Moodle - Recording a Presentation in Kaltura CS Desktop Recorder (My Media) (Mac)

At the end of this document, users will be able to use the Record a Presentation option in Kaltura. This option gives you more options for presenting.

TECHNICAL REQUIREMENTS
- Kaltura works best with Mozilla Firefox. Versions of Google Chrome released after September 1, 2015 are no longer compatible with the software that runs Kaltura. Safari will only work if third party cookies are enabled. Follow the University of Connecticut's directions to enable third party cookies to use Kaltura with Safari.
- Make sure that your Adobe Flash is up to date and any Adobe Flash plugins are installed.
- For Mac computers, Java SE 6 is the Java client that runs best with Kaltura. The download file needed is provided by Apple.

Accessing Kaltura My Media

To access the **Kaltura My Media** tool, log into Moodle and click on your name in the upper right hand corner.

Click on the dropdown and select **My Media**.

This will open your **Kaltura My Media**.

When you have recorded videos, they will appear here. You can use any of the videos recorded in Kaltura in any of your courses.

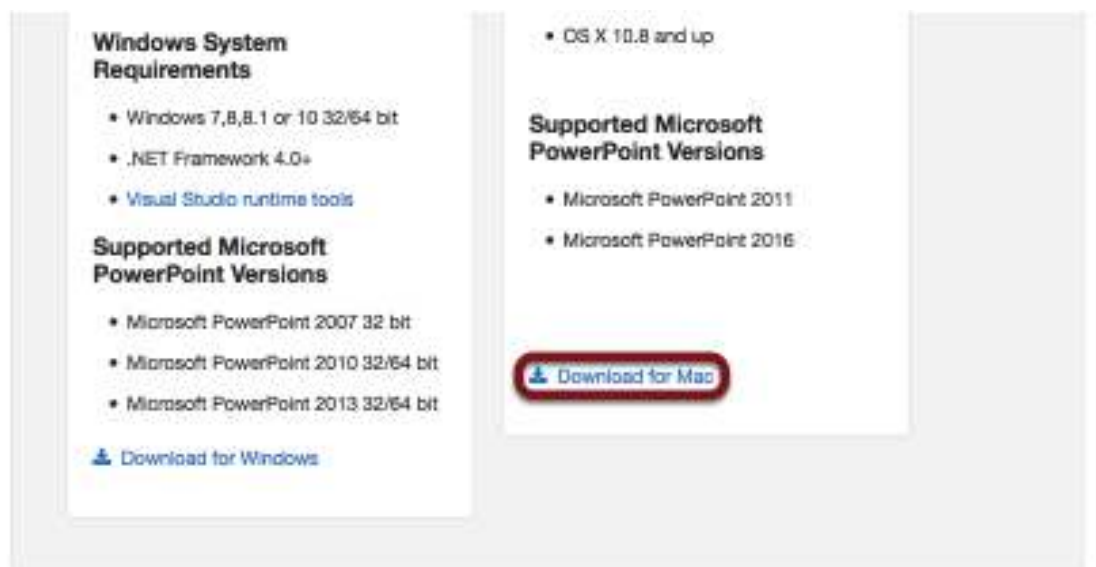To add media into Kaltura, click the **Add New** button.

Install Kaltura Capture Space Desktop Recorder

Select **Record a Presentation.**

If you do not have the **Kaltura CaptureSpace Desktop Recorder** installed on your computer, Kaltura will prompt you to download the program.

Scroll down to find the appropriate installer for your computer. Clicking the highlighted link will bring you to the proper installer.

