

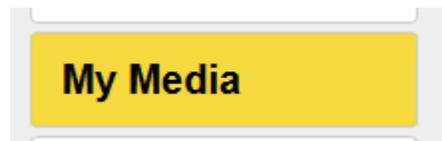
Produce a Kaltura Video

Before you begin

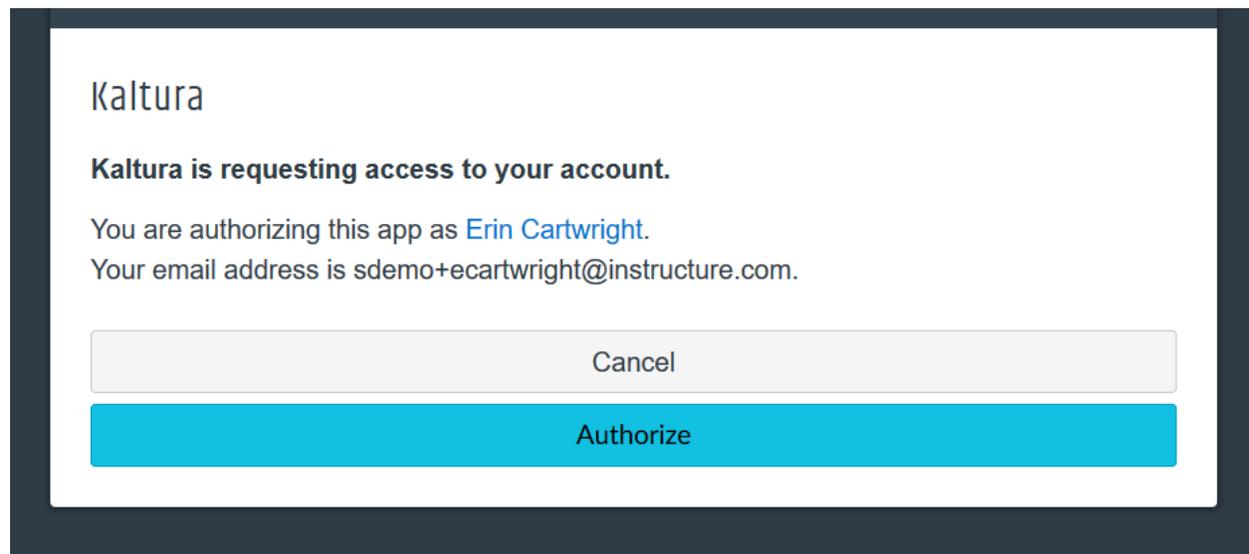
- Make sure you are able to download and install files to your computer. Kaltura requires an application for recording video.
- Make sure you have a microphone attached to your computer. This can be a headset of any kind. You will need the microphone to record sound for your video.
- If you wish to capture your own image in the video, make sure you have a webcam of some kind.

Installing the recording application (CaptureSpace)

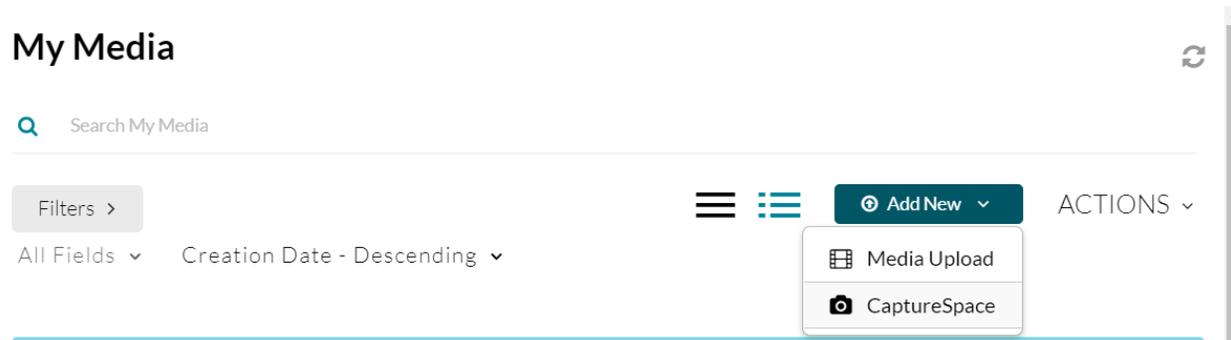
To create a video using Kaltura, click on the My Media button in your course.



