

ID&T Job Aid: Using Kaltura CaptureSpace Desktop Recorder

Step 1: Open the software from desktop

1. Locate the Kaltura CaptureSpace Desktop Recorder icon.
2. Select the software to open it.



Step 2: The Record Menu

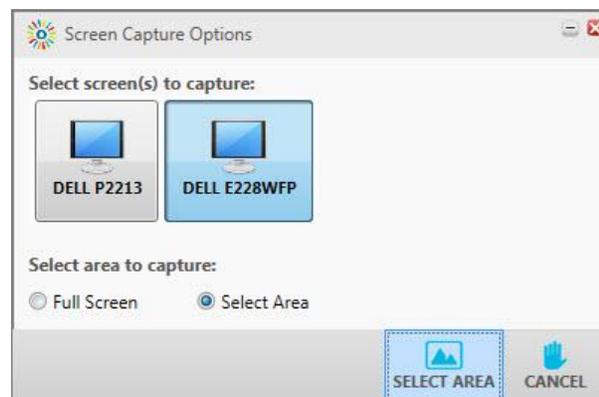
1. The first option, **Record** provides the following.
 - Options include recording your screen with audio narration with attached microphone.
 - Recording your screen with narration that includes video and audio with webcam and microphone.
 - Recording just audio, or audio and video using a webcam and microphone.
2. The other menu buttons are **Library**, any video you create and save will be available here until deleted. **Settings** is where you select and make adjustments to the microphone and webcamera you are using.



Step 3: Steps for Screen Capture with Audio

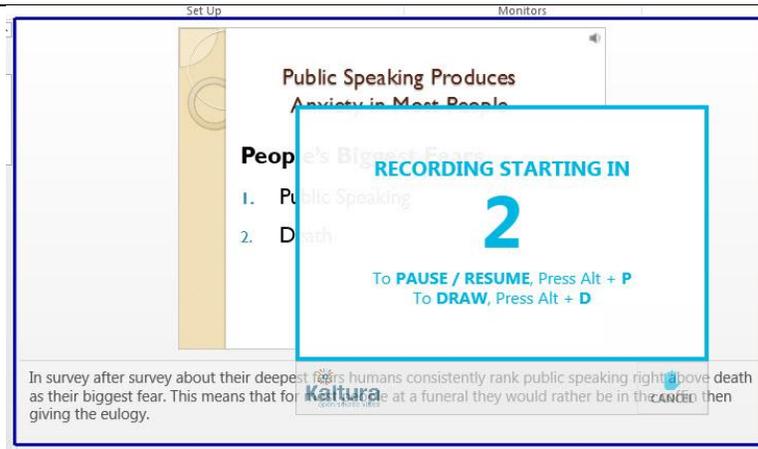
1. Be sure to attach a microphone.
2. If you have multiple screens, desktop recorder detects them and gives you the option to select the appropriate screen.
3. You have the option to select **Full Screen** or just a **Specific Area** of the screen.
4. Position the capture area over the items on the desktop you want to display in your video.

Tip: Select area will be the best option if you need to show any detail in the screen.



Step 4: Recording

1. After setting up the capture area, select the **Record** button.
2. The software provides a 5 second countdown.
3. The recording begins immediately, the content in the blue box is captured, and anything you say is recorded.



Step 5: Recording Menu



1. While the Recording is in progress you will see the length of the recording as it occurs.
2. End by clicking **Done**.
3. You can **Pause** the recording.
4. End recording by clicking **Done** to end and save, or **Cancel** to end and delete the recording.
5. **Draw** allows you to markup the recording screen to draw attention to something specific.

Step 6: The Draw Menu

1. You can select a variety of options for marking up the slide from this menu.

Tip: It takes practice. It's worth the time to do a dry run through your presentation to get used to timing and tool usage.



Step 7: Finished Recording Preview



1. The presentation will be displayed as a series of thumbnails.
2. Clicking the blue play button will start the slideshow in real time.
3. You can also grab the moving play bar and scrub through the presentation at increased or decreased speed.

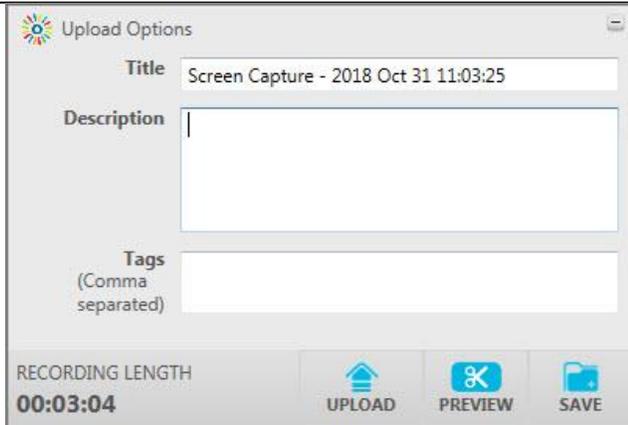
Step 8: Editing a Finished Recording



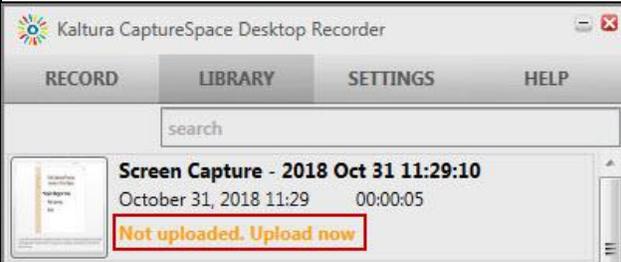
1. **Trim** allows you select and delete content from the beginning and the end of the video.
2. **Chop** allows you to select and delete portions of content within the video.
3. **Titles** allows you to select from a variety of templates to add a professional looking title slide at the start of the presentation.
4. **Credits** allows you to select from a variety of templates to add a professional looking Credit slide at the end of the presentation.
5. For both Titles and Credits, you can place other information on them, but they will only appear at the beginning and end of the presentation.

Step 9: Preparing to Upload to MediaSpace

1. Use these fields to identify your presentation and make it searchable should it need to be found in MediaSpace at a later time.
2. **Title**, provide a reasonably short, but accurate title.
3. **Description**, should give a synopsis of what is on the video. This will be visible to users.
4. **Tags**, these help support personnel search for the video using a variety of identifiers. Tags should include your first and last name, course the video will be used in, college, school, department, and/or program the video was created for.
5. Selecting **Save**, will keep this information in your Desktop Capture Library.
6. Selecting **Upload** will move the video to MediaSpace where a link to it can be obtained and placed in a course.



Step 10: Uploading to MediaSpace



1. If you do not upload the video to MediaSpace immediately, your saved presentations can be uploaded later from the Library.
2. Locate the presentation you want to upload in the **Library**.
3. Find and click the **Upload Now** button for that video.