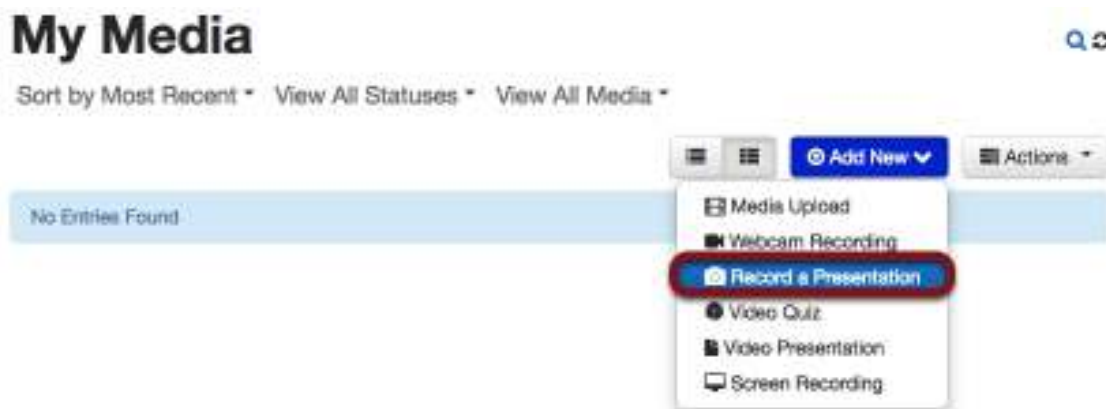Find the location that your computer saves downloads. Click on the **DMG** file.

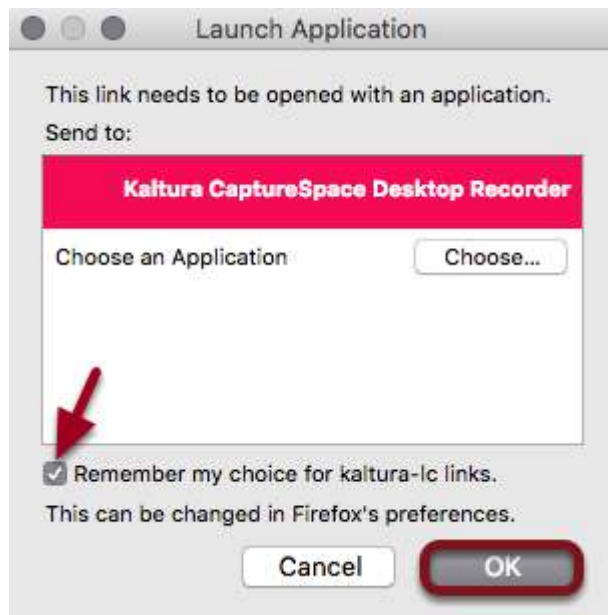Drag the **Kaltura icon** to the **Applications folder**.

Click on **My Media** to refresh the tool.
At this time, make sure your headset or microphone is plugged in.
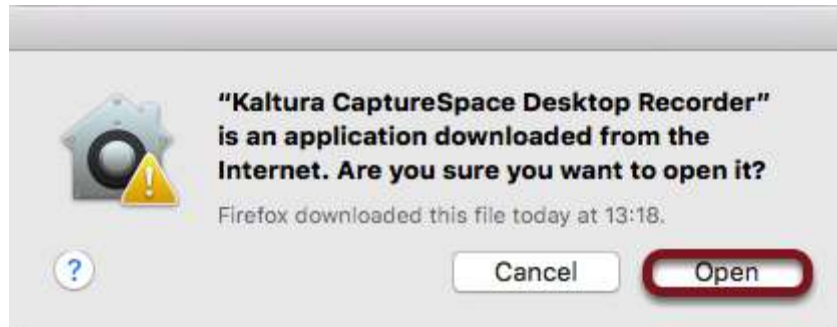
Recording Presentation

Select **Record a Presentation**, which allows you to record a presentation.

If the browser prompts you, select the **Kaltura CaptureSpace Desktop Recorder** and click the checkbox to remember the choice.
Click **OK**.

If the browser prompts you, click **Open**.

You have **five** options. This document will focus on **Screen**.

