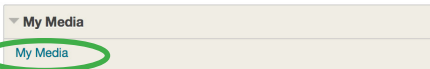
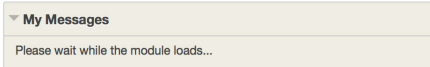
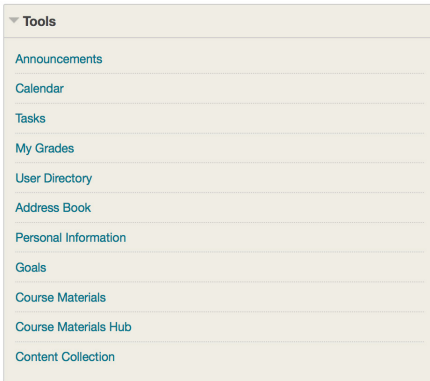


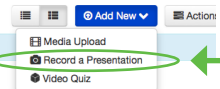
# How to RECORD AND SUBMIT VIDEOS with KALTURA



## My Media

Sort by Most Recent View All Statuses View All Media View Media I Own Search My Media

No Entries Found



1. Log into blackboard and go to **My Media** on the My Institution page

2. Click Add New and select **Record a Presentation**

## The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

### Download for Windows

#### Windows System Requirements

- Windows 7, 8, 8.1 or 10 32/64 bit
- .NET Framework 4.0+
- Visual Studio runtime tools

#### Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2007 32 bit
- Microsoft PowerPoint 2010 32/64 bit
- Microsoft PowerPoint 2013 32/64 bit

[Download for Windows](#)

### Download for Mac

#### OS X System Requirements

- OS X 10.8 and up

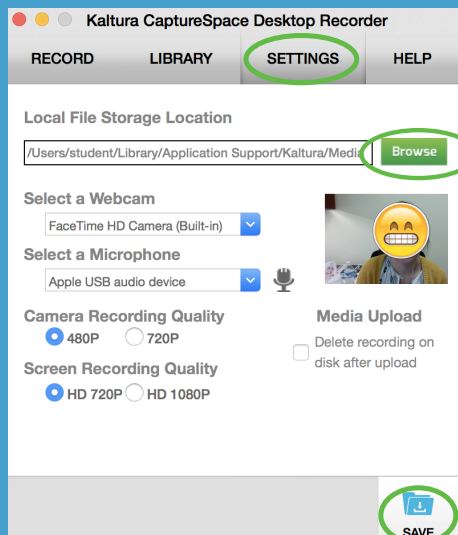
#### Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2011
- Microsoft PowerPoint 2016

[Download for Mac](#)

3. The first time you do this you will need to download the Kaltura CaptureSpace. Select your Download method and follow the installation instructions.

4. After CaptureSpace is installed, you will have to go back through **My Media** and **Record a Presentation** to access it.



