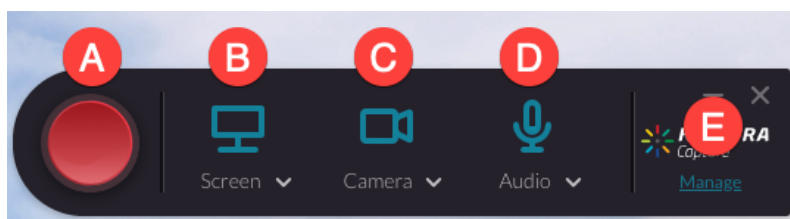


## How to use the Kaltura Capture screen recording software

*NOTE: If you are opening the Kaltura Capture application for the first time, the directions below will not work immediately. Instead, refer to the **How to launch the Kaltura Capture screen recording software (first time)** document available from DEIS.*

1. After launching the Kaltura Capture application, a small interface will come up on the screen. The main elements of this interface are:



**A** — the big red recording button, which you click to start a 3-second countdown on the screen, and then you go “live” with your recording

**B** — the first video input (screen) selector icon; if it’s blue, it’s enabled, and your computer display will be recorded; if it’s gray with a slash mark through it, it’s disabled, and your display won’t be recorded (click the icon to enable or disable this)\*

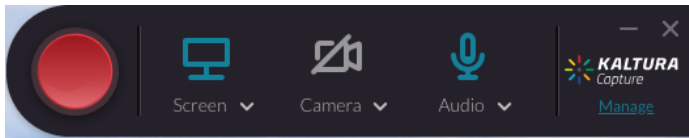
**C** — the second video input (camera) selector icon; if it’s blue, it’s enabled, and your live camera feed will be recorded; if it’s gray with a slash mark through it, it’s disabled, and your camera won’t be recorded (click the icon to enable or disable this)\*

**D** — the audio/microphone selector icon; if it’s blue, it’s enabled, and your microphone audio input will be recorded; if it’s gray with a slash mark through it, it’s disabled, and your mic won’t be recorded (click the icon to enable or disable this)

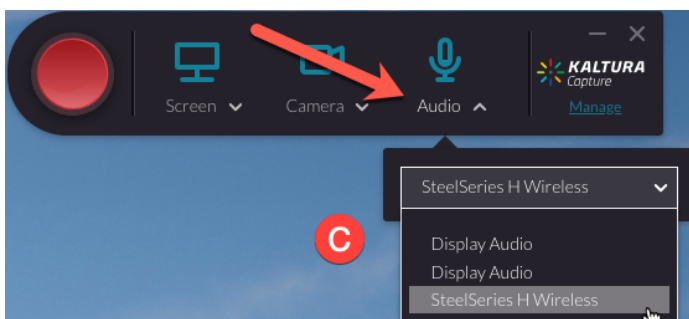
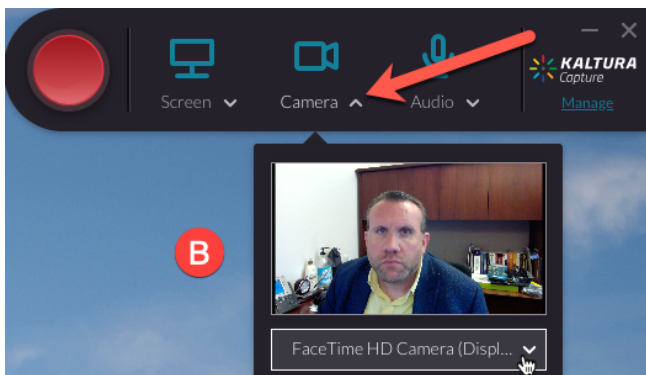
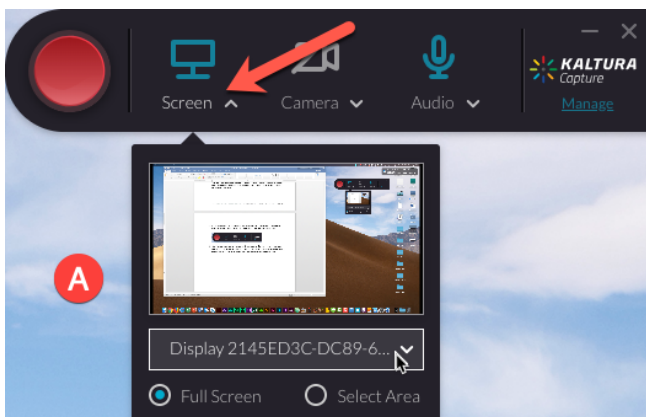
**E** — the **Manage** text link; click this to go into the application Library (where all your recordings are temporarily stored) and the application settings

