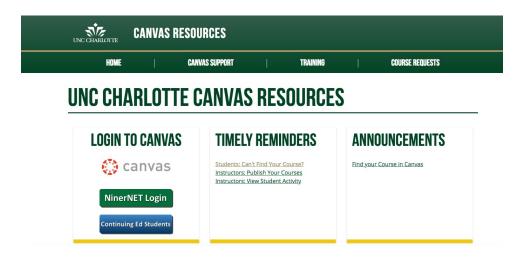
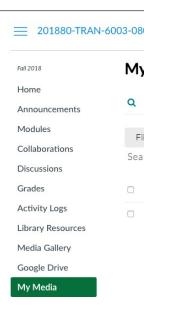
How to download and record your screen with Kaltura CaptureSpace

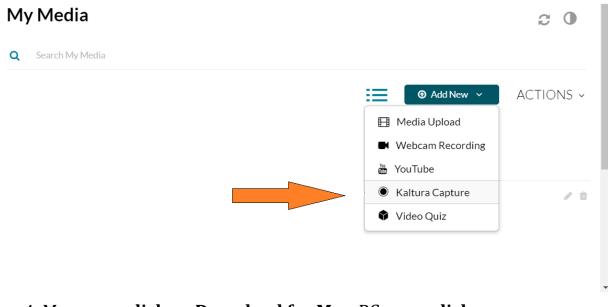
1. Log in to Canvas and click on the tab for this course.



2. Click on My Media on the list at the left-hand side of the screen.



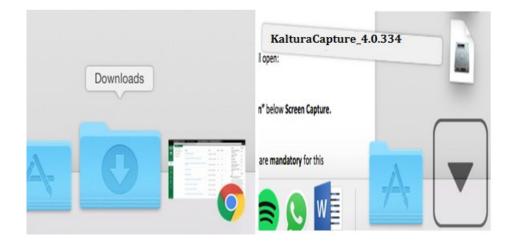
3. **Click** on **Add New** and select **Kaltura Capture** from the drop-down menu.



4. Mac users **click** on **Download for Mac**, PC users **click** on **Download for Windows**.



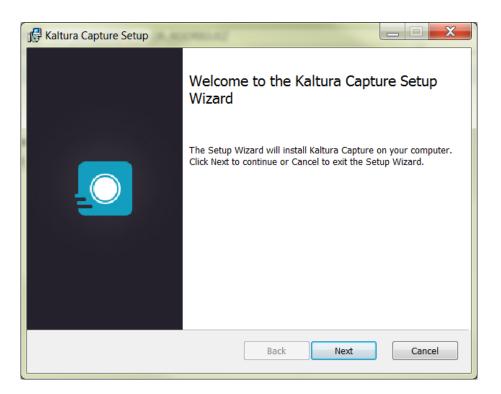
5. Go to the Downloads folder on your computer and click on KalturaCapture_4.0.334 (NOTE: File name will be different for Mac users), a multicolor icon will appear.



6. Click on the **file** downloaded to your computer and then click on **Run**.

Open File -	- Security Wa	rning		X
Do you	want to run t	his file?		
-	Name:		\KalturaCa	apture_4.0.334.msi
	Publisher:	KALTURA INC.		
	Type:	Windows Installer P	vackage	
	From:			
			Run	Cancel
🔽 Alwa	ys ask before o	opening this file		
۲			e useful, this file type o ftware from publishers	· · ·

7. Click on **Next.** Then the software will be installed on your computer.



8. After installation is complete, return to your **My Media** and click on **Kaltura Capture** again.

	Q Search My Media			
Home Announcements Modules	Filters > Search In: All Fields ~	Sort By: Creation Date - Descending 🗸	Add New Media Upload Webcam Recording	ACTIONS ~
Discussions			🛗 YouTube	
Grades My Media			Kaltura Capture	/ 1
Media Gallery			Video Quiz	
People				
Activity Logs				

10.kaf.kaltura.com/kalturacapture/laun

9. A window will pop up asking you to open Kaltura Capture. **Click on Open Kaltura Capture.**

	Open Kaltura Capture? Open Kaltura Capture Cancel	
Home Announcements Modules Discussions Grades		
My Media Media Gallery People Activity Logs	The Kaltura Capture Desktop Recorder	
	Using Kaltura Capture for the first time?	

10. A window will appear.



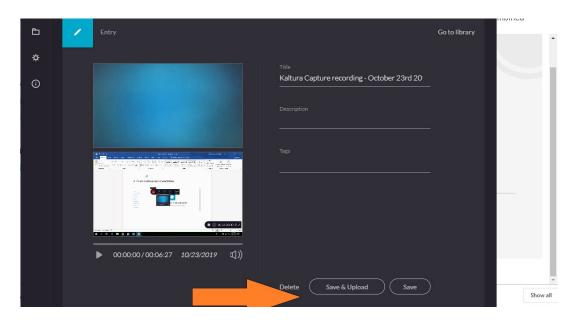
11. Do not select the Camera. Select the first screen only and do not select the second screen. To record a video, press on the **red button**.



