

KALTURA CAPTURE

Kaltura Capture allows you to record your webcam, computer screen, and/or microphone to create videos, screencasts, and audio files. When recording a screencast, you can utilize drawing and text tools to annotate the screen. Once the media file is ready, you can easily upload it to ulearn.

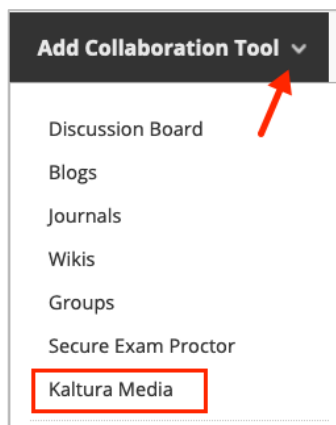
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Download Kaltura (if you have not previously)

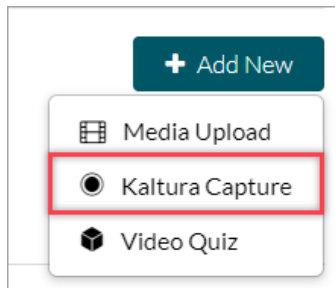
1. In a [content area](#), click the down arrow for **Add Collaboration tool** and select **Kaltura Media**.

Skip to [Record in Kaltura](#) section below if you have previously downloaded Kaltura.



2. Click the **Add New** icon, found in the upper right corner, and select **Kaltura Capture**.

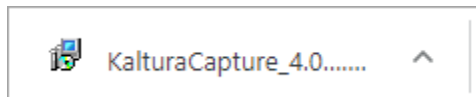
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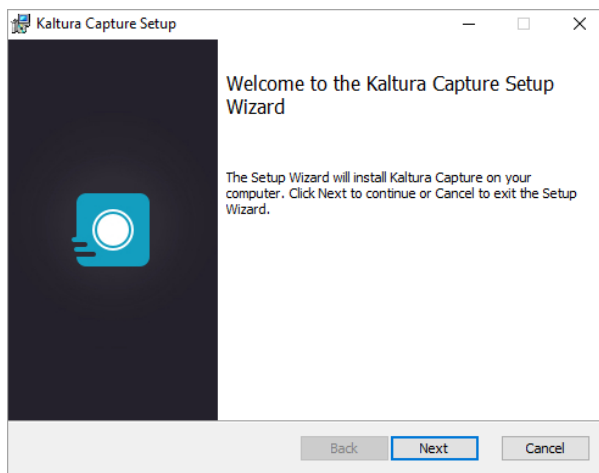
3. Choose either **Download for Windows** or **Download for Mac** based on the computer you are using.



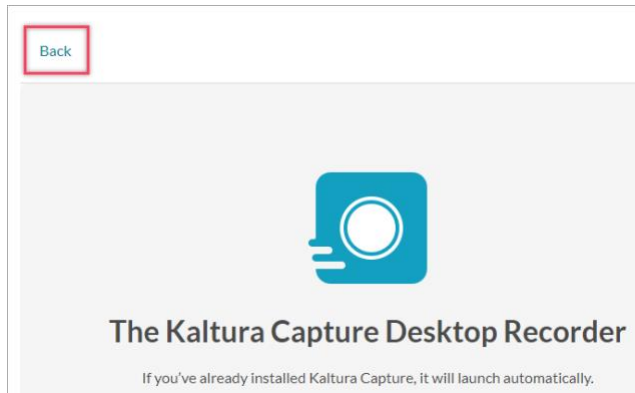
4. Open the **KalturaCapture** download from the download toolbar. Install the software by following the directions in the Kaltura Capture Setup Wizard.



Click **Next** during the install process to proceed.

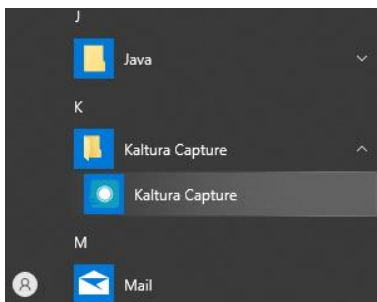


5. In your ulearn course, click **Back** in the upper left corner to return to the Add New screen.

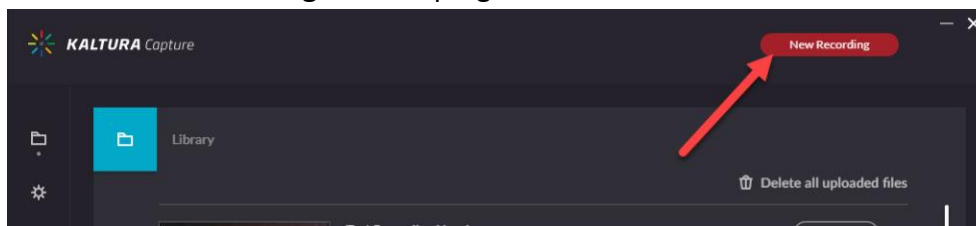


Record in Kaltura

1. Open Kaltura Capture on your desktop computer. You may have to wait a few seconds for it to open. The image below is for Windows. It will look different on a Mac.

