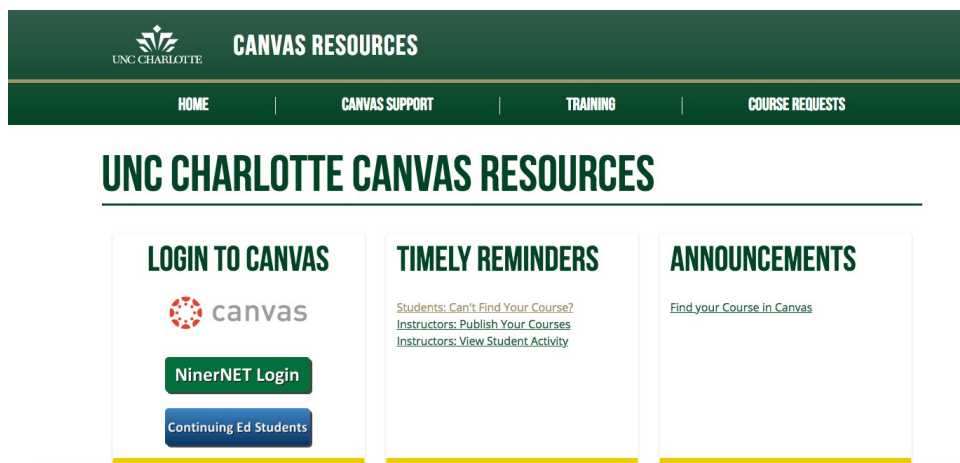
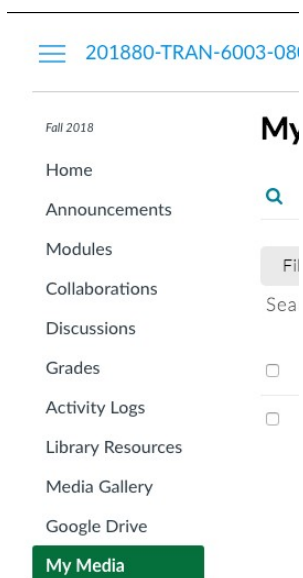


# How to download and record your screen with **Kaltura CaptureSpace**

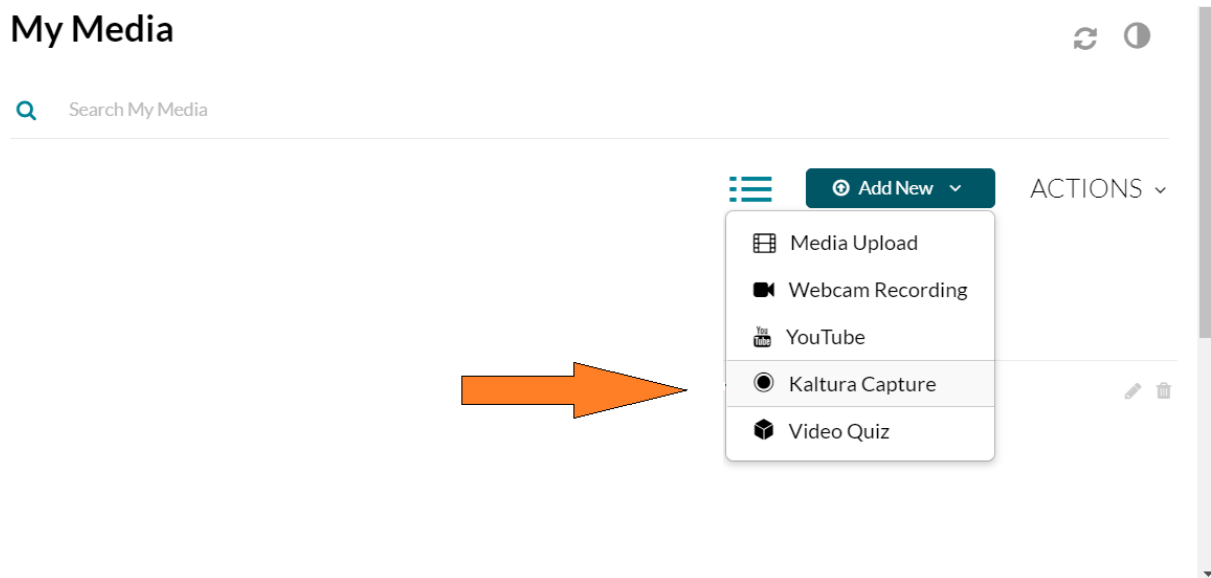
1. **Log in** to Canvas and **click** on the tab for this course.



