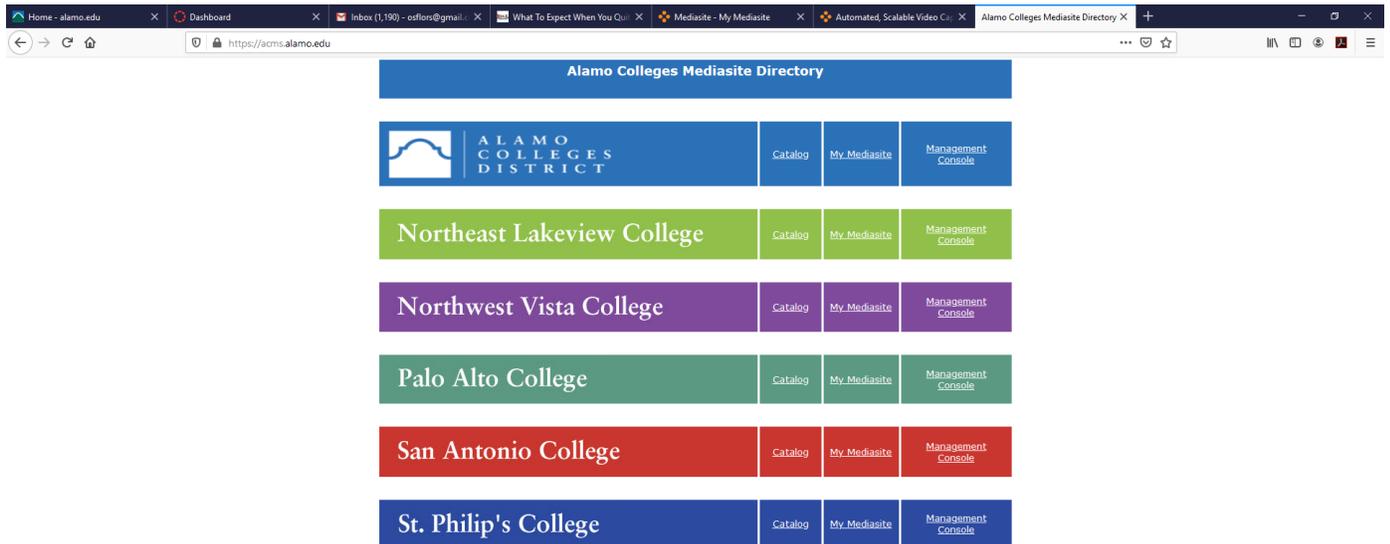


# Alamo Colleges Mediasite

Mediasite is the most automated and scalable video platform for every aspect of your video deployment. Capture, edit, share, search and manage videos in one secure place.

At the Alamo Colleges we have a website that we use to branch out to our different colleges.

The URL is: <https://acms.alamo.edu/>



Each college has its own catalog that anyone can browse, including individuals, businesses and Institutions that need to watch our videos. When an employee produces and stores a video, he or she can share it or make it private. Using a private setting will prevent unauthorized people to view the video.

The management console is mainly used by technical personnel to work on server issues, it can also be used by advanced users to perform different actions that a regular user would not normally do. This option is used also in case you have a rack mounted or mobile unit to record presentations.

The "My Mediasite" option is the easiest way to produce presentations, store them and share them with different audiences.

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## How to get access to my mediasite.

The colleges have setup different ways for users to get access. Usually all you have to do is double click the link on the main Alamo Colleges mediasite web page: <https://acms.alamo.edu/>

Or you can go directly to the website to enter your profile

The first time you access My Mediasite, you will need to create your profile.

My Mediasite Campus links -

Northeast Lakeview College - <https://nlcms.alamo.edu/mediasite/mymediasite>

Northwest Vista College - <https://nvcms.alamo.edu/mediasite/mymediasite>

Palo Alto College - <https://pacms.alamo.edu/mediasite/mymediasite>

San Antonio College - <https://sacms.alamo.edu/mediasite/mymediasite>

St. Philip's College - <https://spcms.alamo.edu/mediasite/mymediasite>

District - <https://acms.alamo.edu/mediasite/mymediasite>

## Welcome to Mediasite!

Please complete your user profile and click "Continue" when done.

Name  You must provide a display name.

Email Address

Local Time Zone

Not  ? [Sign in as a different user.](#)

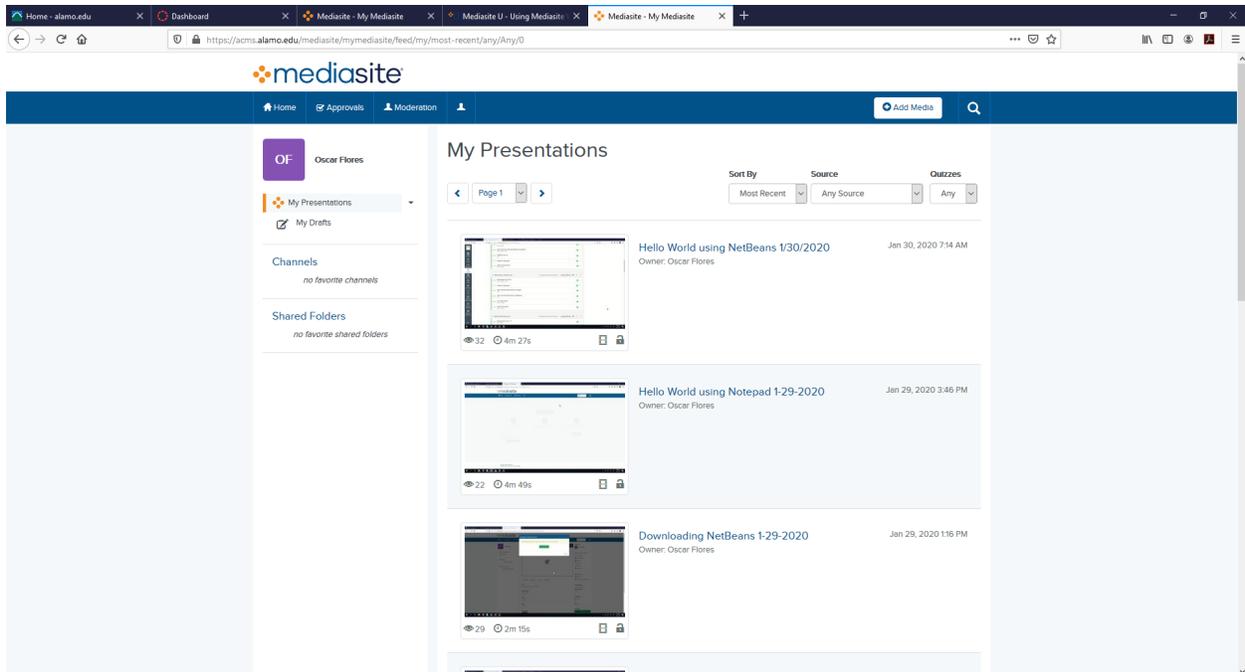
An email confirmation will be sent to your email box (you might need to check the spam/junk/clutter folders). Click the Continue to Mediasite button.

Enter your AD credentials to gain access. If you have issues getting into the portal you may contact the IIC of your college, there is a mediasite administrator in all campuses.

