

# RECORDING IN KALTURA CAPTURE

Kaltura has a detailed guide that covers more than the basics that are covered in this guide. [Please visit their site](#) to see some of the features the software has.

The process of installation, recording, saving and viewing [can also be accessed in this How-To Video](#).

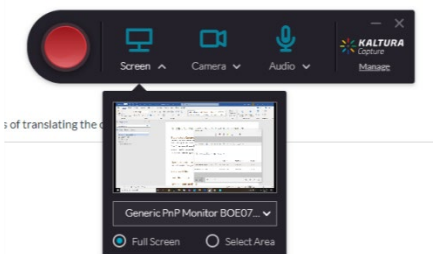
## Start Kaltura Capture Software

Now that the Kaltura Capture Application is installed on your computer, the easiest way to start it is through your taskbar or program launch area.

On a PC – use the search bar on the bottom left and start typing Kaltura. Once you see the program, click it to launch.

On a Mac – use the launchpad to find the Kaltura Capture software and click it to launch.

The recorder tool should appear



## Open the Content you will Capture

Now is the time to open the content you will capture on your screen. It may be:

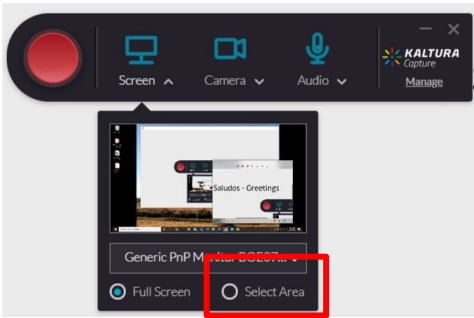
- a PowerPoint presentation
- a blank document that you will work on
- a series of websites that you will discuss

Once you have it open, make sure it is positioned and the size you would like it to be. If you are using a PowerPoint presentation, it is recommended to display it as a slide show. This will remove any spelling/grammar indicators, unused slide boxes, etc.

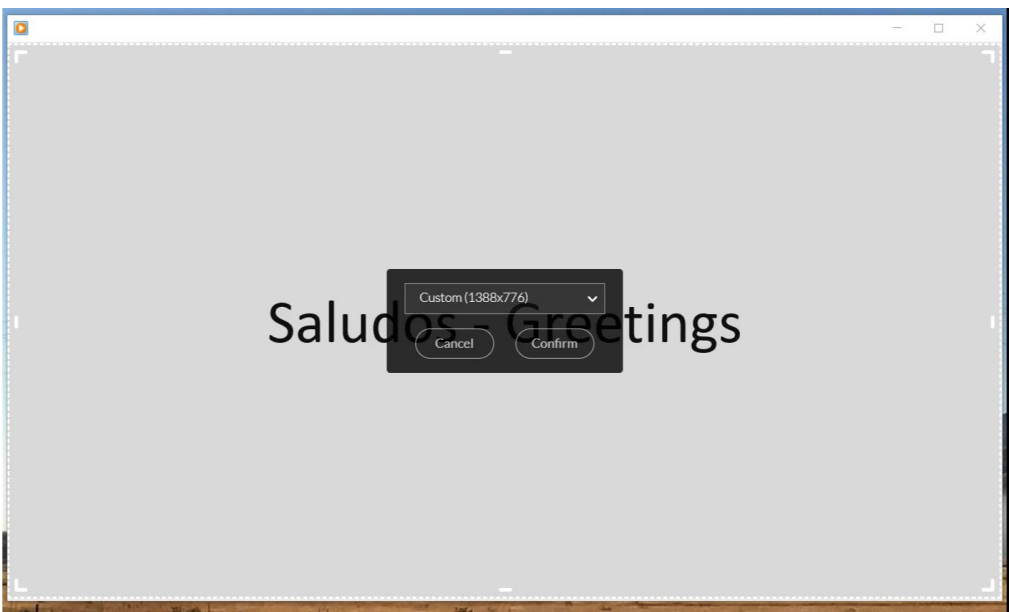
## Recording with Kaltura Capture

If you only want to record a portion of your screen, you can do that as well.

In the Kaltura Capture tool, under the Screen settings drop down (click on Screen), change the radio button to “Select Area”.

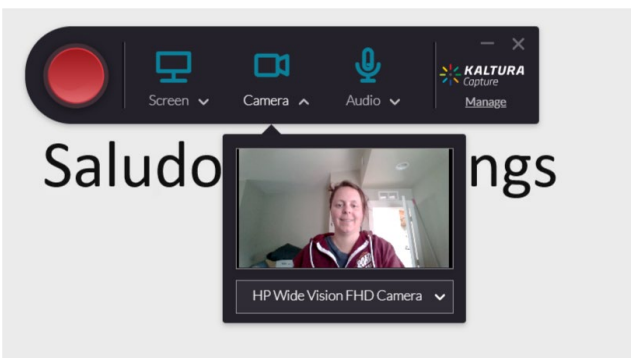


Adjust the recording area to cover what you would like to record.



Click Confirm.

Make sure you toggle the tools you would like on or off (Screen, Camera and Audio). When they are blue, they are set to record. In the image below, I intend to record my screen, my webcam and the audio from my computer and my voice.



When you are ready to start:

1. Hit the big, red button to start recording with Kaltura Capture.
2. It will count down 3 seconds
  - a. If you are displaying a PPT – now is the time to put it in presentation mode
3. Begin presenting the content

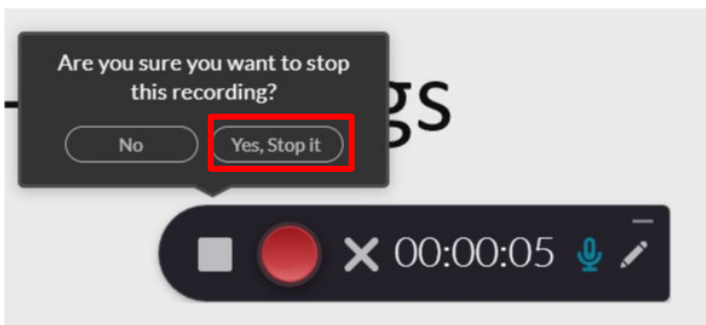
If you need to pause, use the pause button in the Kaltura Capture tool.

Our team is here to help edit the beginning and the end of your content. Those parts don't need to look pretty. **If you mess up part way through, do not stop and start again.** Just let your Instructional Designer know and they will make sure that mistake gets edited out by the team.

## Finish Recording

When you are finished with the video, please hit the stop button on the Kaltura Capture tool.

Once you click the stop button, you will then click the “Yes, Stop It” button to end the recording. If you click no, it will continue to record.



Provide the video with a meaningful title using the following naming:

Course Prefix Course # Module/Week # Title

For example:

- AA 150 Module 9 Part 1
- AA 150 Week 9 Video 2

Then click Save & Upload. This will upload the file directly back into the Canvas course under My Media CSUO.

From there, our team will be able to help edit and finalize the content.

If for some reason your internet is not working, you can save the file and upload it in the future. You will just need to navigate to your library in Kaltura Capture and upload the file when you are able.

You're done! CONGRATULATIONS!

