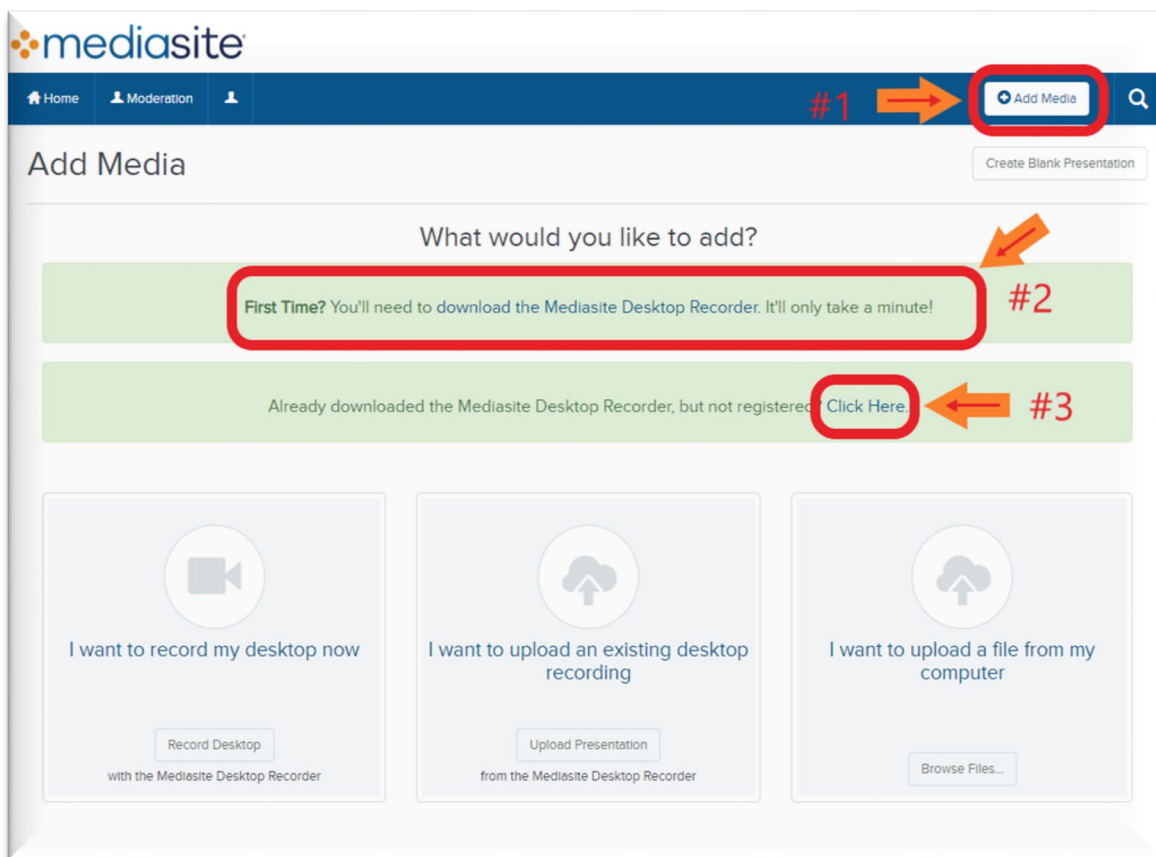


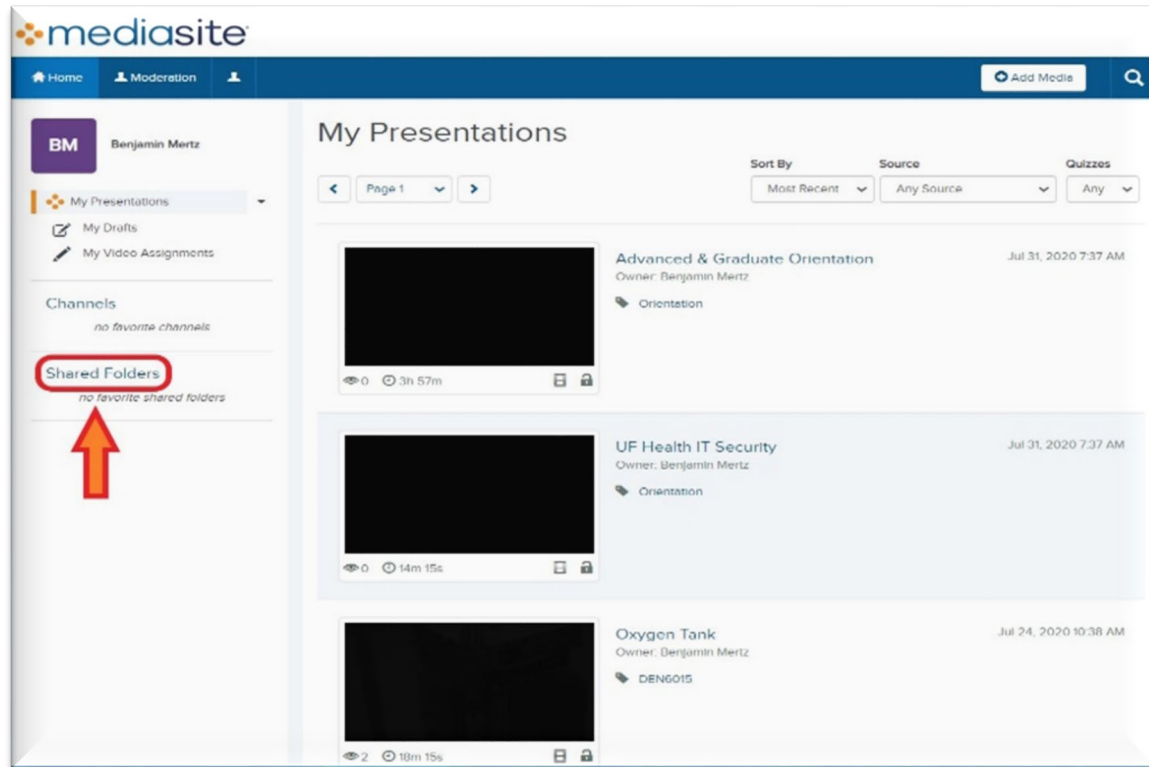
# Recording and/or Uploading Videos to MyMediasite

Prior to using MyMediasite Desktop Recorder to either record new videos or upload existing videos, you will need to download, install and register the software. When recording with MDTR always start by logging in to MyMediasite in your web browser. MyMediasite will open the DTR automatically when you begin recording through the web browser.

- Go to MyMediasite: [video.dental.ufl.edu/mediasite/mymediasite](http://video.dental.ufl.edu/mediasite/mymediasite)
- Login with your gatorlink username and password
- Click on the “Add Media” tab in the upper right quadrant (step #1 below)
- Click “download the Mediasite Desktop Recorder link (step #2 below)
- After the download and installation are complete, return to the “Add Media” tab and register the DTR by choosing the option directly below the download link that you used in step #2 “Click Here” (step #3 below)



- In the left column you will see a “Shared Folders” heading. Click on this link to select the course folder you will record your video in or upload your video to.



- You will see a list of courses that are shared with you. Search for your course (e.g. “DEN1234”) and click the link for your course folder. Click the “Favorite” button to have easy access without searching..

The screenshot shows the mediasite interface for Benjamin Mertz. The left sidebar contains a 'Shared Folders' section with a red box around the folder 'DEN7422C\_Periodontal Surgery for the General Practitioner\_Fall 2020'. A red arrow points from this box to a yellow callout box. The main area, titled 'Browse Shared Folders', displays a list of courses. A red arrow points from the 'Unfavorite' button of the first course to a yellow callout box. Another red arrow points from the 'Favorite' button of the second course to a yellow callout box.