12. A bar will appear in the right bottom corner and the recording starts.



13. To stop recording press the **stop button** and the following screen will appear:



Add any necessary information, title, description and then press on **Save & Upload.**

14. After that, the video **upload** starts.

***	KALTURA Capture		New Recording	- ×
È.	Library	1	〕 Delete all uploaded files	
☆ ⊙		Kaltura Capture recording -TEST TEST VIDEO	11% — ×	

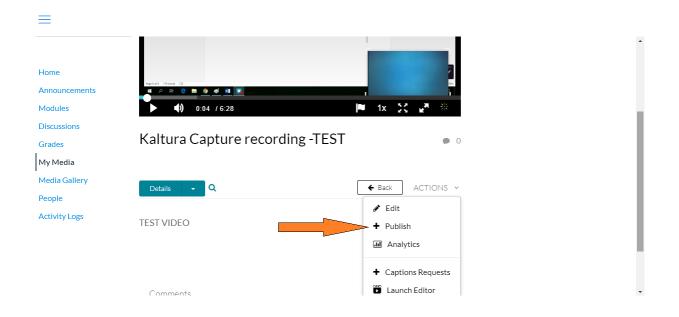
	My Media		20
Home Announcements	Q Search My Media		
Modules Discussions Grades My Media	Filters > Search In: All Fields ~ Sort By: Co	reation Date - Descending v	ACTIONS ~
Media Gallery People Activity Logs		Kaltura Capture recording -TEST TEST VIDEO	2 8
	Private	on October 23rd, 2019 🙍 0	

15. Once the upload is completed, the video can be found in **My Media**.

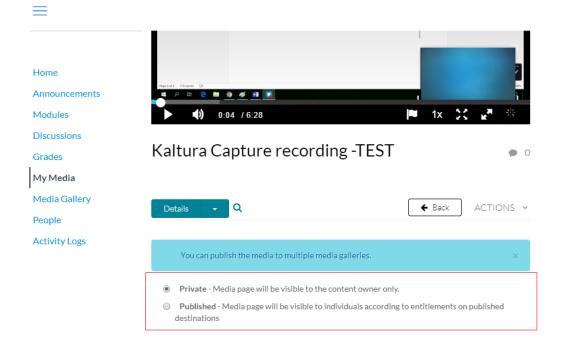
16. Once the uploading process is complete, you can publish the video to share it with the class. To **publish** the video, click on the uploaded video.

\equiv		
	My Media 🤤	0 Î
Home		
Announcements	Q Search My Media	
Modules	Filters > O Add New > ACTIO	NIC
Discussions		1N2 ~
Grades	Search In: All Fields 🗸 Sort By: Creation Date - Descending 🗸	
My Media		
Media Gallery	Kaltura Capture recording -TEST	/ 0
People		o
Activity Logs	Private	
	on October 23rd, 2019 🕐 0	

17. The video screen opens, scroll down to the **Actions drop-down menu** and select **Publish**.



18. Select the appropriate publishing criteria. Select **Published** to share it with the class.



19. Select the appropriate **Gallery**, i.e., **class** where the video should be published. And click on **Save** at the bottom of the screen.

≡	
	You can publish the media to multiple media galleries. $\qquad \times$
Home	Private - Media page will be visible to the content owner only.
Announcements Modules	Published - Media page will be visible to individuals according to entitlements on published destinations
Discussions	Publish in Gallery
My Media Media Gallery	 201910-Spring 201910-Spring 201910-Spring 201980-Fall 2019- 2019-ITLN-3050- 2019-TRAN-4413- 2019-TRAN-5413- HONR-3700-H04-
People	001:LACS-3050- 001:TRAN-5413- 080-Practicum in Honors College 002_Combined 080_Combined Trans II - GERM Topics
Activity Loge	201980-Fall 2019- 201980-Fall 2019- 201980-Fall 2019- 201980-Fall 2019- ITLN-3050- LTAM-3319- TRAN-5412-080- TRAN-6004- 001:LACS-3050- 001:SPAN-3019- Practicum in Trans 080:TRAN-6004- 004_Combined 001_Combined - GERM 081_Combined
	201980-Fall 2019- ARCHIBUS Project Building Sandbox Course- TRAN-6004-081- Management Emergency dsvamber Translation Project Customer Evacuation Management Evacuation

20. To locate your video go to the corresponding **class** and click on **Media Gallery**. Your video is now published and visible to all students.

