

# USING KALTURA

## Kaltura Express Capture

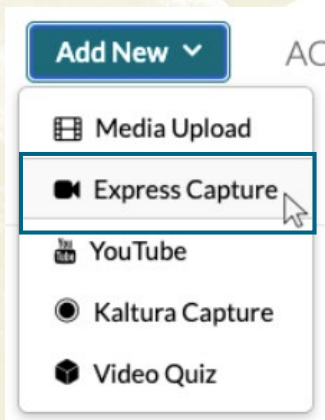
Kaltura Express Capture is a video recording tool that works directly in your browser and allows you to record one-take videos without the need to download additional software to your computer.

**01**

Click on **Student Kaltura** on the sidebar of your online course.

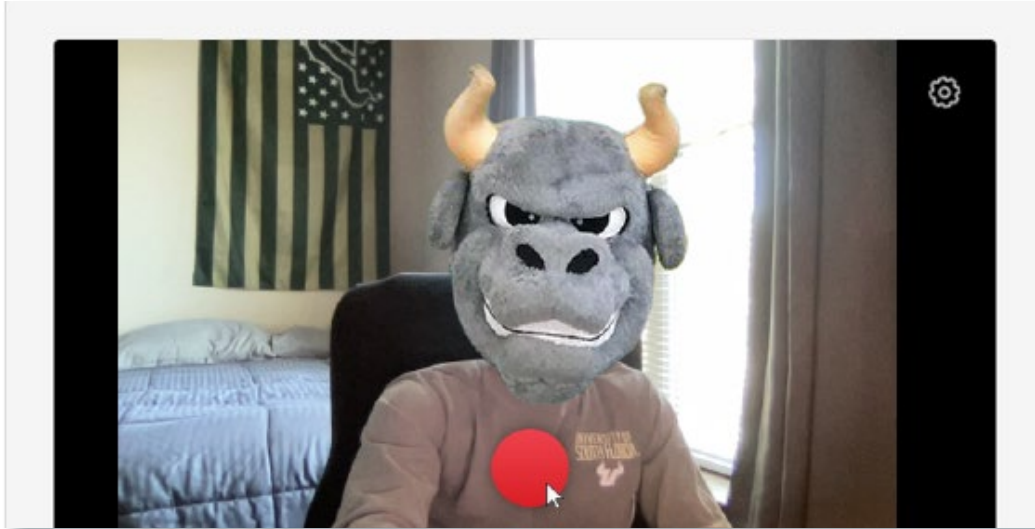
**02**

Click on the **Add New** button in the top-right corner of the screen. A dropdown menu will appear. From here, click **Express Capture**.



**03**

You will then be led to the Record Media page. Here you'll find a video preview where you will see the video input from your webcam. Before you start recording, use this preview window to frame yourself properly within the frame and adjust your settings to your desired settings.

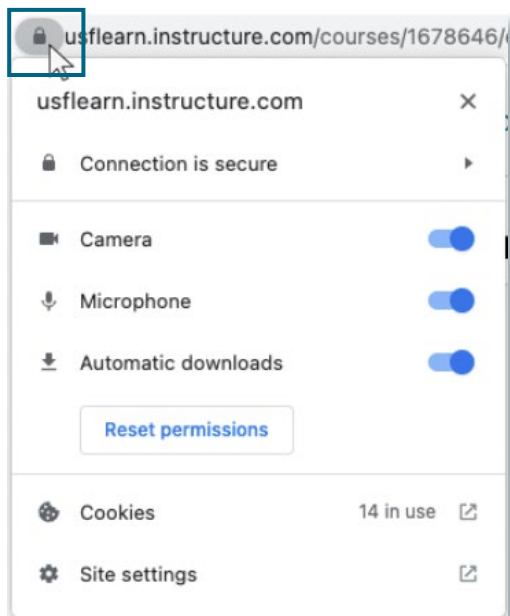
**Don't  
MISS**

*Click the Gear icon in the top right corner of the video screen to change your webcam and microphone sources, you may also disable them altogether with the toggle switches.*

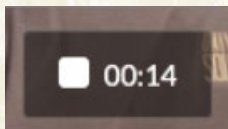
If you see a screen that looks like the one shown in the screenshot below, you may have your webcam or microphone disabled within the browser.

