Adding Media to My Media (Kaltura)

The Kaltura Media Space referred to as My Media is a great place to manage media such as videos, still pictures, and audio clips. Media can be added in various ways.
Click the links below to navigate this Guide.

[Access My Media](#)

[Uploading Content from Your Computer](#)

[Webcam Recording](#)

## [Record a Presentation using Kaltura Capture](#)

[Add a YouTube video](#)

Access My Media

My Media can be accessed inside a Canvas course or outside the Canvas environment. Both locations of My Media are synchronous. Any media uploaded into My Media inside of Canvas will also be in the My Media at mediaspace.uab.edu and vice versa. Choose one of the methods below to access My Media.

Inside a Canvas Course

1. Login to Canvas at uab.instructure.com, click courses, choose a desired course, and click **My Media** (A) in the course navigation.
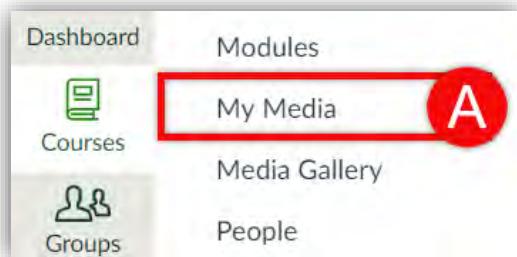

Outside the Canvas Environment

2. My Media can also be accessed outside the Canvas environment by navigating to mediaspace.uab.edu, clicking the **Account** (B) drop-down menu at the top right, and selecting **My Media** (C). This will redirect to the "Central Authentication System" page. Type in your BlazerID and strong password and click Sign-in.
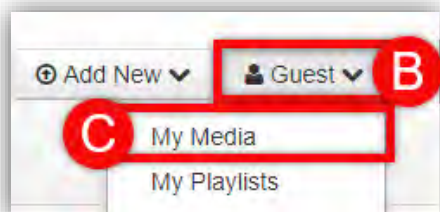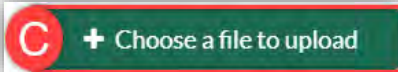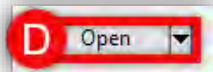
Uploading Content from Your Computer

1. To add video that is on your computer, access My Media, click **Add New** (A) and select **Media Upload** (B).
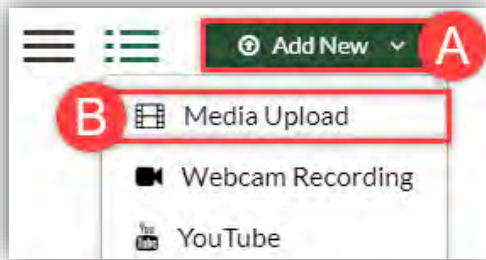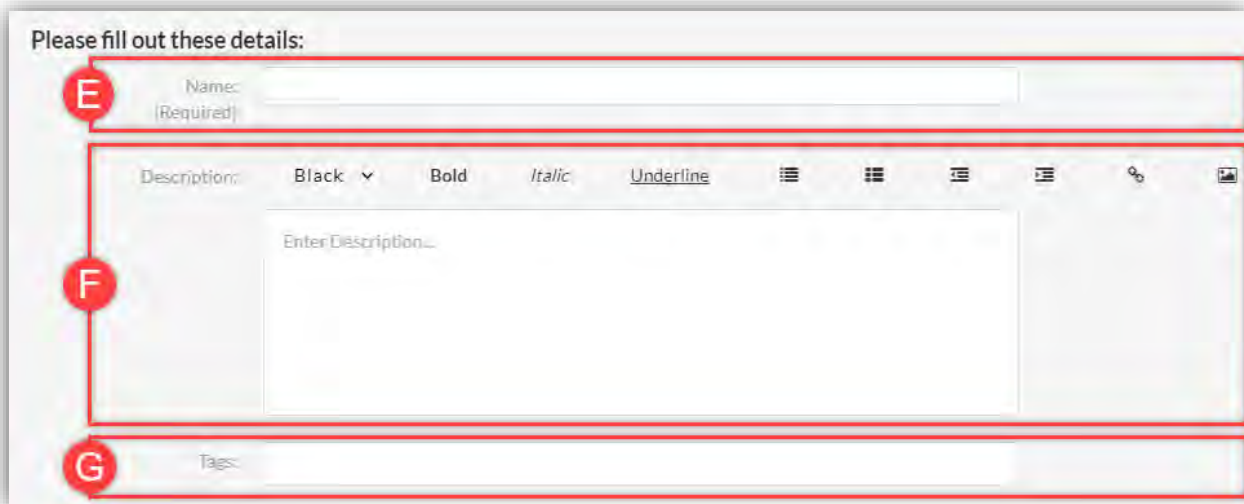