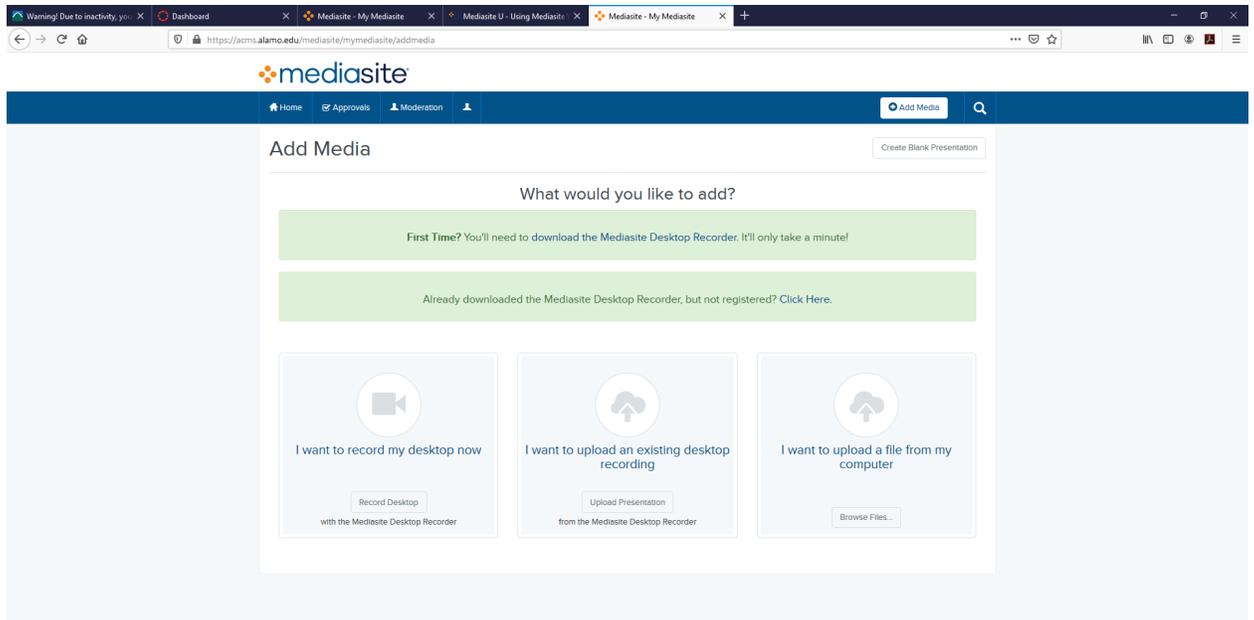
## Setting up your dashboard.

This is important to notice, setting up your dashboard only has to be done once. Once it is set up you will login to my mediaste and start working on your presentations right away.

The following is a capture of the dashboard.

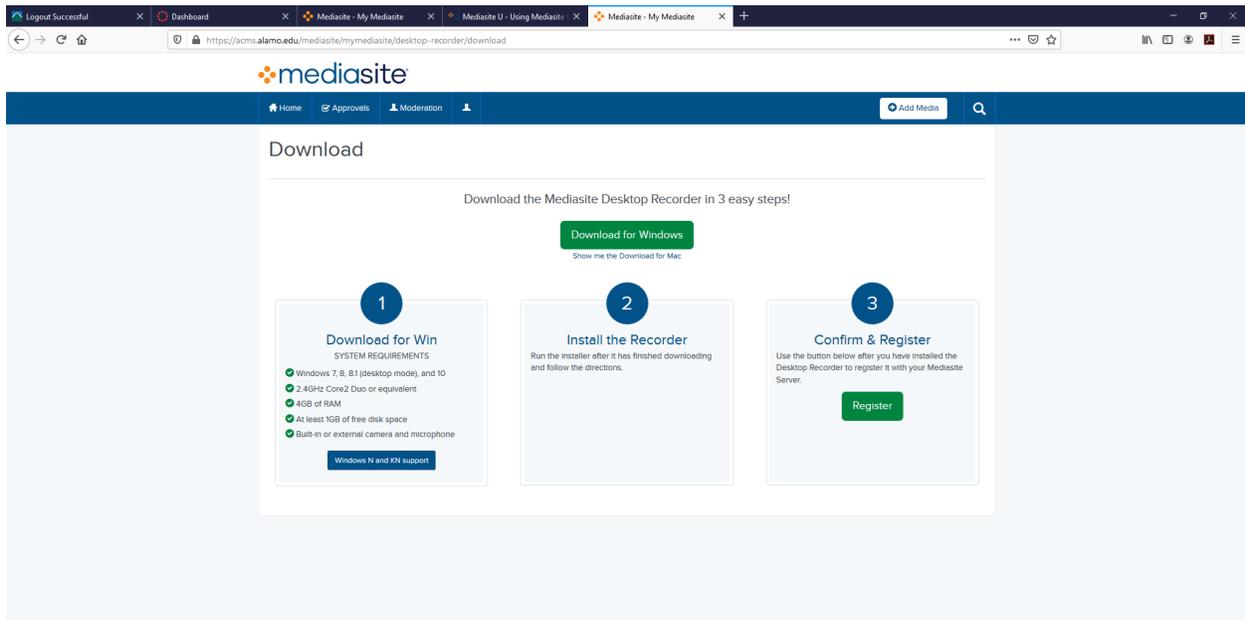


1. Locate the button that says add media.  
The next step will present you with a set of choices such as record your desktop, upload an existing desktop recording, upload a file from your computer.  
Since this is our first time using my mediasite we will have to click on the link that says "Download the Mediasite Desktop Recorder"  
----Note-- Once you download and install the software you will have to come back to this page and register the desktop recorder.



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Mediasite Server Version 7.2.2 Build 2883

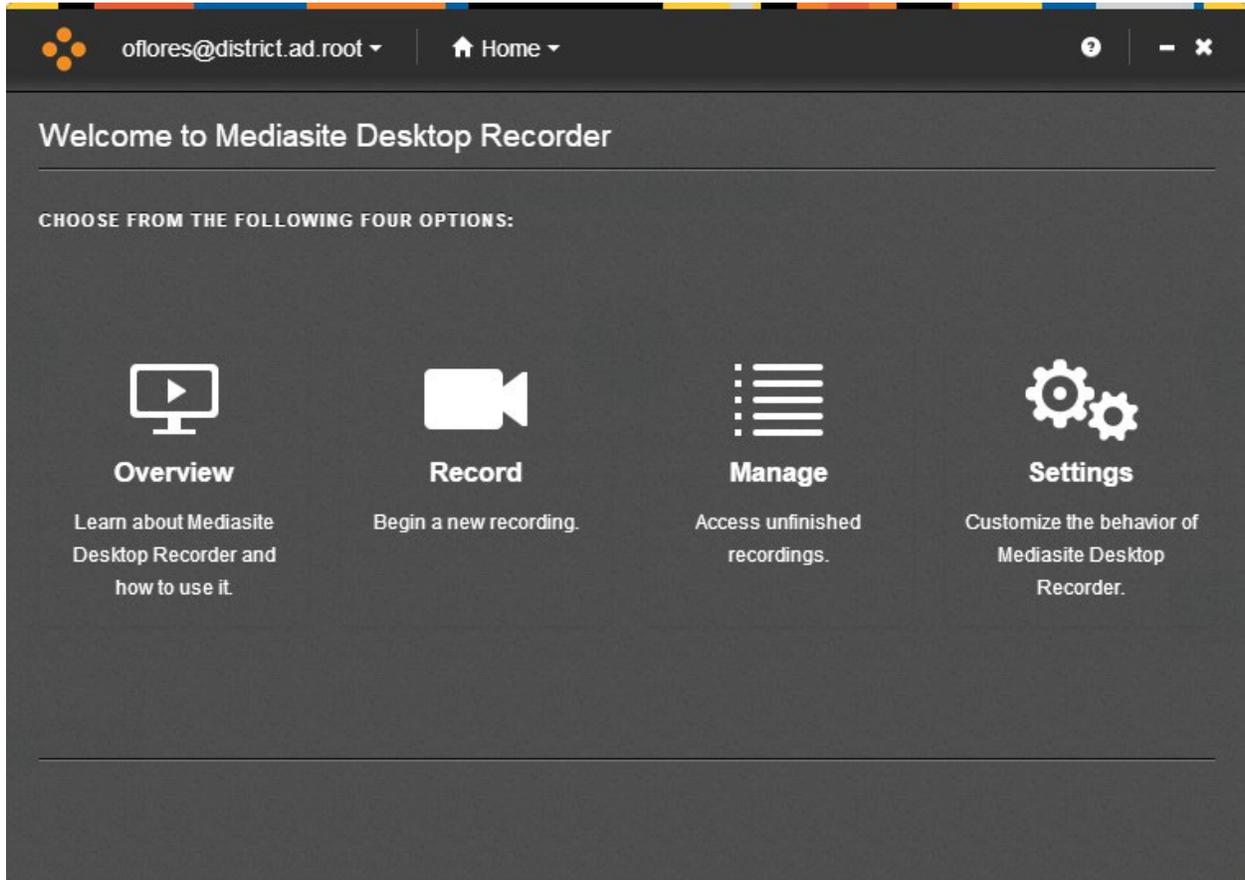
2. Once you follow the link to download the mediasite desktop recorder you are presented with 3 easy steps. First, download the software, next, install the recorder and then confirm and register.