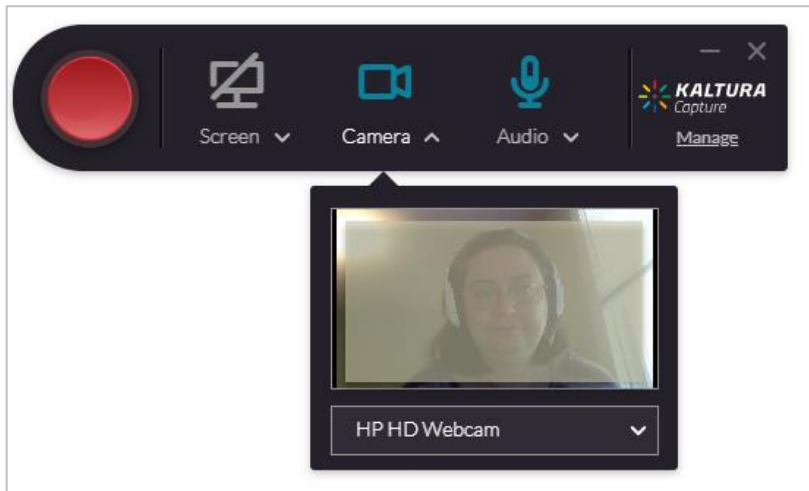


2. Click on **New Recording** in the top right-hand corner.



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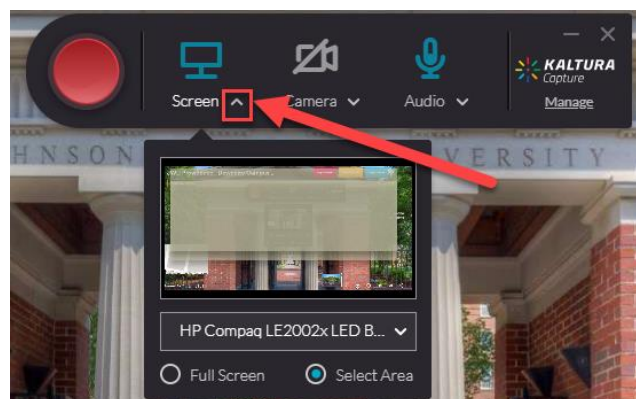
3. The Kaltura Capture toolbar will pop up on your screen.



4. Kaltura allows you to record the screen (for example, a slide show), the camera (you), and audio. Choose what to record by clicking to turn items on or off. A blue icon means the item is on.

- **Camera** records you through your webcam. Check the preview window to make sure you can be seen clearly.
- **Screen** records whatever is shown on your computer screen, such as a slide show or a google search.

If you are using multiple screens, adjust the Screen options by clicking on the carat next to the word. You can also choose to record only a certain part of the screen.



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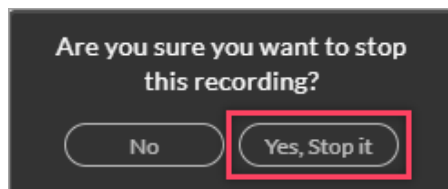
- **Audio** records your speaking voice. This must be on to have any sound in your video.

If you are using a headset, audio will record *your voice only*, not computer or video sounds. If you are not using a headset, audio will record all sound in the room.

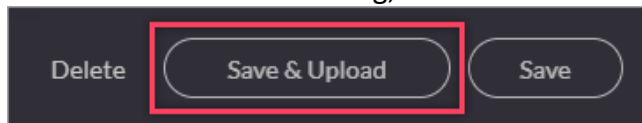
5. To begin recording, click the big red button and **wait three seconds**. Kaltura will show a countdown and begin recording when the countdown ends.
6. When you are finished recording, click the stop button.



7. Confirm you want to stop recording by selecting **Yes, Stop it**.



8. Edit the Title of the recording, if needed. Click **Save & Upload**.



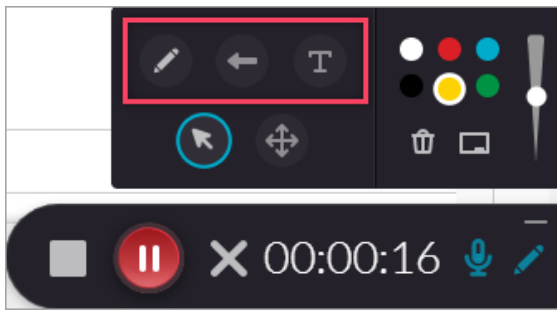
Annotate While Recording

1. To make annotations while recording your screen, click the **pencil** icon in the far right corner of the recording toolbar.