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



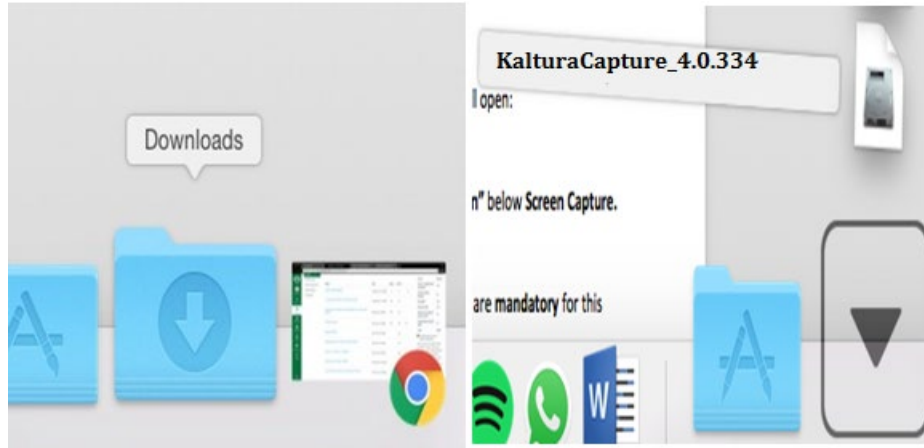
3. Click on **Add New** and select **Kaltura Capture** from the drop-down menu.



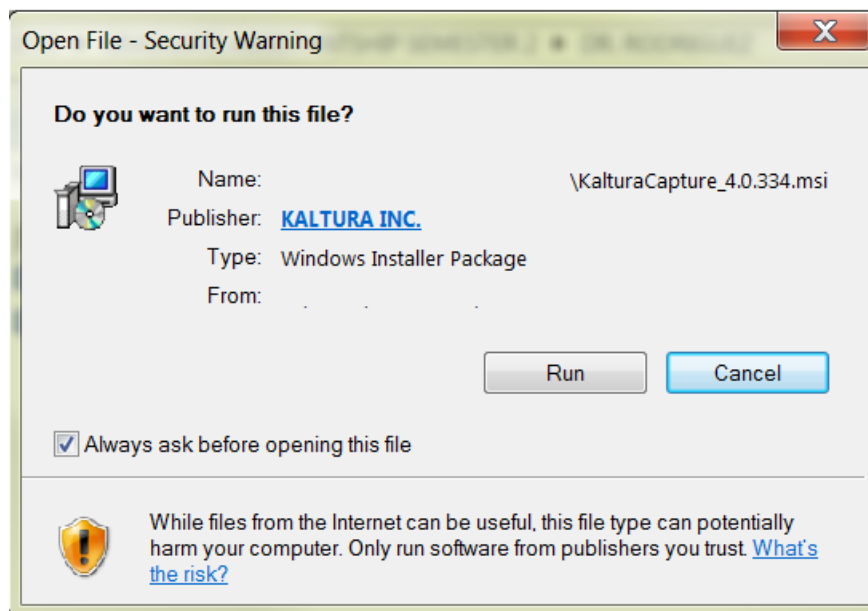
4. Mac users **click on Download for Mac**, PC users **click on Download for Windows**.