2. Next, click + Choose a file to upload (C).

3. Locate the desired media in your File Explorer or Finder and click **Open** (D)

4. Add a **Name** (E), **Description** (F), and **Tags** (G). Tags assist you with locating your videos. You can tag it with the subject, various content, class, module, etc.
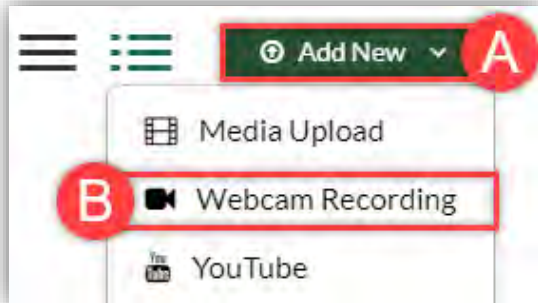

5. Click **Save** (H) when you have finished. Click **Go to Media** (I) to see the media or **Go to My Media** (J) to return to all media that is in My Media.

Webcam Recording

***Note: This feature only works with browsers that allow Flash. Webcam recordings can also be done by choosing Kaltura Capture.
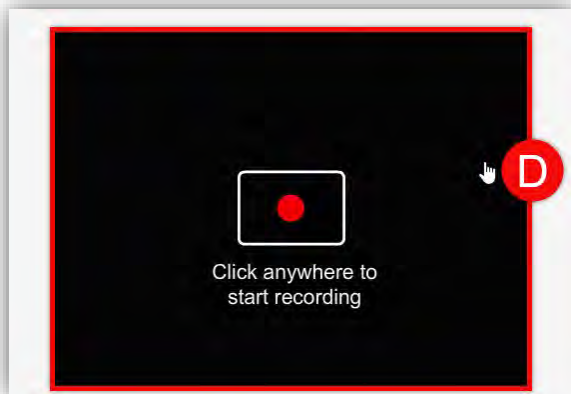
1. To record a video from your webcam, access My Media, click **Add New** (A) and then **Webcam Recording** (B).

2. Select **Allow** (C) to allow access to camera and microphone.

3. Click anywhere on the video to start/stop recording (D).

4. Below the video, you have the ability to add the Name (required), Description, and Tags to the video. At the bottom, click **Save** (E).