5. Go to the **Settings** tab to choose where you want your videos to save to on your computer!



6. Go to the **Record** tab and choose what kind of video you would like to record!

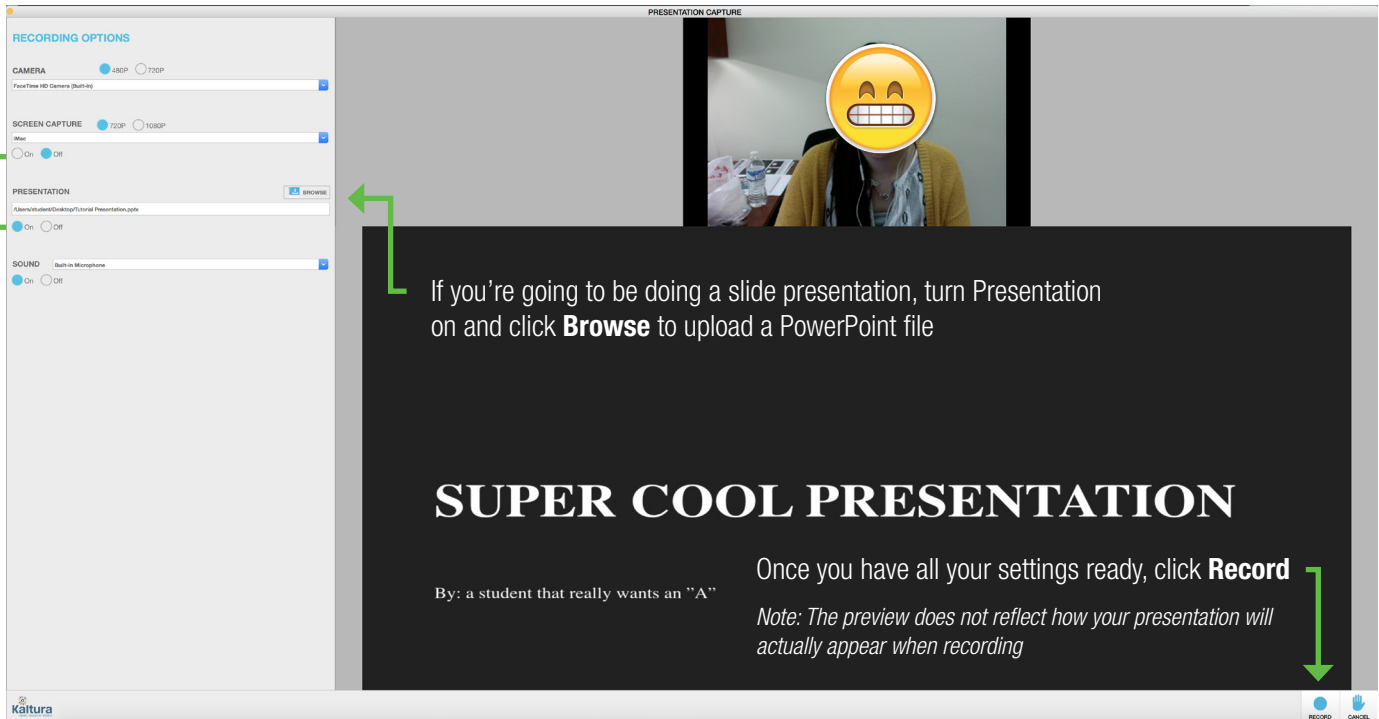
*Make sure to click Save anytime you make changes to your settings*

# PRESENTATIONS & LECTURES

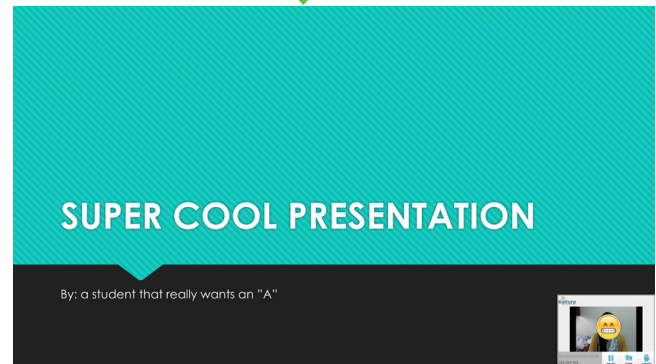
## PRESENTATIONS & LECTURES



This feature is perfect for virtual presentations! It simultaneously records your full screen/slides and you! Use screen capture to move freely between files/programs on your computer OR use presentation mode to give a PowerPoint presentation.



With **Screen Capture** turned on, everything you do on your screen will be recorded. You are also being recorded, but you won't be able to see yourself until you've ended the recording (so sit up straight!)



When you hit record with **Presentation** turned on, your slides will become full screen and you'll be able to move through your presentation using the arrow keys on your keyboard. You'll be able to see yourself in a thumbnail in the corner, but be sure to look at your audience!