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Mediasite Server Version 7.2.2 Build 2883

3. Hit the download button
4. Download the file and double click it
5. Follow the prompts until the installation is complete.
6. Click on the Register button to finish up the installation

7. You will get a message saying registration completed that pops up on you screen momentarily and then disappears.
8. A welcome to Mediasite Desktop Recorder screen comes up indicating you are ready to start using the software.



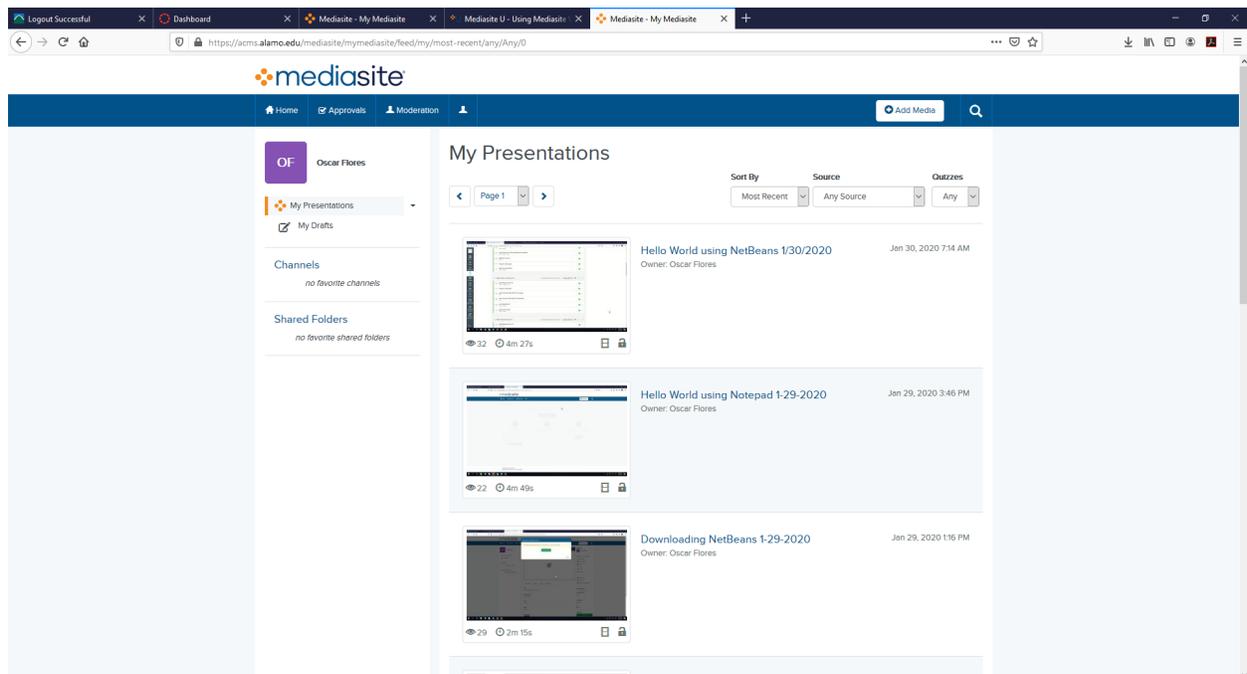
# How to create a Recording.

In mediasite, the final product is called a presentation. In a presentation you may have different content, such as video, audio and anything you can display in your computer. Some users display powerpoint slides, while others display their desktop to show other software.

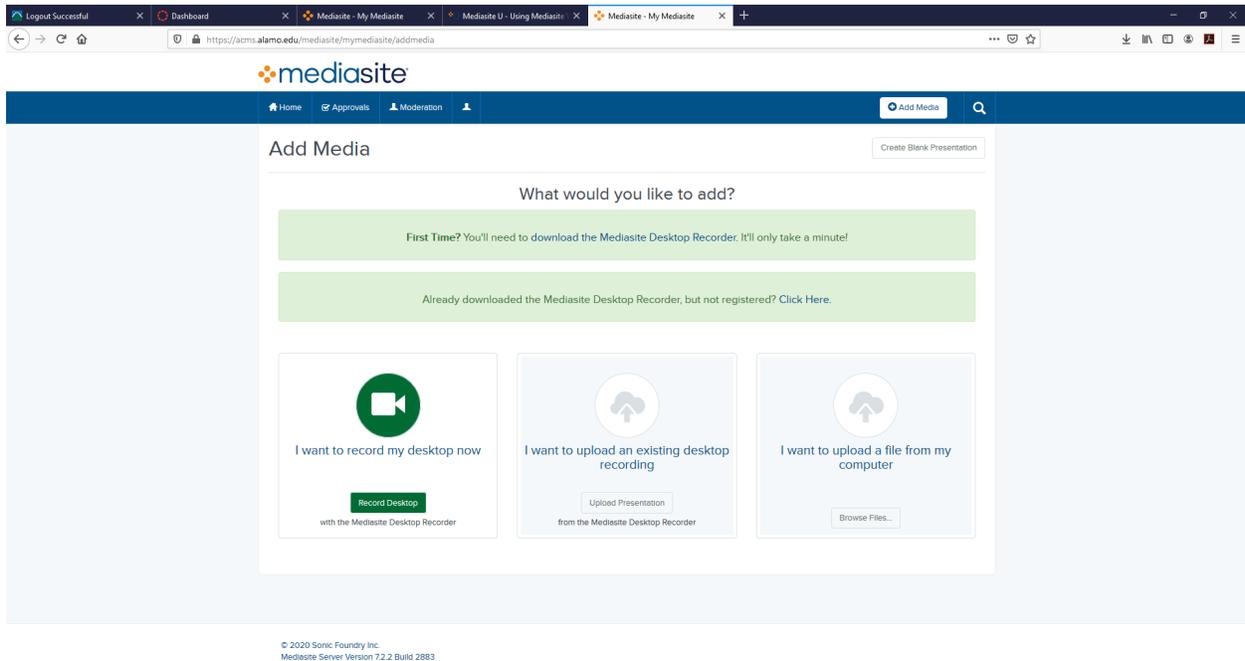
Step 1. Log in to My Mediasite.

If this is your first time using my mediasite, refer to the [installation guide](#).

Ste 2. Click on the add media button.



Step 2. Select “I want to record my desktop now”

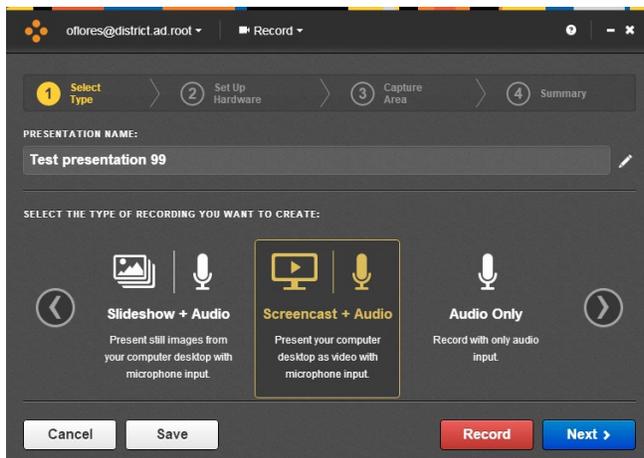


Step 3 Name your presentation

Step 4. Optional. Give a brief description of the presentation

Step 5. Select and Launch

If you have already setup and registered your desktop recorder software you will see the main menu as shown on the picture below.



Step 6. Select which type of presentation you want to produce.

There are 6 types of presentations:

Slideshow and audio will allow you to capture a powerpoint presentation and record your voice.