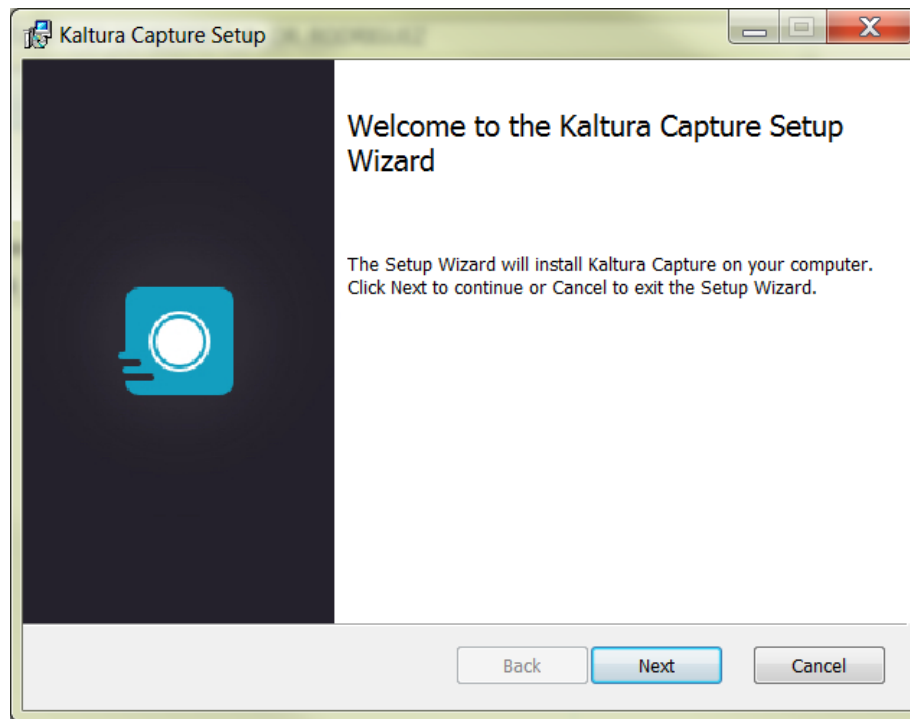
5. Go to the **Downloads** folder on your computer and **click** on **KalturaCapture\_4.0.334** (NOTE: File name will be different for Mac users), a **multicolor icon** will appear.



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



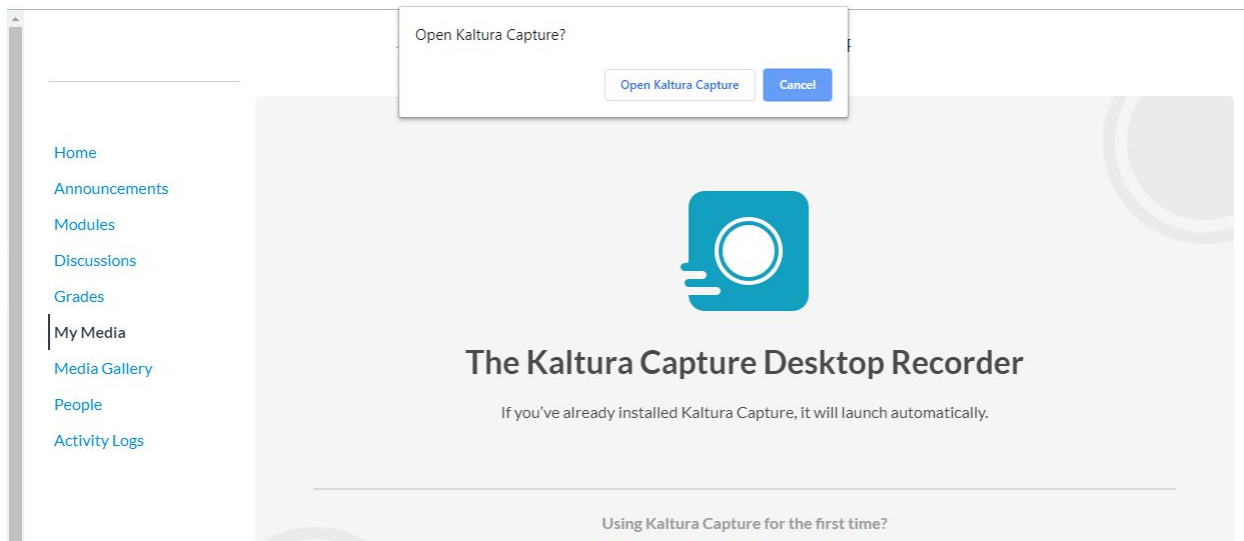
7. Click on **Next**. Then the software will be installed on your computer.



