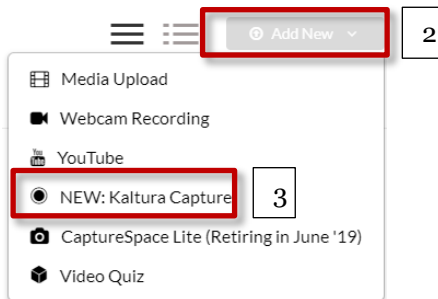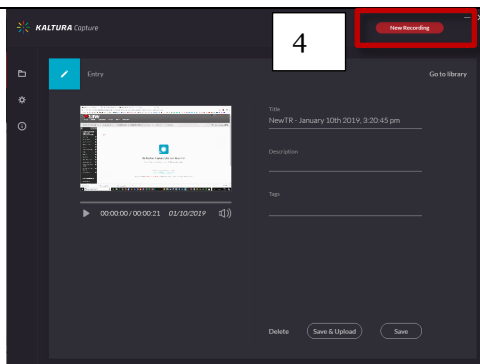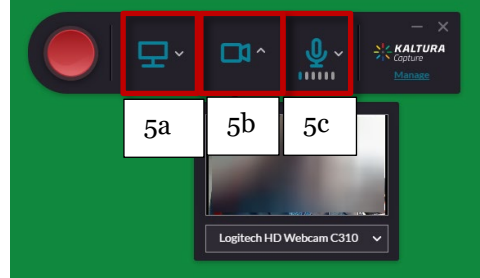# Kaltura Capture (Screen Capture) Recording

1. Open Blackboard. On the My UIW landing page, scroll down to locate the *My Media* module, and select **My Media**
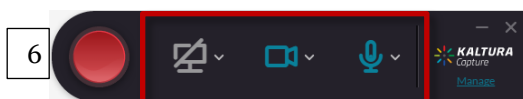

2. On the right side of the page, click **Add New**
3. Select **Kaltura Capture**

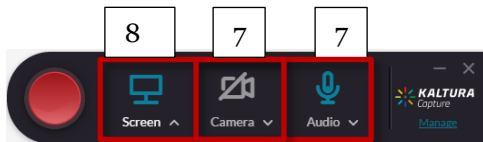4. The Kaltura Capture Page opens. Click **New Recording**

5. The recorder will open automatically, there are settings for;
   a. Recording volume
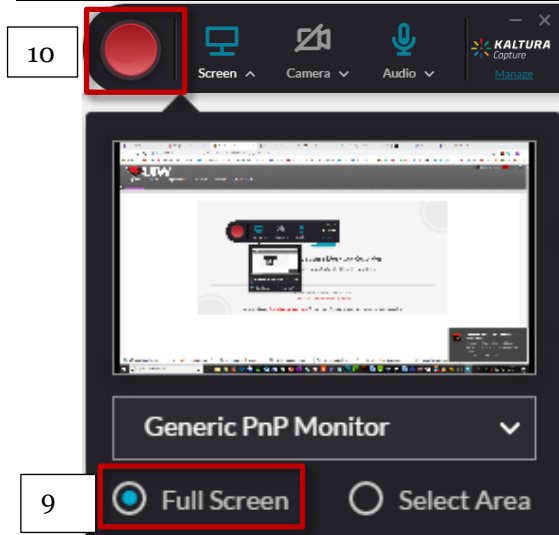   b. Camera
   c. Record video screen

6. Click the TV, camera or microphone icons to turn the recording options on or off

   There are five recording options:
   a. Screen, webcam & voice
   b. Screen & webcam
   c. Screen & voice
   d. Webcam only
   e. Voice only

7. Click the **monitor** and **microphone icons** to turn them on
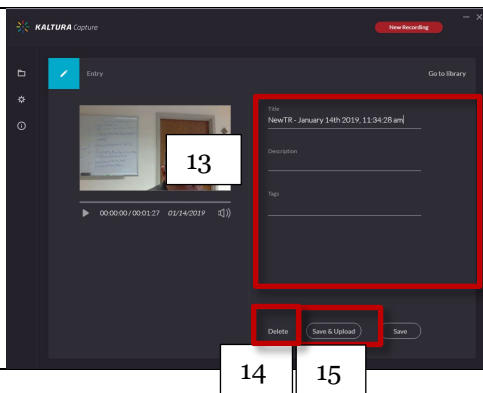8. Click the **camera icon** to turn it on

