

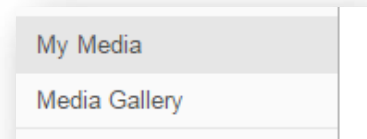
# Kaltura: Record a Presentation Step by Step Guide

Kaltura CaptureSpace is a desktop recording application that allows you to record your own video content via your computer. You can use multiple inputs, including audio, webcam(s), screen-recording, and PowerPoint. In order to record audio, you will need a microphone (built into a laptop or an external USB headset). If you want to record video of yourself or of a demonstration, you will need a webcam.

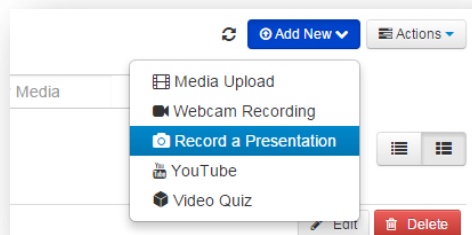
## One time/First time: Install the Kaltura CaptureSpace Desktop Recorder

Before you create your first recording, you must download the Kaltura CaptureSpace Desktop Recorder. If you have already downloaded the software, skip to the next page.

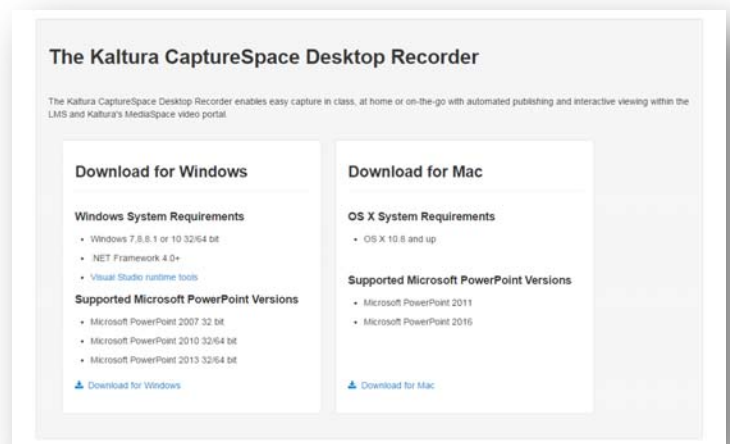
1. Login to Canvas and click on the “My Media” link on the left hand menu of your course. (If this is not listed in your course please contact your Instructional Design team to activate it for you.)



2. Click on the blue **Add New** dropdown button in the upper right of the window and select “Record a Presentation” option.



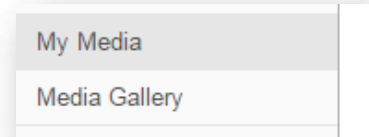
3. This will prompt you to download the Kaltura CaptureSpace Desktop Recorder for Windows or Mac. Click on the appropriate “Download” link for your computer.



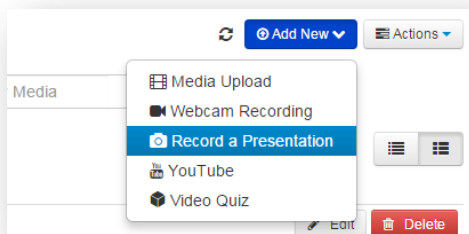
4. Once the installer file is saved to your computer, double click on the file to run the installer and follow the prompts to install the Kaltura CaptureSpace Desktop Recorder.

## Recording a Presentation with the Kaltura CaptureSpace Desktop Recorder

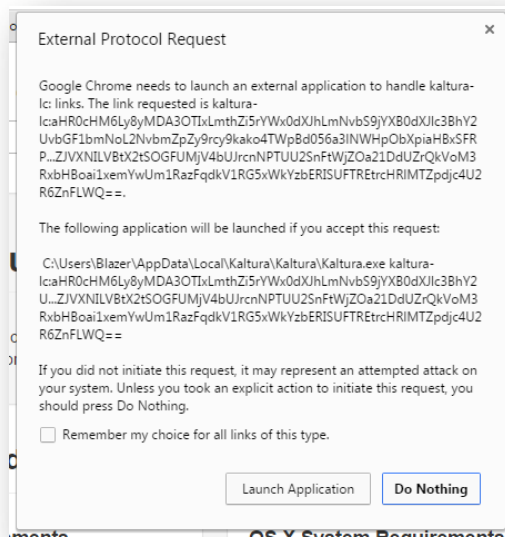
1. Login to Canvas and click on the “My Media” link on the left hand menu of your course. (If this is not listed in your course please contact your Instructional Design team to activate it for you.)