**Record Media**

To enable your webcam and microphone, click on the **Lock icon** at the beginning of the Address/Search bar and then use the toggle switches to enable your webcam and microphone.

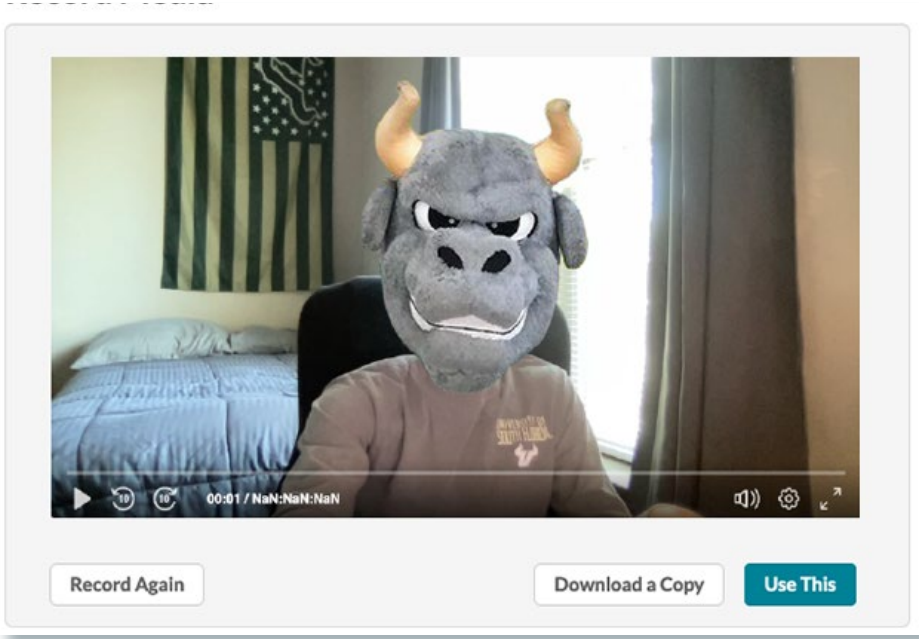


**04** Click the large red button at the bottom center of the screen to begin your recording, you will see a 3 second countdown and then Kaltura will start the recording. While recording, you'll see a count timer at the bottom of the screen which shows the current time length of the video as your recording progresses. When you are ready to stop the recording, click the square stop icon (shown below) next to the count timer.



**05**

After recording you will be taken to a video preview of the video you just recorded. You have the option to record again or use that video. You can also download a copy for yourself.



**06**

Once you are satisfied with the video you have recorded, click **Use This** to upload the video to MyKaltura. You will then be taken to a screen where you can add metadata, or information about the video, while the video uploads.

**Record Media**

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:   
(Required)

Description:

Tags:

Key:

Value:

Detail:

- Your video should always include a good title, which you will put in the Name field at the top.
- When you upload a video to Kaltura it is only viewable by the person who uploaded it to their account within MyKaltura, to publish it to a course click on the Published radio button and check the class (or classes) that you want to publish the video to.

**07**

Once you have filled out the necessary fields and specified your publish configurations, click “Save” and your video will be accessible in MyKaltura and the Course Kaltura for all of the courses that you published the video to.

## Kaltura Capture

Kaltura Capture is a video recording tool that you can download to record videos and upload them straight to Kaltura.

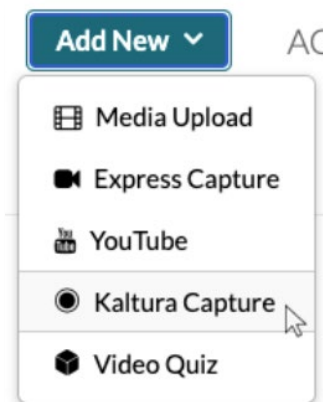
**01**

Click on **Student Kaltura** on the sidebar of your online course.



