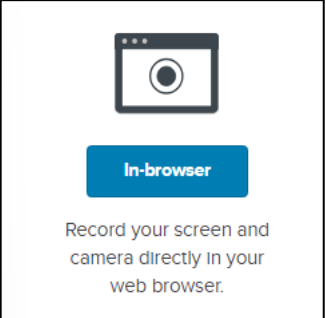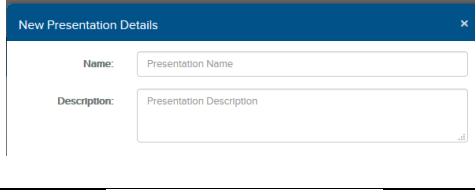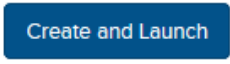
August 2023

Student Recording Procedure on Laptop or PC

You will be using Mediasite to store and share your presentations with your instructor and/or classmates. You can use Mediasite Mosaic to create and upload your recordings automatically or you can record with another recording application / device and upload the video to Mediasite to share. Please follow the step-by-step instructions below to record your presentation using Mosaic or upload your video and link to them in Blackboard.
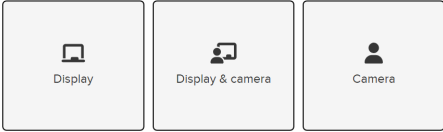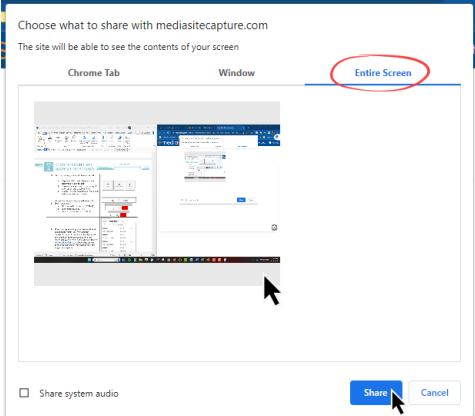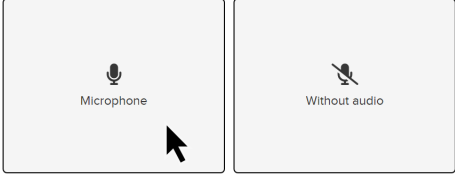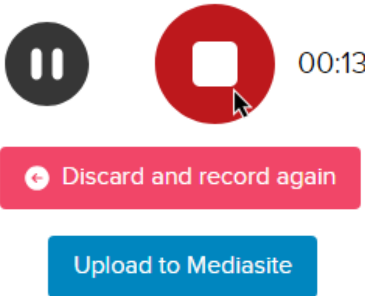
Access Mediasite

1. Navigate to Tri-C's Mediasite sign on page at www.tri-c.edu/mediasite. 2. Log in with your email and network password and perform the 2-step authentication.	

Record with Mediasite Mosaic

1. Navigate to Mediasite.	
2. Click on Add Presentation. Do not click on the dropdown arrow.	
3. Under Record Video, Click on In-browser.	
4. Enter a presentation name. The description (optional). *Be sure you check if your instructor has included guidelines for the presentation name. If there were no instructions, it is recommended to use the title of the speech and your last name.	
5. Click Create and Launch	

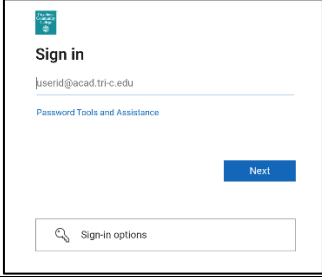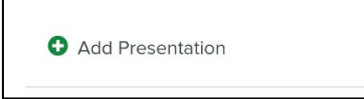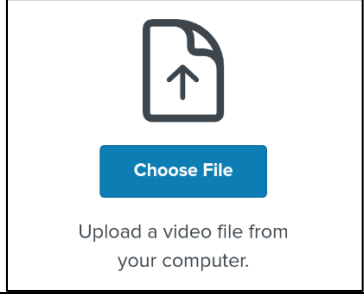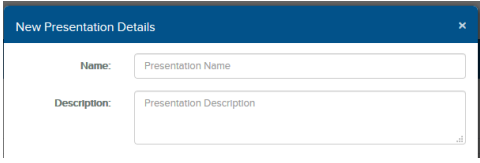|	
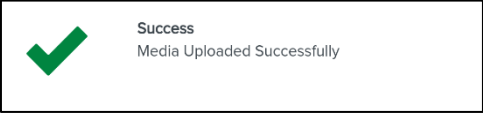
6. Choose the way you would like to record.
 	
    a. Display –a video recording of content displayed on your desktop.
    b. Display & camera – a video recording of your content and a web camera.
    c. Camera – Select this option to record your web camera without content.	

7. Choose the display area you wish to record.
    a. Click Entire Screen.
    b. Select the screen.
    c. Click Share.
    d. Click Next	

8. Choose to record with audio. Be sure you select the right microphone and that the wave is responding when you talk.	
9. Click to Record. DO NOT CLOSE THE TAB OR THE BROWSER WINDOW, just click to the program you wish to record.	
10. Click to stop recording, You can play back the recording to be sure it is acceptable. 11. Choose Discard and Record again or Upload to Mediasite. 12. DO NOT CLOSE THE TAB OR THE BROWSER WINDOW until it says you can. If you see anything other than Upload Complete, record it again. Depending on your internet upload speed, this process can take longer than expected.	

