



# Making a Manual Mediasite Recording in Zachry

Welcome to the eSAIL Instructor Tutorial: Making A Manual Mediasite Recording in Zachry.

This tutorial walks you through the process of making an unscheduled or manual recording using Mediasite in Zachry.

In the Zachry learning studios, you will need to pay attention to two screens:

1. First is the Crestron control screen.
2. Second is the Mediasite confidence monitor.

The Crestron control screen allows you to operate the room.

To start a manual recording:

1. Press the “Rec” button at the bottom of the screen. This starts the recording.
2. Once the recording has started, the bottom bar on the Mediasite confidence monitor will turn red.

**(Please note:** You should also see your content, a camera feed, and moving green bars on the right indicating audio.)

3. Make sure to use a microphone!

Once you have completed your class session, press the stop button (the square icon) on the Crestron control screen to end the recording.

To make sure your students can view the video you just created, please email us at [eSAIL@tamu.edu](mailto:eSAIL@tamu.edu). Include the Zachry room number, the date and time, and your course information. We will move the video to the correct location.

You did it! Whoop! For more information, please contact us at [eSAIL@tamu.edu](mailto:eSAIL@tamu.edu).