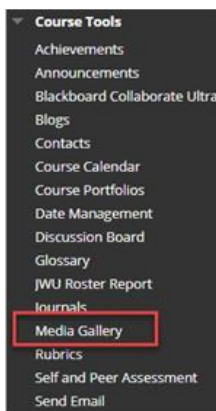
2. Use the annotation tools to draw freehand, insert an arrow, or type text in a text box. You can change the color of an annotation as well as adjust its thickness.

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Publish Your Recording

1. Kaltura stores all videos you have made in the Media Gallery. To publish or use your video, return to ulearn. Look in the Left hand menu for the **Course Tools** section and select **Media Gallery**.



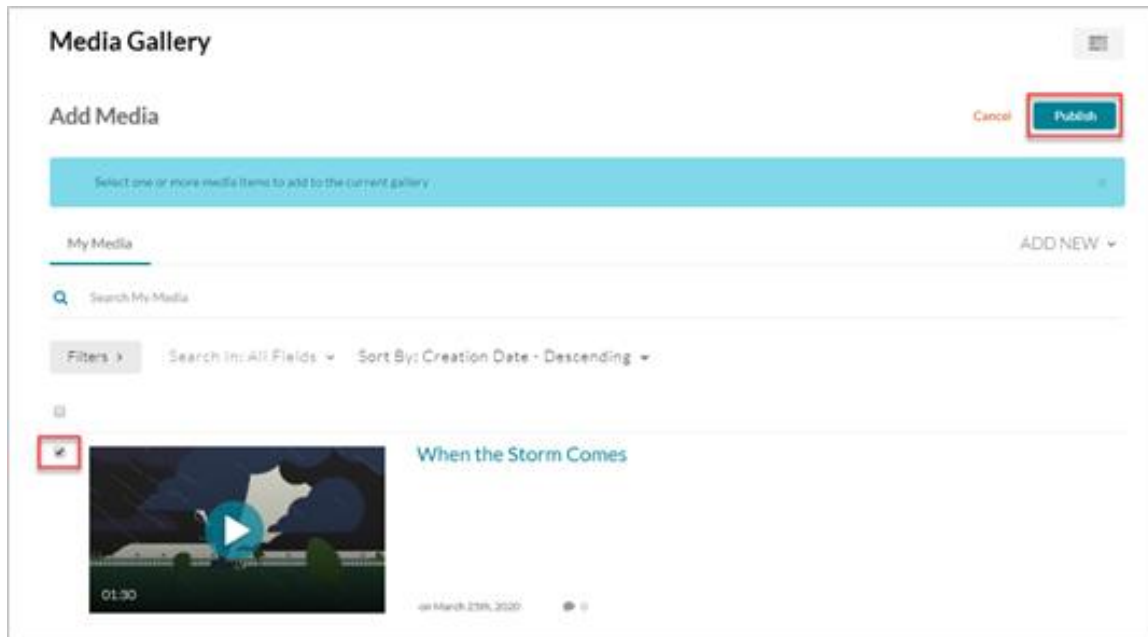
2. Click **Add Media**.



Note:

There may be a short delay before your recording is visible in the Kaltura Media Gallery.

3. Select the **check box** to the left of the video you would like to use. Then click **Publish**.

**Note:**

After publishing, you may need to refresh the page to see the video in the media gallery.

Edit Your Captions

1. Kaltura automatically adds machine generated closed captions to all uploaded videos, but they are not always accurate. Edit the captions for any video you are using.

Note:

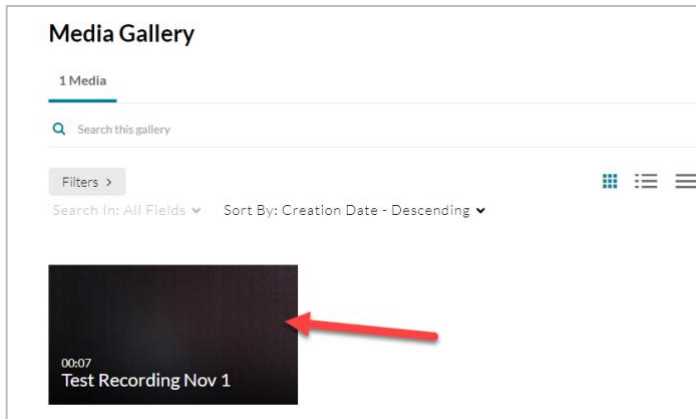
The autocaption process depends on the length of the video and can take up to two hours to complete.