**02**

Click on the Add New button in the top-right corner of the screen, a dropdown menu will appear; from here click Kaltura Capture.





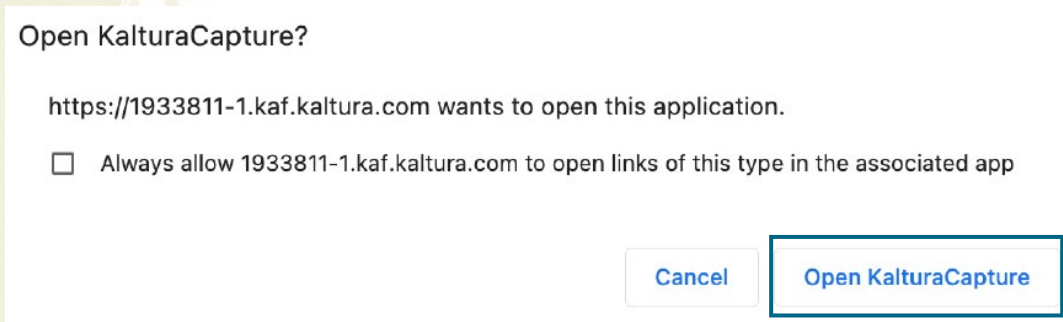
If you see a screen like the one shown below this means that you do not have Kaltura Capture downloaded onto your computer. To download, you will find **Download for Windows** or **Download for Mac** links at the bottom of the page.

When you click the link for the system you use, the download will start. Once downloaded, open the downloaded file and follow the instructions to install the application onto your system. Once the application is installed, you will access it through the same menu from Step 2 above, via Kaltura in your browser.



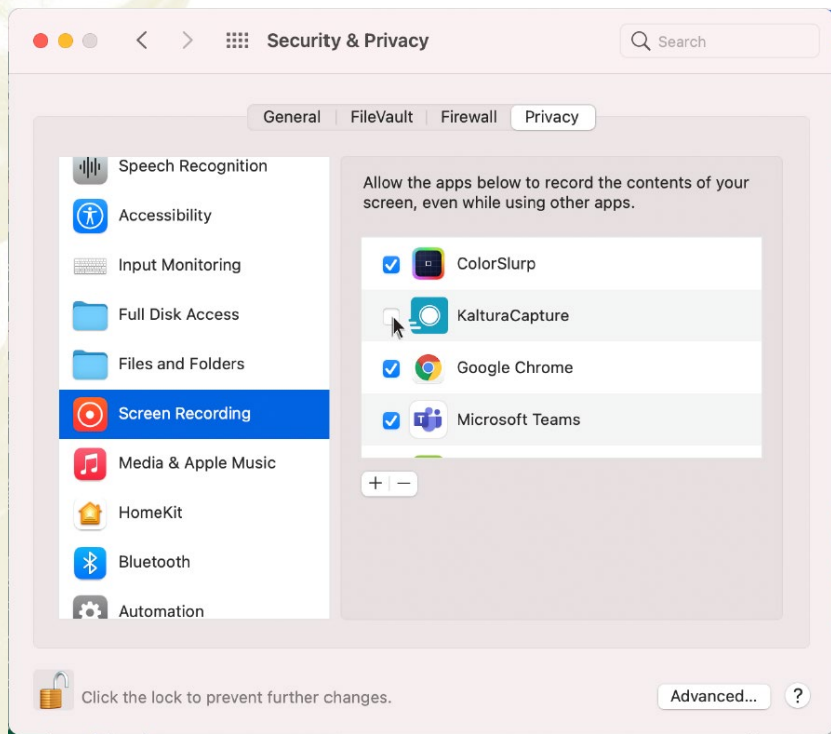
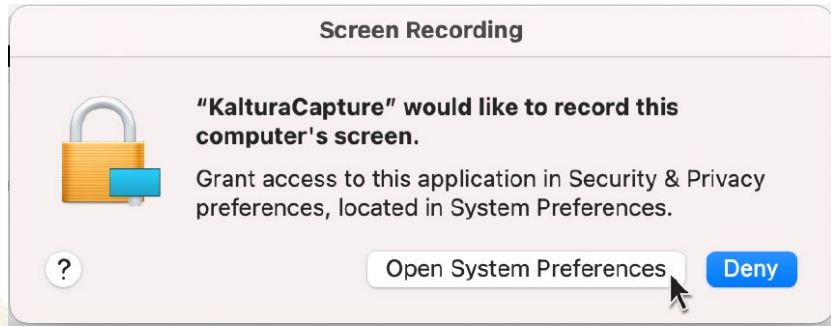
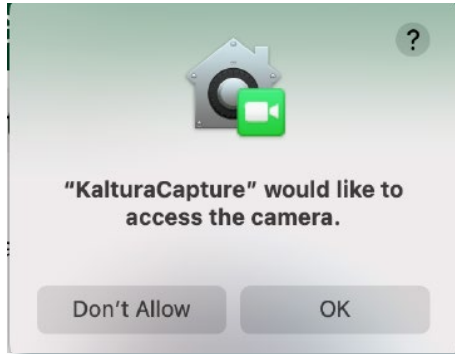
**03**