Add a YouTube video

1. Access My Media, click **Add New** (A) and the select **YouTube** (B)
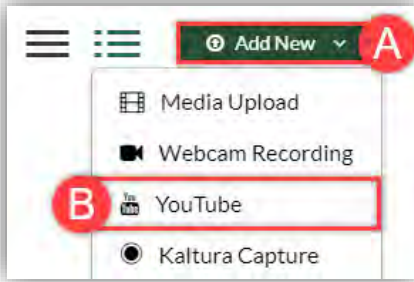
2. Enter the YouTube **Video Link or URL** (A) for the video and click **Preview** (B).
3. The video will load and **Play** (C) on the right.
   ***Note: If the video continues to load and does not play, click **pause** and then **play** again or **fast forward**.
4. The **Name, Description**, and relative **Tags** (D) should load automatically. You can modify these fields as desired.
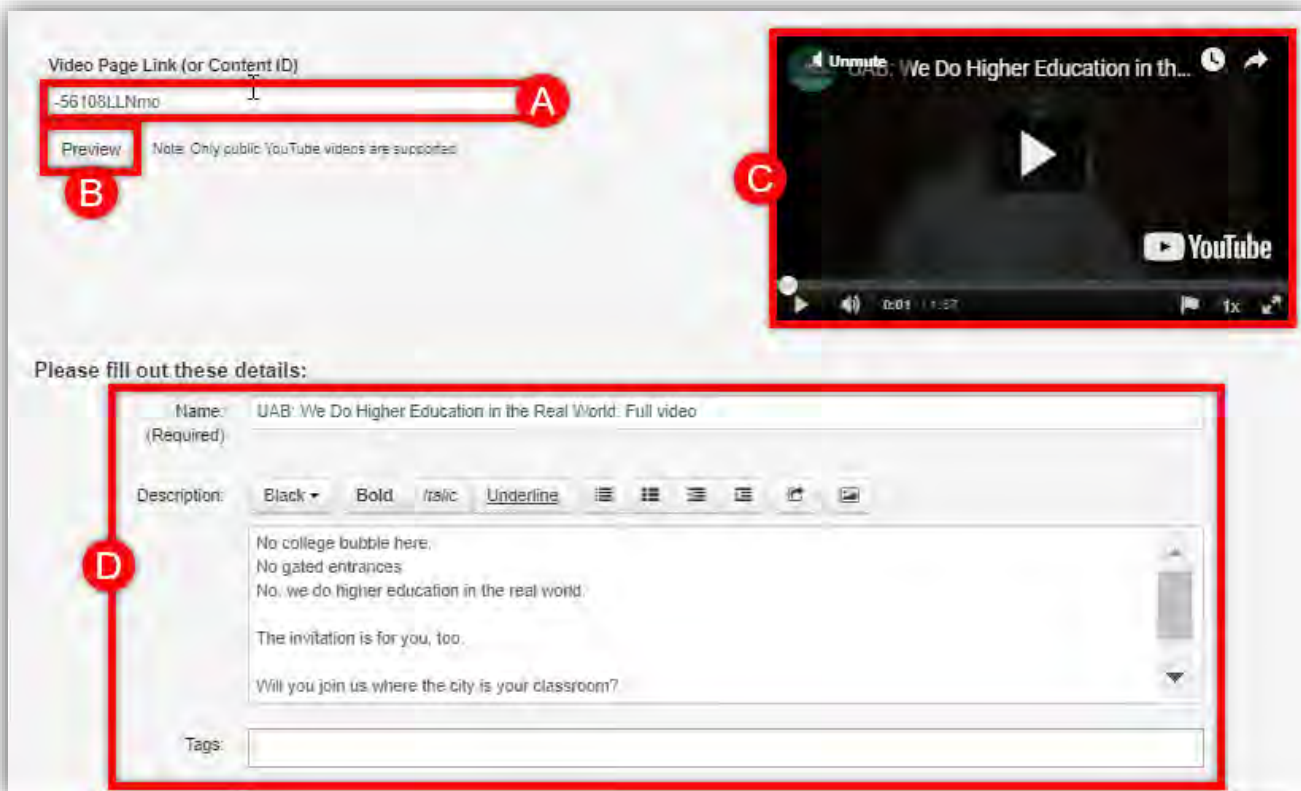
5. Click **Save** (E) when you are done.

Record a Presentation using Kaltura Capture

Kaltura Capture is a desktop recorder that has a simple user interface, requiring only one click to record, without complex setup or a lengthy learning curve. Kaltura capture is supported both on Windows and Mac.

Launching Kaltura Capture

Setting up the recording

Recording Media with Kaltura Capture

Saving and Uploading a Recording

Managing Kaltura Capture Recordings

Changing Kaltura Capture Settings

Launching Kaltura Capture

1. To record a presentation using Kaltura Capture, access My Media, click **Add New** (A) and then **Kaltura Capture** (B).
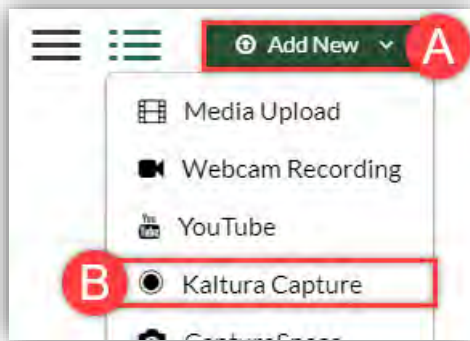
2. If you are using Kaltura Capture for the first time, click the appropriate **Download link** (C) for your computer operating system. If you have already downloaded Kaltura Capture, skip to the next step (3).

3. The Kaltura Capture application should automatically launch on your computer.
   ***Note: If Kaltura Capture does not launch, try refreshing the internet browser or opening the application manually by clicking the desktop icon.

Setting up the recording

Webcam Options

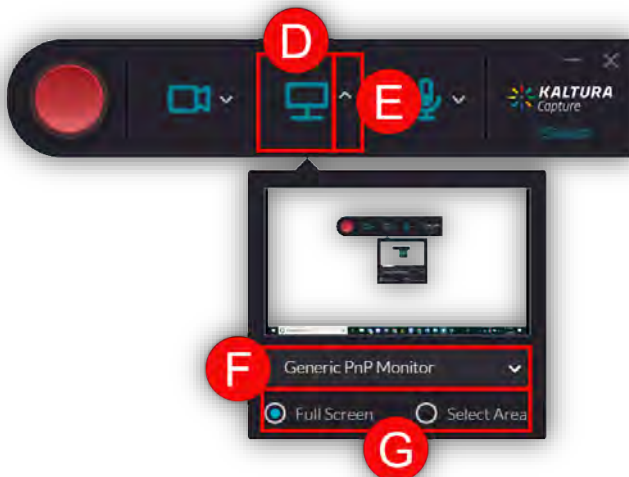1. To turn the webcam ON/OFF for the recording click the **Video Camera** (A) icon.
2. To choose which camera/webcam to record click the **arrow** (B) beside the video camera icon, click the **drop down menu** (C) and make the desired selection.

