Hogeschool van Amsterdam

Manual

MyMediasite Desktop Recorder

Dienst Webcolleges 2020
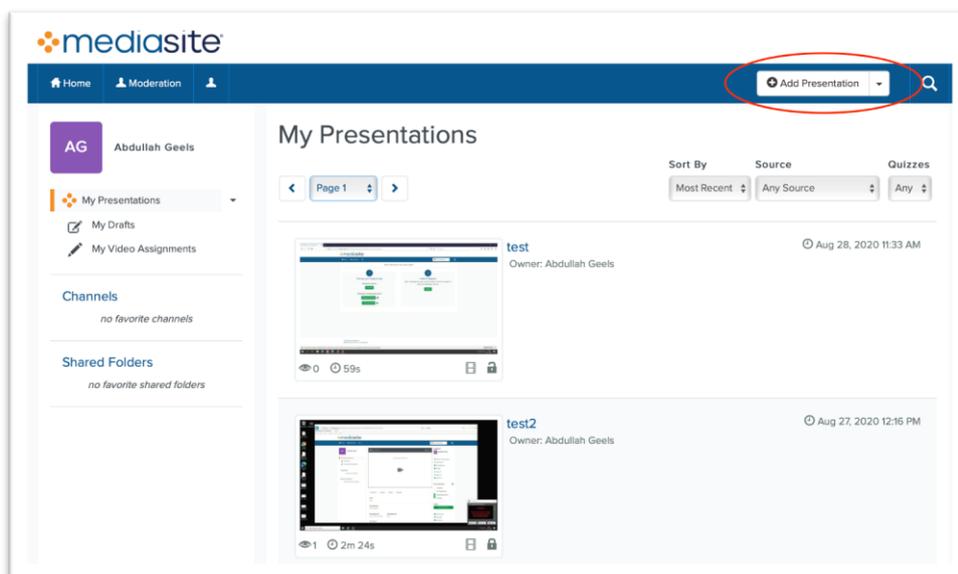
CONTENTS:

1. INTRODUCTION

MyMediasite is the video platform that AUAS lecturers can use to edit, share and download self-recorded videos. The Desktop Recorder application is a software package for making your own knowledge clip recordings. The videos are stored on and published using the same servers as AUAS Web Lectures. If you do not yet have the Sonic Foundry Desktop Recorder application installed on your AUAS laptop, you can do so via the Software Centre.
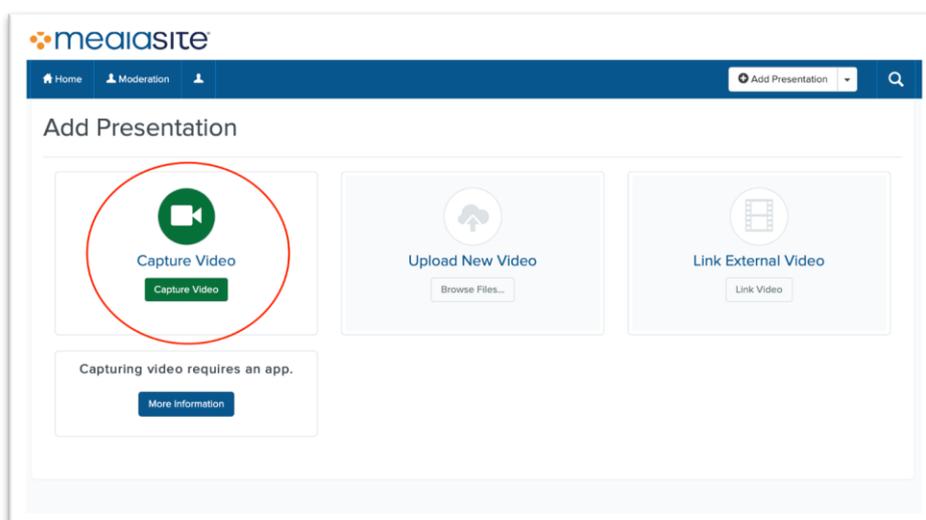
2. MYMEDIASITE ENVIRONMENT