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



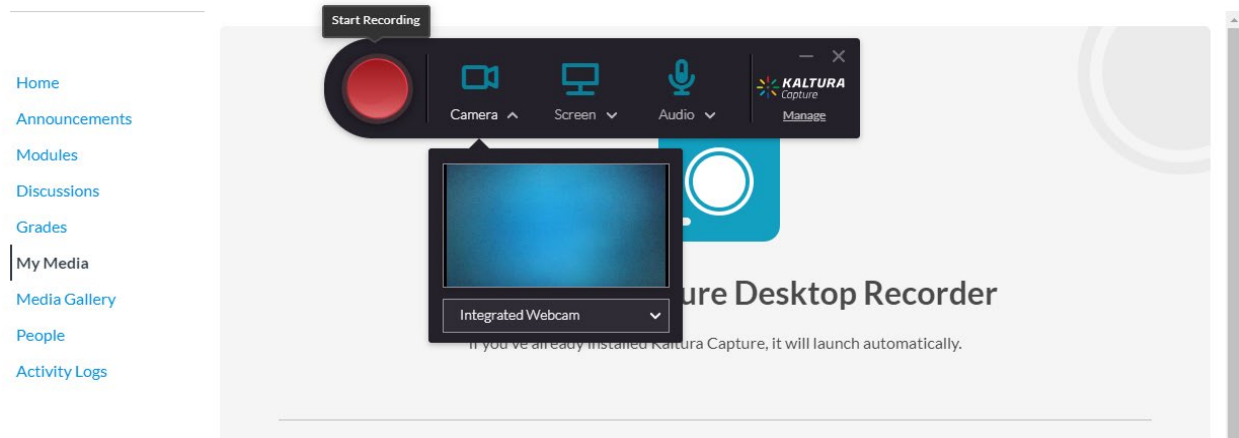
9. A window will pop up asking you to open Kaltura Capture. **Click on Open Kaltura Capture.**



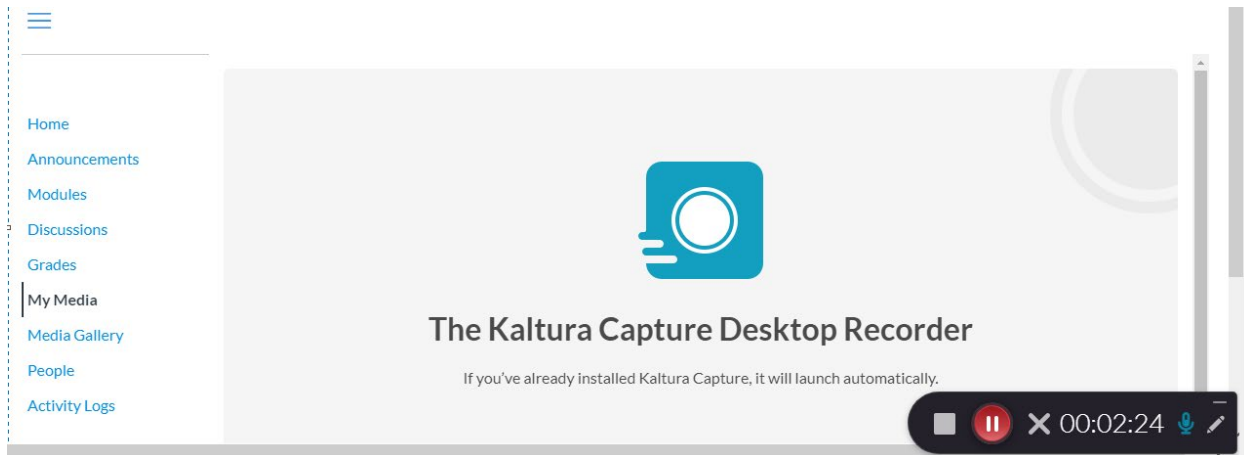
10. A window will appear.