Screencast and Audio will allow you to show your desktop and record your voice as well.

Audio only obviously will only record your voice.

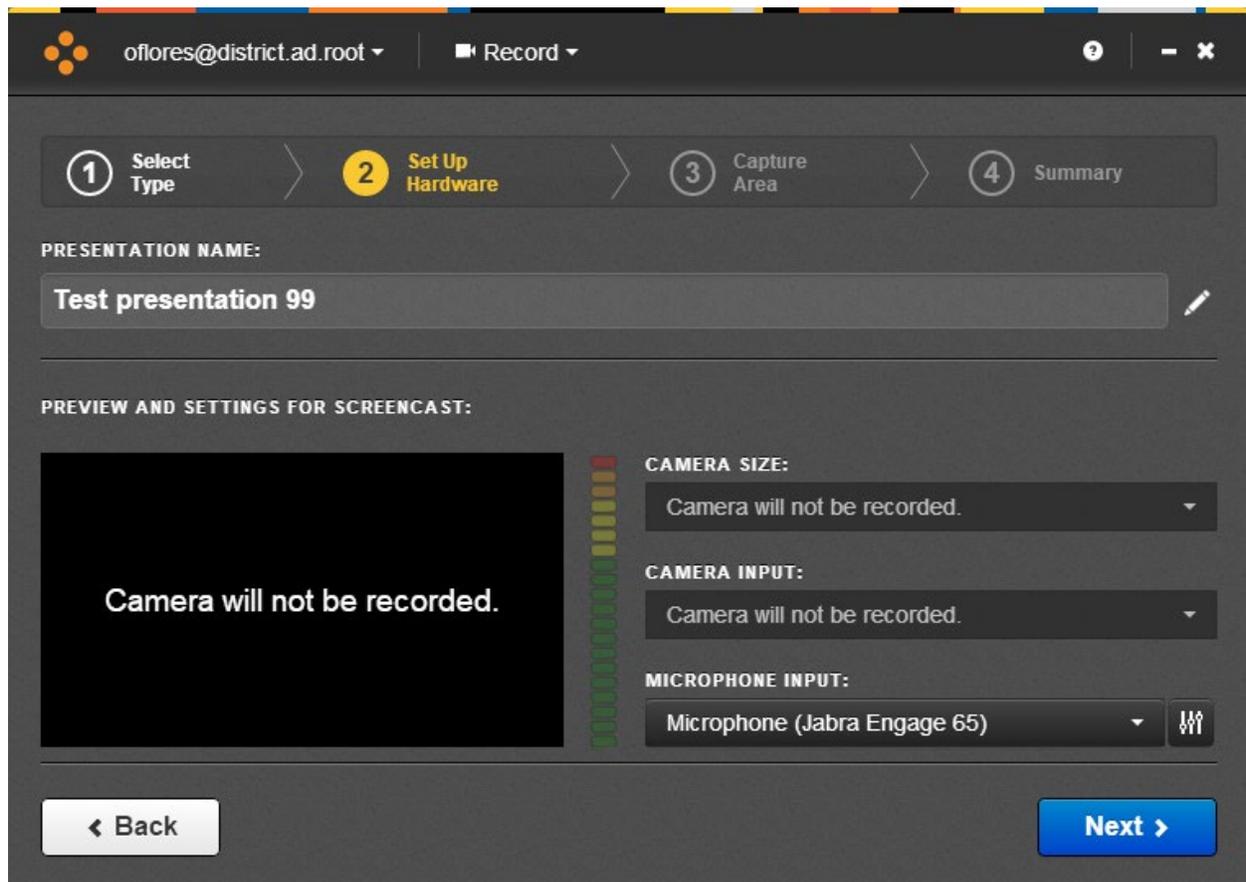
Screencast and video will allow you to record whatever is on your desktop as well as video of the presenter (Obviously a camera will have to be plugged in to the computer).

Slideshow and video will allow you to record video of the presenter and a powerpoint presentation.

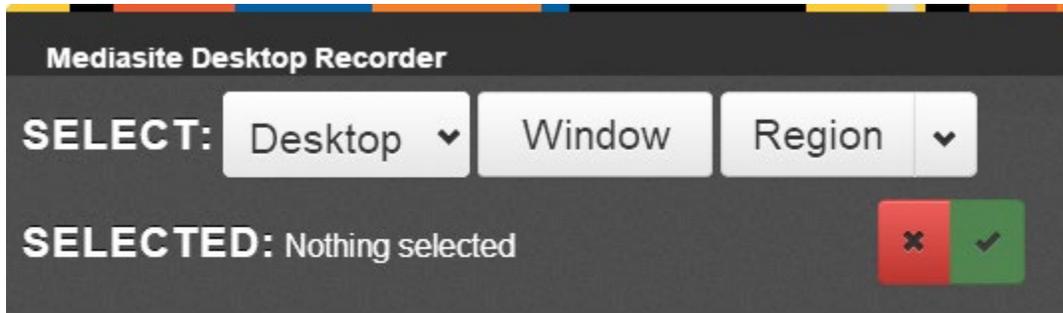
Video Only will allow you to record the video and audio of the presenter.

Once you select the type of presentation you want to produce, click on next.

Step 7. This screen allows you to select the type of hardware you have such as your microphone and video camera. Also the camera size can be edited here.



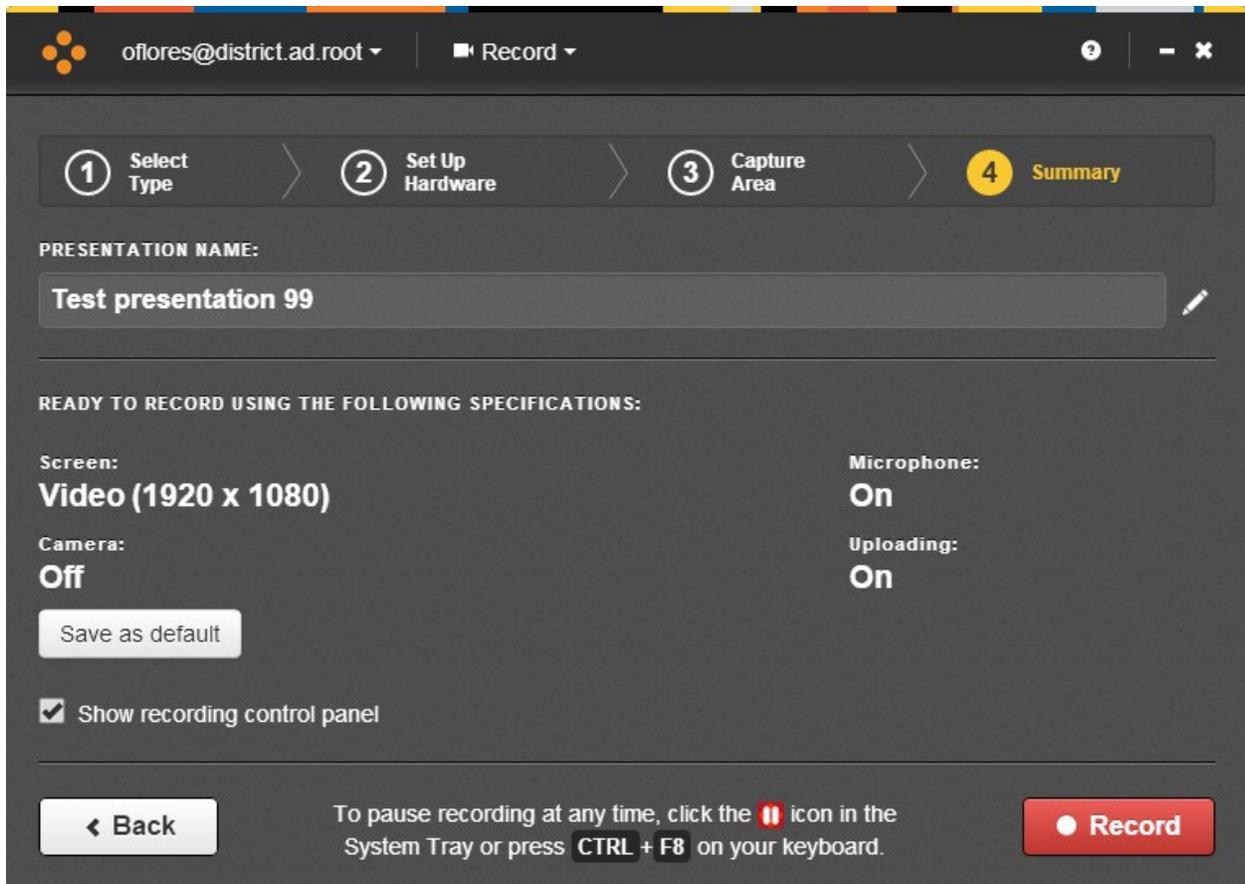
Step 8. After clicking next, you will see the following window.