*\* NOTE: The two video inputs can be mixed and matched — that is, if you have two screens, you can record them simultaneously (with no camera); likewise, you can record two cameras at the same time (with no screen).*

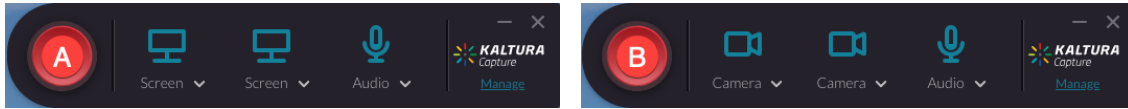
2. If you only wanted to record your computer screen and your computer microphone with no camera input, the interface would look like this (note the gray camera icon with a slash):



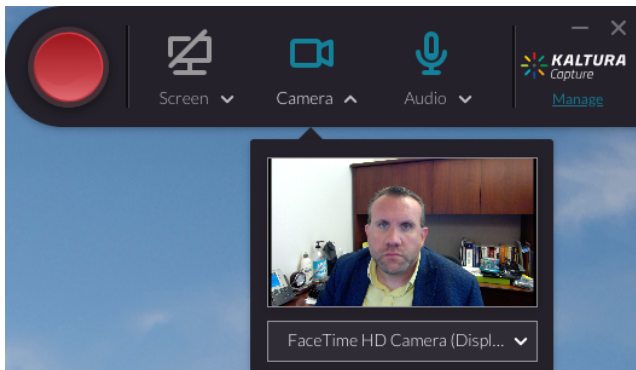
3. Click the label under each icon to open a selection menu for that input. For the video inputs, (A) and (B) below, you will see a live preview of the video source — whether that's your computer screen or your camera. For the audio input, (C) below, it will just be an audio source selector menu. Click the label again to hide the selection menu.



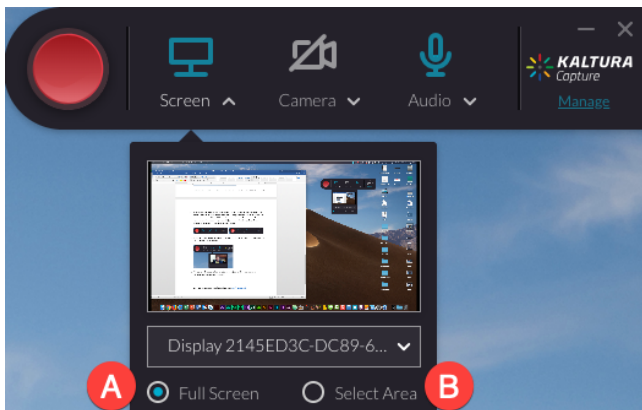
4. When a video input selection menu is open and a camera is selected, you will see the camera icon and the “Camera” label for that input. When a computer screen is selected, you will see the monitor icon and a “Screen” label for that input. It’s possible to mix and match the two video inputs so that you can instead record (A) two screens simultaneously, or (B) two cameras simultaneously — rather than just one of each.



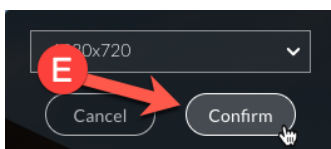
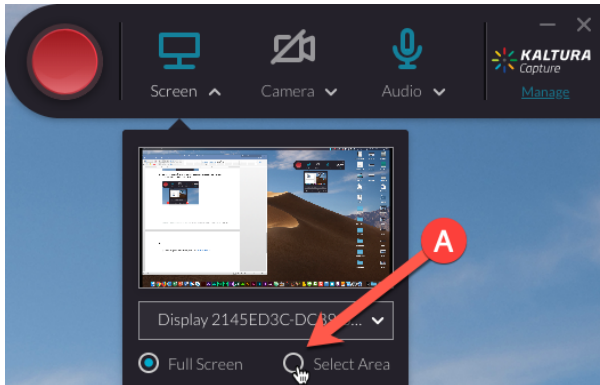
5. With a camera video selected, it simply sends through the live video feed from the camera; there is no way to modify this.



