



SON Office of Educational Quality & Innovation Recording with Kaltura Capture

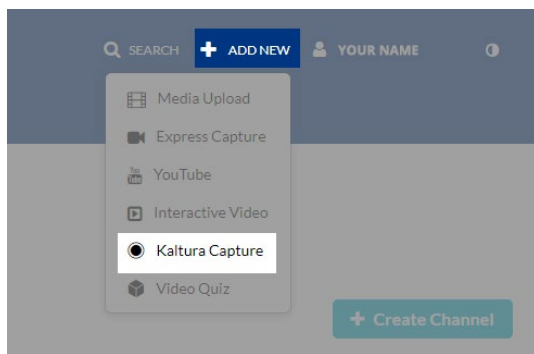
Recording With Kaltura Capture

You can record videos on your local computer and upload them to Kaltura when convenient.

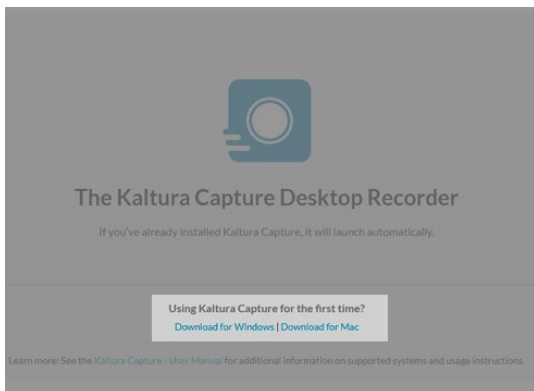
Instructions

Starting a Recording

1. Log into your Kaltura MediaSpace Video Portal at <https://ihuson.mediaspace.kaltura.com/>
If you're unsure how to do this, please reference the Job Aid, Kaltura Quick Start.
2. Using the **+ ADD NEW** button, select **Kaltura Capture** from the drop-down menu.



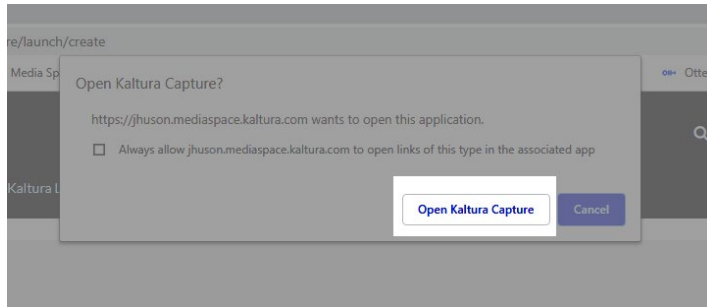
3. If you are a first-time user of Kaltura Capture, you will need to download and install the Kaltura Capture application. Returning users skip to step 4.



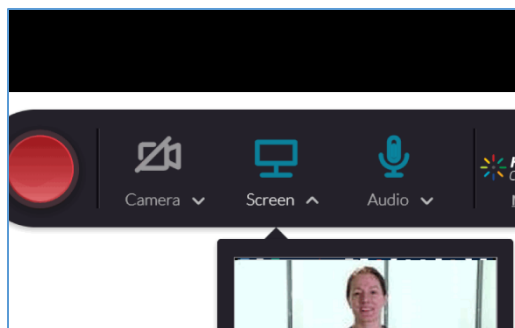


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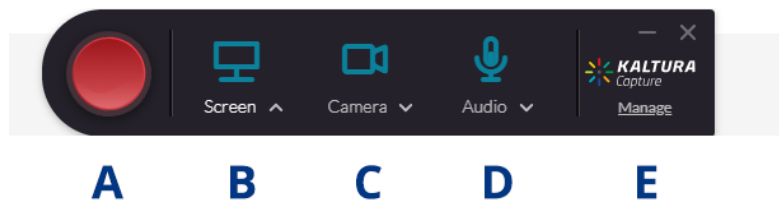
- A dialogue box will open, select **Open Kaltura Capture**.



- The Kaltura Capture Recorder is displayed.



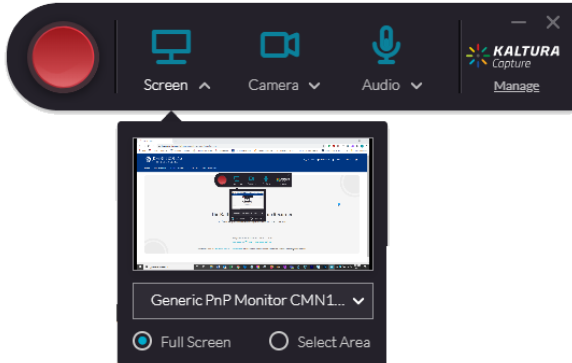
- The Kaltura Capture Recording Tool includes the following:
 - Recording Button – Press to record.
 - Screen Setting
 - Camera Setting
 - Audio Setting
 - Management Settings