# SCREEN CAPTURE

If your looking to focus more on the what's happening on the screen and less on you, these are your best options!



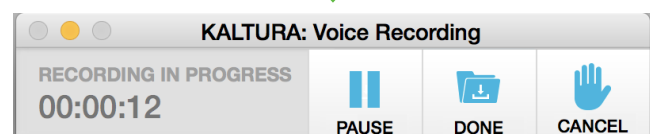
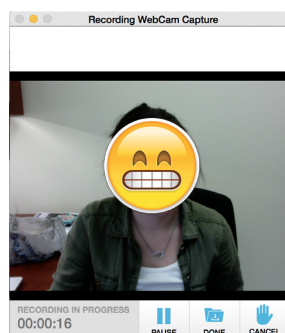
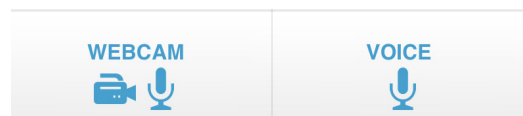
Only your screen and voice will be recorded



You and your screen will be recorded. A thumbnail of you will appear in the corner that can be resized and moved to wherever you like on the screen.

# WEBCAM & AUDIO

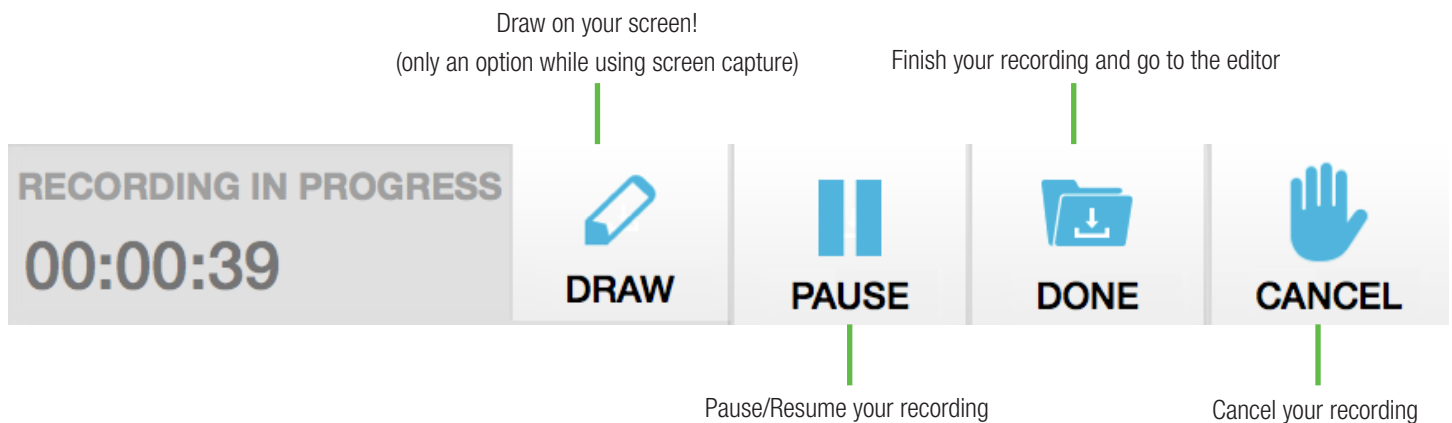
Sometimes you is all you need! You can use Kaltura to make just a regular webcam video or audio recording