When you choose Kaltura Capture from the Add new menu mentioned in Step 2, you will see a popup like the one shown below. Select **Open KalturaCapture** to give it access to your browser.



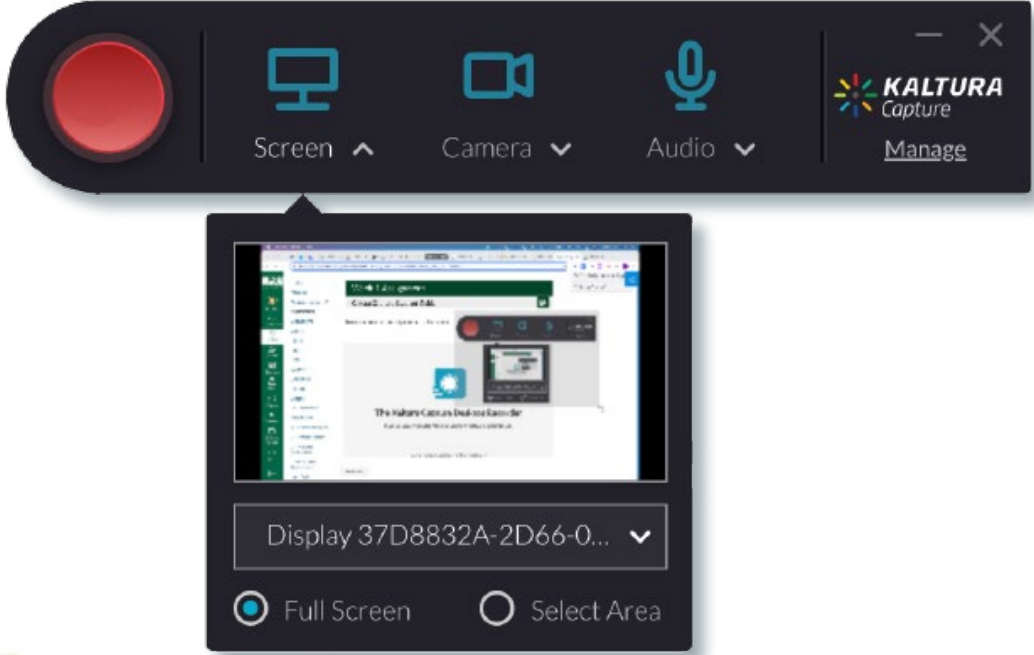


When you click *Open KalturaCapture*, you may receive requests from your system (like the ones shown below on MacOS) to access your camera, microphone, and screen for recording. Allow these settings to access those inputs by clicking **OK** to continue.



