



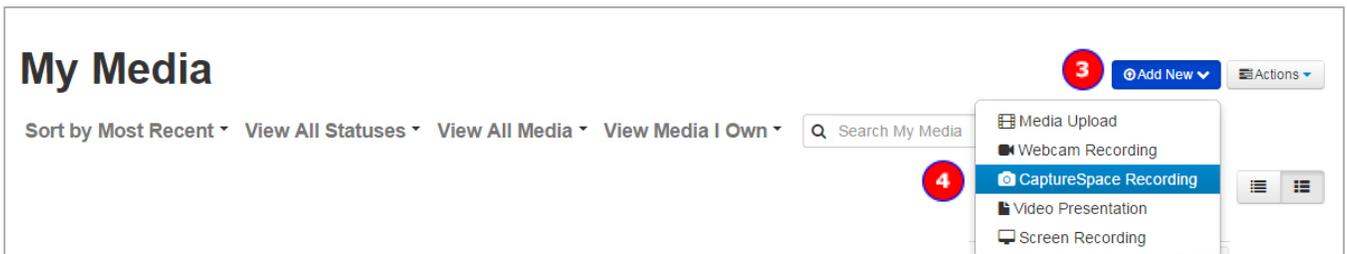
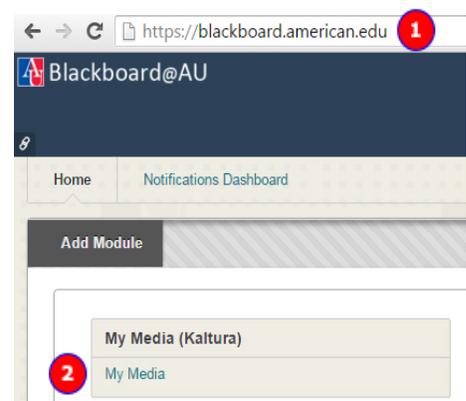
Instructor Quick Start Guide to Creating Videos with Kaltura CaptureSpace

About Kaltura CaptureSpace

CaptureSpace is a user-friendly app that allows instructors to easily create video presentations using an intuitive interface. CaptureSpace works with Kaltura, AU's online video management, creation, and collaboration system, and it is fully integrated with the Blackboard learning management system.

Install the CaptureSpace app

1. Using your AU credentials, log in to Blackboard (<https://blackboard.american.edu>).
2. Click the **My Media** link on the **Home** tab to access your video repository.
3. Click the **Add New** button to expand the drop-down menu.
4. Choose **CaptureSpace Recording**. You will be prompted to download the app.
5. Click the appropriate download link for your system (Windows or Mac).
6. Install the downloaded file by following the on-screen prompts.



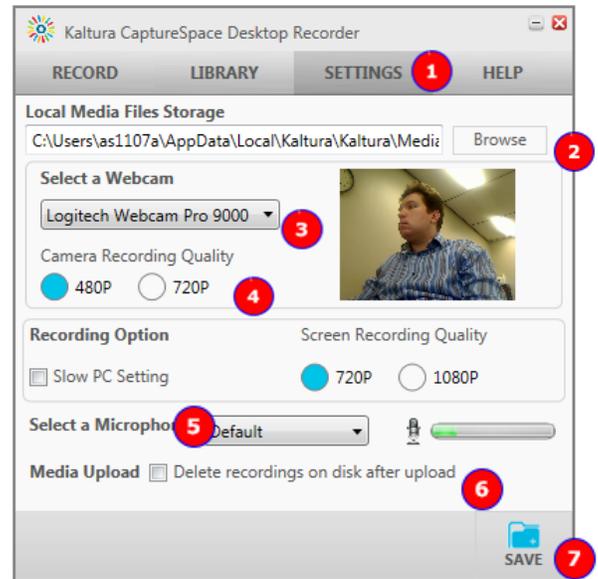
Launch CaptureSpace

1. Follow steps 1-4 above.
2. In the Kaltura CaptureSpace Desktop Recorder window, click the type of presentation you will create.
 - This guide will demonstrate the **Presentations & Lectures** option.