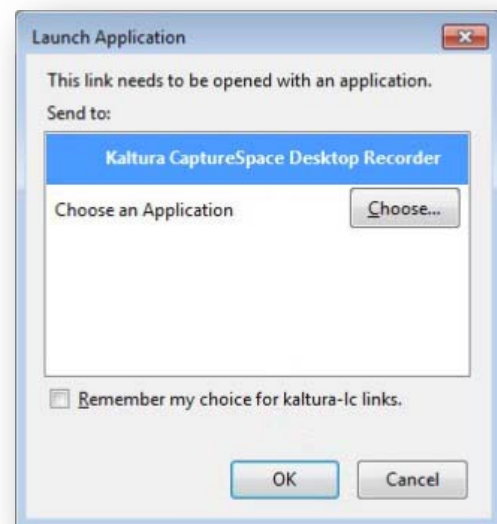
2. Click on the blue **Add New** dropdown button in the upper right of the window and select “Record a Presentation” option.



3. When launching Kaltura CaptureSpace Desktop Recorder through Canvas, your web browser will pop up a dialog box asking you to confirm that you want to launch the application. These messages will vary by browser. A couple of examples are:



Google Chrome launch application dialog box



Mozilla Firefox launch application dialog box

4. The Kaltura CaptureSpace Desktop Recorder application will launch. A window with four (4) tabs will appear.

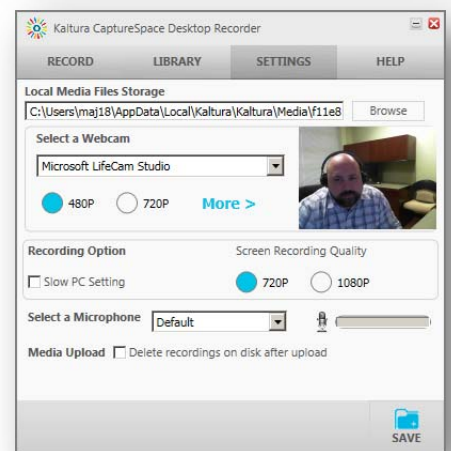
- i. **Record** – This is the primary tab that you will work from. Click **Presentations & Lectures** to select your recording options (or you can quick-select the **Screen, Screen & Webcam, Webcam, or Voice** options below).

If you want to include a PowerPoint presentation, you must select **Presentations & Lectures**.

- ii. **Library** – Displays all Kaltura recording that are found on your computer. You can edit them and upload them back into your My Media area.
- iii. **Settings** – Allows you to select where the video will be stored on your computer, the web camera & quality, the screen recording quality, the microphone, and whether the video is deleted after it is uploaded.

Please note that if you delete the video after upload, it will not appear in the Library tab above, but it will remain in your My Media tab in Canvas.

- iv. **Help** – Displays Kaltura version information.

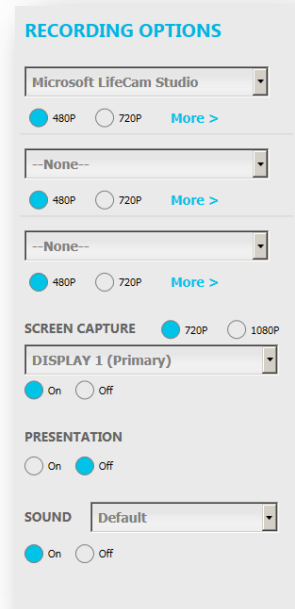


5. When you are ready to start recording your presentation, go back to the **Record** tab and click **Presentations & Lectures** to select your recording options.

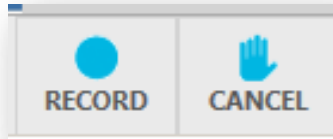
6. Use the *Recording Options* panel to select your webcam, screen capture, presentation (PowerPoint), and sound options.

You can mix and match these options as desired (select None or Off for options you do not want to include).