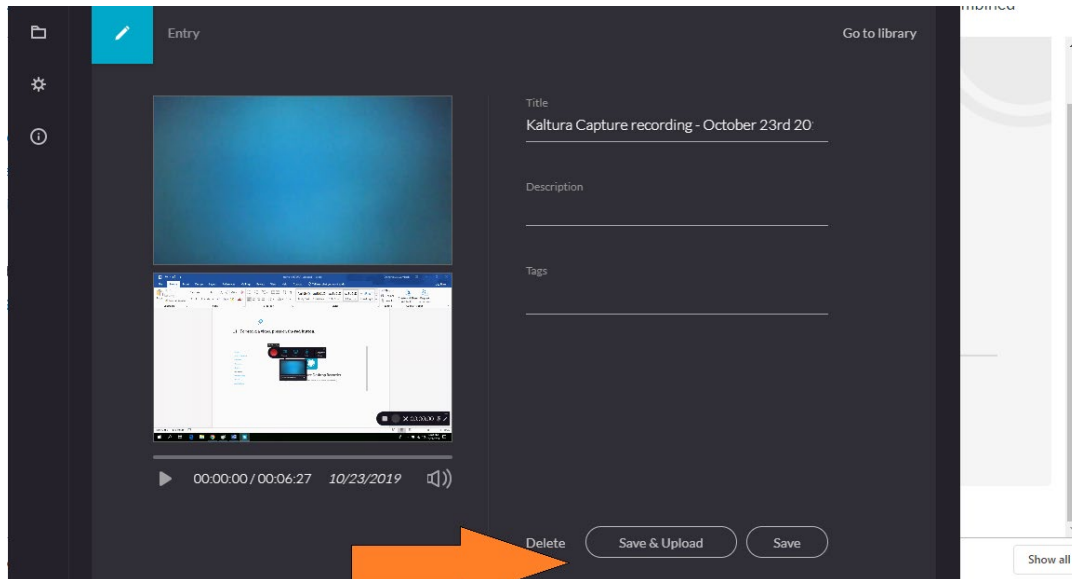
11. Do not select the Camera. Select the first screen only and do not select the second screen. To record a video, press on the **red button**.