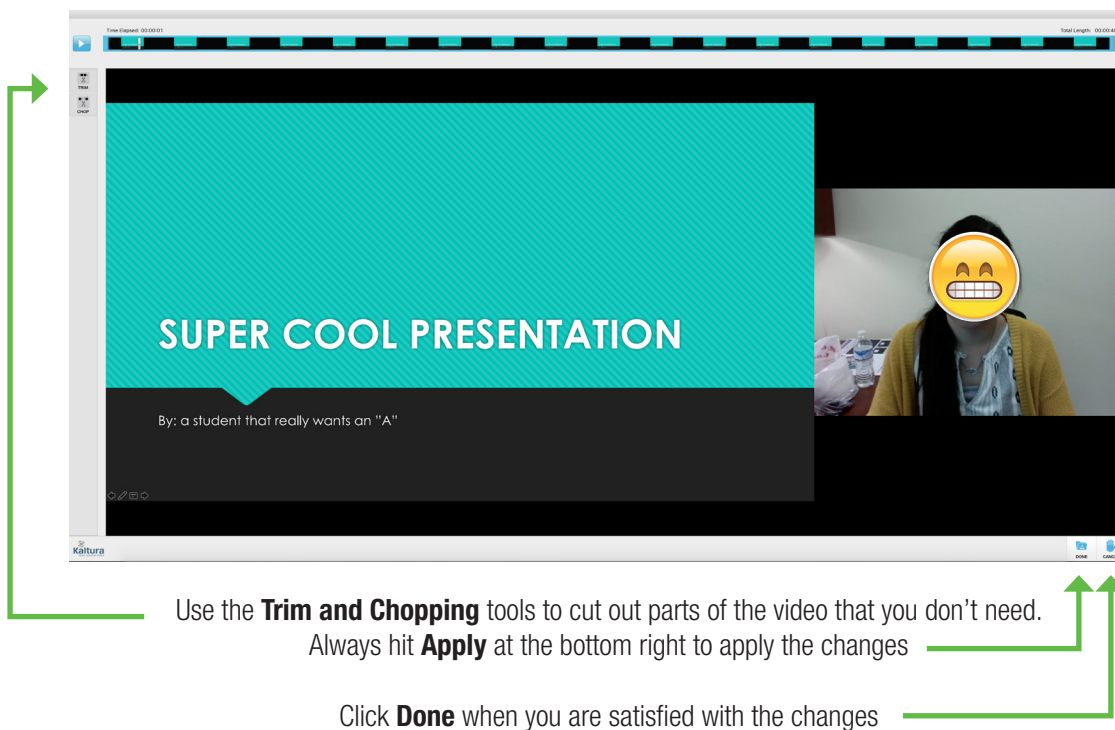
# CONTROLS



*Note: When using screen capture, you may need to click on the Kaltura icon on your dock/desktop in order to see the video controls.*



# EDITING



# UPLOADING & PUBLISHING

Upload Options

TITLE: Super Cool Presentation

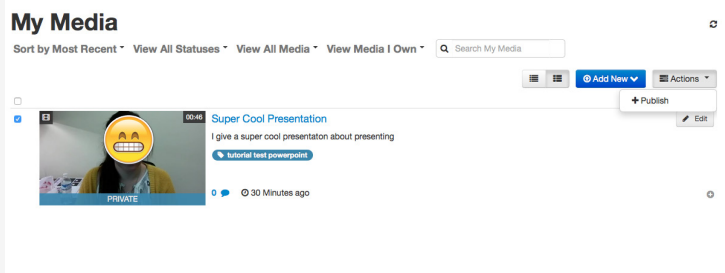
DESCRIPTION: I give a super cool presentation about presenting

