

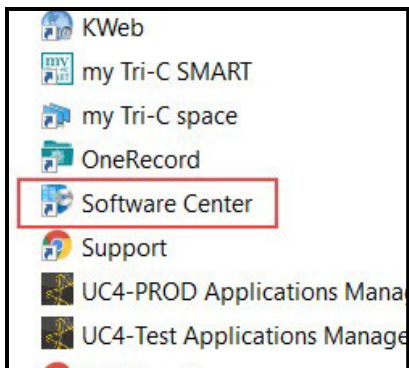
Mediasite Mosaic

January 2022

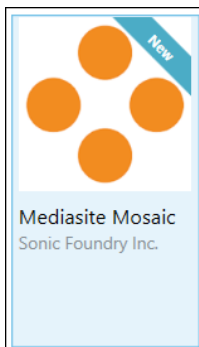
The Mediasite Mosaic is the recording software / application tool used to record your webcam and screen from your laptop or personal computer.

Download Mosaic on a Tri-C Laptop or Computer

1. On an administrative machine, open the folder Tri-C Resources. Click on Software Center. (On an academic machine, go to the Start Menu, go to “Microsoft System Center” and select Software Center.)



2. Click to select Mediasite Mosaic.



3. Click install.

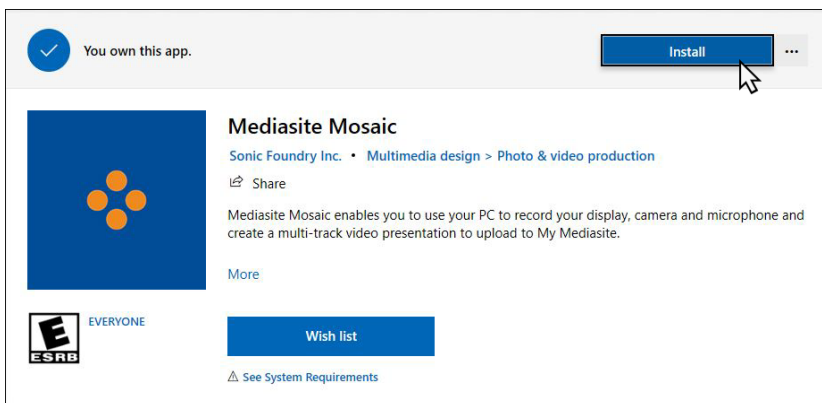
INSTALL

Download Mosaic on a Personal Laptop or Computer

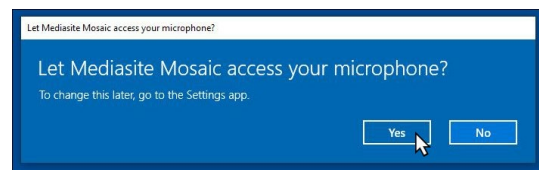
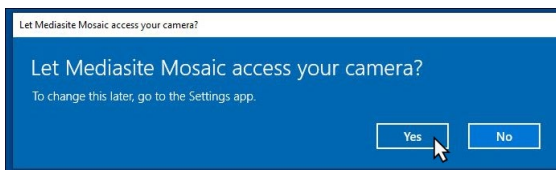
1. Navigate to the app store on your machine. Windows-Microsoft Store or MAC-App Store.
2. Search Mediasite and select Mediasite Mosaic



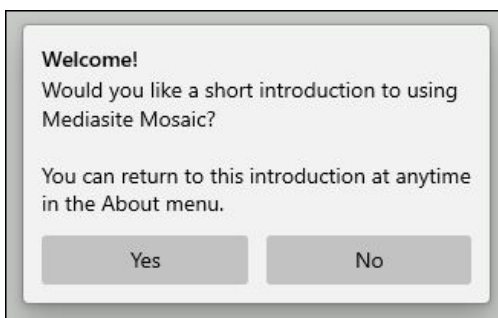
3. Click Install.



4. Click Allow for Camera and Mic



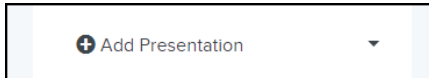
5. Click through the short introduction for a quick tutorial of Mediasite Mosaic.



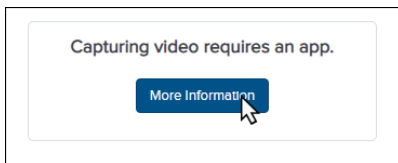
Register Mosaic

You must register Mosaic to map the upload path so your recordings will appear in your My Mediasite. You may register with the steps below or take advantage of the auto register process by initiating a recording from the Add Presentation page. (See the next step.)