The first time you do this, you will be prompted to authorize Kaltura to use your account. Click the Authorize button:



This will open your My Media area. Click the Add New drop down to select CaptureSpace:



The first time you use Capture Space, you will need to download the application to your computer. There are Windows and Mac versions available.

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.

If you've already installed CaptureSpace, it will launch automatically.

Using CaptureSpace for the first time?

 [Download for Windows](#)

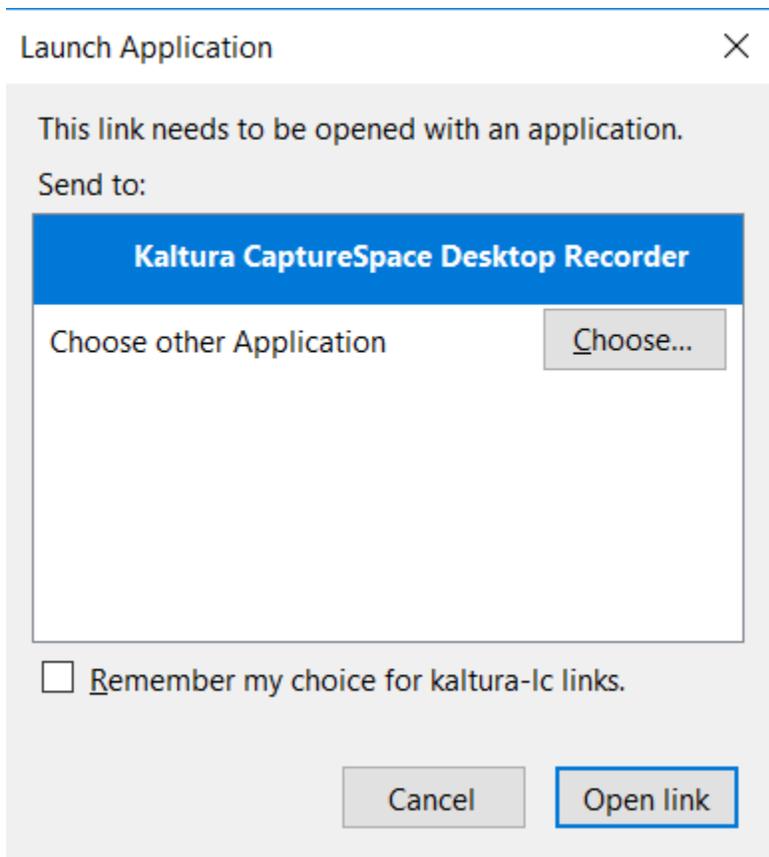
 [Download for Mac](#)

Learn more

See the [Kaltura CaptureSpace - User Manual](#) for additional information on supported systems and usage instructions.

The installation file will download to your computer. After the file is downloaded, double-click to install. Follow the prompts to install and open CaptureSpace.

Once CaptureSpace is installed, you will receive a Launch Application message. It is recommend that you "Remember my choice." Then click Open Link to open the recorder.



You should now have the Kaltura CaptureSpace Desktop Recorder application open on your desktop.



Understanding the CaptureSpace Application

Record area

There are 5 options you may use when recording.

- Presentation – This allows you to record with a presentation displayed.
- Screen – This allows you to share your computer screen while talking. Note that you may capture the entire screen or select a smaller portion of the screen to record.
- Webcam – This allows you to broadcast your image when presenting.
- Voice – This allows you to record voice only.

As soon as you select an option, CaptureSpace will prompt you to set up your recording if necessary.

