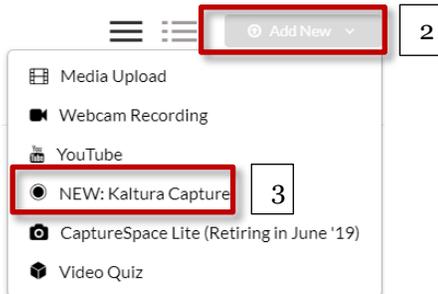


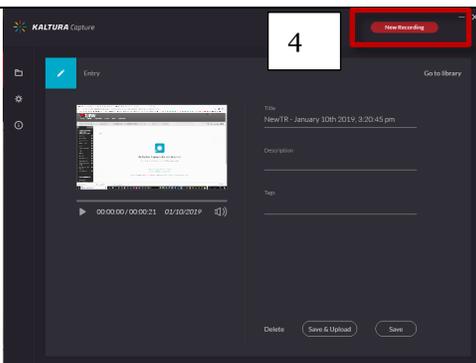
Kaltura Webcam Recording



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



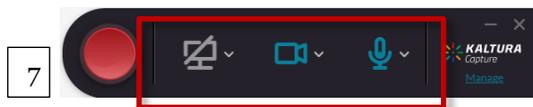
2. On the right side of the page, click **Add New**
3. Select **Kaltura Capture**



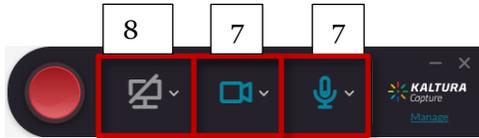
4. The Kaltura Capture Page opens. Click **New Recording**



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



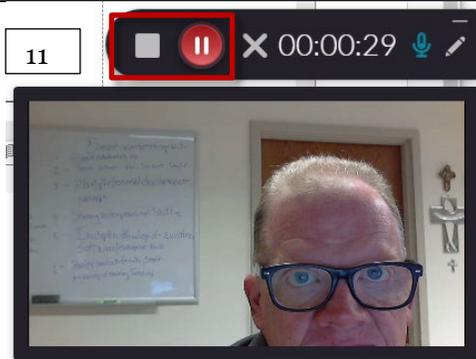
6. Click the TV, camera or microphone icons to turn the recording options on  or off 
There are five recording options:
 - a. Screen, webcam & voice
 - b. Screen & webcam
 - c. Screen & voice
 - d. Webcam only
 - e. Voice only



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



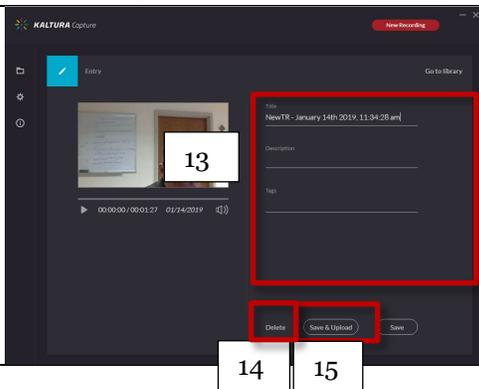
9. Be sure that the camera is on, and that the subject is in focus.
10. Click The **record** button



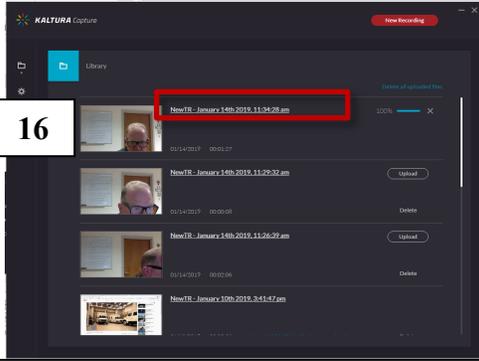
11. The recorder re-appears on the bottom right of your screen. Click **pause** to pause the recording or **stop** to end the recording.



12. If you want to end the recording, confirm by clicking **Yes, Stop it**

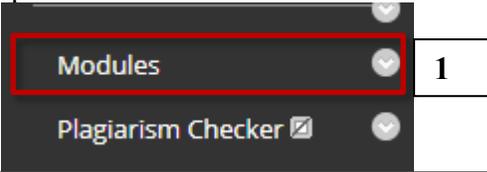


13. To catalog the video, add the **Title**, **Description**, and **Tags** to further identify the video
14. Click **Save & Upload**
15. If you decide to delete the video, click **Delete**

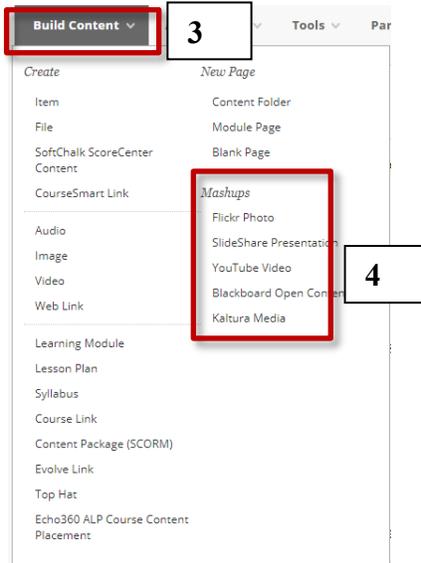


16. Once uploaded to Kaltura, the video will appear in the library. Click the **link** to review
17. The video can now be uploaded to a course through a Mashup.

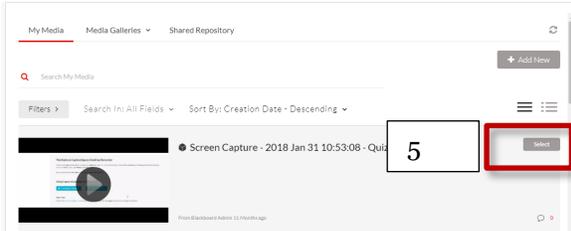
Upload a video to Kaltura



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**



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

CONTENT INFORMATION

* Title

Color of Name

ADD KALTURA MEDIA CONTENT TO COURSE

Name: Wildlife.wmv (00:30)

Description

OPTIONS

8 Permit Users to View the Content Item Yes No

9 Track Number of Views Yes No

Select Date and Time Restrictions

10 Display After

Display Before

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**