- Open your browser (preferably Firefox or Chrome).
- Go to hva.nl/mijnvideo.
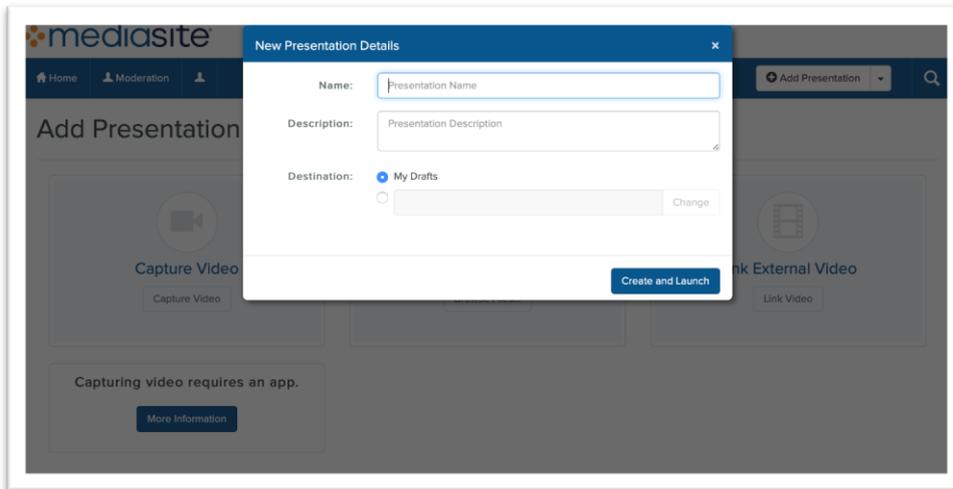- Log in with your **AUAS ID.**

3. CREATING A PRESENTATION

Click on the orange '**+ Add Presentation**' button at the top right in the menu bar.
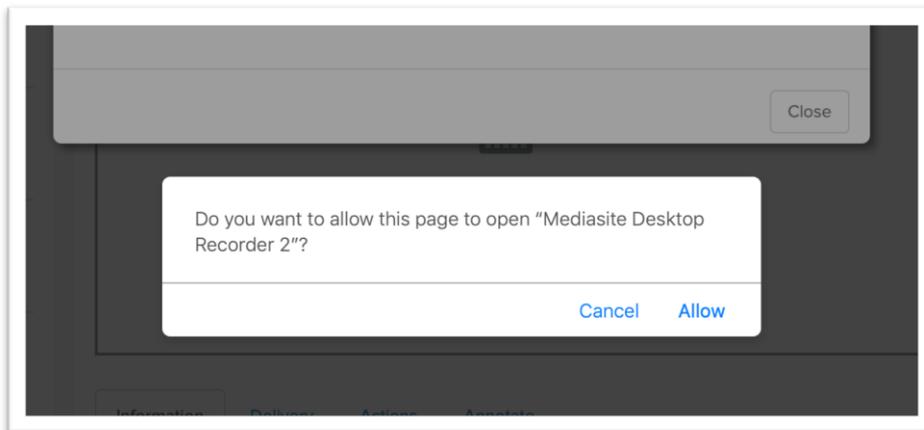

Then click on '**Capture Video**'**.**

Enter the name of your presentation and perhaps also a description (you can also edit this later, after making the recording). Click on '**Create and Launch**'
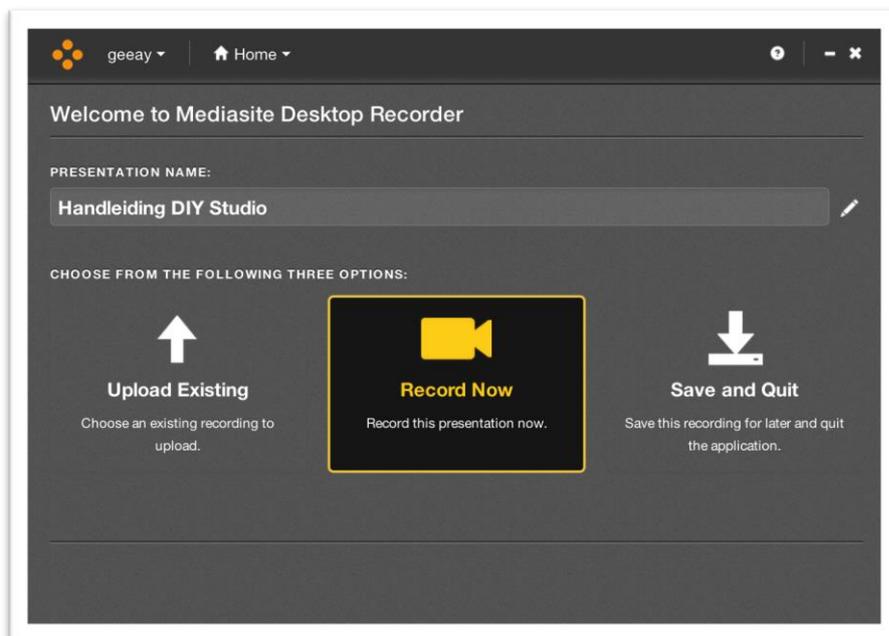