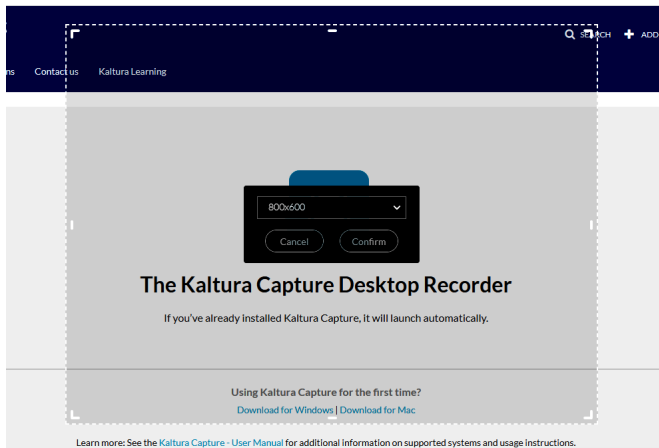


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- Using the Screen Setting button, users with multiple monitors can select which screen they would like to record.



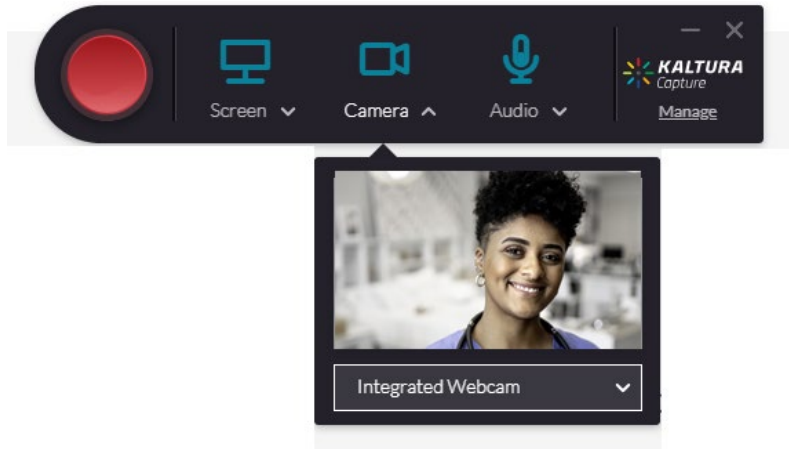
- This is also the location where you choose **Full Screen** or **Select Area**. Full screen records the entire screen of the monitor you chose. Select screen allows you to select a specified area of your screen to record. You can choose from preset sizes or drag the edges of the selection to a custom size.



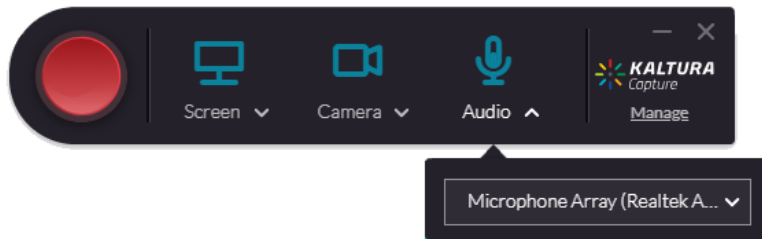


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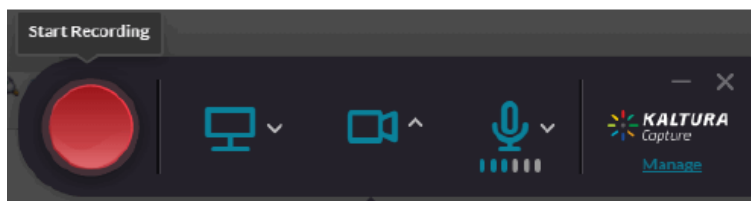
9. Select a camera to record yourself.



10. Select your audio source



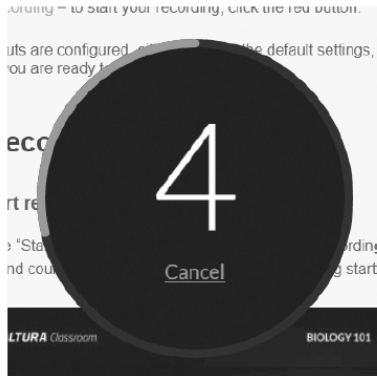
11. Click on the Red button to start recording.





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12. The countdown window is displayed.