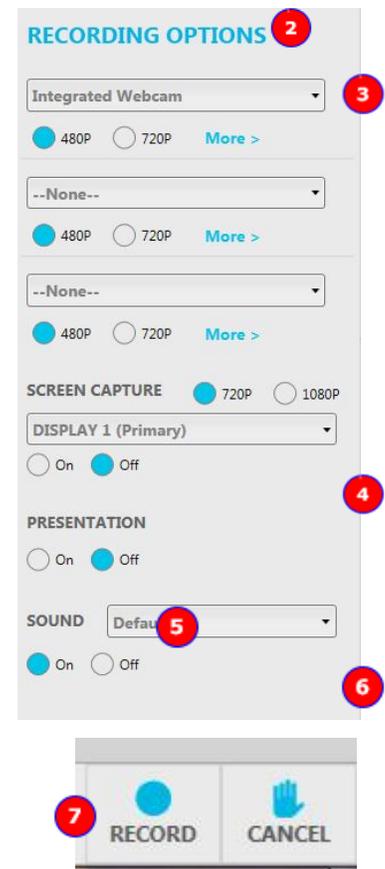
Adjust settings, as needed

1. Click the **Settings** tab.
2. Choose a location on your hard drive where the video will be stored prior to uploading.
 - You will need at least 1 GB of available disk space to save your video. Lengthier videos will require additional disk space.
3. Choose the preferred device(s) under **Select a Webcam** and/or **Select a Microphone**, if applicable.
4. Change the **Camera Recording Quality** and/or **Screen Recording Quality** settings, as necessary.
 - To save disk space, we recommend using the default settings.
5. If your computer is more than a few years old, check the box for **Slow PC Setting** to improve performance.
6. To remove recordings from your hard drive after uploading them to Kaltura, check the box under **Media Upload**.
7. Click **Save** to commit your changes.



Choose your inputs

1. Click the **Record** tab in the Kaltura CaptureSpace Desktop Recorder window and click the type of presentation you will create.
2. In the **Recording Options** window, use the drop-down menus and toggle the radio buttons to select the inputs that will be recorded and, if necessary, adjust the resolution.
3. **Webcam** will capture video using the selected device. If your computer does not have an integrated webcam, you will need to connect an external device.
4. **Screen Capture** will record anything that is displayed by the selected device (e.g., computer monitor).
5. **Presentation** will allow you to view and record a PowerPoint file from your computer. Note that some formatting (such as non-standard fonts) may not display correctly in Kaltura. Should this occur, the presentation can be recorded as a screen capture.
6. **Sound** will capture audio from the selected microphone.
7. Click the **Record** button in the lower right corner of the screen to begin recording.



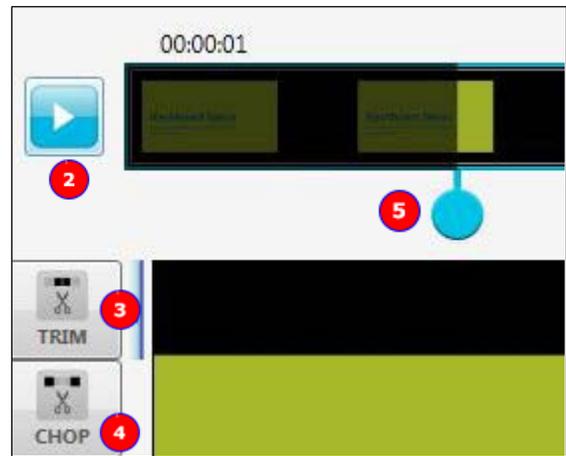
Record your video

1. After clicking the **Record** button, Kaltura will display a five-second countdown before recording begins. Once recording begins, the control panel will appear.
2. Use the **Pause** button as needed. Click **Restart** to resume recording after pausing.
3. When finished, click **Done** to proceed to the next step (preview/edit) or **Cancel** to discard the recording.



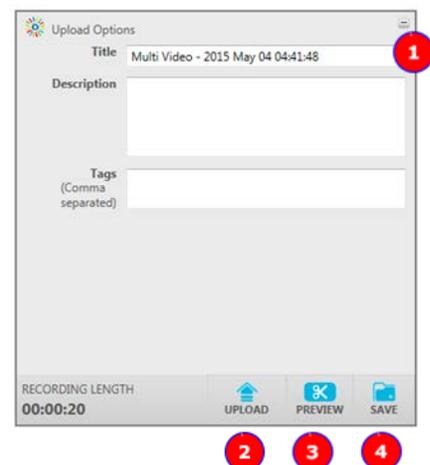
Preview and edit the video

1. After clicking **Done**, Kaltura will open the preview and edit window.
2. To play your recording, click the blue button in the upper left corner of the window.
3. Use the **Trim** tool to remove frames before and/or after the bounds specified (i.e., *keep* only the portion of the video between the sliders).
4. Use the **Chop** tool to remove a segment of the recording *within* the bounds specified (i.e., *remove* the portion of the video between the sliders).
5. To specify the bounds for trimming or chopping, move the blue slider(s) to the desired position.
6. When finished, save your changes by clicking the **Apply** button, located in the bottom right corner of the screen. Any edits are temporary until the **Apply** button has been clicked.
7. After applying any changes, click the **Done** button, located in the bottom right corner of the screen.