The website will now launch the **Desktop Recorder** application on the computer. Depending on the browser being used, a warning window may appear because the browser is attempting to launch a local application; give permission for this.
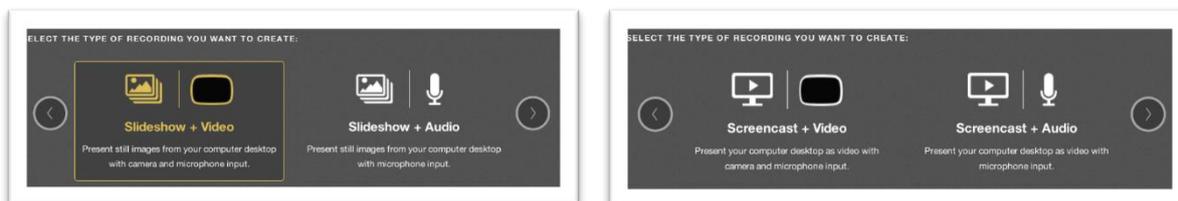
4. DESKTOP RECORDER

The Desktop Recorder application will now be open. Go to '**Record Now**' to create a new recording. In your initial attempt, the connection between the application and your account may not function properly immediately. In that case, you will receive a warning to return to the browser to register the user. **See point 5 for further explanation.**

The following step will give you the choice between four different recording options.

Slideshow + Video
Suitable for recording PowerPoint presentations with camera images.

Slideshow + Audio
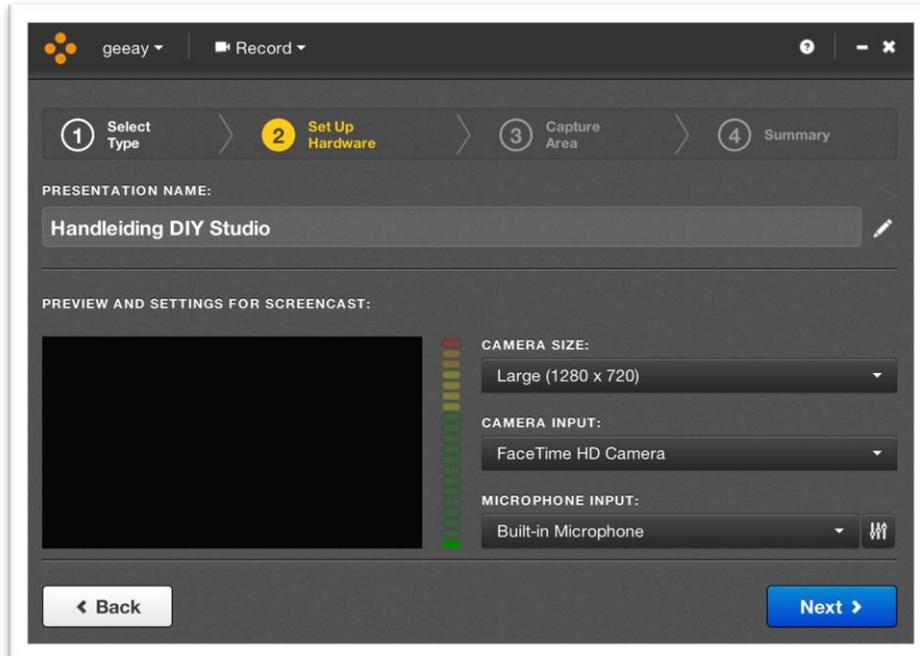PowerPoint presentations without video.

