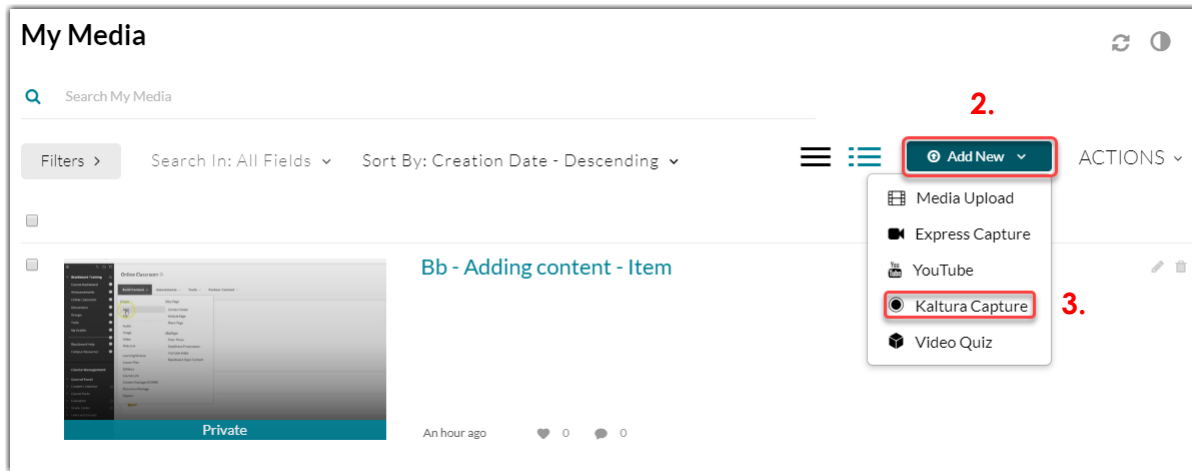
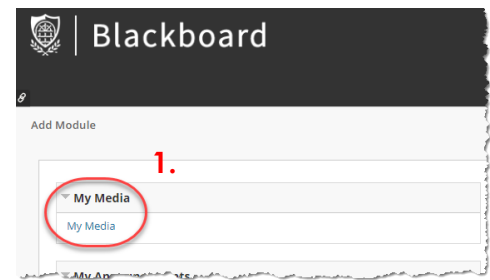


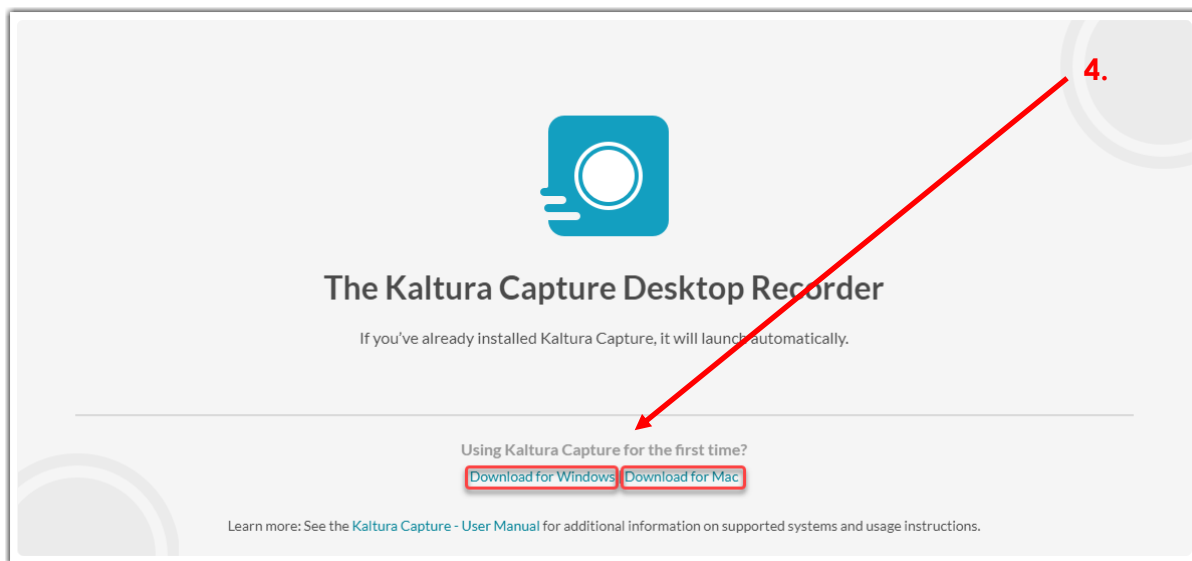
Using Kaltura Capture

1. Login to **Blackboard** and click **My Media (1)** on the **My Institution** page.
2. After the My Media page opens, click the **Add New (2)** button.
3. Click **Kaltura Capture. (3)**



4. The first time you use Kaltura Capture, the installation file must download. After clicking **Kaltura Capture** from the **Add New** menu, you are presented with **The Kaltura Capture Desktop Recorder** page. This page includes links to the installation files for Windows and Mac. Click the appropriate link **(4)** and save the installation file to your computer.