Presentations and Lectures - This feature allows you to create a presentation with the following options present a PowerPoint, record your screen, record a webcam video, and audio.

Screen - This creates a media file consisting of a screen recording and audio.

Screen and Webcam - This creates a media file consisting of a screen recording and a webcam video and audio.
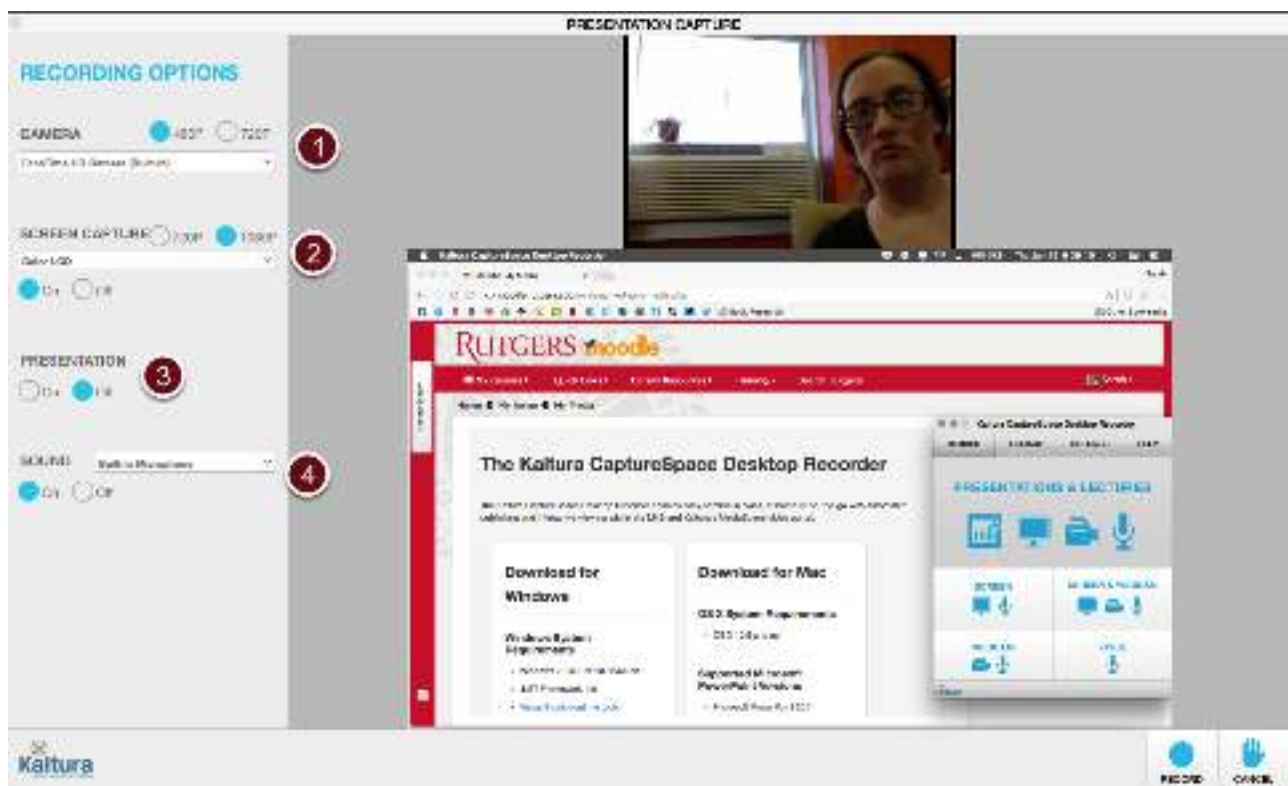
Webcam - This creates a media file consisting only of a webcam video and audio.

Voice - This creates an audio-only media file.

Click on the **Presentations & Lectures** option.