The Recording Monitor



A B C D E F

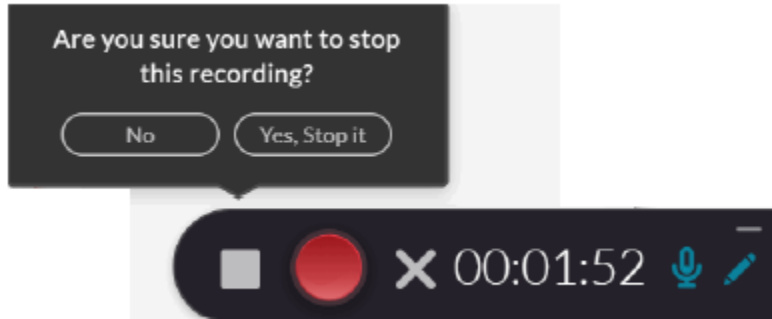
- A. Stop recording button - complete the recording- (white square) - Press to stop the recording. You will be prompted with a confirmation box.
- B. Pause/Resume recording button-
- C. Cancel recording button - discard recording
- D. Elapsed time
- E. Microphone
- F. Pencil icon to open the whiteboard



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Ending Your Recording

When you complete the Kaltura Capture Recording, a message is displayed to confirm you wish to stop recording.



The Entry Window

In the Entry window that immediately opens, you can modify the Title and add a Description and Tags to your video.

Tags should adhere to the following standards.

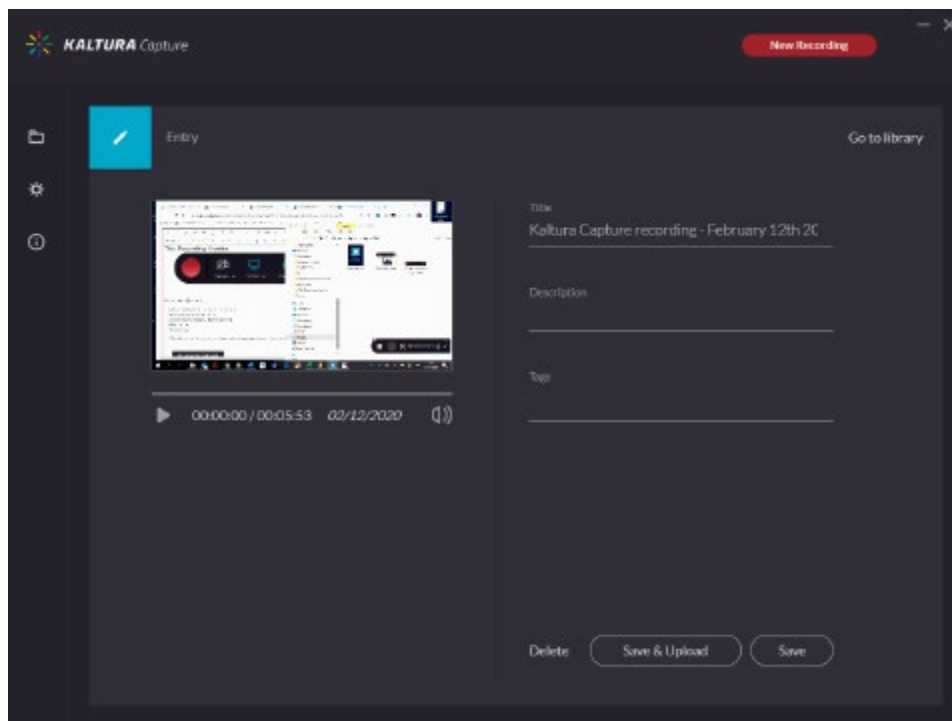
- Limit each tag to one word if possible. You are free to use as many tags as you feel necessary, just try to make each one brief.
- Always create a tag with the full course number (e.g., NR.120.531)
NOTE: Please do not include the section number of your course (e.g. NR.120.531.0101)
- Specify the semester that you are developing content for (e.g. SP21 ,SU21, FA21)
- Full name of presenter(s) – please create a separate tag for each presenter.
- Any keywords that seem relevant (e.g., spleen, leukemia, tumor, etc.)



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The following additional options are available

- **Delete** to delete your video. WARNING: This permanently deletes your video and cannot be undone.
- **Save and Upload** to upload to Kaltura MediaSpace
- **Save** to save to your Library of entries. These files are stored locally on your computer. You will be able to Upload at a later time from your media library
- **New Recording** – Launches the Capture Recording Tool to create a new recording. you will be prompted with a confirmation that you indeed want to leave.

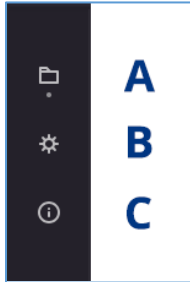




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Additionally, there is a new vertical menu bar that becomes available to the left of the Entry Window. Clicking any of the three icons leads to their corresponding pages.

- A. Library
- B. Settings
- C. Information



When you save a recording without uploading it, the Library window opens.

The Library Window

The Library Window displays the options to upload your video to Kaltura MediaSpace or delete your media from your local computer. Additionally, clicking a video's title or thumbnail will open it in the Entry window.