Note: If you have previously downloaded and installed the software, proceed to the next step.



To complete the installation of Kaltura Capture on a UCA owned computer, you must submit a ticket to Information Technology. Use the link on IT's website—**Submit a Help Desk Request**. Add **Kaltura Capture Installation** in the title and/or description.



5. Click **Open Kaltura Capture (5)** from the dialog box that opens.



If you have downloaded and installed Kaltura Capture, you can also start a recording by double-clicking on the desktop icon or using the Start menu.

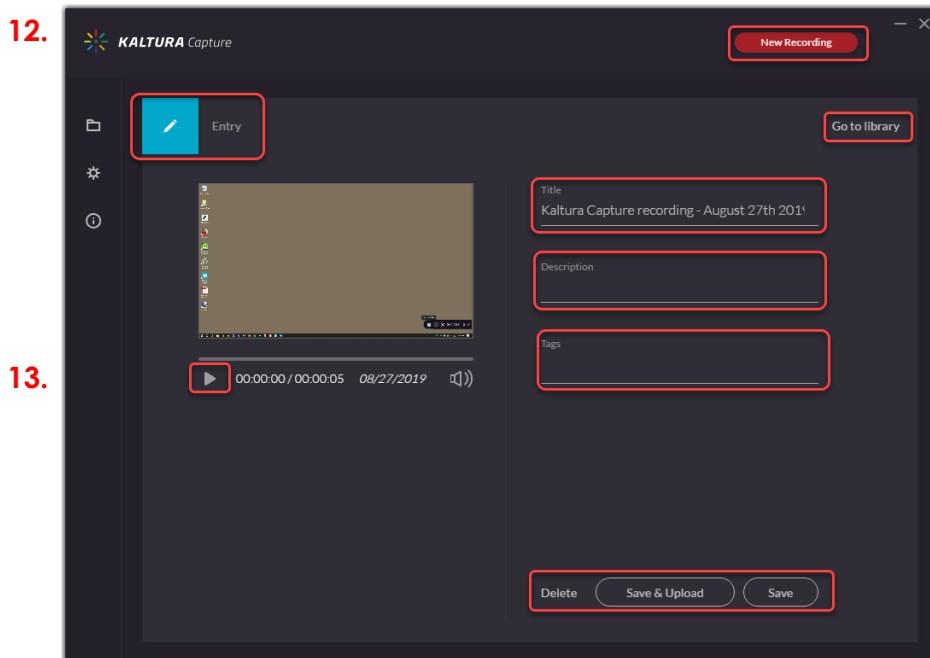
6. Kaltura Capture will open and the toolbar (6) will be displayed. Make selections for screen(s) (7) and audio (8). Click the Record button (9) when ready. The condensed toolbar (10) then appears in the lower, right corner. Both toolbars can be moved by clicking and dragging to a new location.



Preview of screen or webcam view.

- If there is more than one screen, you can choose which screen to record.
- If you have a webcam, you can select that as an option to record.
- Selecting more than one screen/webcam will include picture-in-picture on the final recording.

7. Complete your recording (screen capture and/or webcam) and click the **Stop (11)**.
 8. The Kaltura Capture window (12) will open. The recording just made is displayed with a thumbnail. You can **preview (13)**, **Delete**, **Save and Upload** (upload to your My Media account) or **Save (14)** the video and upload at a later time. You can add a **Title (15)**, **Description (16)**, and **Tags (17)**.



New Recording will close the current window and open the Recording toolbar.

Go to library will open the Kaltura Capture library—all recordings made on the computer.



9. The **Kaltura Capture Library** includes all recordings made with Kaltura Capture on the current computer (that have not been previously deleted). It will not include other videos in your My Media account that have been upload or recorded with Express Capture.
10. The menu on the left includes buttons/links to the **Library**, **Settings** and **Information (1)**.
11. You can **upload (2)** recorded videos to your My Media account or **delete (3)** videos from Kaltura Capture. (If you have uploaded a video to your My Media account, deleting it here only deletes the video from the computer, NOT from My Media.)
12. You can also click the **New Recording** button **(4)** to record a new video with Kaltura Capture.