**mediasite**

Home Moderation Add Media

**BM Benjamin Mertz**

My Presentations  
My Drafts  
My Video Assignments

Channels  
no favorite channels

**Shared Folders**

- DEN7422C\_Periodontal Surgery for the General Practitioner\_Fall 2020

**Browse Shared Folders**

Sort By: Most Recent

Page 1

Course Name	Owner	Created On	Action
DEN7422C_Periodontal Surgery for the General Practitioner_Fall 2020	Benjamin Mertz		Unfavorite
DEN5210_Developmental Biology and Psychosocial Issues over the Lif espan_Fall 2020	Benjamin Mertz	Created on July 27, 2020	Favorite
DEN6421C_Periodontic Treatment Planning and Disease Control_Fall2020	Benjamin Mertz	Created on July 14, 2020	Favorite
DEN7411C_Overview of Implant Dentistry_Fall2020	Benjamin Mertz	Created on July 14, 2020	Favorite
DEN5013_Foundations Of Professionalism_ Fall2020	Benjamin Mertz	Created on July 13, 2020	Favorite
DEN6430C_Principles of Endodontics_Fall 2020	Benjamin Mertz	Created on July 8, 2020	Favorite
DEN5404_Dental Anatomy and Stomatognathics_Fall2020	Benjamin Mertz	Created on July 7, 2020	Favorite

Find your class and click the link

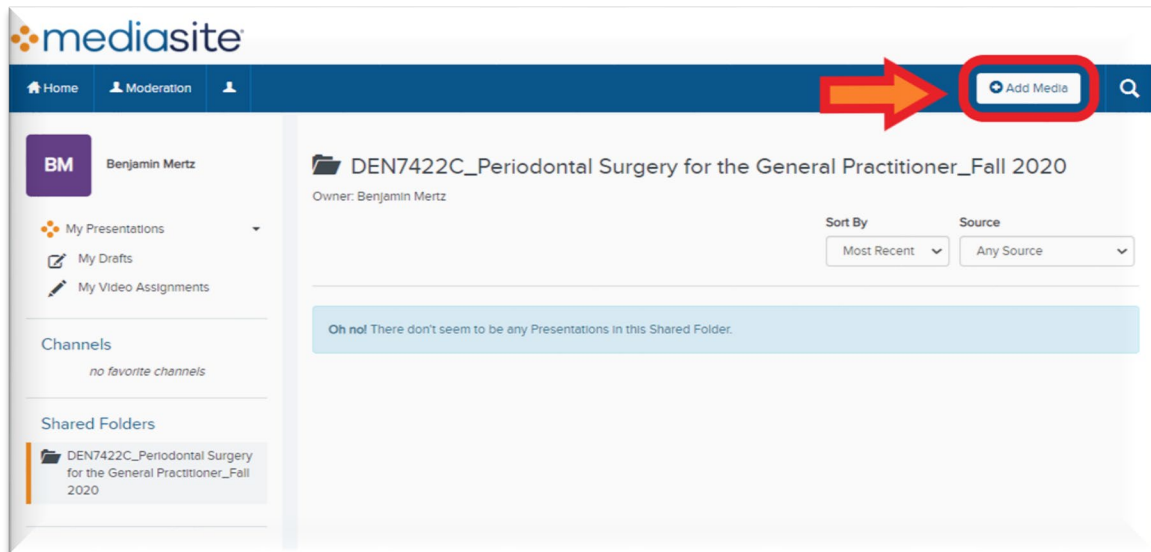
You should “favorite” your class for quick access