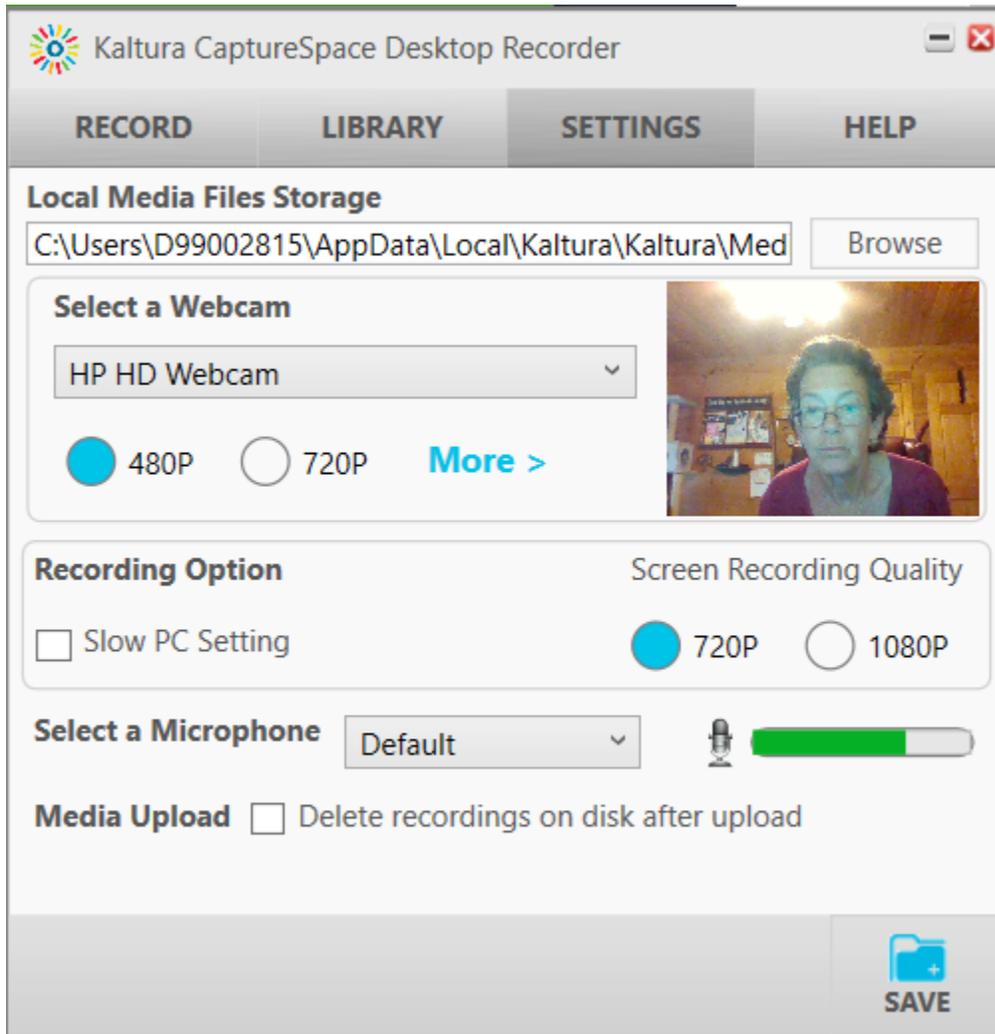
Once you setup the recording, CaptureSpace will automatically start recording, so it is highly recommended that you prepare your script, camera angle, application (if recording the screen) and anything else you need before you begin.

Library

This will display any recordings you already have stored in My Media.

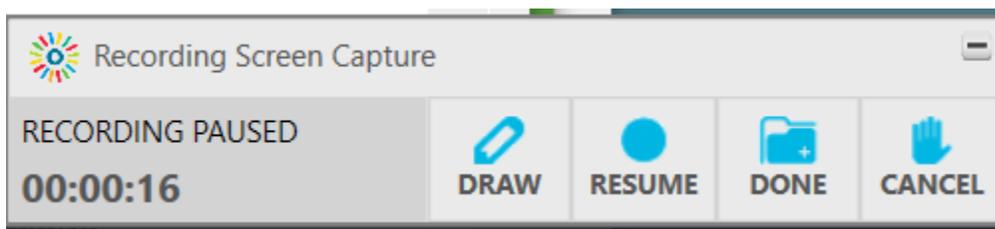
Settings

This will help you configure all of the devices you are using.