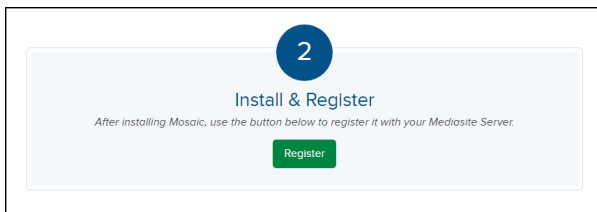
1. Click Add Presentation.



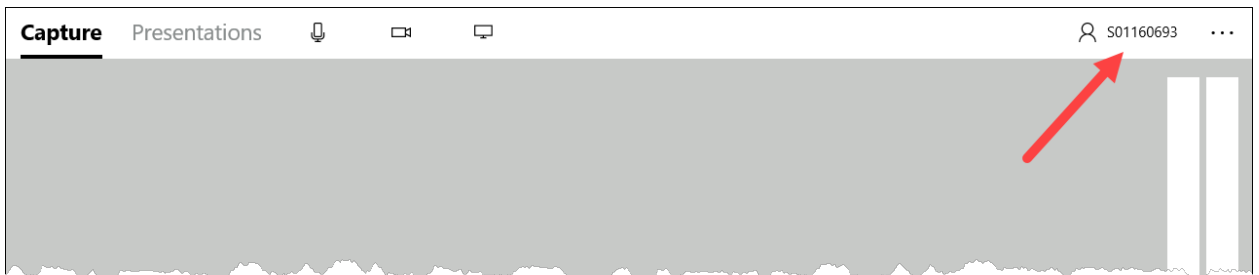
2. Click on More Information in the lower left had corner.



3. Click on Register under number 2. This will prompt the application to open. Click to allow.



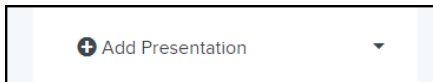
4. You will see your S# in the upper right-hand corner.



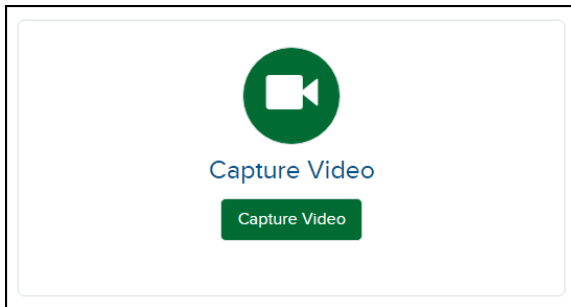
Create a Recording using Mosaic

Mosaic allows you several options for recording. You can select to include a video of your computer screen as well as a video of your webcam or any combination of the two.

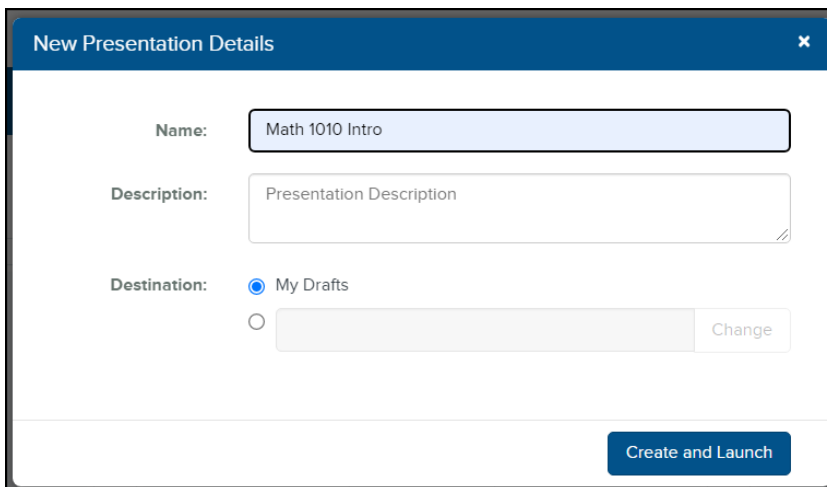
1. Navigate to your My Mediasite.
2. Click on the + Add Presentation button in the left navigation.