Desktop allows you to select the desktop you need to record in case you have multiple screens.

Window will select the entire desktop surface you choose and region will only record a portion of your screen.

Hit the green checkmark once you selected all your settings.



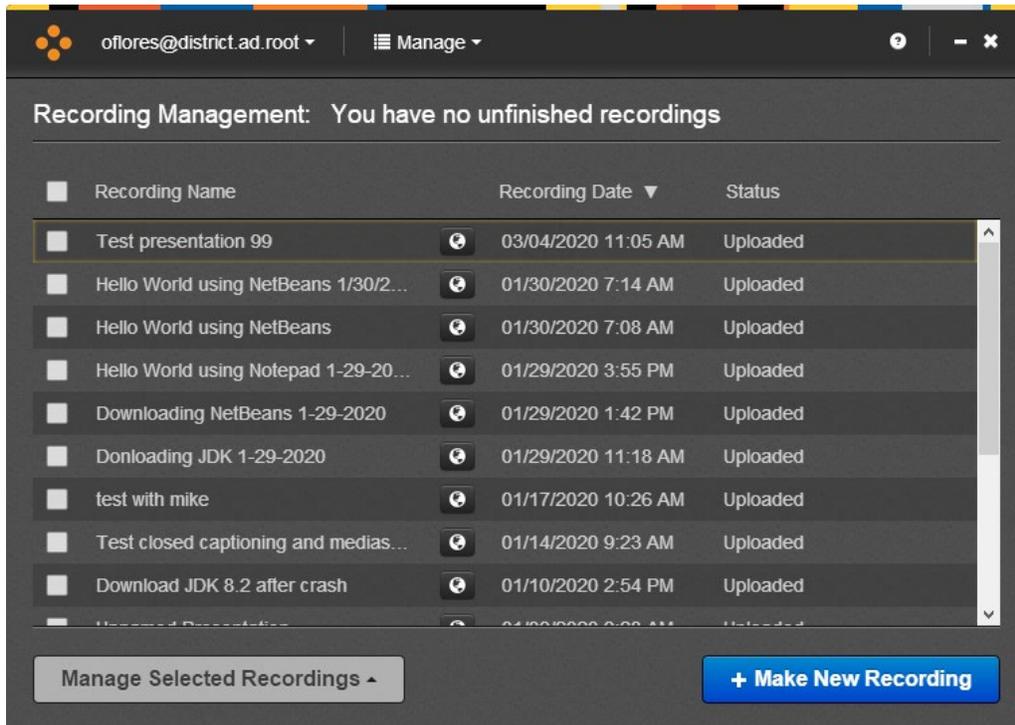
At this point you are ready to record, the following second window also pops up.



This is basically your control window, once you hit record on the main window it will disappear, but the control window does not, so make sure you hide it from the recording area or it will show up on your desktop recording.

The buttons on this window are easy to identify. Discard, will delete the recording and start over. Pause, allows you stop the recording momentarily. Finish, will stop the recording and start saving it.

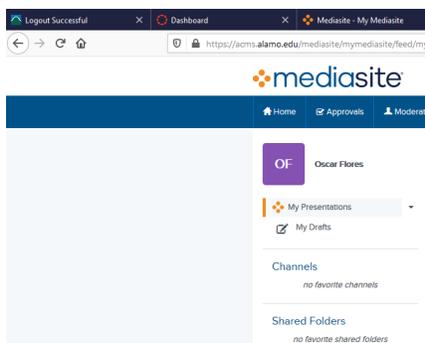
Step 9. Once you finish your presentation, you will get the following window.



This window indicates that your presentation has finished and has automatically been uploaded to the server.

Step 10. At this point you can either make another presentation or select your presentation and hit manage selected recordings button in case you need to remove the presentation or stop uploading the presentations. These actions are rarely done, most of the time all you have to do is close the window once the upload is complete.

Step 11. To view your presentation, edit it and share it, just click on the my presentations link in the top left menu.



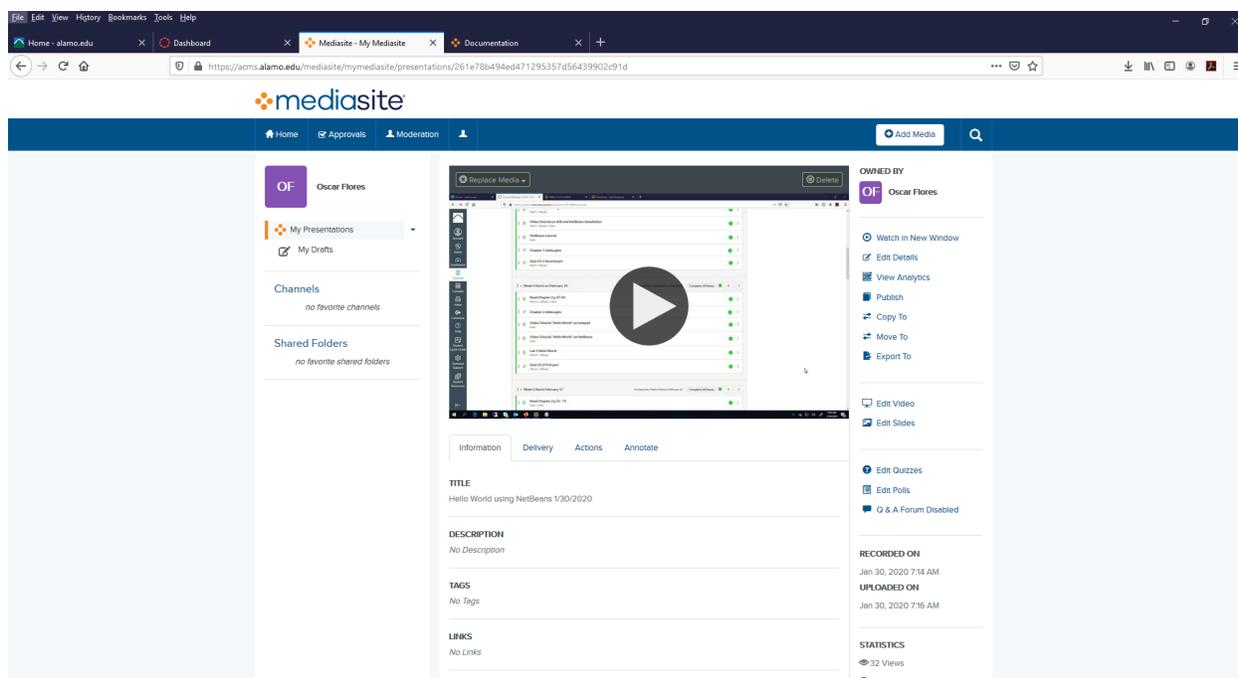
Step 12. You are done.

# Sharing your videos.

Once you've recorded your presentation and uploaded it to the server, you need to edit the settings of your video in order for people to be able to view it. By default mediasite saves your file as private until you work on it and have it ready for the viewers.

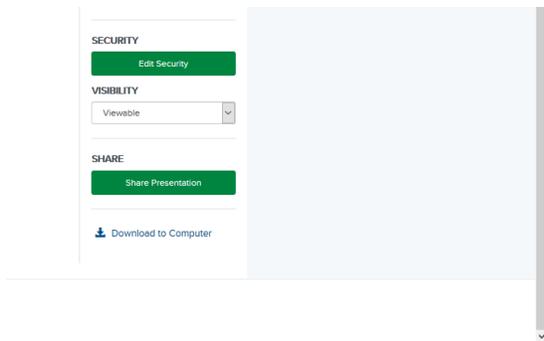
Here are the easy steps to make your videos available.