Screencast + Video
A screencast will make a video recording of your computer screen. This type of recording is suitable for purposes such as explaining software and any explanations involving further instructions, animations or moving images. Using this option means you will be recording a video of everything you see on your computer screen + yourself.

Screencast + Audio
Screencast without video

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In the next screen, you can check your camera resolution, camera input and microphone input
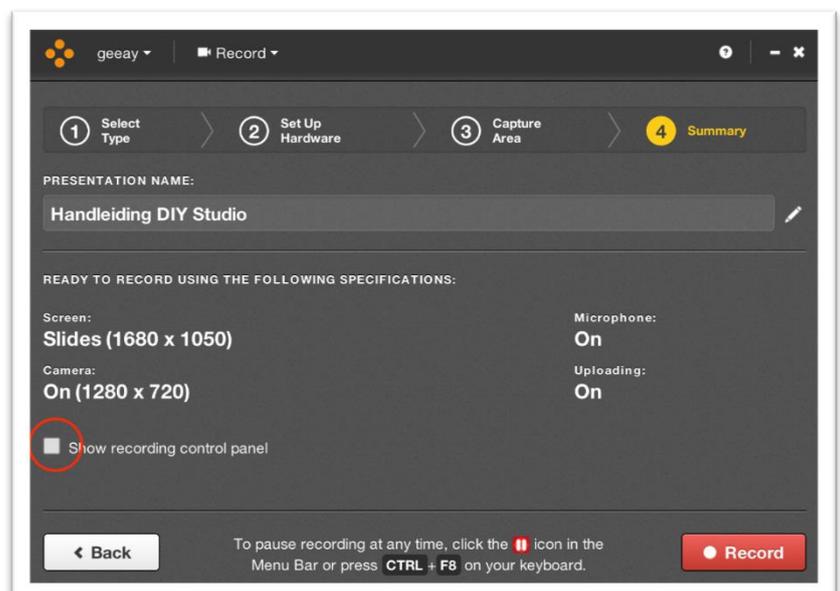
- If you have decided to use a recording option with video, check whether you are being suitably framed and adjust the camera position if necessary.
- Conduct an audio check by seating yourself directly behind the microphone and speaking as you normally would during a presentation. Make sure that the audio meter is barely in the yellow zone.
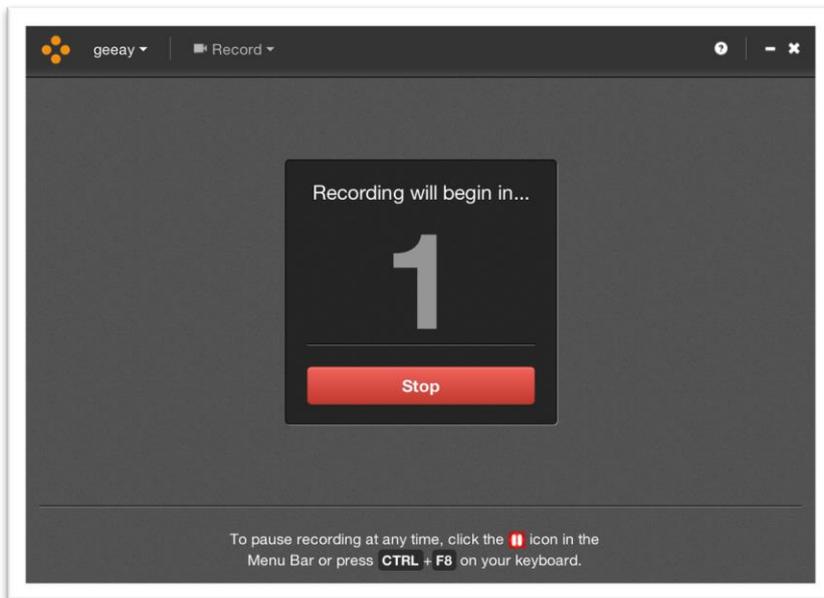