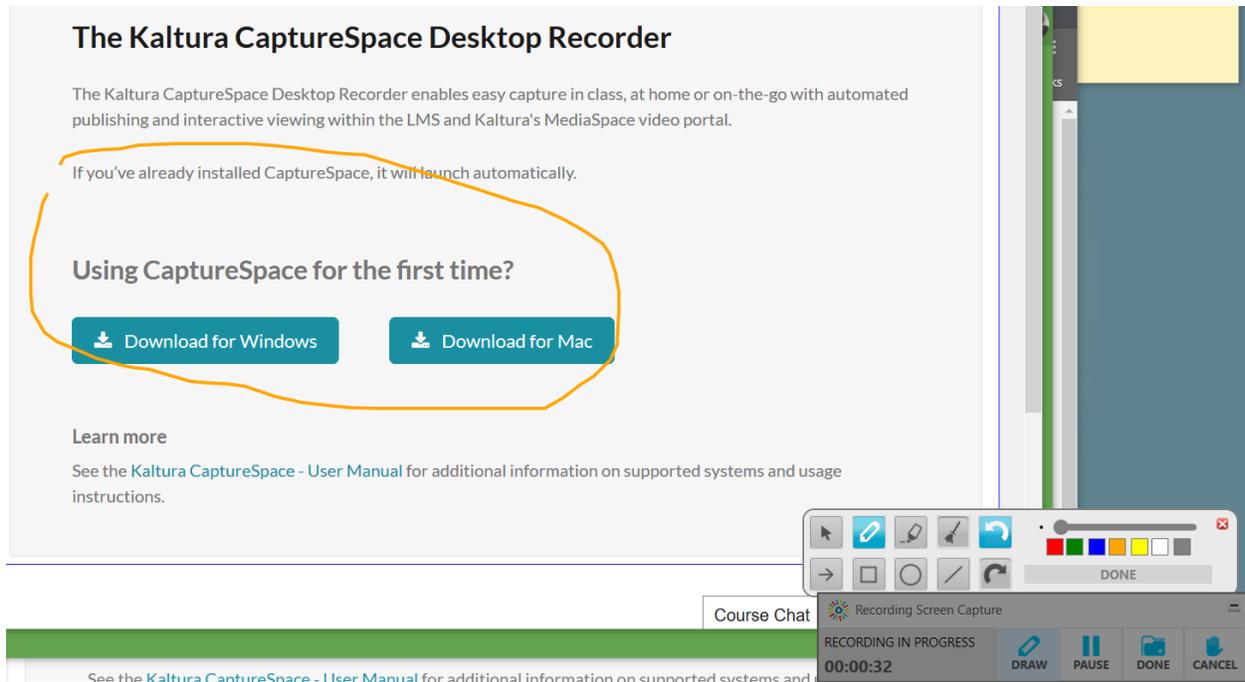
Making your recording

When you start a recording session, the Capture tools will be available.



You will see the length of the video and status (either pause if you are recording or resume if you are not).

The **Draw** tool allows you to draw directly on the computer screen to highlight key information.



The **Done** tool will complete the video and give you a chance to review and edit the video.

The **Cancel** tool lets you stop the video so you may restart it.

(If you do not see the tools, just click the Kaltura icon in your taskbar:



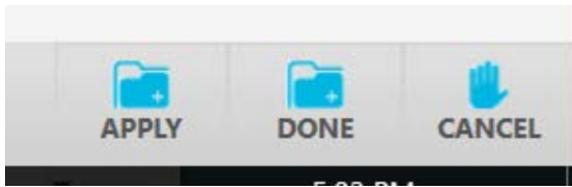
Completing your video

When you click Done, you will enter the preview and Edit tool. You have these options:

Trim: This option allows you to trim blank space from the beginning and end of your video. Select Trim and then pull the blue slider to the place you wish to trim (at the end or beginning):



Click Apply from the bottom menu bar.