1. Login to your "my mediasite"
2. Locate your video on the list of videos, by default my mediasite arranges your videos in chronological order with the latest video on top.
3. Double click the name of the video.



Scroll down

Until you see the SECURITY and SHARE buttons

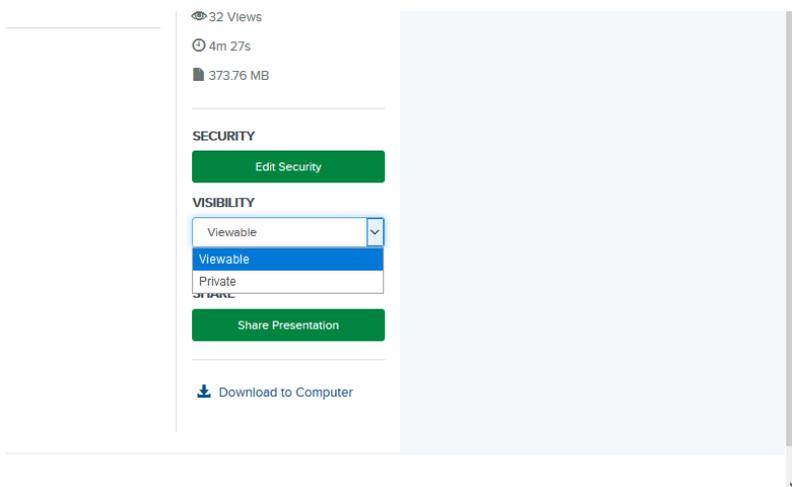


4. Click on edit security
5. In the assigned roles scroll up and down to see if the role EVERYONE is in there, if not, click in the add people or groups and type in EVERYONE.
6. Hit save

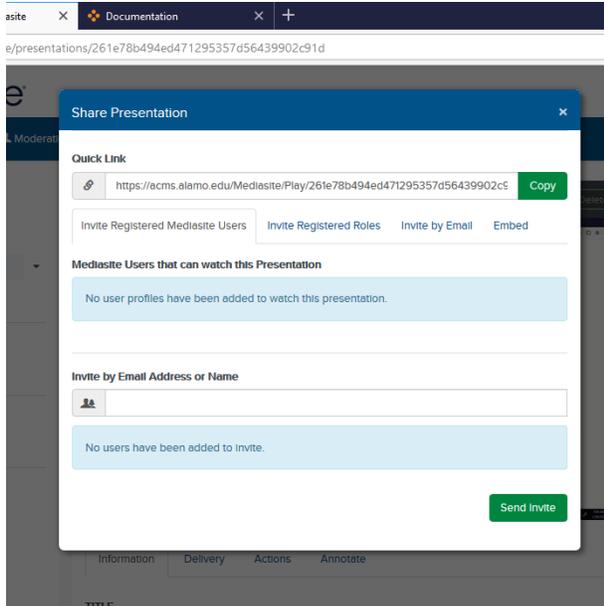
Note---- What you just did is made your video available to anyone that wishes to see your video, they do not have to be registered users, anyone can access your video.

Now to make your video Visible in the catalog follow the next steps.

7. Select viewable from the drop down menu in visibility.



8. That is it, now to share your video, click on the button share your presentation

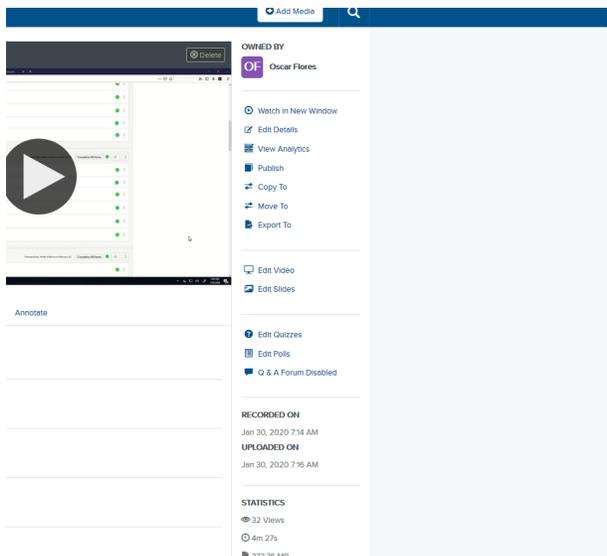


9. Copy the link that is in the quick link box and email it to your audience.

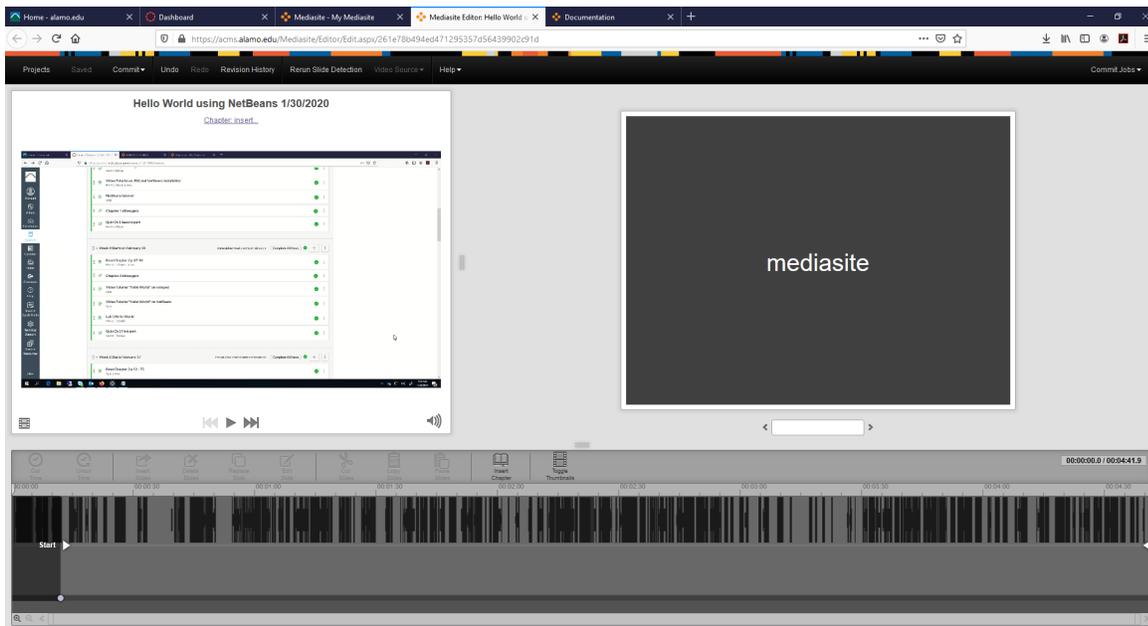
## Editing your video

Once you've recorded your video and uploaded it to the server you may edit the video in case there were some errors during the recording. The following steps can be followed to do some editing.