2. Be sure you have published it using the directions above. Once it has been published, you can find your video in The **Media Gallery**. The **Media Gallery** is in the Left hand menu of your ulearn course, under the heading **Course Tools**.

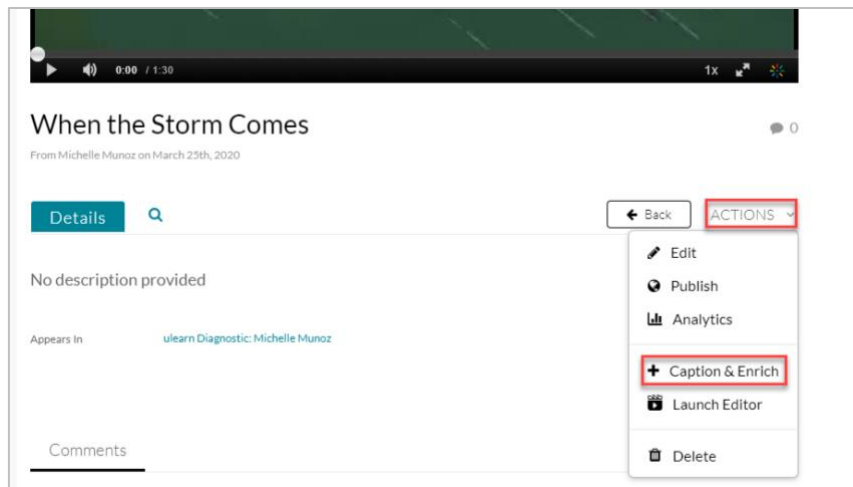
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If you have published your video, but it does not appear in the **Media Gallery**, please refresh your browser page.


3. Click on the small picture of your recording.



4. Scroll down until you can see the **Actions** drop down menu. Click the carat and choose **Caption & Enrich** from the menu.



5. You will see an information panel called “Existing Requests.” If the caption status is **Completed**, the captions are ready and can be edited. If the status is Pending or Processing, the captions aren’t yet ready. For a long video it can take several hours to generate auto captions.
6. When the captions are ready, click the **pencil icon** to edit the captions.

Existing Requests					+ Order
REQUEST ... ▾	SERVICE	FEATURE	LANGUAGE	STATUS	
25/03/20	Machine	Captions	English	● Completed	 >

7. Read through the list of captions for your recording. You can make any corrections by clicking on the error and typing the new text in its place. When you are done click **Save** in the upper-right hand corner.

<input type="checkbox"/>	00:00:24,810 00:00:27,880	where to go, and how to stay in touch.
<input type="checkbox"/>	00:00:28,489 00:00:30,915	>> Just declared a tornado
<input type="checkbox"/>	00:00:30,915 00:00:32,250	might bring on its way,
<input type="checkbox"/>	00:00:32,250 00:00:34,409	getting ready to blow things away.
<input type="checkbox"/>	00:00:34,409 00:00:37,275	>> Stay informed wafer updates,

After saving, you can leave the Media Gallery. The caption changes will be automatically applied anywhere the video is used, even if it is in a content item or announcement that has already been posted.

Add Recording to ulearn Announcement or Content Item

1. You can add a Kaltura video from any text editor in ulearn. Click the **Add Content** button on your toolbar.

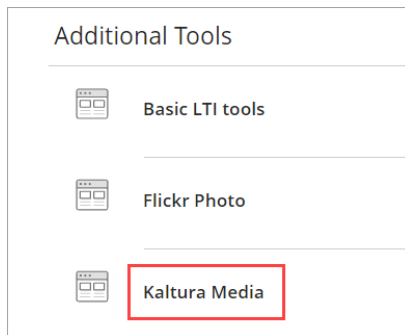


Note:

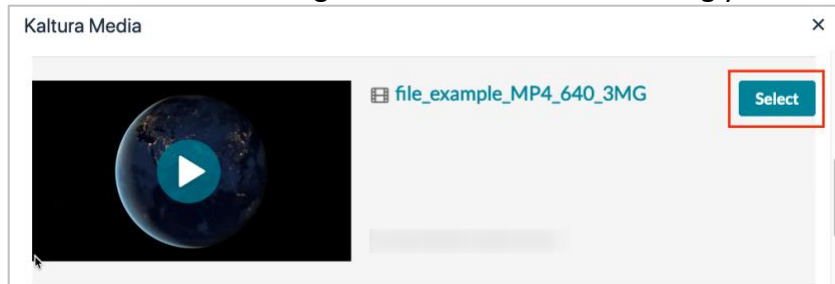
If you don't see the **Add Content** button (a large plus sign), click the breadcrumbs button to open the advanced text editor.



2. Select **Kaltura Media** from the list of additional tools.



3. Click **Select** to the right of the title of the recording you would like.



4. When you are finished, be sure to hit **Submit** to save your work.