6. With a screen video selected, you have two options: (A) recording the entire screen by clicking the **Full Screen** button, or (B) recording only a portion of the screen — not the entire display — by clicking the **Select Area** button.



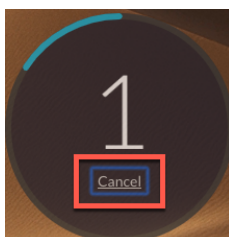
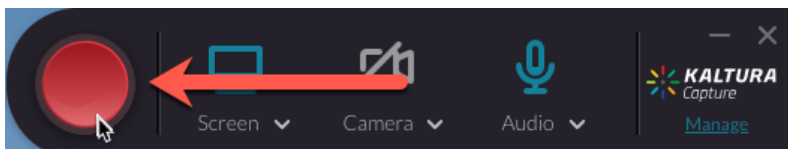
7. If you (A) click the **Select Area** button, a darkened window will appear on the screen. Then, (B) click and drag inside this window to reposition it on the screen. You can also (C) click the drop-down menu and select from preset common screen recording sizes, or (D) click and drag any corner of the window to manually resize the screen recording area to whatever size you would like. When the recording window is the size you want, (E) click the **Confirm** button.



8. A thin red frame will then appear to designate the screen recording area.



9. Click the big red button to begin recording. There will be a 3-second countdown circle that appears in the middle of the screen. You can click the **Cancel** link if you're not ready to record.

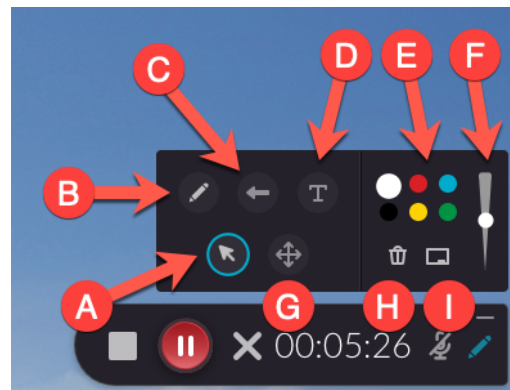


10. Once the countdown has finished, a control bar will appear in the lower-right corner of the screen. Its main elements are:



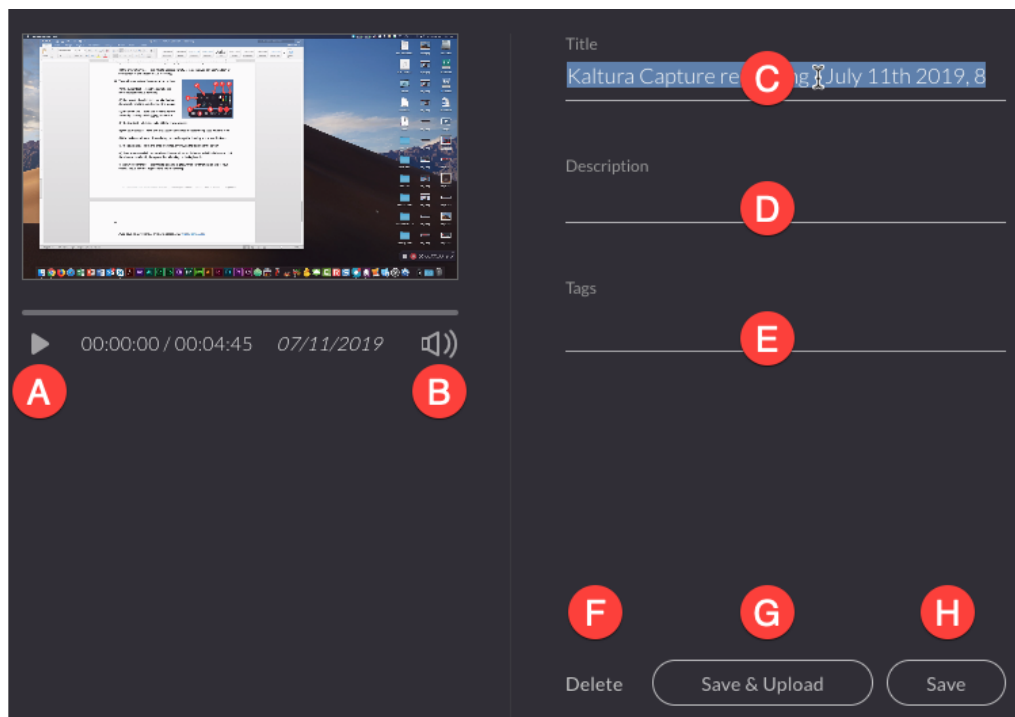
- A** — stop recording button; click this, and the program will ask you to confirm that you want to stop the recording (you can't resume)
- B** — pause/resume recording button; click this to pause or resume the recording
- C** — cancel recording button; click this, and the program will ask you to confirm that you want to stop and discard the recording (NOTE: you can't resume or recover it if you do)
- D** — recording clock; this shows the duration of the recording as it is being made
- E** — audio input icon; if the icon is blue, it's recording the microphone source you specified before you started recording; if it's gray with a slash through it, there is no mic input
- F** — annotation tool; click this to access a variety of tools that you can use “on top” of your screen to enhance your live recording (see below for details)