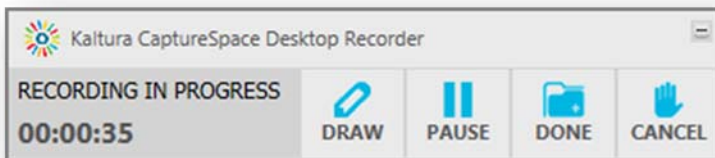
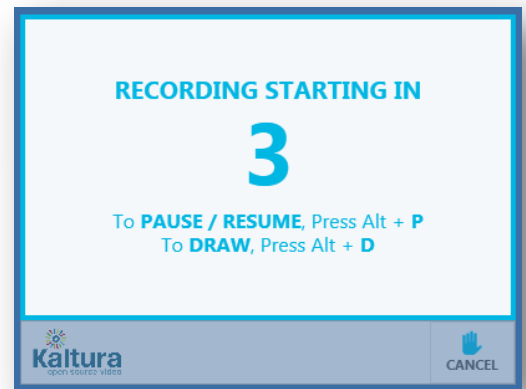
If you select “Presentation” to “On”, a **Browse** button will appear. Click the **Browse** button. Then, locate and select the PowerPoint you want to use. You will see preview windows for your webcam and screen capture or PowerPoint presentation on this screen.



7. Click the **Record** button in the bottom right corner. A dialog box will pop up and count you down, then the recording will begin.

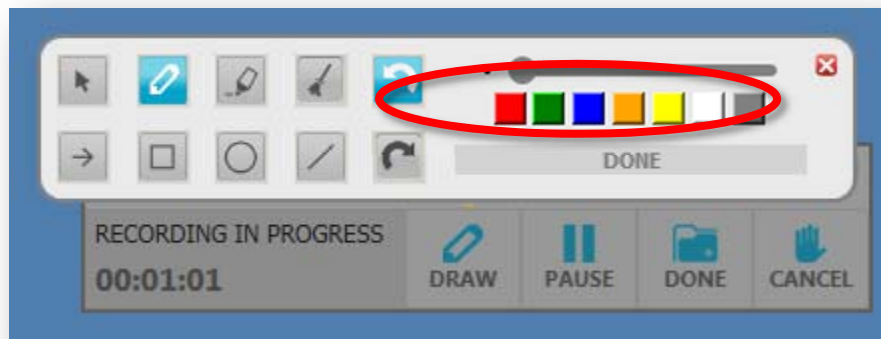


8. Present your content.
9. While recording, you can click the Kaltura CaptureSpace tile in your taskbar to bring up the menu.

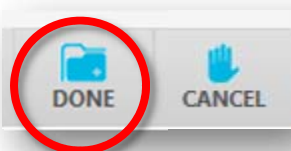


From here you can pause or cancel the recording.

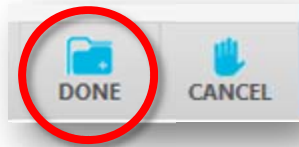
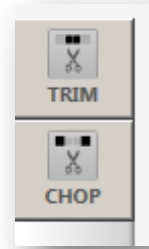
- i. *Optional:* You can also use the Draw feature to annotate the screen. Click the **Draw** button and a new toolbar will appear to allow you to adjust the drawing options, including color, shapes, etc. Click **Done** to close the drawing toolbar.



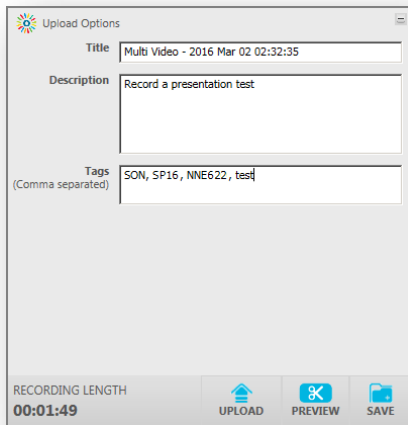
10. When you are finished recording, click the Kaltura CaptureSpace tile in your taskbar to bring up the menu, then click **Done**. The recording will stop.



11. A screen will appear that allows you to preview or edit your video using the **Trim** or **Chop** buttons on the left side of the screen. Once you have “trimmed” or “chopped” your video click the **Apply** button on the bottom right.
12. Once you are done previewing, trimming, and chopping, click on the **Done** button in the lower right.



13. The upload panel will pop up and allow you to give your video a title, description and tags.



**\*\*IMPORTANT\*\*** You must add the following tags to your videos: **SON, term, & the course number the video is originally placed (ie: NUR 606, NFH 622, etc.).**

This is important so that your video can be identified on the server as belonging to the course. Other tags such as topics or keywords are both acceptable and highly recommended.

Once you have filled in the title, description and tags, click on the Upload button on the bottom right.

14. Your video will now be available as “Private” within the My Media tab within your Canvas courses. You can then publish the video to the Media Gallery of any course in which you are an instructor.