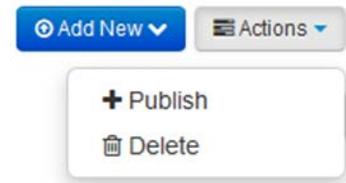
Upload or save the video

1. In the **Upload Options** window, enter a title, description, and any tags you want to associate with the video.
2. Click the **Upload** button to upload your video to **My Media**. From there, you can deploy it to your Blackboard course.
3. Click the **Preview** button to return to the preview and edit window.
4. Click the **Save** button to store your video in the Capture Space library to preview or edit later. You will need to upload the video to **My Media** before it can be deployed in your Blackboard course.



Publish the video

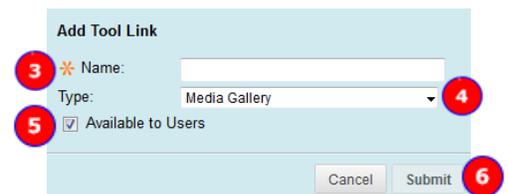
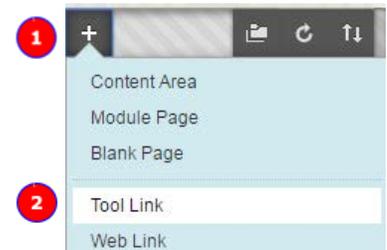
1. Click the **My Media** link on the **Home** tab to access your video repository.
2. Click the check box next to the video(s) you want to publish.
3. Click **Actions** in the upper-right corner of the screen, then click **Publish**.
4. On the next screen, click the radio button to make the videos **Public**. This means that enrolled students will be able to view the videos from the **Media Gallery** within your course site.
5. The **Publish in Gallery** tab will display all of your Blackboard courses. Select the course(s) to which you want publish the video.
6. Click the blue **Save** button in the bottom left corner of the screen to transfer the video to the **Media Gallery** of the selected course(s).



Create a link to the course Media Gallery

The **Media Gallery** is a repository of all Kaltura videos that have been published to a specific course.

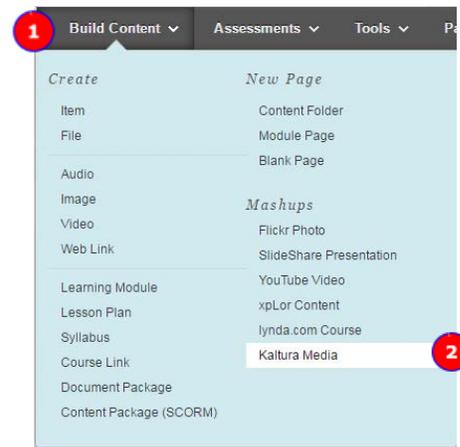
1. Click the plus (+) button in the top left corner of the navigation pane of your Blackboard course site.
2. Click **Tool Link**.
3. When prompted, enter a name for the link. This text will appear in the course navigation pane.
4. Select **Media Gallery** from the **Type** drop-down menu.
5. Check the box next to **Available to Users**.
6. Click **Submit**.



Embed a video in your course site

Videos can also be embedded to stream within a content area in your Blackboard course site.

1. Click the **Build Content** button on the specific page where you will embed the video.
2. Click **Kaltura Media** (under **Mashups**).
3. On the **My Media** screen, select the video to embed.
4. When prompted, enter a title (required), provide a description (optional), and select any options as needed.
5. Click **Submit** in the bottom right corner of the screen. The video will appear on the page as part of a new content area.



To learn more about Kaltura CaptureSpace

1. Visit AU's Blackboard Media Management web page:
<http://www.american.edu/library/technology/blackboard/media-management.cfm>.
2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website:
<http://www.american.edu/library/technology/blackboard/>.
3. Contact us for immediate live support or to schedule a one-on-one consultation. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.