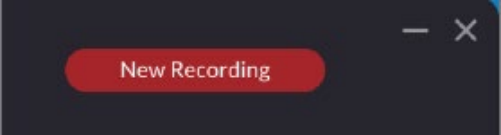
**04**

Once you select **Open KalturaCapture**, the KalturaCapture Recorder (shown here) will appear on your screen. From here you can change your settings for your screen, webcam, and microphone before recording.



**! Don't MISS**

If you click manage you will be taken to another window where you can see all of your recorded videos along with additional settings options. It is recommended to leave these as is. To return to the recorder, select the New Recording button in the top right hand corner of the window.



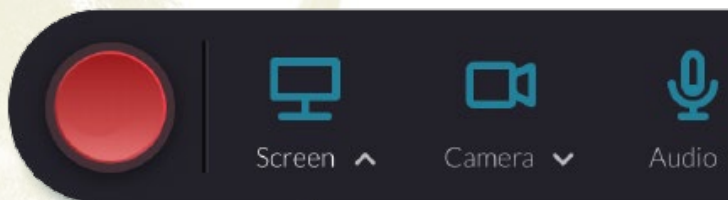


### Changing your Settings from the Recorder

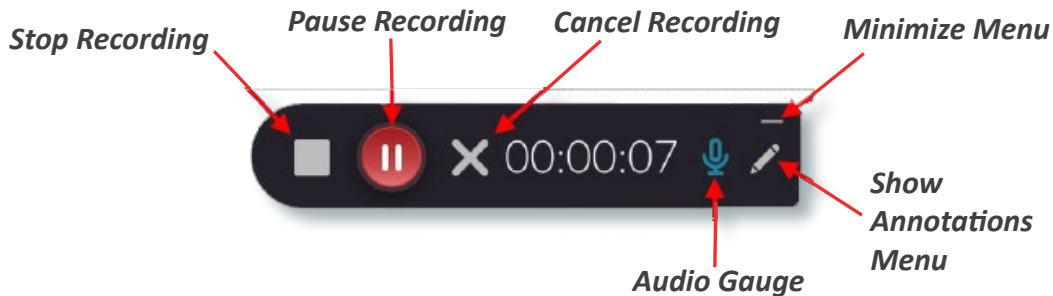
- To change the input for each of the devices, click on the dropdown menu up/down arrows which will display a menu for you to change the device input.
  - You can record two screens by changing the camera input to be another screen if you have another one connected to your machine.
  - You can also record with two cameras if you have a second camera connected to your machine; you would do this by changing your screen input to be the other camera connected to your machine.
- When you record your screen, you can also have KalturaCapture only record a selected area of your screen; do this by clicking the Select Area radio button (as shown in the screenshot above) on the screen settings menu.
- You can also toggle on/off each one of the devices (Screen, Camera, Audio) if you only want to use specific inputs for your recording (for example: recording from just the screen and the microphone, no camera); you do this by clicking on the icons directly themselves, the icon of the screen, camera, or microphone.

**05**

Click the big red button on the left-hand side of the recorder to start the recording. When you click the record button, a 3 second countdown timer appear and then KalturaCapture will begin the recording.