9. Choose a screen recording option- F**ull Screen** or **Select Area**)
10. When you are satisfied with the settings, click the **record** button

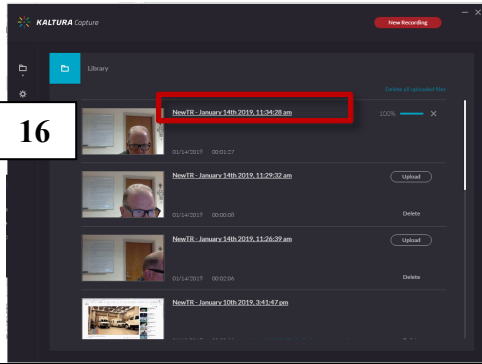
11. The recorder re-appears on the bottom right of your screen. Click **pause** to pause the recording or **stop (X)**to end the recording.
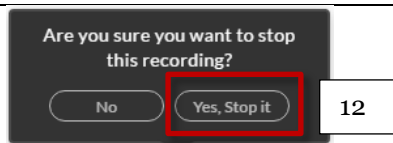
12. If you want to end the recording, confirm by clicking **Yes, Stop it**

13. To catalog the video, add the **Title**, **Description,** and **Tags** to further identify the video
14. Click **Save & Upload**
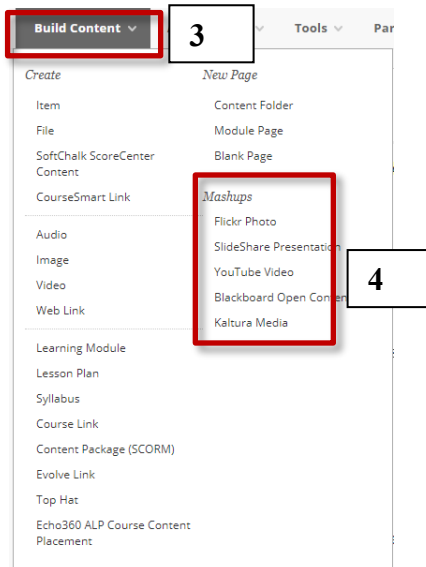15. If you decide to delete the video, click **Delete**

16. Once uploaded to Kaltura, the video will appear in the library. Click the **link** to review
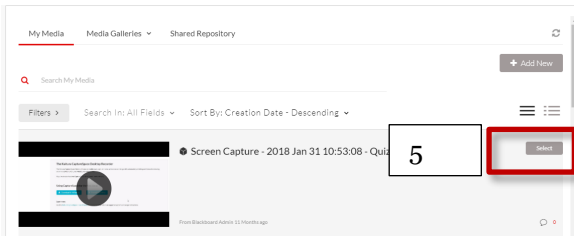17. The video can now be uploaded to a course through a Mashup.

Upload a video to Kaltura
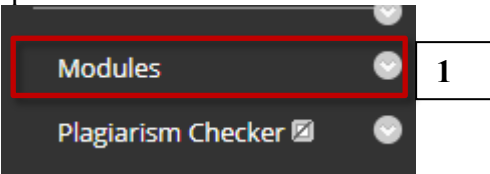
1. Return to Blackboard and click a **content link** such as *Modules* or *Weekly Lessons*
2. Open the **Module #** or **Week #** folder

3. Click **Build Content**
4. Locate *Mashups* and choose **Kaltura Media**

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5. Scroll through *My Media* and choose a video by clicking **Select**

6. Add a **Title**
7. Add a **Description**
8. Choose a **view permission**
9. Choose a **view tracking option**
10. Select **Date** and **Time restrictions** to determine content availability
11. Click **Submit**

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