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

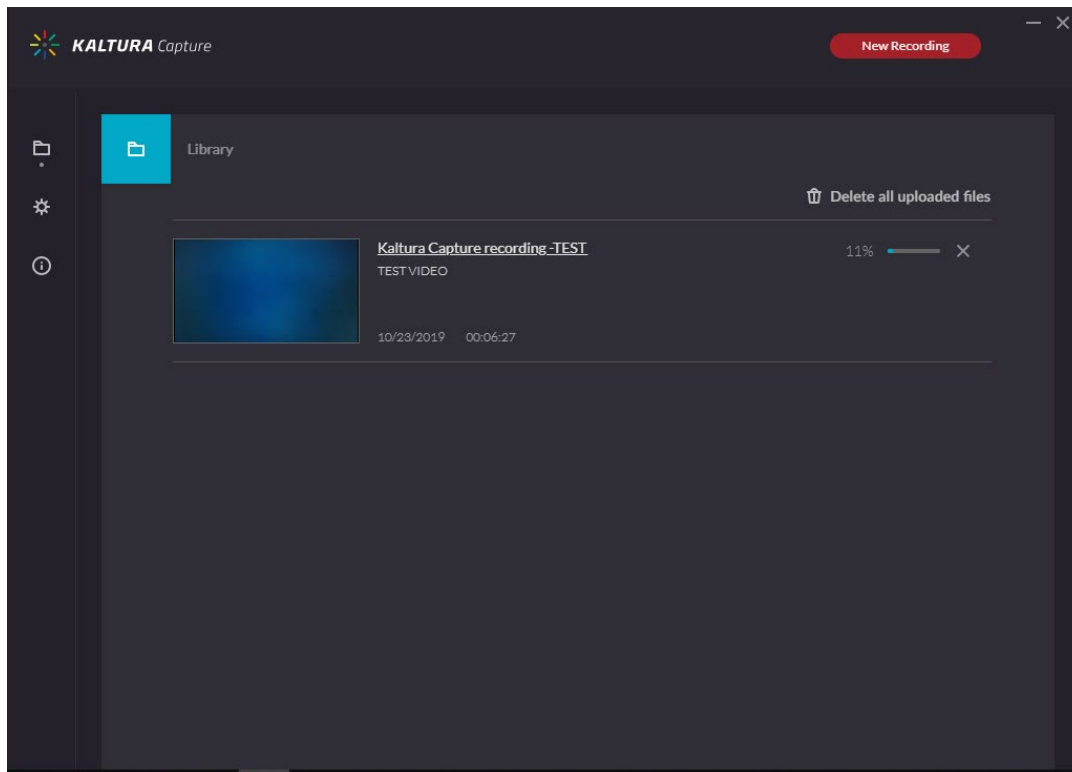


13. To stop recording press the **stop button** and the following screen will appear:

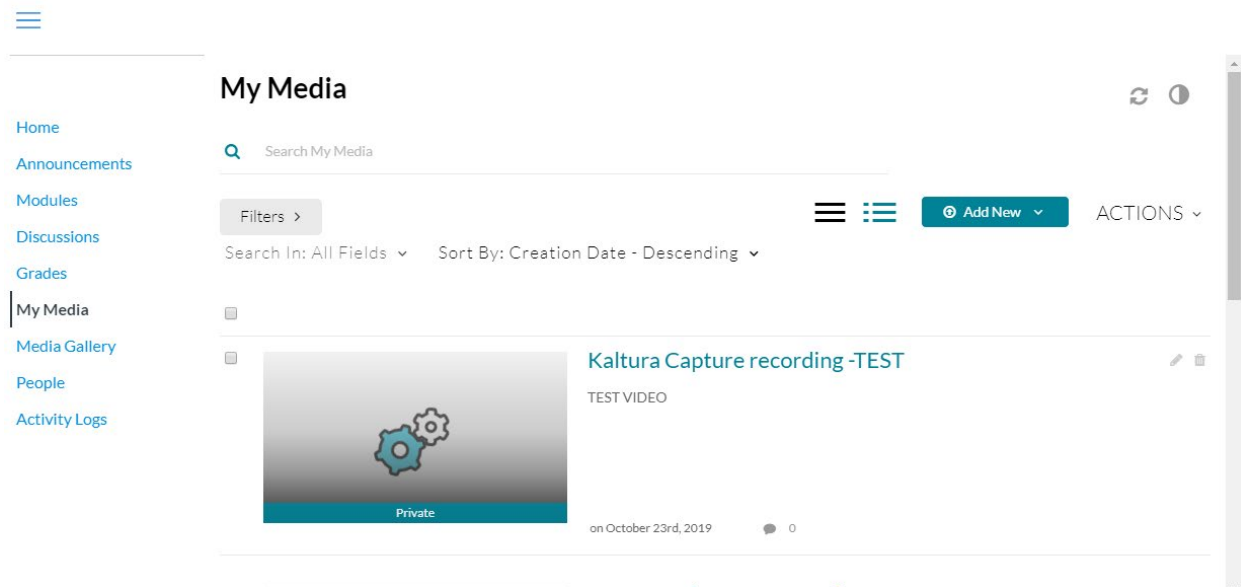


Add any necessary information, title, description and then press on **Save & Upload**.

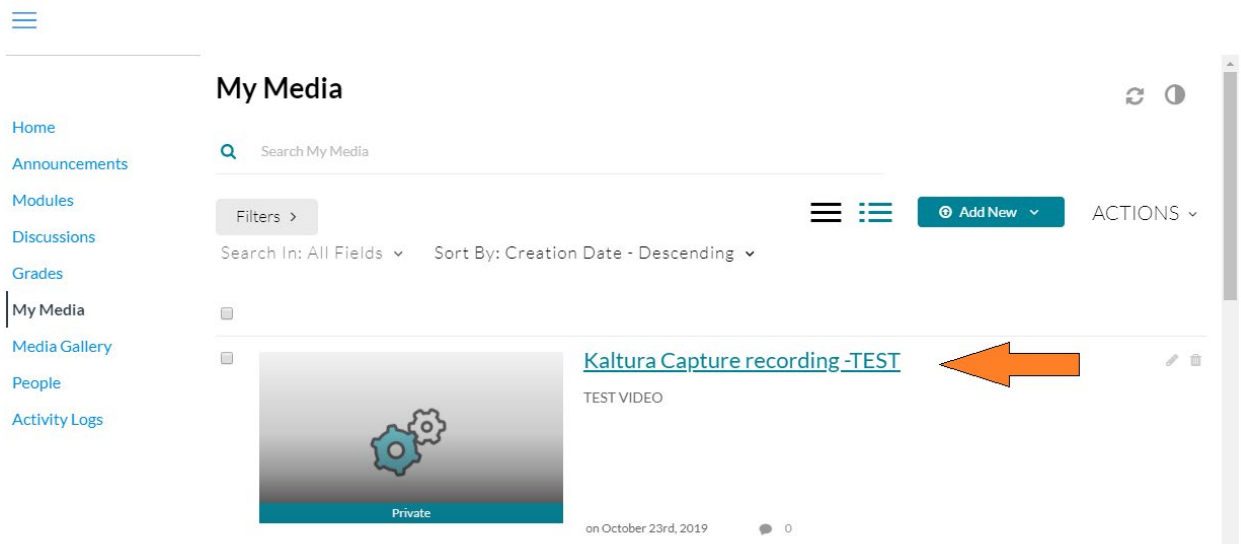
14. After that, the video **upload** starts.