Clicking “Favorite” pins the course to Shared Folders for easy access later

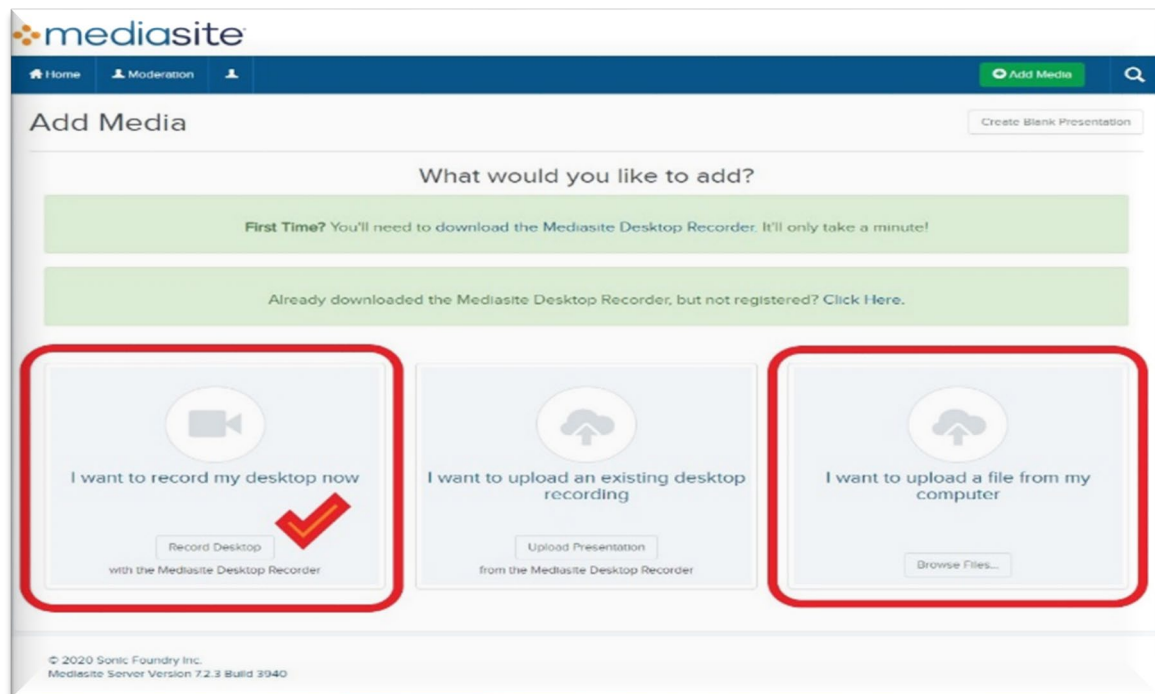
(NOTE: If the course does not appear in your Shared Folders, you may need to search for it and “favorite” it. This will let you get to it quickly from the home screen)

Now that you have downloaded, installed, registered DTR, and found your folder. You are ready to record. Follow the next steps to begin recording.

- Always begin in the course folder within MyMediasite. MMS will map your presentation to the folder.
- At the top right corner of the screen, click the tab that says “Add Media.”

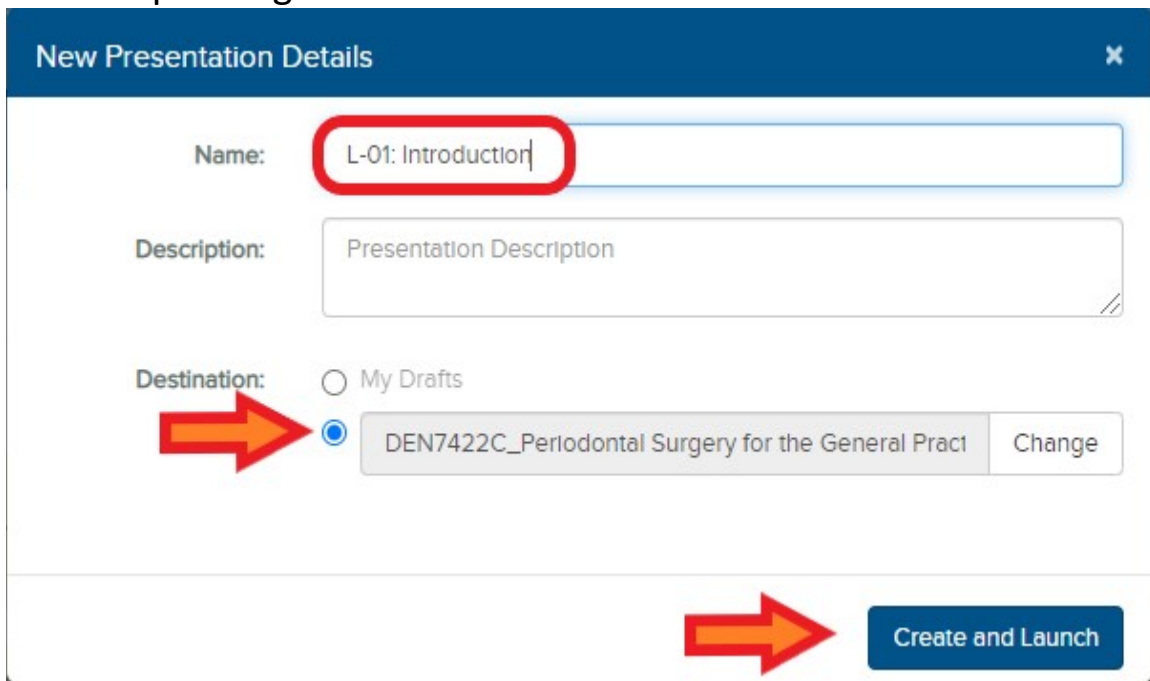


- Choose your preferred option (e.g. “I want to record from my desktop”, “I want to upload from my computer”)
- Choosing I want to record my desktop now will auto launch the Mediasite Desktop Recorder.