TAGS: tutorial test powerpoint

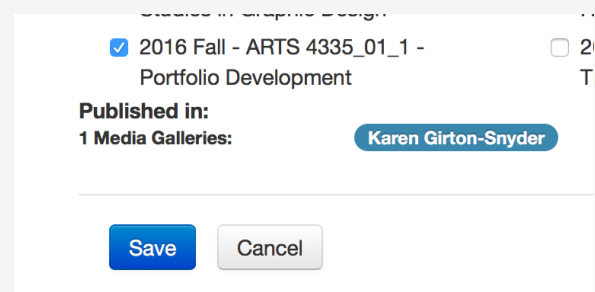
RECORDING LENGTH: 00:00:46

UPLOAD PREVIEW SAVE

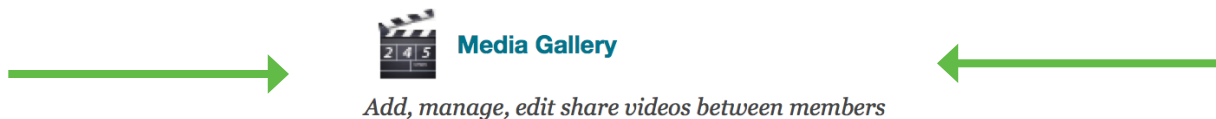
After editing, give your video a title and description and click **Upload** to add it to your **My Media** page (no one will be able to see it but you)



All your uploaded videos will appear on your **My Media** page. If you want to publish a video to a course, check the video(s) you want, click **Actions** and then **Publish**

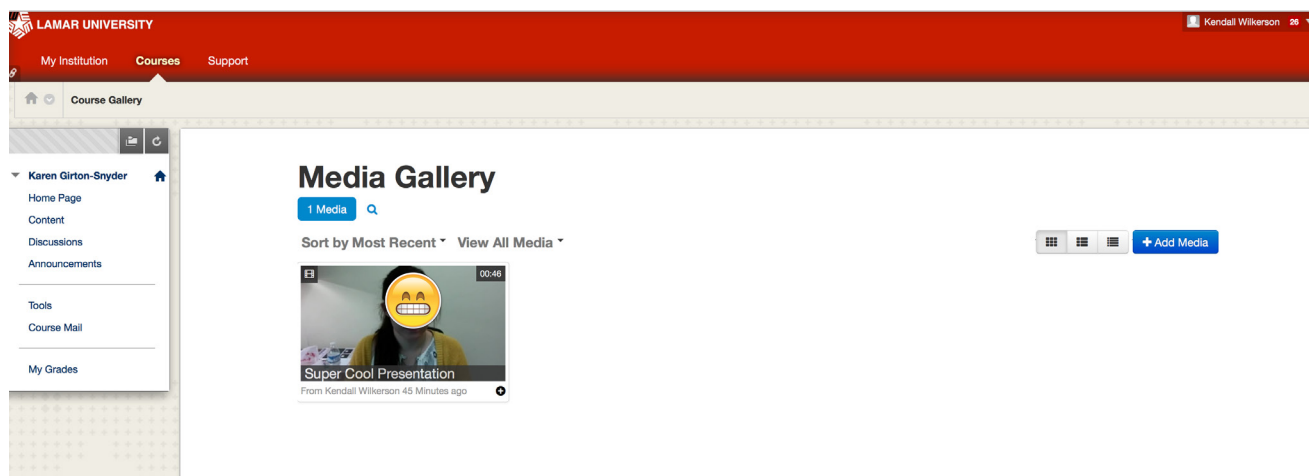


Check which course(s) you want to upload your video to and click **Save**



Your video will now appear in the **Media Gallery** of that particular course.

You get there by going to the course, clicking **Tools** in the side bar and then **Media Gallery**. The professor and everyone enrolled in the class will now be able to view it.