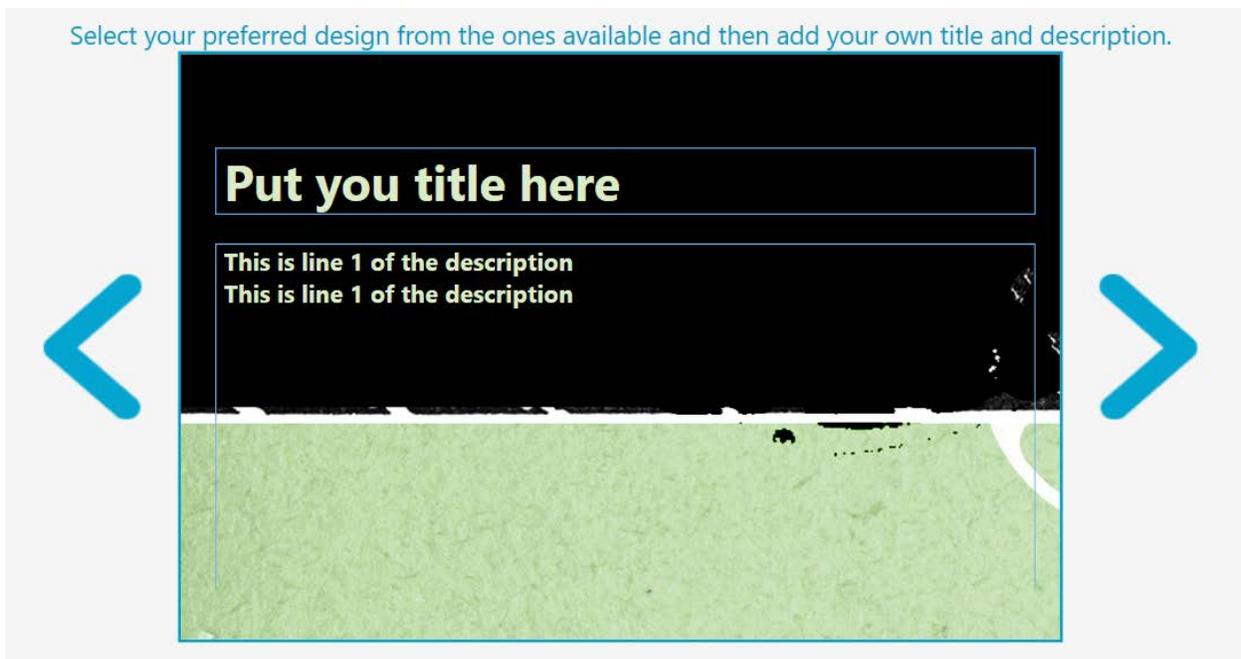


Chop: This allows you to remove sections from your video. This is a great tool to be familiar with. If during your recording you make an error, you can stop, leave some dead space, and then restart. The Chop tool will allow you to remove the error from the video before you publish it. To use this tool, click on the tool. Now pull the slider to mark the beginning and ending of the section you want to chop. You can use the play button to check that the flow is correct and adjust the blue selector to perfect your “chop”:



Click Apply when you are satisfied.

Titles: This option allows you to add a title slide to your recording. There are many different designs to choose from:

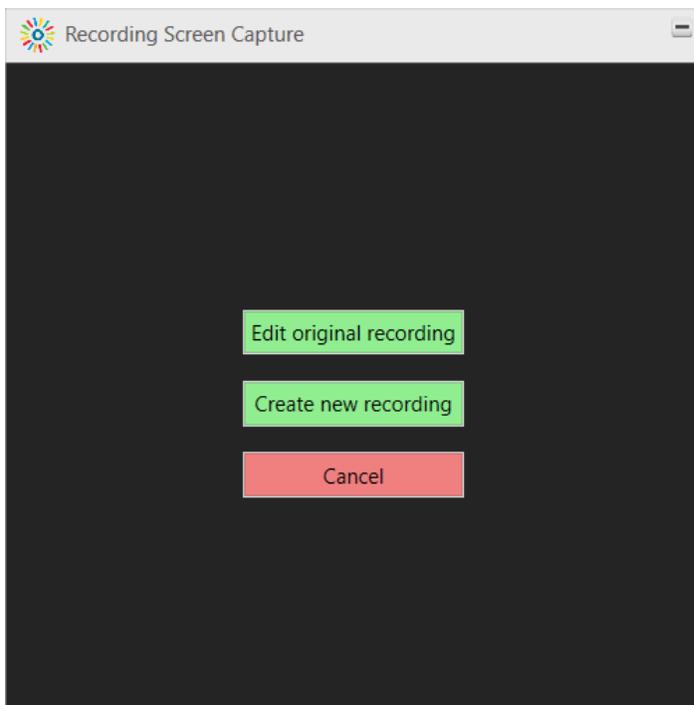


You will see your title slide added at the beginning of your recording.

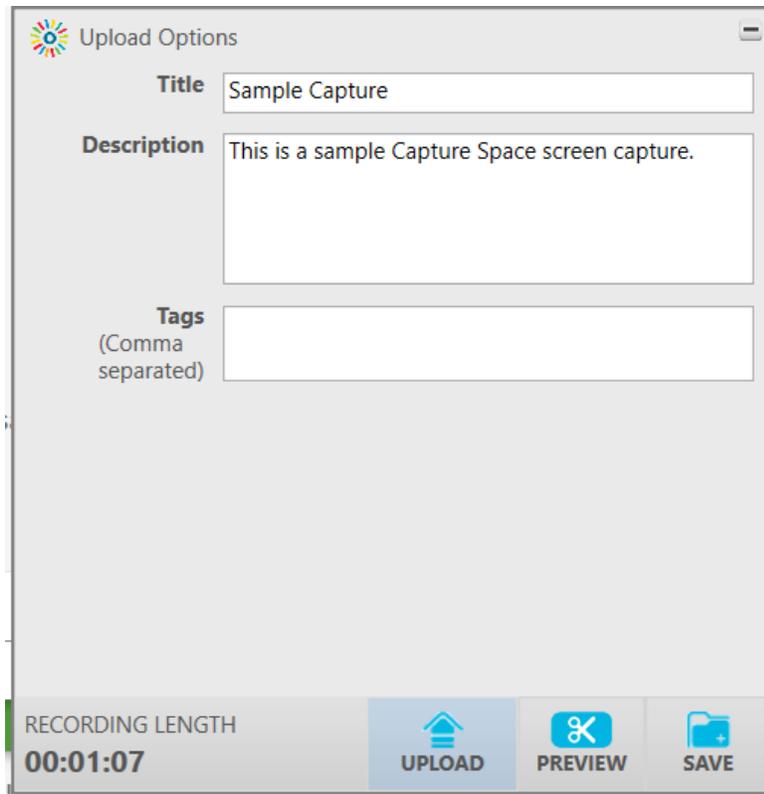
Credits: This allows you to create a Credits slide and places it at the end of the recording. Use a Title page template to create credits and CaptureSpace will add it to the end of the recording when you click Apply.



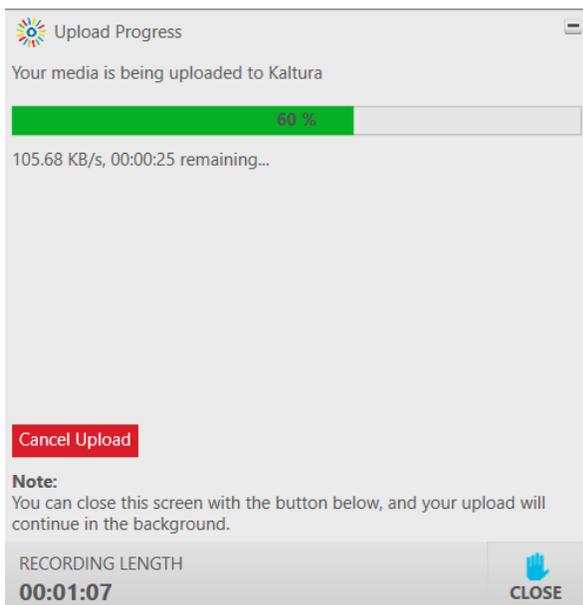
When you are satisfied with your recording, click Done. Select Edit original recording to finalize all of the changes you made during editing.



