Screen Capture Recording

Login to MediaSpace with your StarID. Under the **Add New** menu, select **Kaltura Capture**. This will launch the desktop recorder. (NOTE: If you have not used Kaltura Capture before, you will have to download the recorder. Once downloaded, go back to MediaSpace and complete step #2 again). This step will link the application to your MediaSpace account for uploading.

Kaltura Capture will launch with a bar as seen below. You can adjust your screen, webcam, and microphone preferences as needed. If the icon is blue, this indicates that the tool is on, if the icon is gray with a line through it, this indicates the tool is off. To turn a tool on or off, click on its icon. The image below shows it will record my screen and my voice, no webcam.
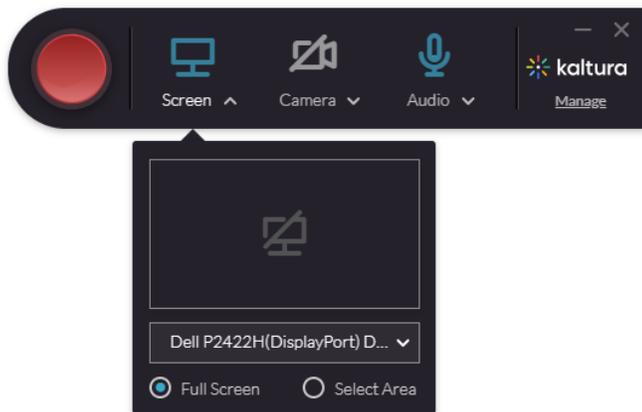
You have the option of selecting a specific area of your screen to record or the full screen.

After pushing record, a countdown will appear on screen followed by a bar in the bottom right corner as seen in the photo below to show your recording has begun. You will not see your webcam image but if you turned both on before recording, Kaltura will be recording both your screen and the webcam. *NOTE: It is recommended that you do a short test video to make sure things are working as expected.*

When ready, select the red **RECORD** button.

To end the recording click **STOP**. (Other options on that bar include: *pause* the recording click the pause button. To *cancel* your recording, click the X, then select Yes, Discard, to delete the recording.
To *mute* yourself, click the mic. To mark up and annotate on your screen, click the *pencil* icon. More options will show.)

After clicking **stop**, the video thumbnail will appear and you will have the option to create a title, add a description, and add tags. Once you're finished, select **Save and Upload**.

Within minutes, your video will be available for you to share in Brightspace using the methods above in this document. There may be some processing time before your video is ready to view but it can be inserted right way.