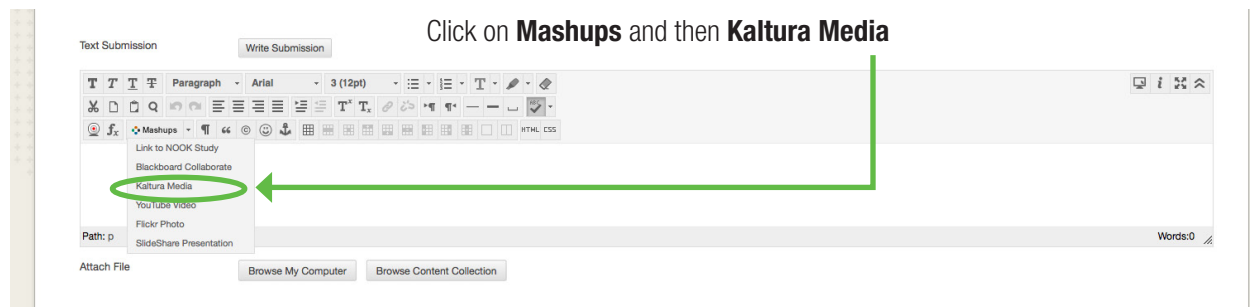
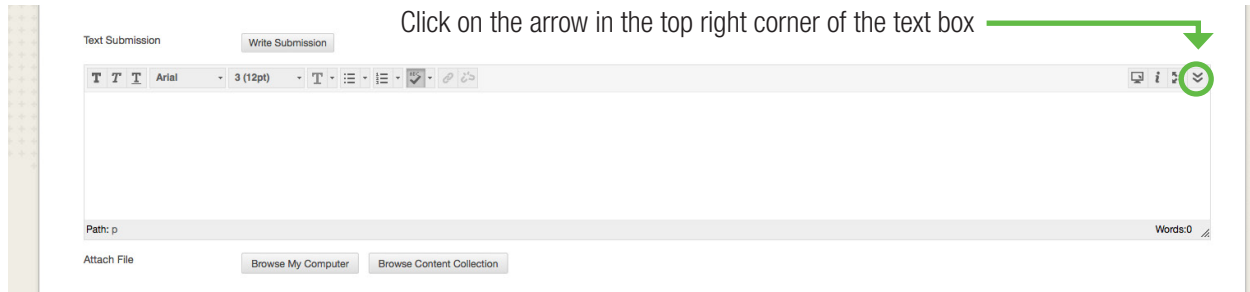




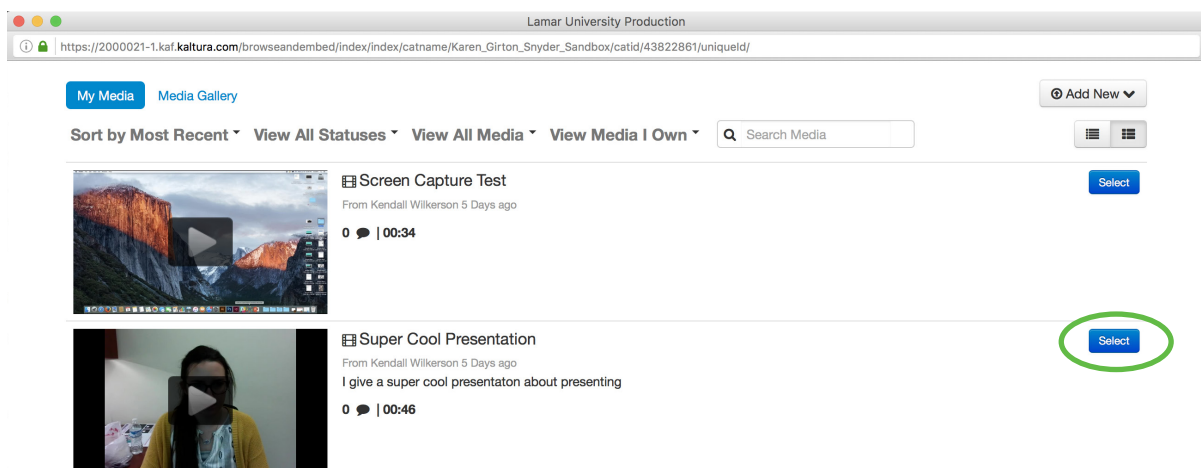
# SUBMITTING

You can also submit a Kaltura video directly into an assignment, discussion, or exam!

*When submitting an assignment you will need to click on Write Submission*



Your Kaltura Media will pop up, **Select** which video you would like to embed



## QUESTION 1

All that's left to do is **Submit!**

What is the meaning of life?

Please submit a video with your answer.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