Give the recording a name and description. You may also add tags if you would like. When this is complete, click Upload:

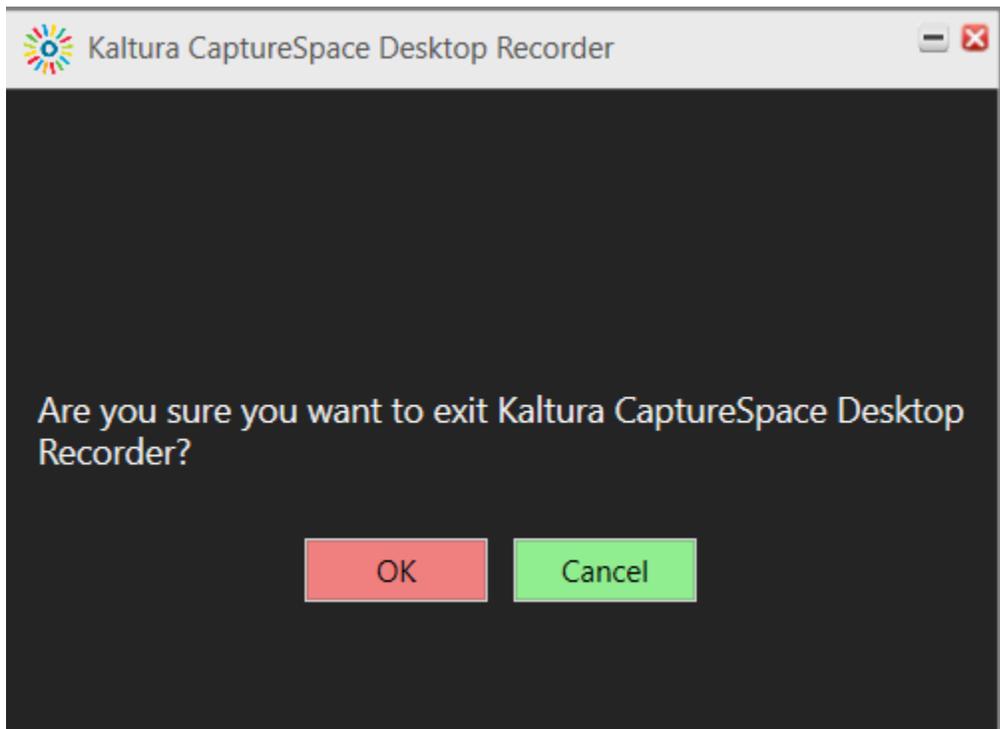


IMPORTANT: This may take some time if the video is large.



When the upload is complete, close the upload window and then close CaptureSpace by clicking the red x in the upper right hand corner.

You will need to click OK to exit:



IMPORTANT: It can take some time for the recording to appear in your My Media library, so wait a few hours before checking. When it is completely uploaded, you will see it in your My Media area:

My Media

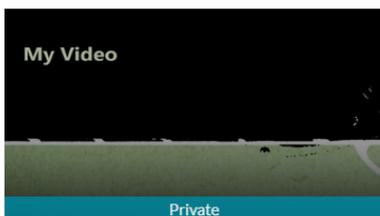
Search My Media

Filters >

All Fields ▾ Creation Date - Descending ▾

Add New ▾

ACTIONS ▾



Sample Capture

This is a sample Capture Space screen capture.