Computer Screen Options

1. To turn the recording a computer screen ON/OFF for the recording click the **Computer Screen** (D) icon.
2. To choose which screen to record click the **arrow** (E) beside the computer screen icon, click the **drop down menu** (F) and make the desired selection. Choose to record the **Full Screen** or a **Selected Area** (G).

Audio (Microphone) Options

1. To turn the audio ON/OFF for the recording click the **Microphone** (H) icon.
2. To choose which microphone to use for the recording click the **arrow** (I) beside the microphone icon, click the **drop down menu** (J) and make the desired selection. Click here if you want system audio recorded.


6

Recording Media with Kaltura Capture

1. Click the red **Record** (A) icon when all settings are as desired and you are ready to record. A 5 second count-down will appear and count down the start of the recording.

2. Click the **Stop** (B) icon to stop the recording. A follow up menu will display to confirm this decision.
3. Click the **Pause/Record** (C) icon to pause and resume the recording.
4. Click the **Cancel** (D) icon to stop and discard the current recording.
5. The recording menu displays the current **Elapsed Time** (E) of the recording.
6. The **Microphone** icon (F) will be colored blue to signify microphone audio has been enabled for this recording. If the microphone icon is grey with a strike through it, this signifies microphone audio has been disabled for the current recording.
7. Click the **Minimize** (G) icon to minimize the recorder into the taskbar/dock.
   ***Note: If the recording menu is not minimized, it will be visible in the recording video.

8. Click the **Pencil** (H) icon to annotate on the screen being recorded.
9. You can choose between the following **Tools** (I) when annotating:
   Pencil, Arrow stamp, Text creator, Object selector, and a Cursor.
10. You can choose which **Color and Size** (J) when using the annotation tools:
11. Click the **Trash** (K) icon to erase all annotations.
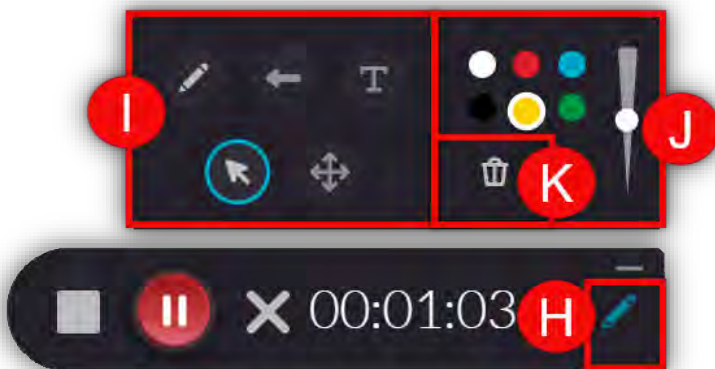
Saving and Uploading a Recording

Media recorded with Kaltura Capture needs to be uploaded when there is an internet connection. The uploaded media can be found in My Media either in Canvas or at mediaspace.uab.edu.

1. Once you stop a recording, you will be directed to the **Entry** page (A).
2. Click the **Play** (B) icon to preview the recording.
3. Click the **Sound** (C) icon to Mute/Unmute the audio on the playback of the recording.
4. Enter the desired **Title, Description, and Tags** (D) for the recording.
5. Click **Delete** (E) to discard and delete the recording.
6. Click **Save and Upload** (F) to save the information and upload the recording to your My Media.
7. Click **Save** (G) to save the recording and information and upload at another time.