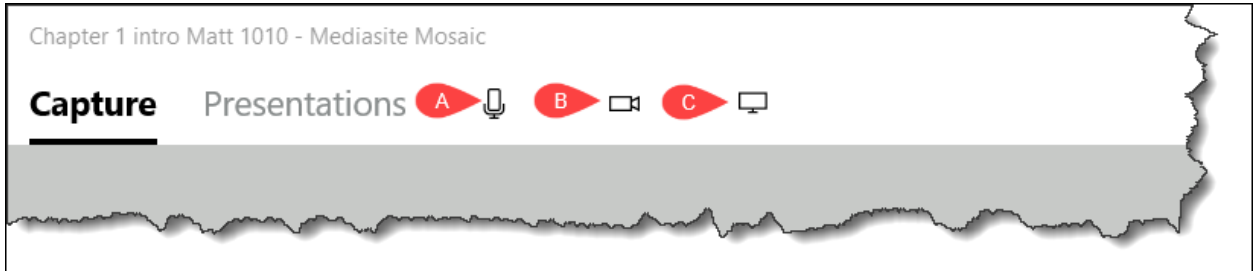
3. Click Capture Video.



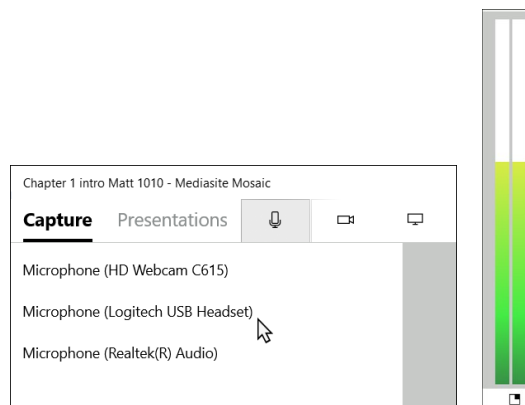
4. Enter a presentation name (required), description (optional), and select the destination (required). Click Create and Launch. This will populate a presentation summary page in Mediasite, open and register the Mosaic app. Be sure to 'click to allow' if your browser has asked.

A screenshot of a web form titled "New Presentation Details" in a dark blue header bar with a close button (X) on the right. The form has three main sections: "Name:" with a text input field containing "Math 1010 Intro"; "Description:" with a larger text area containing "Presentation Description"; and "Destination:" with two radio button options. The first option is "My Drafts" and is selected with a blue dot. The second option is an empty text field with a "Change" button to its right. At the bottom right of the form, there is a dark blue button with the text "Create and Launch" in white.

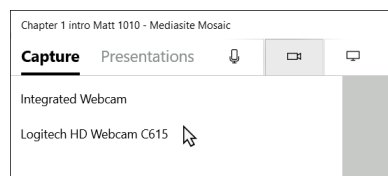
5. In the Capture tab, select your inputs. Your device defaults may already be preselected but you may edit those selections.



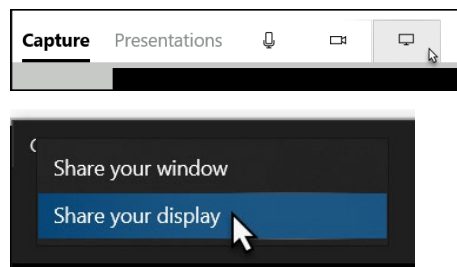
- a. Select an audio device. There must be audio recorded. Check your audio levels on the right side.



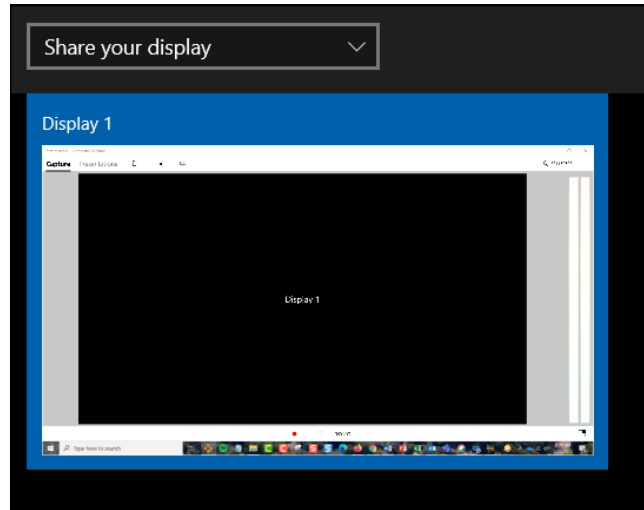
- b. Select a video device. Deselect a device if you wish to not have your webcam recorded.