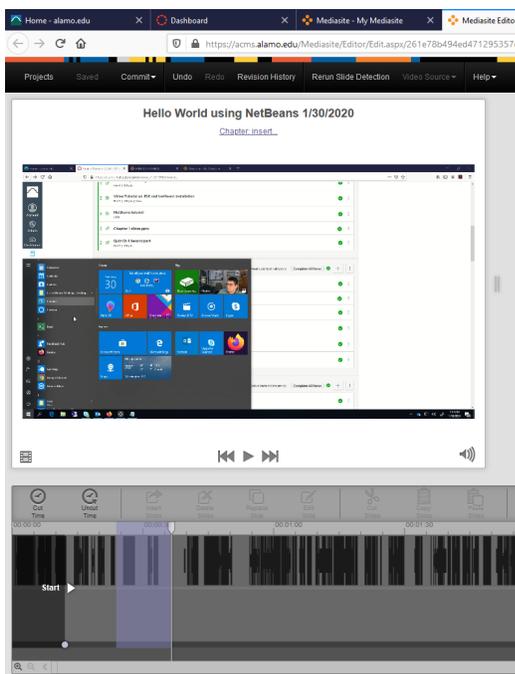
1. Login to My Mediasite
2. Locate your video
3. On the right column click on Edit the video



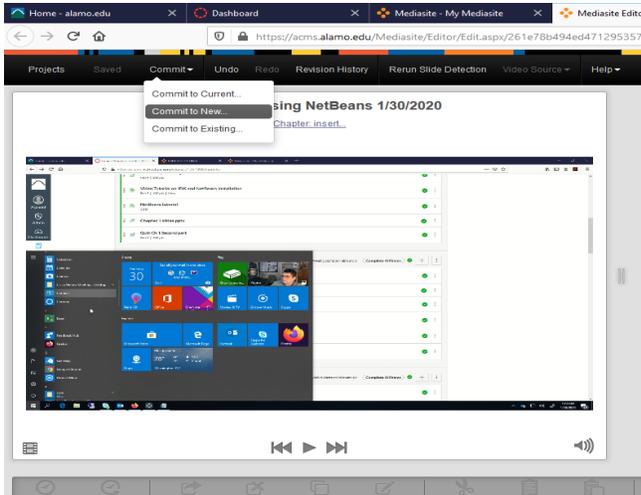
The following editing program comes up



4. Now depending on what you need to do, you will have to select different tools. The easiest and most used tool is cutting parts of the video.
5. What you do is you play the video until you get to the part that you need to cutoff and you mark it.
6. You do the above step by clicking on the play button, pause, then select the area to be cut off by clicking and dragging the pointer in the timeline. The area selected will turn bluish.



7. Click on the cut time to tool, the area you selected is not marked as “cut”.
8. Continue doing the same process until all the areas in the video that you do not wish to be part of it are gone.
9. In order to make these changes permanent you will have to save the presentation.



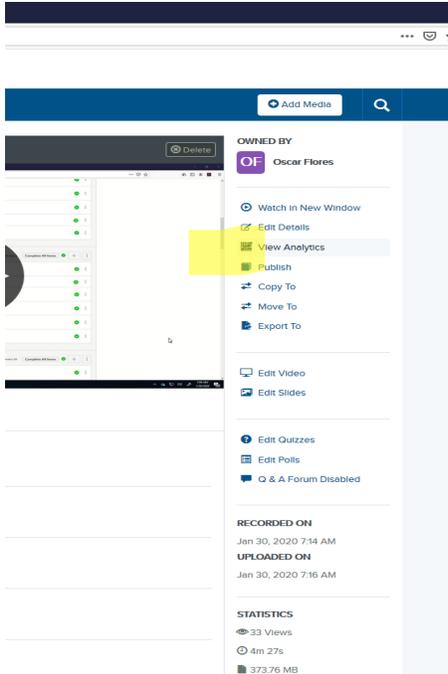
10. At the top select commit and then select current if you want to make the changes to the presentation you are working on or select New to make a copy of the presentation and save the changes to it. Selecting that will leave you with the original and a new presentation.
11. Once the presentation finishes, you can simply close the editing application and return to my mediasite dashboard.
12. Click on the play button to view your changes
13. Or click on the watch in new window link to open up a window and watch your presentation in a full screen.

## Analytics

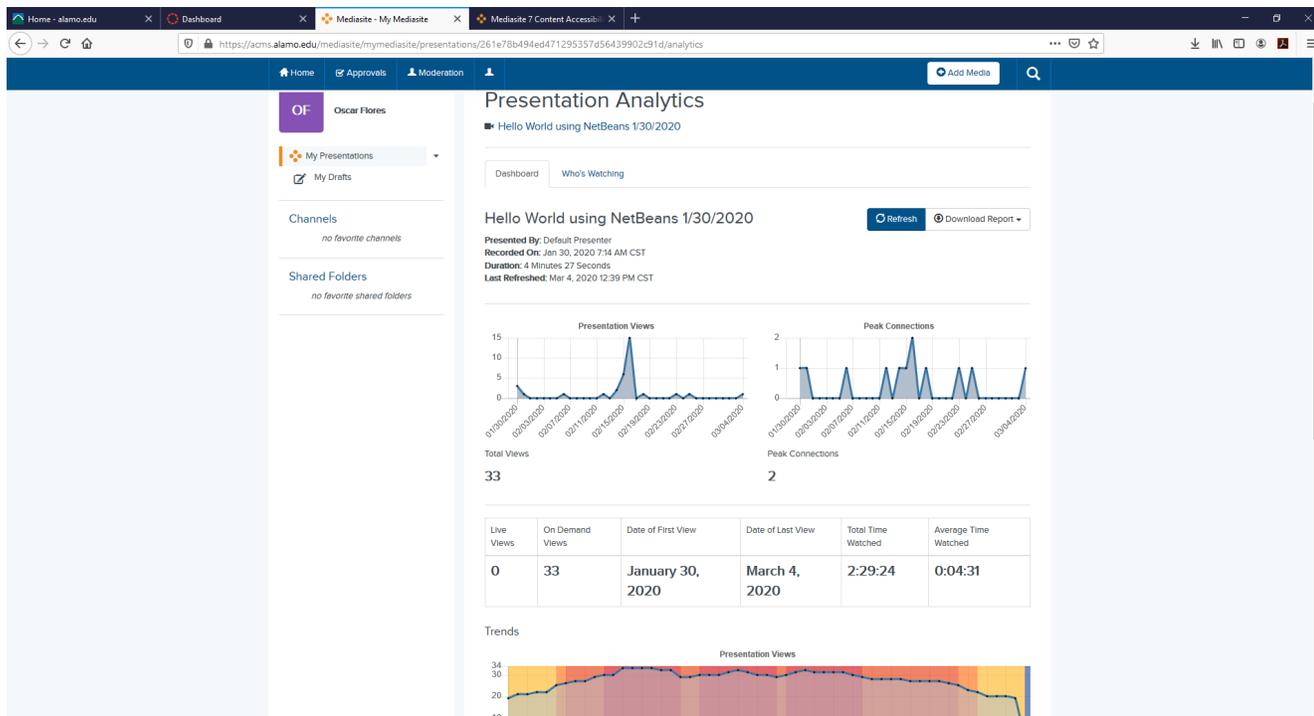
Once you’ve published your presentation, you may run analytics on it to see multiple types of data about your presentation such as: views, date of first view, Last view, total time watched, average time viewed, browsers use, OS used, etc.

In order to view analytics on your presentation

1. Login to My Mediaste
2. Locate the video you want to analyze.
3. Click on the view analytics link. On the right hand column.



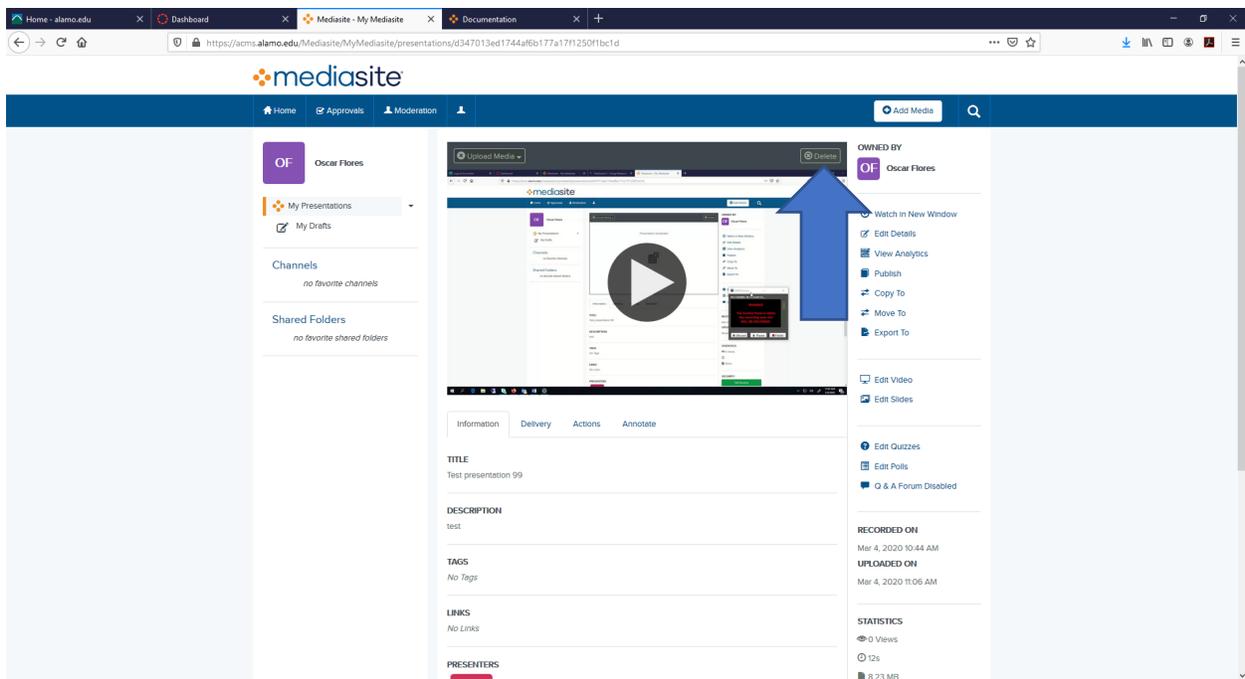
- In this page you can view all the analysis tool results and download the report to your computer if you wish.