***Note: Recordings will be saved locally on the computer until it is uploaded. Videos that are not uploaded are not available to publish.
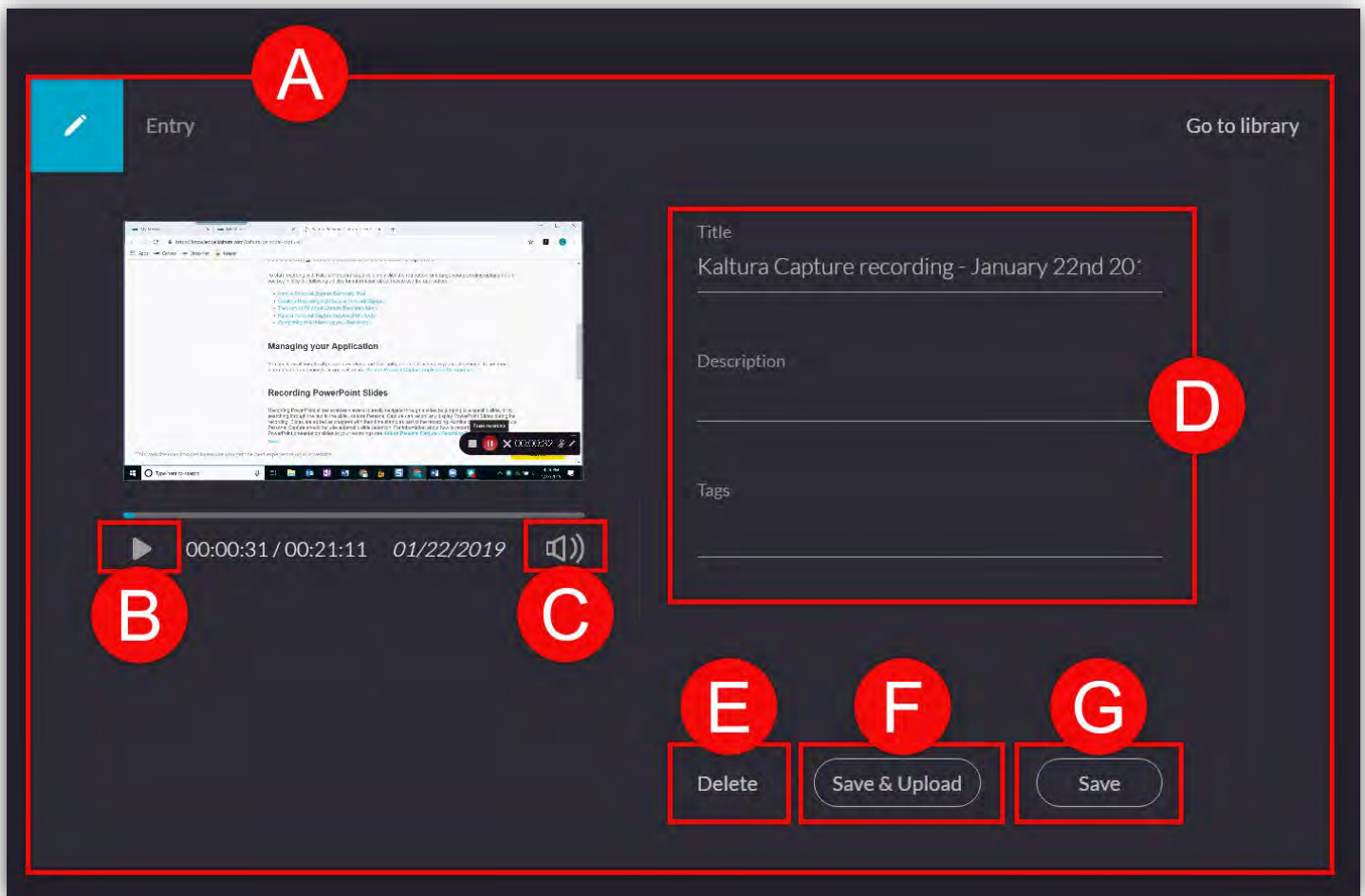
Managing Kaltura Capture Recordings