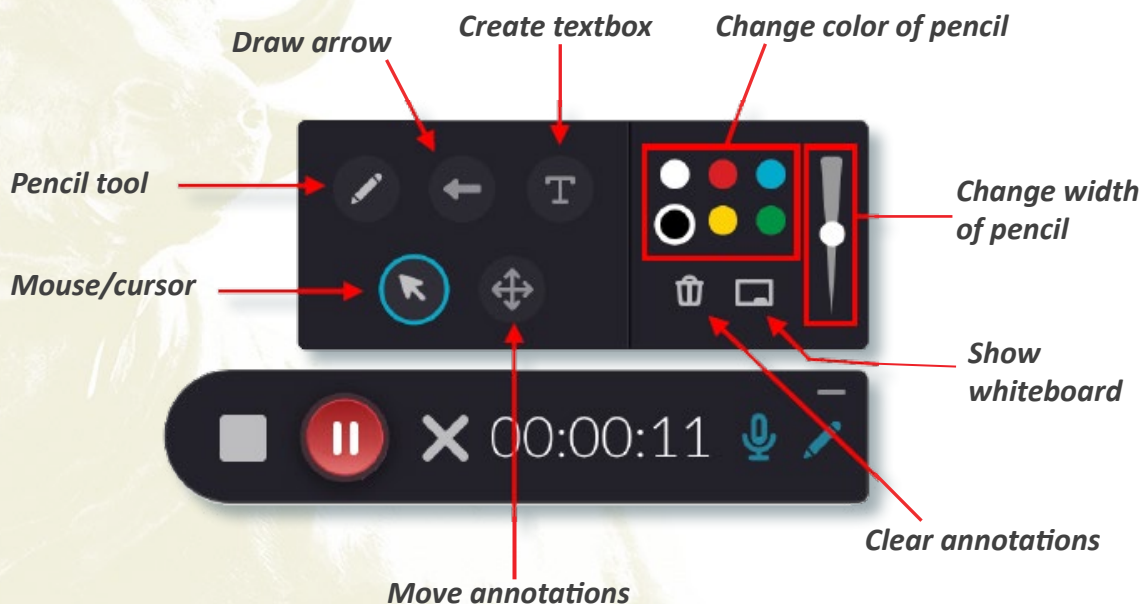
While recording, you'll see a recording menu with a **count timer** at the bottom of the screen, which shows the current time length of your recording. From here you can stop the recording with the **square stop icon**, pause your recording temporarily with the **red circle pause icon**, and cancel your recording (which won't save it) with the large **X icon**.



The **microphone icon** is not interactive, it only shows the audio level of your microphone.

If you have the recorder configured to only record your webcam and or microphone, a webcam preview window will appear right above the recording menu.

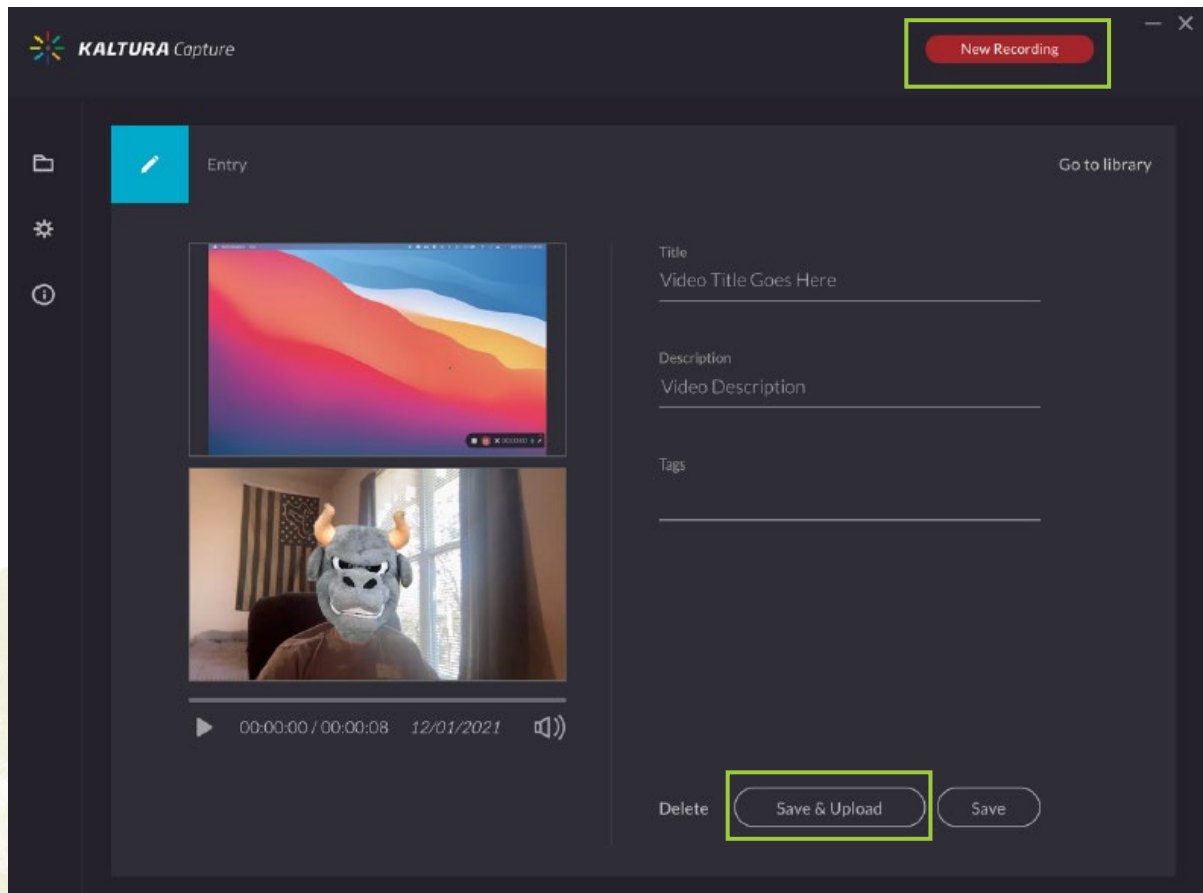
If you have the desktop configured to record your desktop you will be able to click on the **pencil icon** on the far right to bring up the annotations menu (*shown below*).