# How to Delete a presentation

When a presentation gets outdated or you simply want to delete a presentation do the following:

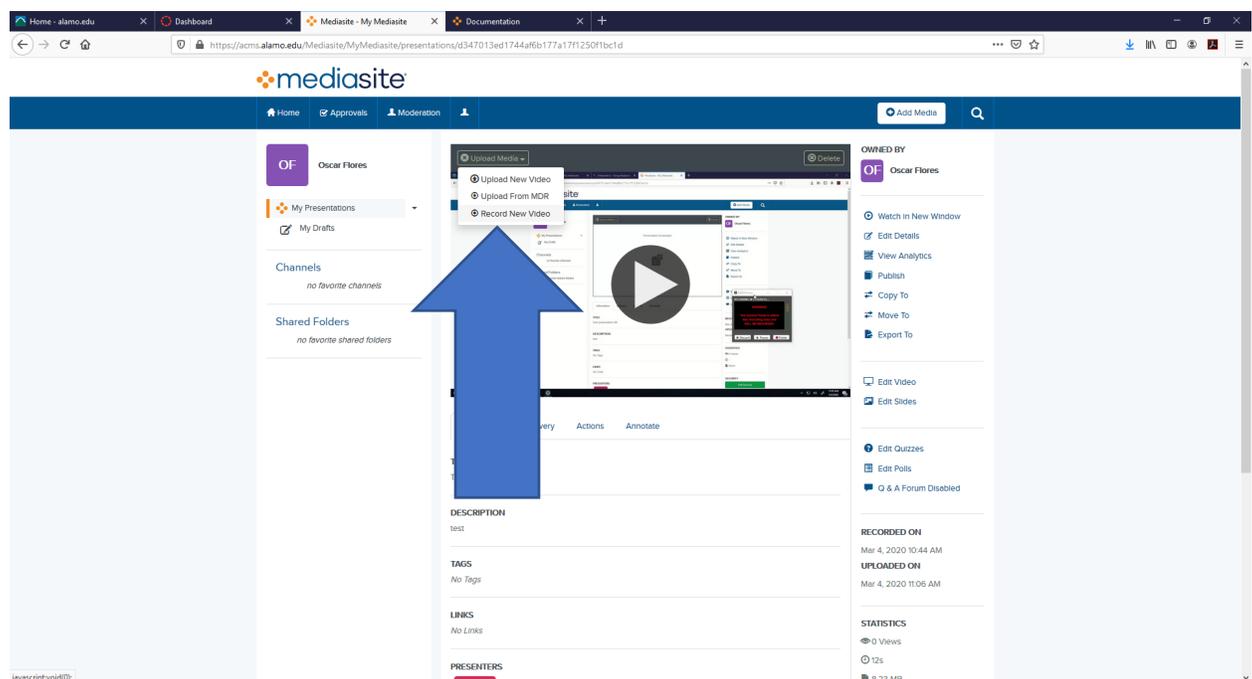
1. Login to My Mediasite.
2. Find the presentation you want to delete.
3. Click on the name of the presentation
4. On the right top corner of the video simply click on the delete button.



## Record a new video inside of a created presentation

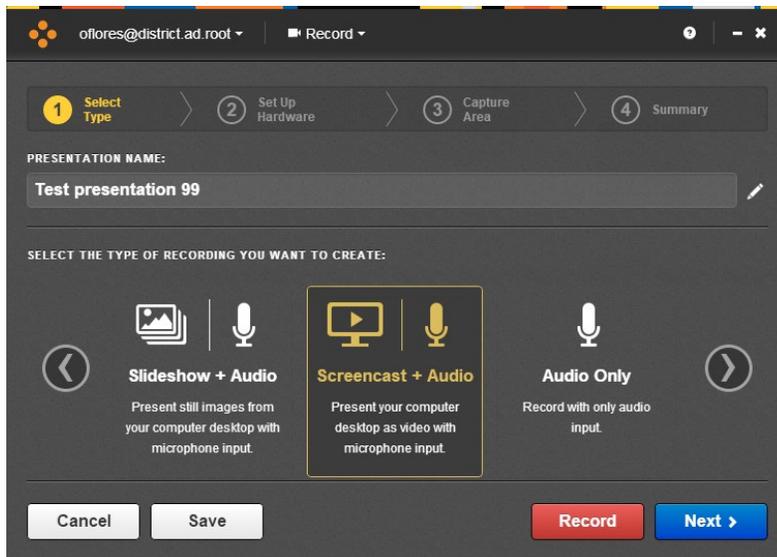
If, for example, a website has changed the way it looks and you want to update the video that you created for a presentation to reflect the latest content. Do the following:

1. Login to My Mediasite
2. Locate the presentation you want to re-record
3. Click on the name of the presentation
4. Click on the upload media box in the top left corner of the video



5. Click on record new video
6. A warning message will appear, click record desktop.
7. The software takes a little while to deploy, do not click it again.

8. Once the Mediasite desktop recorder comes up, you record as you normally do.



- 9.

## How to install Mediasite Recorder on a Mac.

Within My Mediasite select Add Media

Click download the Mediasite Desktop Recorder

The installation and registration process is made up of three simple steps that are outlined on the installation page

Download the Installer

Click Download for Mac

Run the downloaded installer

Follow the on-screen instructions to install

Confirm and Register

In My Mediasite, click Register.

Video tutorial link:

<https://learn.mediasite.com/course/recording-your-screen-with-mediasite-desktop-recorder/lessons/installation-process-for-windows-copy/>

## Offline recording.

When you downloaded and installed the Desktop recorder, the software places a shortcut to your desktop.

Double click it and use it as you normally use your desktop recorder (step 5 of [how to record a presentation in this document](#))

The only difference will be that the recording will be saved locally, once you are online you can follow the steps below to upload your presentation.

1. Click: Add Media.

2. Choose I want to upload an existing desktop Recording.

3. Enter the:

Title

Description

Save location, either My Drafts, a shared folder or user Channel.

4. Click Create and Launch, this will create the presentation and launch the Mediasite Desktop Recorder (MDR).

5. Click Upload next to the Recording you want to re-publish.

6. After the Upload is complete, the Recording will be processed and will show up in My Mediasite.

## Troubleshoot registration issues.

Usually the registration gets done right after you download and install the software, but sometimes we miss that last step and when you try to use it it keeps telling you that your software is not registered.

To check if Mediasite Desktop Recorder is registered you'll need to open the Mediasite Desktop Recorder:

Click the Dropdown next to the Mediasite Logo

Your Name and a URL will be listed if you have registered

Go to My Mediasite and select Add Media

In the lower box 'Already downloaded the Mediasite Desktop Recorder, but not registered? Click Here.