11. The main elements of the annotation tool are:



- A** — cursor tool; click this to make the mouse cursor behave normally
- B** — draw tool; click this to make freehand drawings by clicking and dragging the mouse
- C** — arrow tool; click this to make perfect arrows by clicking and dragging the mouse
- D** — text tool; click this to type on screen by clicking anywhere to create a text box
- E** — color palette; click one of six colors to change the hue being used with the other tools
- F** — thickness slider; click and drag this to change the drawing and arrow thickness
- G** — select tool; click this then click and drag a drawing/arrow/text box around the screen
- H** — clear tool; click this to delete all annotations on screen (to delete an individual element, click the drawing/arrow/text to select it, then press the Delete key on the keyboard)
- I** — whiteboard tool; click this to create a large digital whiteboard that sits on top of your screen, above all other applications and the desktop (you can then use the draw, arrow, and text tools on the whiteboard)

12. Once you have stopped recording, you will be taken to this screen. The main elements are:



**A** — play/pause button; click this to start and stop recording playback

**B** — sound button; click this to turn recording sound off and on (just on playback here, not in the final recording)

**C** — **Title** text field (required); type in what you would like to name this recording (please make this as descriptive and unique as possible, to easily distinguish it from other recordings, but also use a consistent naming pattern with your recording titles if they are part of a series)

**D** — **Description** text field (optional); type in additional information for more details/context

**E** — **Tags** text field; this isn't normally used, so you can just leave this blank

**F** — **Delete** button; click this to discard the recording (it can't be recovered)

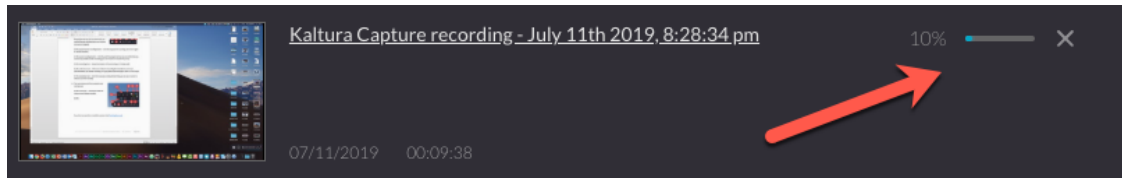
**G** — **Save & Upload** button; click this to save the recording locally to your computer and also upload it to My Media in Blackboard (this is the option you should almost always use)

**H** — **Save** button; click this to save the recording locally but not upload it to My Media (this is the option you should use only if you don't want to immediately publish it to My Media)