The annotations menu allows you to annotate the screen with different tools. The screenshot above shows the functionalities of each of the different buttons.

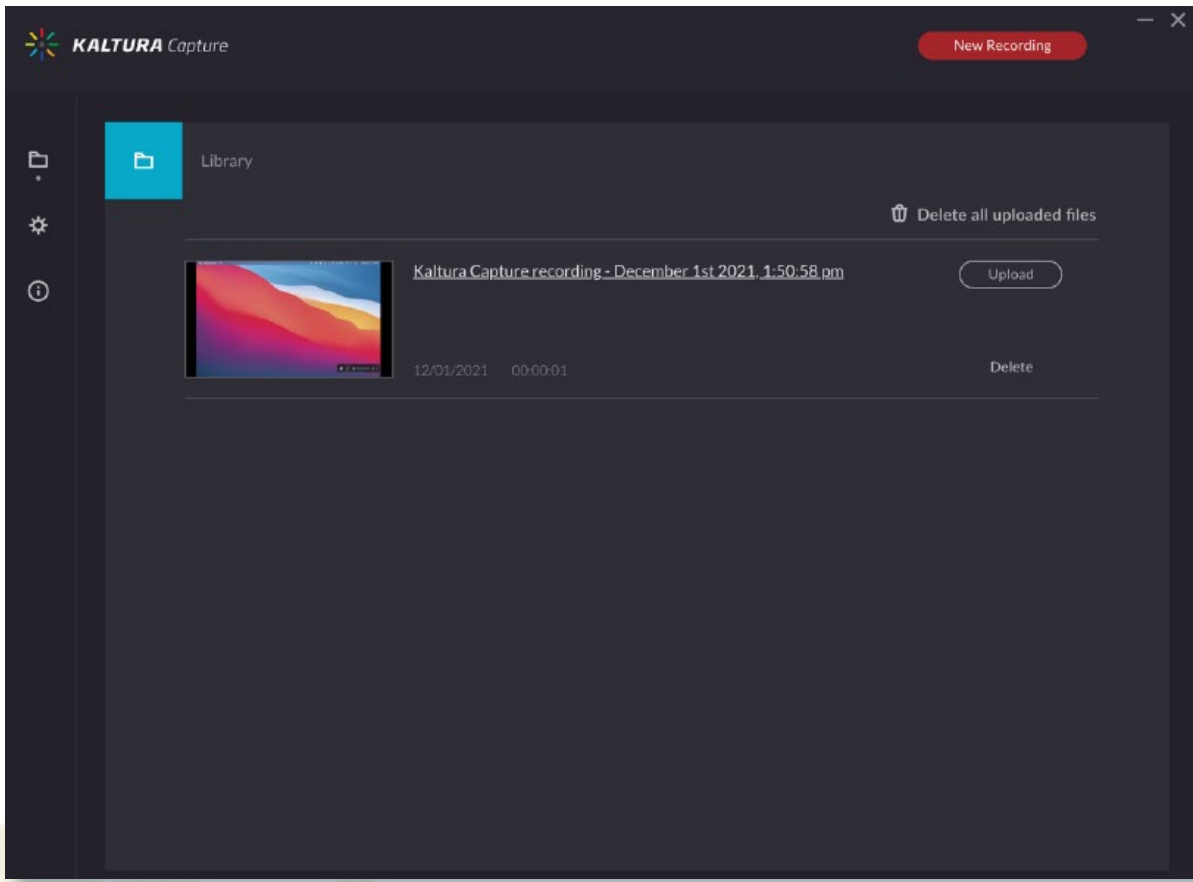
**06**

After recording you will be taken to a video preview window where you can watch the video you just recorded (and the screen capture if you recorded it) and are prompted to give the video a title and description, along with tags if you desire. Once you give the video a title and description, choose **Save & Upload** to save the video and upload it to Kaltura. To record a new video, select the **New Recording** button in the top right hand corner of the window.

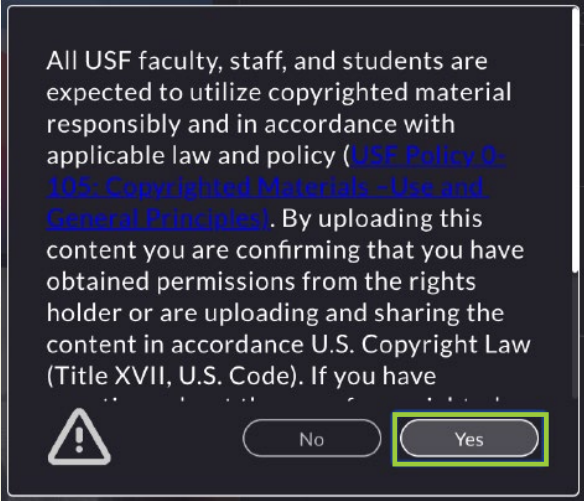


You also have the option to just save the video and then upload later by clicking the Save button. You can also delete the video/recording by selecting **Delete**.

If you select **Save**, you will be brought to the library (*see next page*) where you can see a list of all the videos that you recorded. You can also upload the video from here.

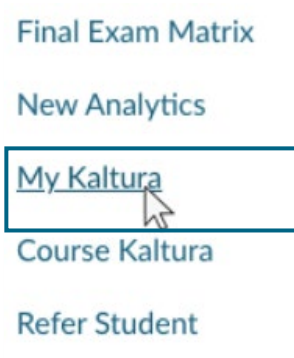


Whenever you upload the video to Kaltura, you will get a prompt (*shown below*) regarding copyright permissions. If your video does not violate these guidelines, choose **Yes** to upload the video to Kaltura.



**07**

Once the video has finished uploading (you can monitor its upload status in the library), you can access the video in Kaltura either by clicking the link on the video itself, or by navigating to it through canvas by clicking on My Kaltura on your course menu.


**08**

After clicking the My Kaltura menu item you will be taken to your Kaltura Media gallery where your recording should be listed at the top the gallery. From here, to publish the video to a specific course, click on the **pencil icon** on the right hand side of the video listing.



You will then be taken to a page with the video where you can edit its information; scroll down beneath the video and choose the **Publish** tab. Then select the **Published** radio button and select the course(s) to which you want to publish the video. Finally, select the **Save** button and the video will be published to the courses that you specified.