Upload a video to Mediasite from a Laptop or Computer

You can record with another video or screen recording software and upload that file to Mediasite to share with your instructor.

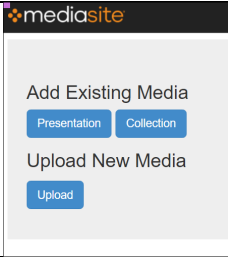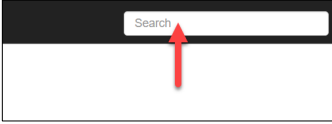|	
1. [Navigate to Mediasite](#). 2. Log in with your email and network password and perform the 2-step authentication.	Sign in userid@acad.tri-c.edu Password Tools and Assistance Next 🔍 Sign-in options
3. Click on Add Presentation. Do not click on the drop-down arrow.	⊕ Add Presentation
4. Click Choose File 5. Navigate to the video you wish to upload, select it and click open.	**Choose File** Upload a video file from your computer.
6. Enter a presentation name and description. *Be sure you check if your instructor has included guidelines for the presentation name. If there were no instructions, it is recommended to use the title of the speech and your last name.	New Presentation Details Name: Presentation Name Description: Presentation Description
7. Click Create Presentation.	**Create Presentation**
8. After you see the notification that it has uploaded successfully, wait for the upload to finish processing and be sure you can watch it. If you don't see it, email Michelle Reed at Michelle.Reed@tri-c.edu for help.	✔ **Success** Media Uploaded Successfully

Mediasite link in Blackboard

You can share a link to your presentation in Blackboard so your instructor can view your presentation for a grade.

1. In Blackboard, open your assignment. Click on Write Submission to open the text box editor.	ASSIGNMENT SUBMISSION Text Submission — Write Submission
2. Click the triple dots in the Text Box Editor to populate all the tool bars for the Text Box Editor	☰ ∨ ☷ ∨ A ∨ 🖉 ∨ Iₓ •••
3. Click the Plus Sign	⊕

4. Click Mediasite Link	
5. Click Presentation	
6. Search for the title of your presentation	
7. Click on the dropdown in the blue bar with your course name and click Presentation Link. Then proceed with submitting your assignment in Blackboard.	

Desktop Recording Best Practices

- Do not wait until the last minute!
- Look at the camera. Do not have your back to the camera.
- Put the camera even with your face so you are not looking down or up at it, nor pointing it to the ceiling or the floor.
- Sit up or stand. Do not lay down or lay back on the couch.
- Speak up.
- Remove distractions like animals, music, television, siblings, children, gum, construction sounds, etc.
- Find a nice quiet place to concentrate and "perform" your speech.
- Do not sit with a window or a lamp to your back, instead face the window to light your face or try using a lamp to light your face.
- Be sure to make frequent eye contact with the camera.
- Wear plain clothes that do not include distracting patterns or logos.
- Check your audio and camera set up by doing a quick test recording with the application and playing it back before performing your speech.
- If you are recording with other software, do a test recording to check your audio and camera set up and use your test recording to test the upload process to Mediasite so you can reach out for help if something does not go as planned.

Desktop Recording and Uploading FAQs

- What equipment do I need to use Mediasite?
  - Internet upload speed over 3 Mbps.
  - Built-in or external webcam with audio.
  - Windows 10 or Mac
  - Chrome, Firefox, or Edge browser
- Why is my upload taking so long?
  - Several factors come into play with uploading, from your data speed, to your Wi-Fi signal strength, to your internet service provider, to your device video codecs and file types. If your upload takes longer than 2 hours, please reach out to Michelle Reed.

- What do I do if my instructor gets an error message when trying to play back my video?
  - Be sure you can see the video in your My Mediasite before sharing the link to ensure this doesn't happen.
  - Students should reach out to [Michelle Reed](#) for assistance.
- What does "Presentation Unavailable" mean?
  - This could mean several things.
    - It could mean that your presentation did not finish processing in the cloud and will finish. This should not take longer than 2 hours.
    - Something that was not compatible with the way the presentation was created and uploaded to the cloud. Please reach out to [Michelle Reed](#).
- What does "Presentation Scheduled" mean?
  - This presentation was started but never completed. This can happen if you
- What do I do if the volume is not working on my video?
  - Be sure there was audio on your original video, on your device, during playback.
  - Be sure your device audio is not turned down or muted.
  - Be sure the Mediasite player window audio is not muted.
  - If there is still no sound, please reach out to [Michelle Reed](#).
- How do I record myself and my screen?
  - Step 1 – Close all programs on your computer except for the program used for your speech.
  - Step 2 – Log into Mediasite and follow the steps above to record.
  - Step 3 – Click into the document and begin your speech.
  - Step 4 – Stop the recording.
  - Step 5 – Verify the recording is to your liking.
  - Step 6 – Link to your recording in Blackboard to share with your instructor.

Additional Resources

- [Online Learning and Academic Technology web page](#)
- [Online Learning and Academic Technology Student Resource Page](#)
- [Online Learning and Academic Technology Tech Resource Page](#)
- [Mediasite Tech Resource Page](#)
- [Student Online Learning Tutorial videos](#)
- [Outdoor Wi-Fi Access list](#)