

KALTURA CAPTURE GUIDE – FOR STUDENTS

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OVERVIEW

Kaltura Capture is an application that enables users to record screencasts with the use of their computer screen and webcam, and is available to all students and instructors to use. New videos are automatically uploaded to your personal media repository for Kaltura that can be accessed under “My Media” in any course on Canvas.

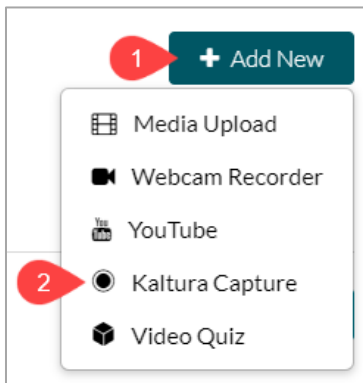
Some uses of Kaltura Capture:

- Record presentations and embed them into Canvas assignments or discussions.

USING THE KALTURA SCREEN CAPTURE TOOL

You will need to download Kaltura Capture on your computer if you have not used it before. After downloading Kaltura Capture, you will have access to the screen recording tool. To download Kaltura Capture:

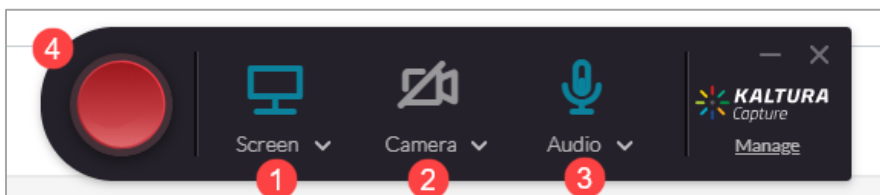
1. Go to **My Media** on your course menu. (If you cannot locate My Media on your course menu, you might need to ask your instructor to enable it on their end)
2. Click **Add New (1)**
3. Choose **Kaltura Capture (2)** from the menu



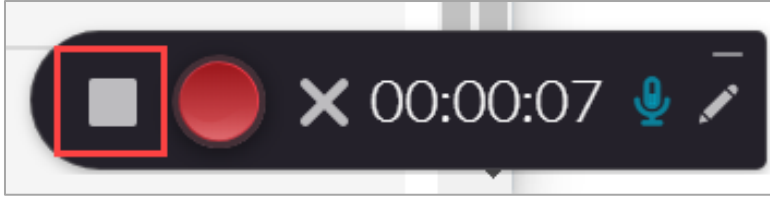
4. Follow the instructions to download and set up Kaltura Capture

After the download and set-up is complete:

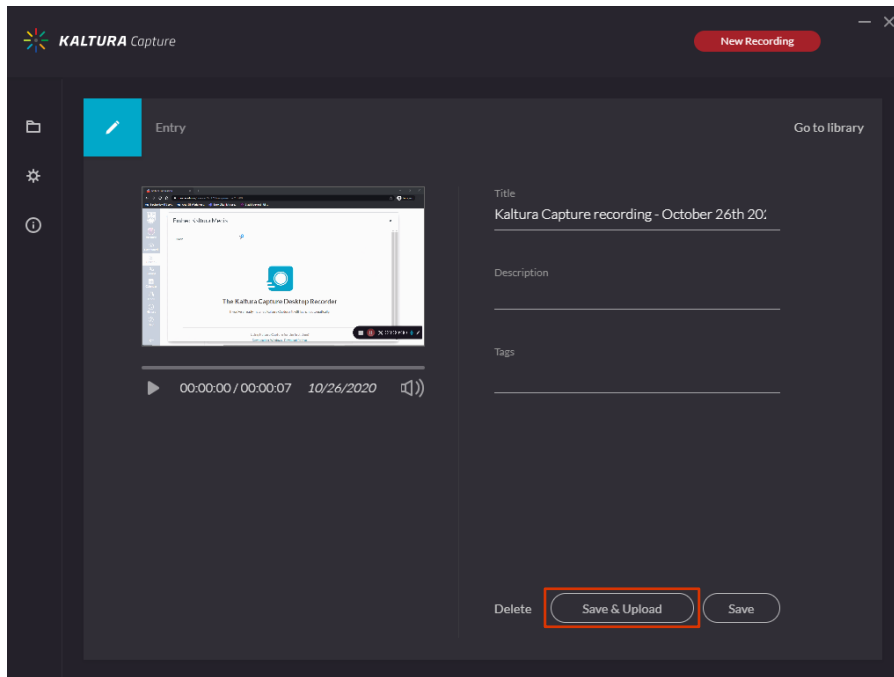
5. Open **Kaltura Capture app** on your computer.
6. Kaltura Capture will record your **Screen (1), Webcam (2), and Audio (3)**. Make sure you click on the arrows next to these items to check if they are working properly before you start your recording.
7. If you are using multiple screens, you can choose which one you want recorded by clicking on the arrow next to **Screen (1)**.
8. You can click on the **camera icon (2) to disable the video recording** if you do not want Kaltura to record your webcam. (Screen and audio recording only)



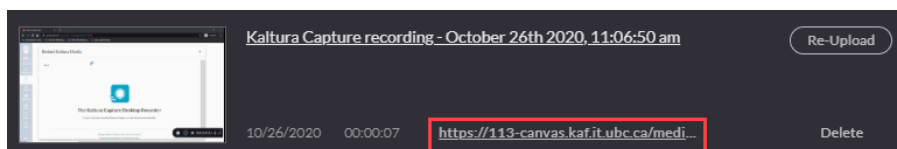
9. Start your recording by clicking on the **red dot (4)**
10. As you make your presentation, Kaltura will record your screen, webcam, and your voice over.
11. You can click on **the stop icon** to finish recording.



12. Once you stop the recording, you will get a chance to watch what Kaltura has captured and give the recording a title, description, and tags.
13. Click on the **Save & Upload** button when you are pleased with the recording.



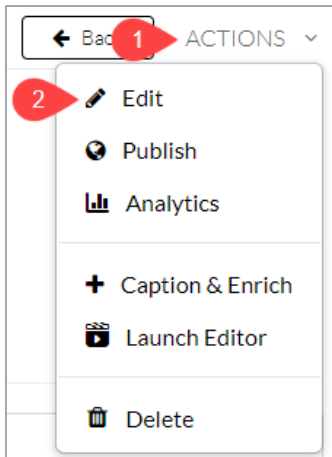
14. Wait until the upload is complete. This may take a few minutes.
15. Click on the link that shows up under the video when the upload is complete to view your recording on Canvas.



APPLYING COPYRIGHT PERMISSIONS

You will need to provide Kaltura with the appropriate copyright permissions before being able to share/embed your media recording. To access copyright permissions:

1. The link you clicked on the previous section will take you to Canvas. You can also access the video upload by going to **My Media > Clicking on the video**.
2. Click on **ACTIONS (1)**
3. Choose **Edit (2)** from the drop-down menu.



4. Scroll down to find Copyright Permissions and choose **"With the Permission of The Copyright Holder(s)"** from the drop-down menu.

A screenshot of the 'Copyright Permissions' section in the Kaltura interface. It features a label 'Copyright Permissions:' followed by a dropdown menu. The dropdown menu is open, showing the selected option 'With The Permission of The Copyright Holder(s)' and a downward arrow. Below the dropdown menu, there is a small asterisk followed by the text '* Required To Publish'.

5. Scroll down and **Save**.
6. These videos can now be submitted to your course's Media Gallery or embedded into any Rich Content Editor box within Canvas (such as Assignments or Discussions).