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

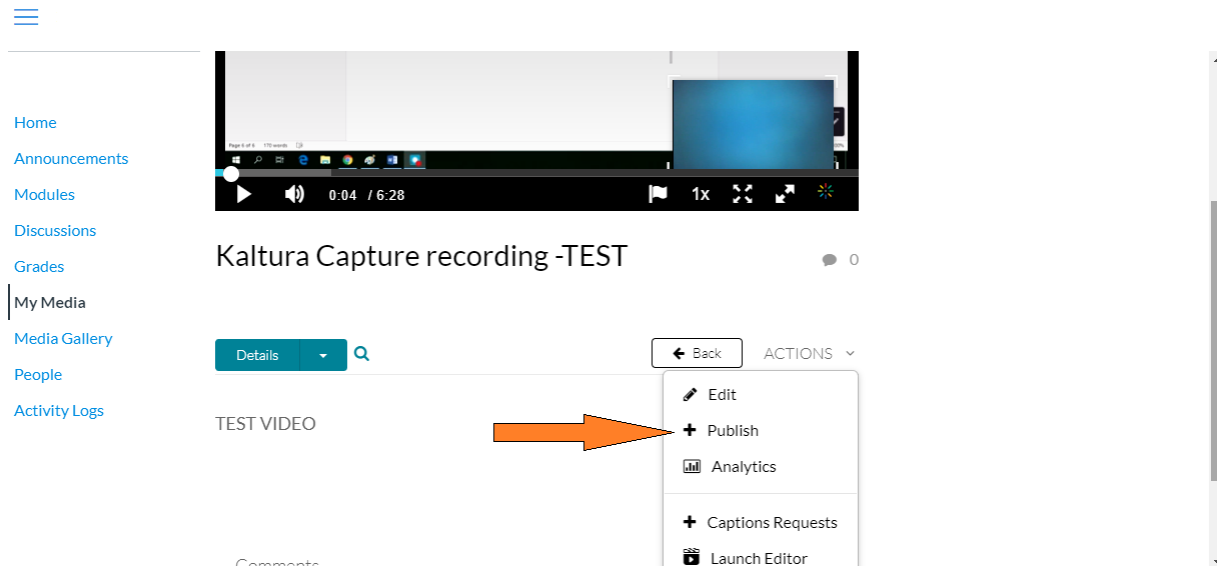


16. Once the uploading process is complete, you can publish the video to share it with the class. To **publish** the video, click on the uploaded video.

