How to Record a Screencast with Audio

Step-by-step guide

1. The Mediasite Desktop Recorder (MDR) may be launched on your recording computer either by going to Programs (Windows) or Applications (Mac) and selecting to open the MDR software. The MDR software will open with a separate Welcome to Mediasite Desktop Recorder panel. Begin your project by selecting the Record option.

2. To record a Screencast + Audio, select the first option on the Select Type page. You can enter a title in the Presentation Name field now or later on any page in the wizard.

3. When the Recording Wizard launches, just follow the prompts to navigate through the wizard and record your presentation. Select Cancel Recording at any time to exit the wizard.

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- How to Move Between Blackboard Open Content and Learn
- Open Content User Profile and Settings
4. On the Select Type page, when you select Screencast + Audio, the Preview and Settings For Screencast window will alert you that the "Camera will not be recorded." The video portion of your presentation will be captured from your computer screen. The Recording Control Panel will also alert you that the "Camera is not being recorded."

5. On the Setup Hardware page, select your microphone input. Use the Audio Meter to verify the audio levels are suitable. You may need to adjust your computer's microphone and audio settings through their respective System Preferences. Once you have completed your adjustments for an appropriate recording level, one with the peak levels NOT exceeding the yellow bars, but within the green bar range on average, you are ready to proceed. Your recording level should never peak within the red bars of the Audio Meter.
   a. Select the Open Sound Control button to adjust the microphone level and other options related to sound input devices on your computer system. Selecting the Open Sound Control Panel will auto-launch your computer systems audio preferences, allowing you to make additional adjustments with your recording devices. Select Next to continue to the Prepare Screen page.

6. Organize the windows on your desktop for recording. Select Next to continue to the Capture Area page.

7. Select the capture area using one of the following methods listed. Once you have made your selection, select Next to continue to the Summary page.
8. Verify your settings on the Summary page, and when you're ready to begin recording click **Record**.
   a. The Recording Control Panel will provide you with a camera preview window when used and an active Audio Meter before and during your recording session.

   If the Recording Control Panel is in the designated capture area during your recording session, it will appear in the final recording. To avoid this, if you are recording the entire desktop, make sure to hide the Recording Control Panel or simply move the Recording Control Panel out of the capture region's boundaries.
9. The Mediasite Desktop Recorder will initialize and begin a five (5) second countdown before the actual recording begins. Click Stop at any time during the countdown to return to the Summary page. The selected capture region is highlighted with red corner indicators and the Recording Control Panel is displayed as the countdown begins and throughout the recording process.
10. You have additional options to **Pause** the recording at any time. Select the key combination **CTR L+F8**. The recording will pause and a page will appear with additional options (discard recording, resume recording, or finish recording). When you pause your recording, a page will appear with additional options to Discard Recording, Resume Recording, or Finish Recording.

11. Select **Finish** to stop recording and proceed with your upload options. Once the recording is finished, it can be uploaded to the Mediasite server.

12. When your screencast presentation is uploading, a blue status bar monitors the progress. Your presentation upload options are listed below:
   a. **Automatic upload:** If you launched Mediasite Desktop Recorder from the My Mediasite server, the recording is automatically uploaded to the target presentation (the presentation you started and created with the recording process) on Mediasite. As indicated, once processing is complete, the status of the presentation is updated.
   b. **Upload to new presentation:** If you launched the MDR from the desktop and are connected to Mediasite, select **Upload to New** to upload the recording to a new presentation. Mediasite will create a new presentation and the recording will be automatically uploaded to it.
   c. **Upload offline recording:** If you made an offline recording, once you are connected to Mediasite, go to the Recording Management page and select **Upload** next to the recording you wish to upload.
13. When uploading is complete, the MDR displays an "Upload Complete" message in the lower left-hand corner. Select **Open Presentation** to view the presentation in the Mediasite Silverlight player. On the Recording Complete page, in addition to uploading to a new presentation you can also select **Open Mediasite** to launch My Mediasite in your browser.