Select which part of the screen you want to record. In most cases, the best option is to select the entire '**Desktop**'. Click on the green 'tick' icon to confirm your selection.
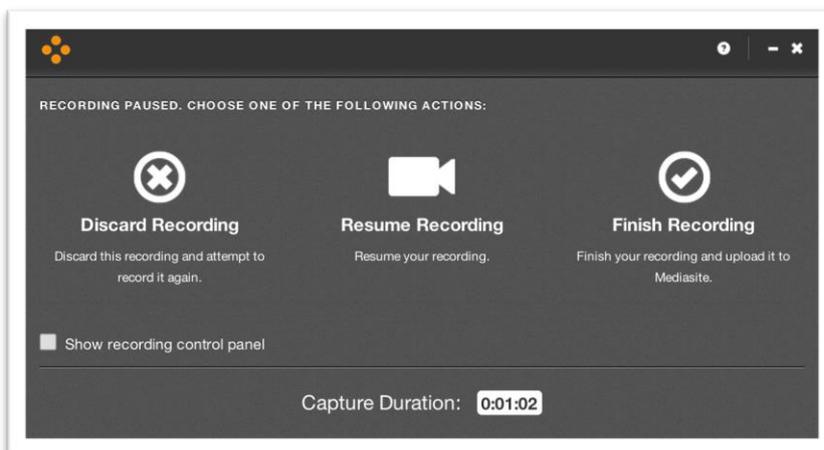

This is the last screen before beginning your recording.
Ensure that '**Show recording control panel**' is **not** ticked; otherwise the monitor window will remain visible in your recording.
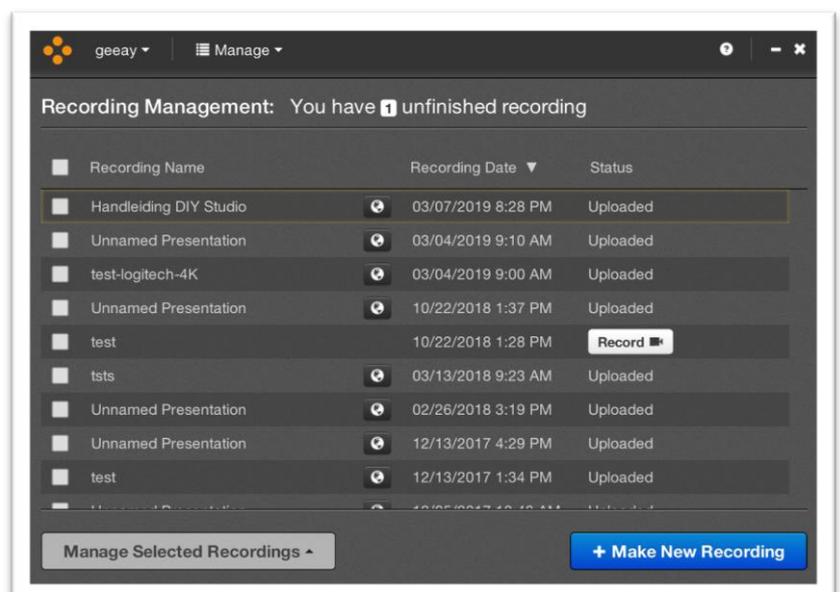

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Once you click on '**Record**', the countdown will begin. You can now set your presentation or PowerPoint presentation in Slide Show mode or select the window you want to record.

To pause or end your recording, you can click on the '**II**' pause icon in your taskbar or press '**Ctrl + F8**'.

Once you click on '**Finish Recording**', your presentation will be uploaded to your personal MyMediasite environment.

When uploading is complete, a window will appear at the bottom right reporting that uploading is ready. Use '**Open Presentation**' to go to your recorded presentation in your MyMediasite environment. Here, you can edit your presentation title and description if you wish or use the 'web editor' (**'Edit Video'**) option to edit your video.

5. Desktop Recorder registration

It may happen that the connection between your MyMediasite environment and the Desktop Recorder application cannot be established. In that case, you will receive a notification that you need to return to your browser to register. To do so, return to your browser and click on **'Add Presentation'** again. Subsequently, select the bottom option **'More Information' >** option 2 '**Install & Register'** and then click on **'Register'**. The Desktop Recorder app will now be relaunched. You can then return to step 4.