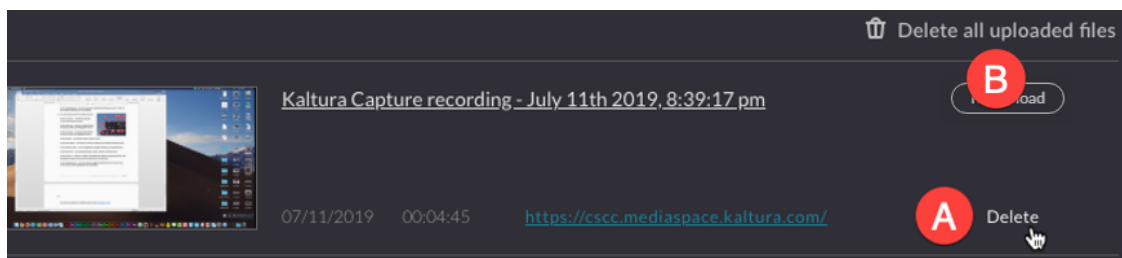


13. When you choose to Save & Upload a recording, you will be taken back to the Library screen, and a progress bar will appear to the right of the chosen recording, displaying the upload progress of the video to My Media. When it's finished, the progress bar will disappear.

*NOTE: Please be patient, as uploading may take a long time.*



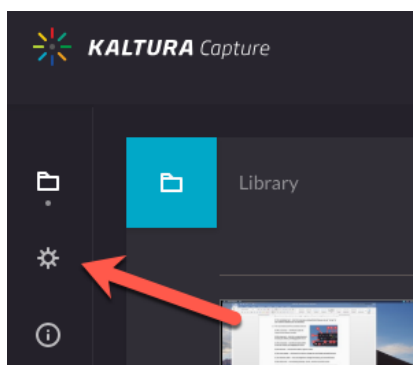
14. Once a recording has been successfully uploaded to My Media, there is no need to keep a local copy of it on your computer (as it is taking up storage space). So, you can delete it individually by (A) clicking the **Delete** button on the far right of its entry; or, you can delete multiple recordings at once by (B) clicking the **Delete all uploaded files** button toward the upper right.



15. To start making another recording, click the **New Recording** button in the upper-right corner.

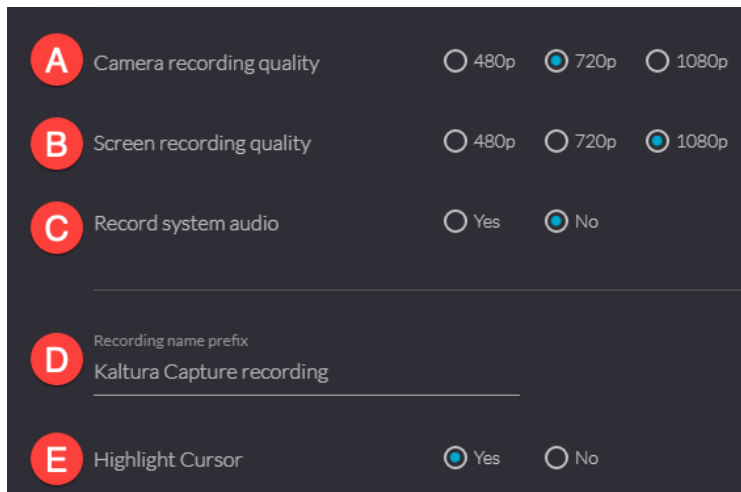


16. Click the gear icon on the far left to go to **Settings**.





17. The options on the Settings screen are:



**A — Camera recording quality;** click the resolution for recording from your computer camera; usually, you want to use 720p for older computers and 1080p for newer computers

**B — Screen recording quality;** click the resolution for recording your computer display; usually, you want to use 720p for older computers and 1080p for newer computers

**C — Record system audio** (Windows only); click **Yes** only if you want to record sound coming from the computer, separate from your microphone; usually, you should click **No** unless you have critical computer audio you need to record (this option is not available on Mac)

**D — Recording name prefix;** type in text that will always show up at the beginning of your recording titles (this will prepend whatever you type in as part of titles automatically)

**E — Highlight Cursor;** click **Yes** to enable a subtle yellow burst effect that appears around the mouse cursor when you click the mouse button during the recording

18. All Kaltura Capture recordings that you Save & Upload automatically go into My Media on Blackboard. For more information on how to use these videos inside and outside of Blackboard, refer to these documents from DEIS:

- **How to embed/insert videos into Blackboard** (inside the CSCC system)
- **How to share a My Media video outside of Blackboard** (outside the CSCC system)

*If you have any questions or problems, please email [teaching@cscce.edu](mailto:teaching@cscce.edu)*