- a. If you are uploading from your computer, select the file you would like to add (from your USB or computer).
- b. If you are recording your desktop make sure to close any windows you do not want captured and test your microphone and web cam

- Name your video using our UFCD naming convention. (Ex: **L-01: Introduction**)
- Verify the “Destination”. This defaults to “my drafts” if you don’t start from your course folder.
- Click the “**Change**” button and choose your course folder, if it’s not set already.
- Click “**Create and Launch**”.
- If uploading from HD, wait for the file to upload. This may take several minutes depending on the size of the file.



The screenshot shows a 'New Presentation Details' dialog box. The 'Name' field contains 'L-01: Introduction' and is circled in red. The 'Description' field contains 'Presentation Description'. The 'Destination' section has two radio buttons: 'My Drafts' (unselected) and 'DEN7422C\_Periodontal Surgery for the General Pract' (selected). A red arrow points to the selected radio button. To the right of the selected radio button is a 'Change' button. At the bottom right, there is a blue 'Create and Launch' button, with a red arrow pointing to it.

**New Presentation Details** [X]

Name: L-01: Introduction

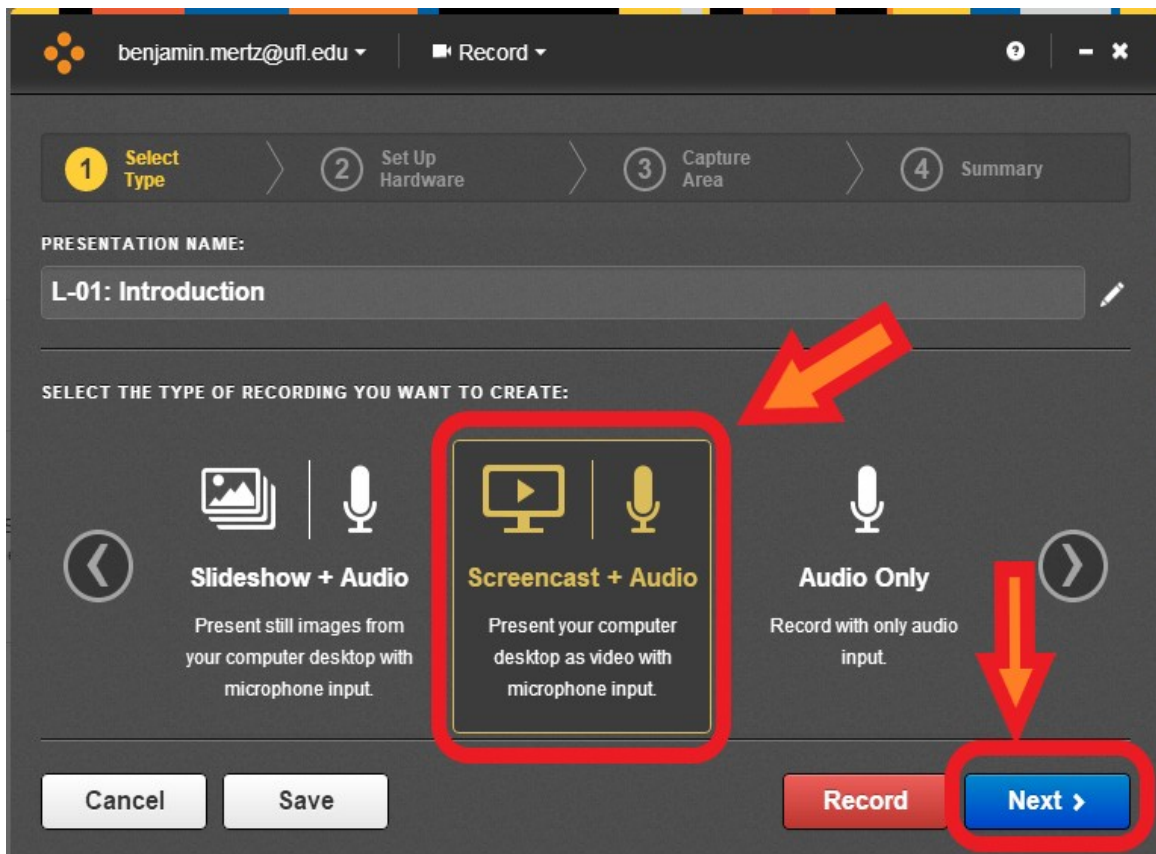
Description: Presentation Description

Destination: ☐ My Drafts ☒ DEN7422C\_Periodontal Surgery for the General Pract [Change](#)

[Create and Launch](#)

## Recording in DTR

- Now the DTR will launch and you will be shown a prompt to allow it to open.
- Screencast + Audio: if your slides have animations or embedded videos.
- Slideshow + Audio: if your slides are text and image only.
- Screencast +Video: if you want to record yourself on camera, your slides have animations or embedded video
- Slideshow + Video: if you want to record yourself on camera, your slides are text and image only
- Then choose Next



- Step 2/Set Up Hardware: For Camera size choose “Large (1280x720)”
- Select the correct Camera and Microphone inputs and make sure they are working before clicking Next.
- Step 3/Capture Area: For dual monitor setups, hover over each screen. Notice how the monitor will have a red outline when hovering over it.
- Choose the correct monitor you will be presenting your slides on.
- Open your slides and get ready to record.
- Next step gives you a recording control box.
- When you select “Record” you will have a 5 second countdown to begin.