1. Once a video is saved, you are brought to the Kaltura Capture Library. You can access this library by clicking the **Folder** (A) icon at the top left.
2. Click **New Recording** (B) to start another recording.
3. Click **Delete all uploaded files** (C) to delete all media in your local library that have been uploaded to My Media. This will clear space on your local computer.
4. Click **Upload** (D) to upload a video to My Media. This will require an internet connection. A progress bar will appear and a message will appear when the video is successfully loaded.
5. Click **Delete** (E) to individually delete videos from your local library.
   ***Note: If you delete a video that has not been uploaded it cannot be undone.
6. A direct link to the uploaded video in My Media is provided for video that have been uploaded.
   ***Note: This link is only for you and cannot be shared.
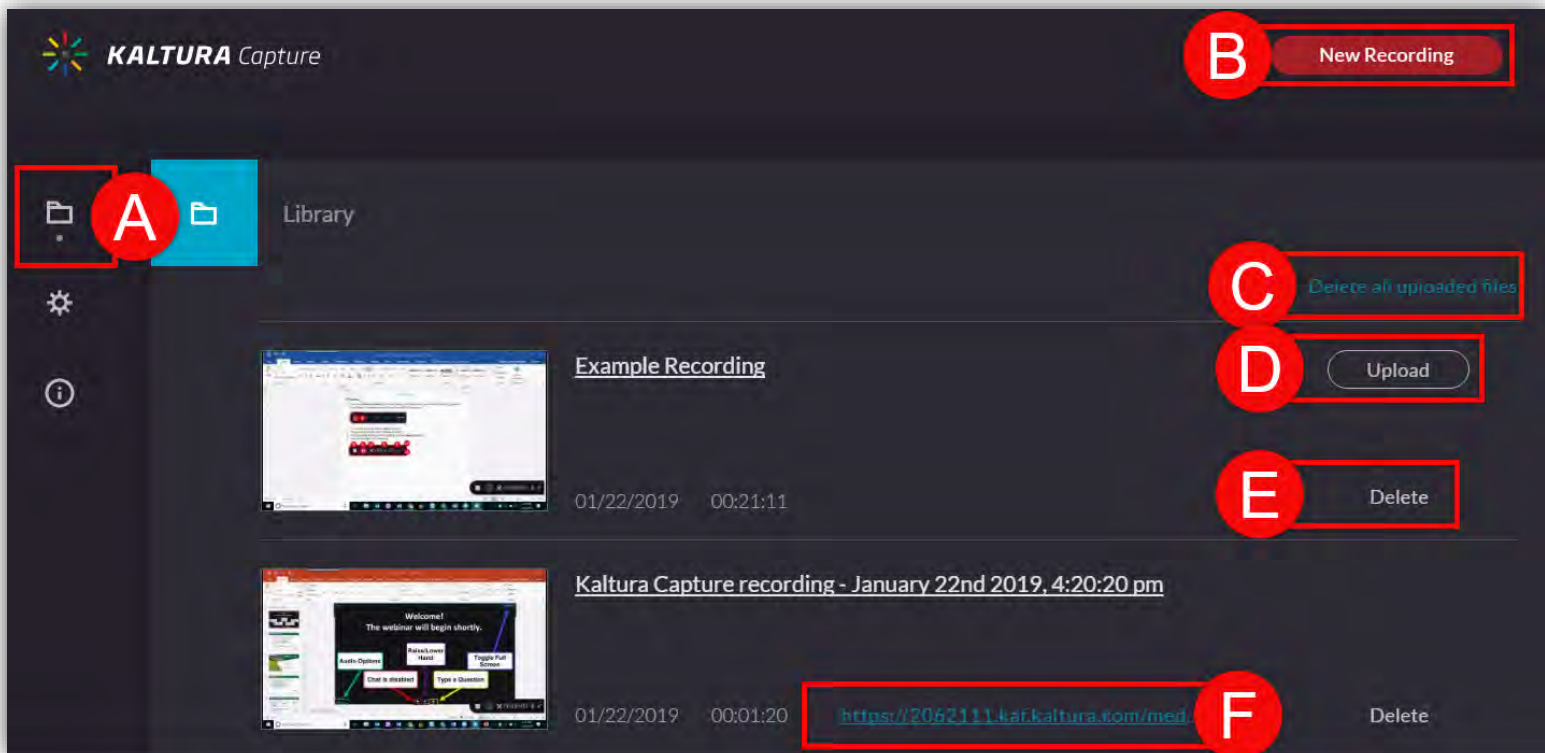
Changing Kaltura Capture Settings

1. Click the **Setting Gear** (A icon) on the left to access the settings page of Kaltura Capture.
2. Choose the desired quality of **Camera Recordings** (B).
3. Choose the desired quality of **Screen Recordings** (C).
4. Choose if you want **System Audio** (D) to be recorded.
   ***Note: Choose YES if you want to record a video on your screen or play a song.
5. Choose the desired **Recording Name Prefix** (E) for default names.
6. Choose if you want the **Cursor Highlighted** (F) when you click an item while recording.
7. Click **Upload logs** (G) to upload a log of all collection and upload processes to Kaltura. These could be used by technical support if you experience issues. A token is provided to be sent to admins for support.
8. Click **Cancel** (H) to exit the settings page and discard all changes.
9. Click **Save** (I) to save and apply all settings to future recordings.