- c. Select the area of your screen you wish to record. It is highly recommended that you click the dropdown and select to Share your Display. (Note: Once the window or display is selected, you cannot deselect to record your screen. You will have to cancel and begin the process again.)



Click on the display to highlight your selection then click OK.



6. Begin your recording. You will get a 3 second count down.
 - a. Click the red dot to record. (CTRL+R = Start recording/resume recording)



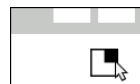
- b. Click the to pause.(CTRL+P = Pause recording)



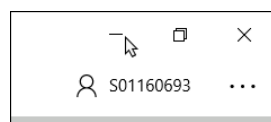
- c. Click the square to stop.(CTRL+S = Stop recording)



- d. Use the icon to expand or compact the recording preview. This

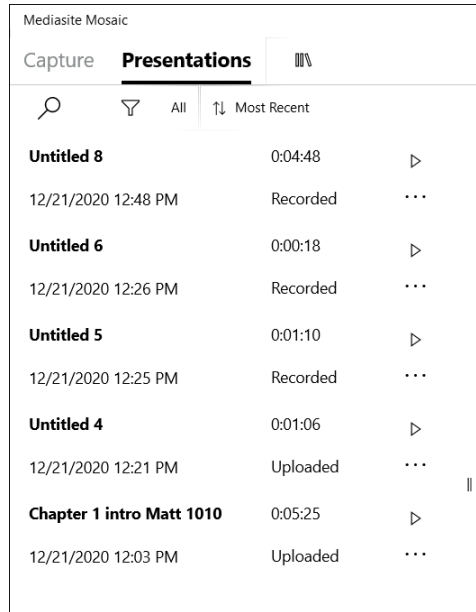


- e. If you are recording with one display only, your whole screen, Mosaic will automatically minimize. If you are recording with a window, Mosaic will become compact – see d. above. You can use the minimize function to remove it from the screen.

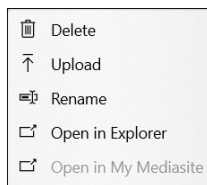


Manage your Presentations in Mosaic

Mosaic allows you to manage your presentations from the application itself. You can see a list of your presentations including info about the presentation. The title, the date and time it was recorded, the length and the status. You can also play the video right from inside the application. You can manage a few aspects of the presentations in this list as well.



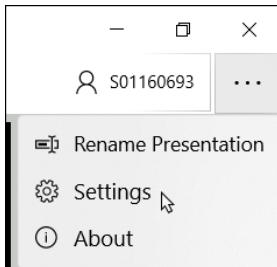
1. Search – you can find a presentation to manage in Mosaic
2. Sort – you can sort by Recorded, Imported, or Uploaded
3. Sort – you can sort by A-Z or Z-A or when they were created.
4. Triple dots – you can delete, upload, rename, Open in file explorer, or open in My Mediasite.



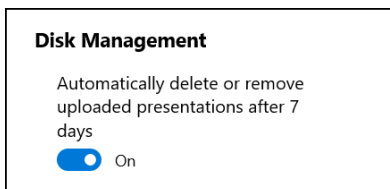
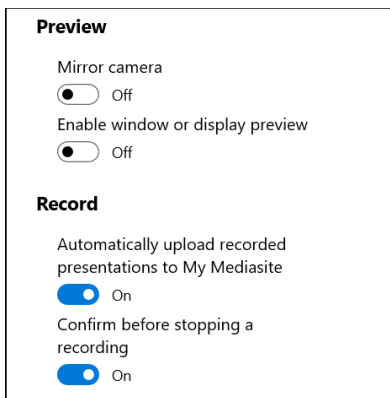
Mosaic Settings

Mosaic recording application has settings that you may want to utilize.

1. Click on the triple dots at the top right. Then click on Settings.



2. Settings



a. Preview

- i. Mirroring of your camera can be turned on and off.
- ii. Enable window or display preview while recording can be turned on or off

b. Record

- i. Automatically upload recorded Presentation to My Mediasite. Yes – your recordings will automatically upload to your My Mediasite. No – you will have to the presentations list and manually select to have them uploaded to your My Mediasite.

- ii. Confirm before stopping a recording. Yes – you will get a notification asking if you are sure you want to stop. No – you will click the square to stop the recording and your recording will stop.
- c. Disk Management
 - i. Select to have your content removed after 7 days for presentations that have been successfully uploaded to the cloud.