- After the video is uploaded, click “edit” in the far right column.

The screenshot displays the mediasite web application interface. At the top, there is a navigation bar with 'Home', 'Moderation', and a user profile icon. A search bar and 'Add Media' button are also present. The left sidebar shows the user 'Benjamin Mertz' (BM) and a list of items: 'My Presentations', 'My Drafts', and 'My Video Assignments'. Below this, there are sections for 'Channels' (no favorite channels) and 'Shared Folders' (containing a folder named 'DEN7422C...Periodontal Surgery for the General Practitioner\_Fall 2020').

The main content area features a large video player with a play button. Above the player are 'Replace Media' and 'Delete' buttons. Below the player is a tabbed interface with 'Information', 'Delivery', 'Actions', and 'Annotate' tabs. The 'Information' tab is active, showing the following details:

- TITLE:** UF Health IT Security
- DESCRIPTION:** No Description
- RECORDED ON:** Jul 31, 2020 7:37 AM
- UPLOADED ON:** Jul 31, 2020 10:05 AM
- STATISTICS:** 2 Views, 14m 15s, 581.49 MB

On the right side of the interface, there is a vertical menu. The top section, 'OWNED BY', shows 'Benjamin Mertz' (BM). Below this, a list of actions is provided: 'Watch in New Window', 'Edit Details' (highlighted with a red circle and an arrow), 'View Analytics', 'Publish', 'Copy To', 'Move To', and 'Export To'. The next section, 'WHO CAN VIEW?', shows a dropdown menu set to 'My Organization' with options for 'Everyone', 'My Organization', 'Only Shared Users', and 'Only Me'. At the bottom of the right menu is a 'SHARE' section with a 'Share Presentation' button and links for 'Edit Video', 'Edit Slides', and 'Edit Quizzes'.



- Change visibility to “viewable”
- Save your changes

The screenshot displays the Mediasite 'Edit Presentation' page for a presentation titled 'UF Health IT Security'. The interface includes a left sidebar with user information (Benjamin Mertz) and navigation links (My Presentations, My Drafts, My Video Assignments, Channels, Shared Folders). The main content area features a video player and a metadata form. The 'Visibility' dropdown menu is highlighted with a red box and labeled 'Viewable'. A red arrow points to the 'Save' button in the top right corner. The metadata form includes fields for Date (07/31/2020), Time (7:37 AM), Duration (0:14:15), Title (UF Health IT Security), Description, Tags (Orientation), and Presenters.

