

Mediasite Recording in BCH 203, BCH 210, and MCHS 2202

Advance Setup Requirements:

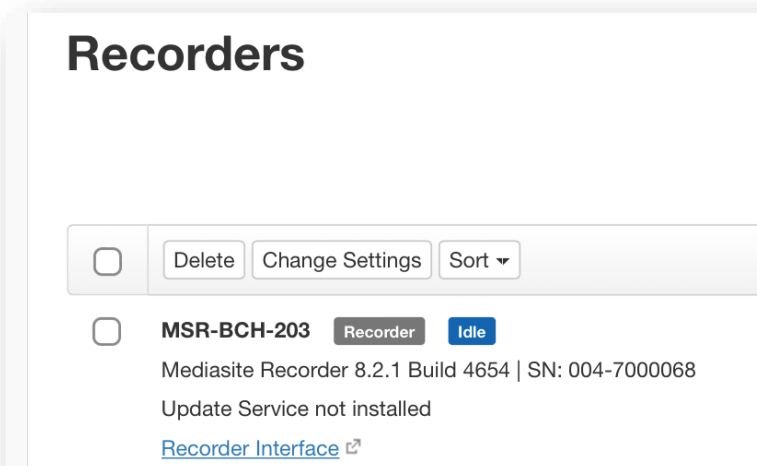
1. Log in to <https://mymediasite.bloomu.edu>
 - a. Create a channel for the course/project to be recorded.
2. If automatic distribution to students through bolt is desired:
 - a. Log in to <http://bolt.bloomu.edu>
 - b. Open the course
 - c. Choose the Resources Menu
 - d. Choose the Mediasite Module option
 - e. Wait for the Module to load
3. Send email to mediasite@bloomu.edu including:
 - a. Building and Room Number of class meetings.
 - b. Course department, number, and section.
 - c. Name of the channel created in step 1.a. above.
 - d. Choice of Camera Only or Camera with Projection.
 - e. Choice of Automatic or Manual student distribution.

Recording Control Requirements:

- Portable device (laptop, tablet, or phone) connected to bloomu-secure Wi-Fi with faculty or staff credentials.
 - Portable devices owned by students cannot access remote control system.

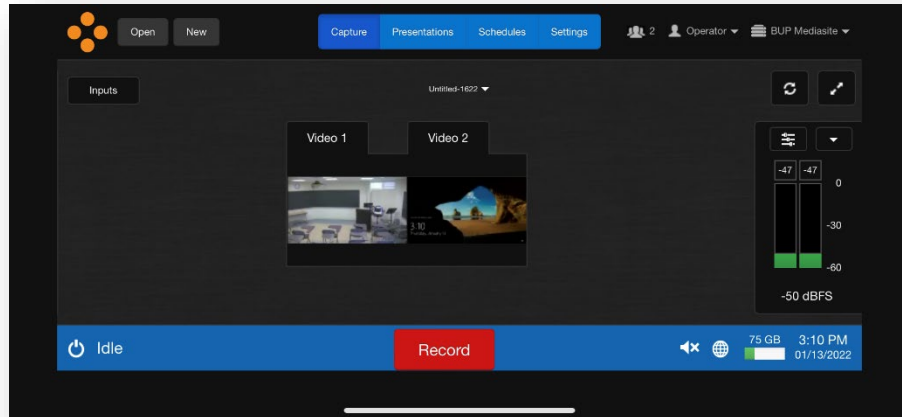
To connect to a recorder:

1. Visit <https://bupmediasite.passhe.edu/Mediasite/Manage#module=Sf.Manage.RecorderGrid>
2. Enter login credentials if requested.
3. You will see the list of recorders available to you.



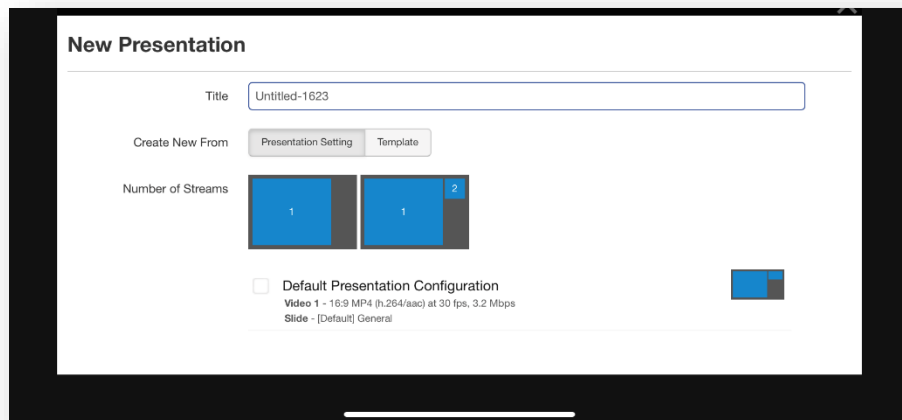
4. Tap the "Recorder Interface" link under the desired recorder name.