2 Hours ago

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Submitting your Video to an Assignment

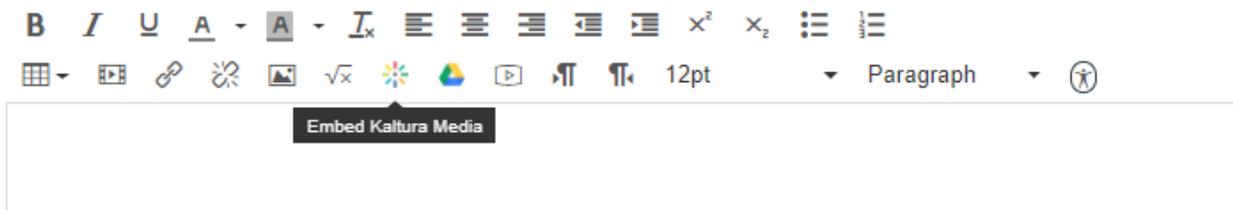
If you have an assignment that requires a Kaltura video, click on the Submit Assignment button for the assignment.

Week 2: Role of Ethics Within Leadership

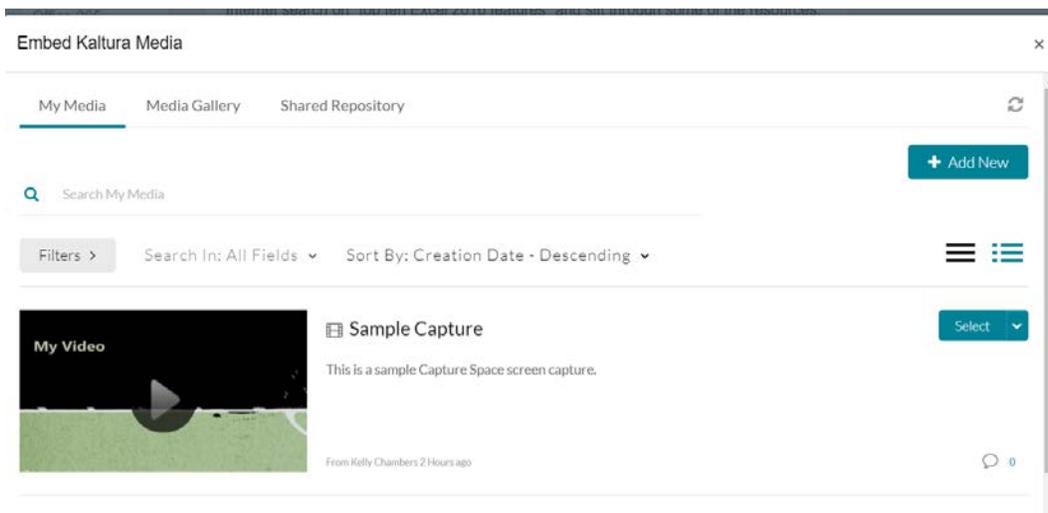
Submit Assignment

Due Jan 21, 2017 by 10pm Points 100 Submitting a text entry box

This will open the text editor, where you can attach your Kaltura video. In the text editor, locate the Kaltura logo.



This will open your Media area.



Just click the Select drop down. Generally, you will want to choose a Medium sized video.

The video will now appear in your assignment text box. Click Submit Assignment to submit.

Text Entry

Copy and paste or type your submission right here.

HTML Editor

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Webcam Video Test 2



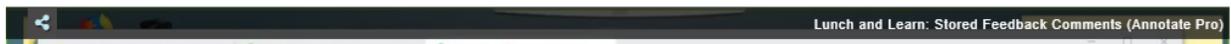
p 0 words

Comments...

Cancel Submit Assignment

Send a link to your video

You may send a link to your Kaltura video via email or any other medium. Click on the media item to open it. In the upper right corner of the video, you will see an open triangle icon:



Click on the icon.

This will open a URL that will open your video. Copy the URL and paste it into any communication you wish. The URL will give access to the person who clicks it. Please do be aware that the video will be available to anyone who has this URL (with no security limitations).

