Mediasite Desktop Recorder Guide

Before starting to use the Desktop recorder, navigate to mediasite.osu.edu and create your Mediasite account. You may need to confirm your account via an email message sent to your name.# account

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Download, Install, and
Register the Desktop Media Recorder

STEP 1
Download the Mediasite Desktop Recorder

1. Navigate to mediasite.osu.edu & log-in with your name.# and password
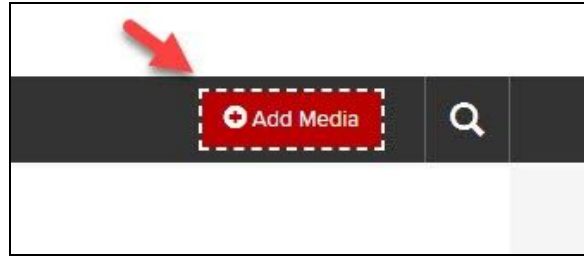2. Select the **Add Media** Button on the upper right of the screen

3. Select **download Mediasite Desktop Recorder**

STEP 2
Register your Mediasite Account with the Desktop Media Recorder
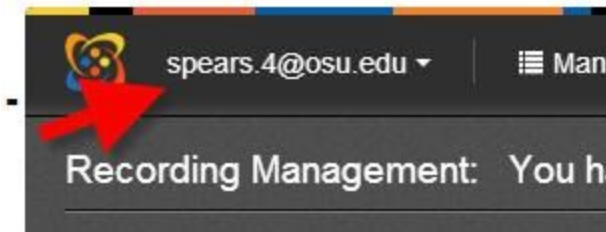
Return to mediasite.osu.edu and select **Add Media**
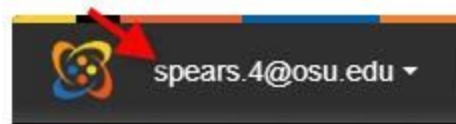
On second green bar, select **Click Here**

Your username.# should appear in the upper left of the Desktop Media Recorder

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Using the Desktop Media Recorder

STEP 1: Make sure your name.# appears in the upper left of the recorder software

STEP 2: On the next page, make sure you name your recording (make the name meaningful (not "Presentation 1" or "my recording")
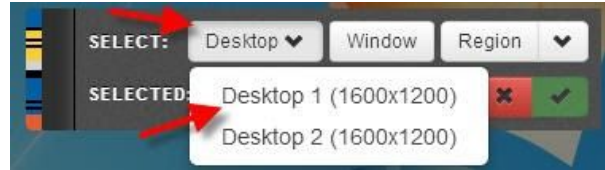
STEP 3: Select the type recording you want to make

STEP 4:
- On the next screen make sure you have the right camera and microphone selected
- Speak into the mic and make sure the audio levels appear on the audio meter
  - Keep the levels from going too far into yellow and red

STEP 5: Using the Desktop pull-down menu, select Desktop 1

STEP 6: Select Record

STEP 7: Stop your recording by selecting Finish on the Recorder Control Panel or select **CTRL - F8**

STEP 7: On the Recording Management screen make sure the status is "Uploaded"
(Longer videos could take several minutes)
DO NOT LOG OFF before it says Uploaded

For assistance, call the Helpdesk at: **614-292-8976**