5. The recorder interface will open in a new tab and show a preview of the room.



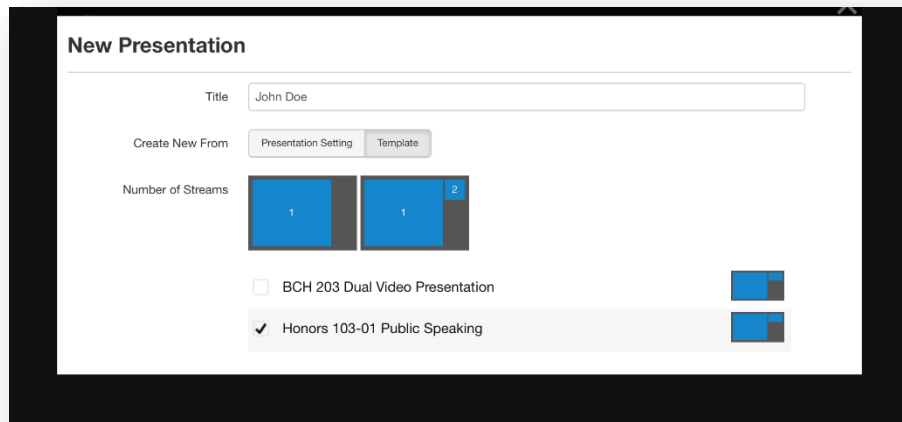
To start a new recording:

6. Tap the “New” button.

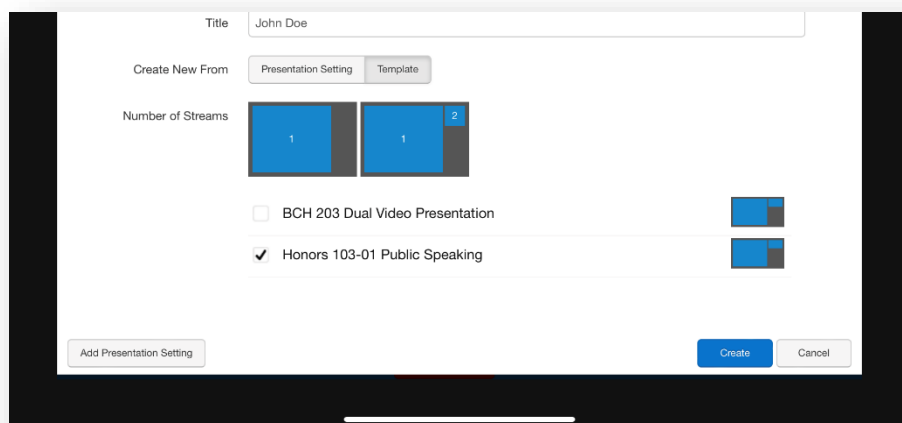


7. Enter a “Title” for the presentation.
 - a. This is usually the name of the student or group.
 - b. Please do not leave this as “Untitled-###”, this can make it difficult to find your presentation later.

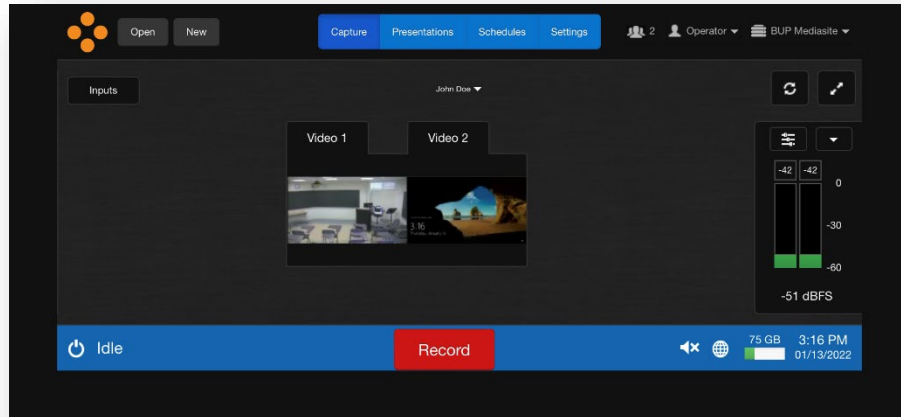
8. Tap the “Template” button.
9. Scroll down to select the desired course and/or project title.



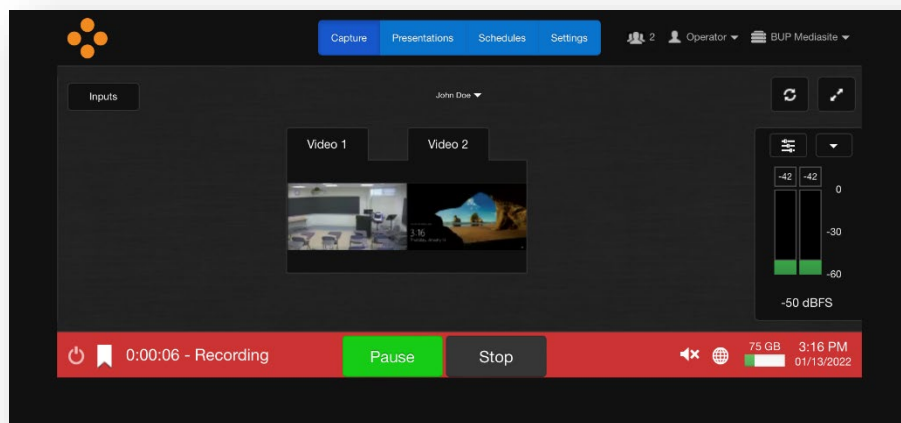
10. Scroll down and tap the “Create” button.



1. The system will load the new session.



2. When ready to begin, tap the “Record” button.
 - a. Confirm the title above the video preview is correct, do not start recording if it still shows “Untitled-###”



3. When finished, tap the “Stop” button.
4. The system will return to standby.
5. To record another presentation, return to step 6.
6. When you are finished, close your web browser to disconnect.
 - a. Note: Please verify that the system has stopped recording before exiting. If you leave it recording, it will continue indefinitely.