**mediasite**

Home Moderation Add Media

**BM** Benjamin Mertz

My Presentations  
My Drafts  
My Video Assignments

Channels  
no favorite channels

Shared Folders  
DEN7422C\_Periodontal Surgery for the General Practitioner\_Fall 2020

## Edit Presentation

UF Health IT Security

Save Reset Media Cancel

**Visibility**  
Viewable

Date  
07/31/2020

Time  
7:37 AM (UTC-05:00) Eastern T

Duration  
0:14:15

Information Player Delivery Actions Annotate

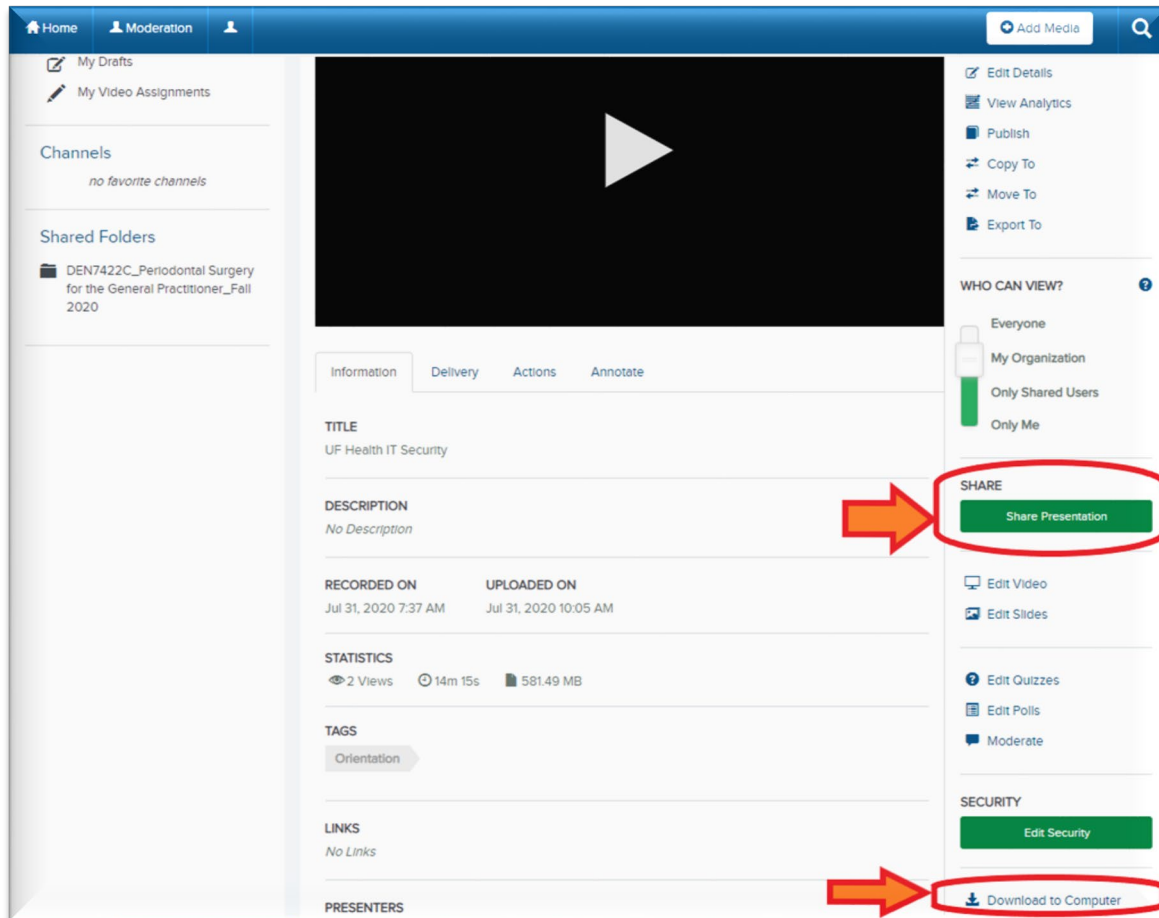
**Title**  
UF Health IT Security

**Description**  
Description

**Tags**  
Orientation

**Presenters**

- Click “Share” to get the link to the video. This link could be shared with students through Canvas, or an email.



- Click Download to Computer if your Mediasite Account isn't on the College of Dentistry Mediasite server. Then you will need to transfer the video to Instructional Support to upload into the server.

**Congratulations on completing your Recording!**