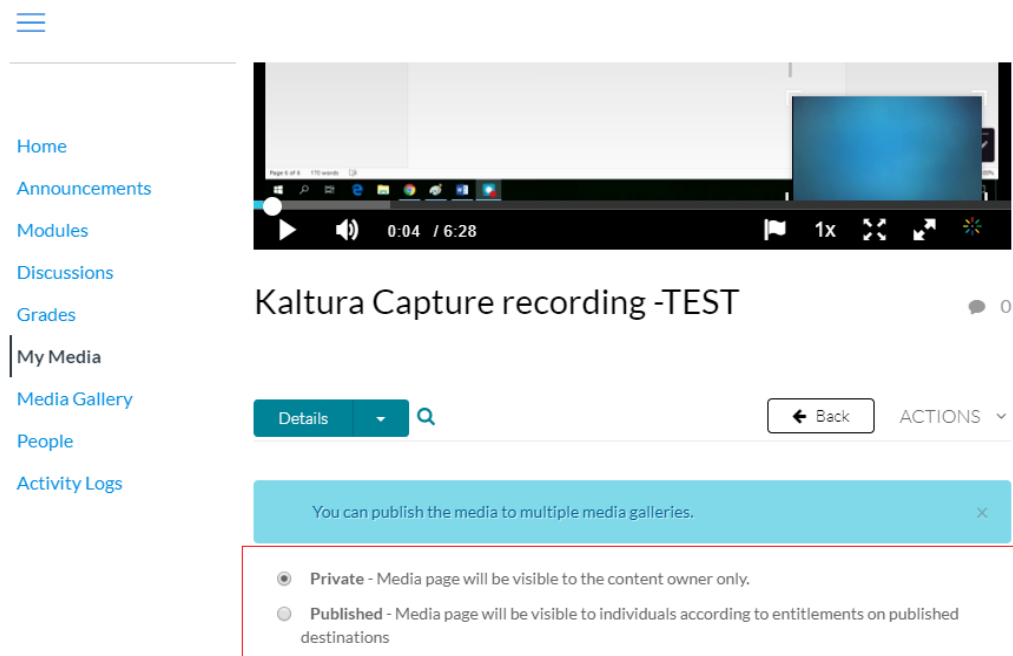




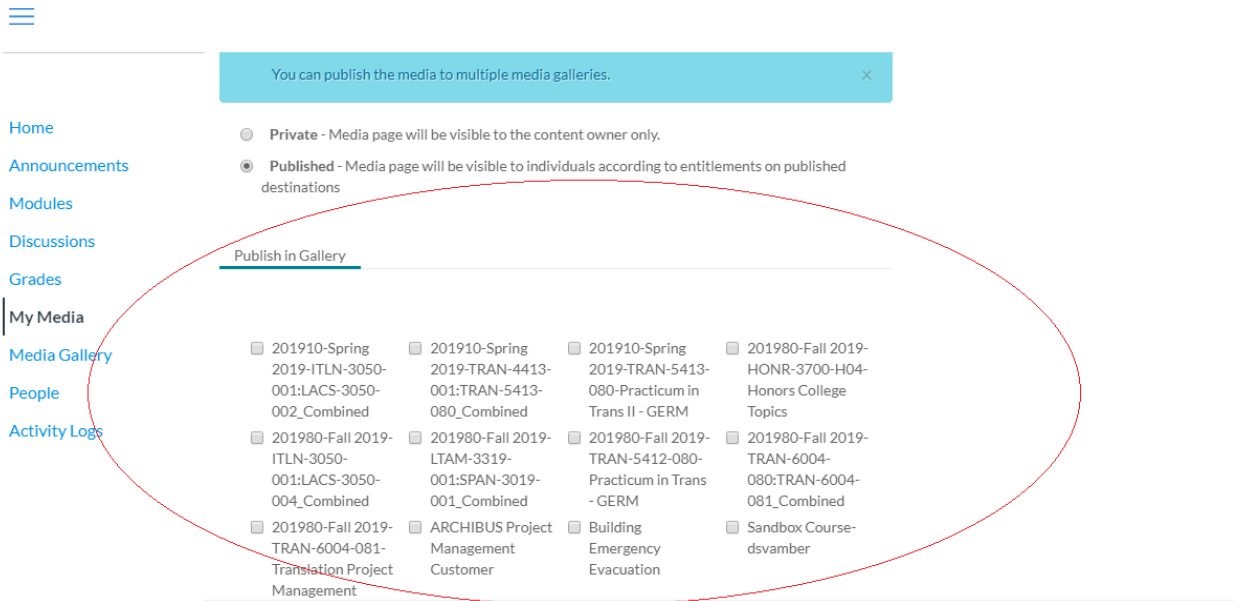
17. The video screen opens, scroll down to the **Actions drop-down menu** and select **Publish**.



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.



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.