You will be presented with a screen that has multiple options from which you can choose.
Examples include **webcam** and **presentation** or **sound**

1. Camera - this is your webcam - you can use the internal webcam on your computer or an external webcam

2. Screen Capture - this is your current desktop

- Use Screen Capture if you need to preserve the motion or animation in your PowerPoint.
- This will NOT allow you to use the picture in picture format when recording with a webcam.

3. Presentation - this is the ability to upload a PowerPoint presentation

- Using Presentation will turn your slides into static images (motion, animation, etc will not show up in the video, but the text in the slides will be searchable.
- This will allow you to use the picture in picture format when using webcam and the presentation. When users view the video, they will be able to choose the different arrangements of the webcam video and slides in the upper right hand corner when they view the video.

4. Sound - this is the microphone - you can use the microphone or use an external microphone.

NOTE If you plug in an external webcam or microphone after you load the Kaltura CS Desktop recorder, you will need to re-load the desktop recorder. Press **Cancel** to return to the menu and exit the recorder. Then, reopen Kaltura using the steps above.

Screen Capture (Recording) Option

This method preserves any animations or motion in your PowerPoints, but you will need to open your PowerPoint on the desktop before launching Kaltura Desktop Recorder.

1. **Resolution**
There are two options for the resolution, either 720P or 1080P. The higher the number, the more high definition the video is.
Select the resolution you desire by selecting either of the radio buttons.

2. **Select the screen to record**
If you have multiple monitors you wish to record, use the dropdown to select the monitor you wish to record.
Select **None** to turn off the camera input.

3. **Turn the screen recording on/off.** Choose to turn the screen recording on and off by choosing the appropriate radio button.

REMEMBER Using Presentation will turn your slides into static images (motion, animation, etc will not show up in the video, but the text in the slides will be searchable. Use Screen Capture if you need to preserve the motion or animation in your PowerPoint.

ALSO NOTE this will NOT allow you to use the picture in picture format when recording with a webcam.

Camera Option
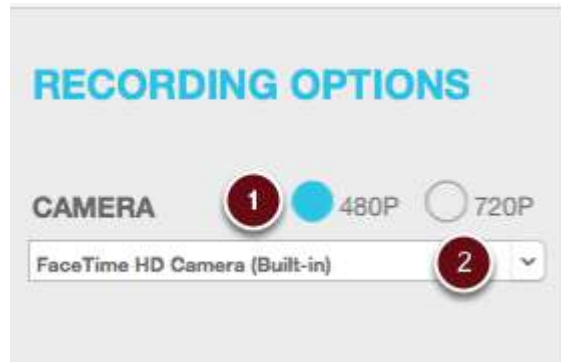
1. **Resolution**
There are two options for the resolution, either 480P or 720P. The higher the number, the more high definition the video is.
Select the resolution you desire by selecting either of the radio buttons.

2. **Camera Selection**
Choose your webcam (or the external webcam) by clicking the dropdown and selecting the camera you wish to use.
The top square will show you what the current input selected is.
Select **None** to turn off the camera input.

Presentation Option

This option allows you to run a PowerPoint as an input directly without recording your screen.

1. To show the **Browse** button to upload the PowerPoint, make sure that **On** is selected.
2. Click **Browse**. It will allow you to find the PowerPoint file and upload it.

REMEMBER Using Presentation will turn your slides into static images (motion, animation, etc will not show up in the video, but the text in the slides will be searchable.

ALSO NOTE this will allow you to use the picture in picture format. When users view the video, they will be able to choose the different arrangements of the webcam video and slides in the upper right hand corner when they view the video.

Sound Option

1. **Sound Input Selection**
Choose your microphone (or the external microphone) by clicking the dropdown and selecting the microphone you wish to use.
The top square will show you what the current input selected is.

2. **Turn sound on/off**. If you do not wish to record any sound at all, including webcam audio, use the radio buttons to turn the sound on/off.
Otherwise, leave this on.

Once Settings Are Complete
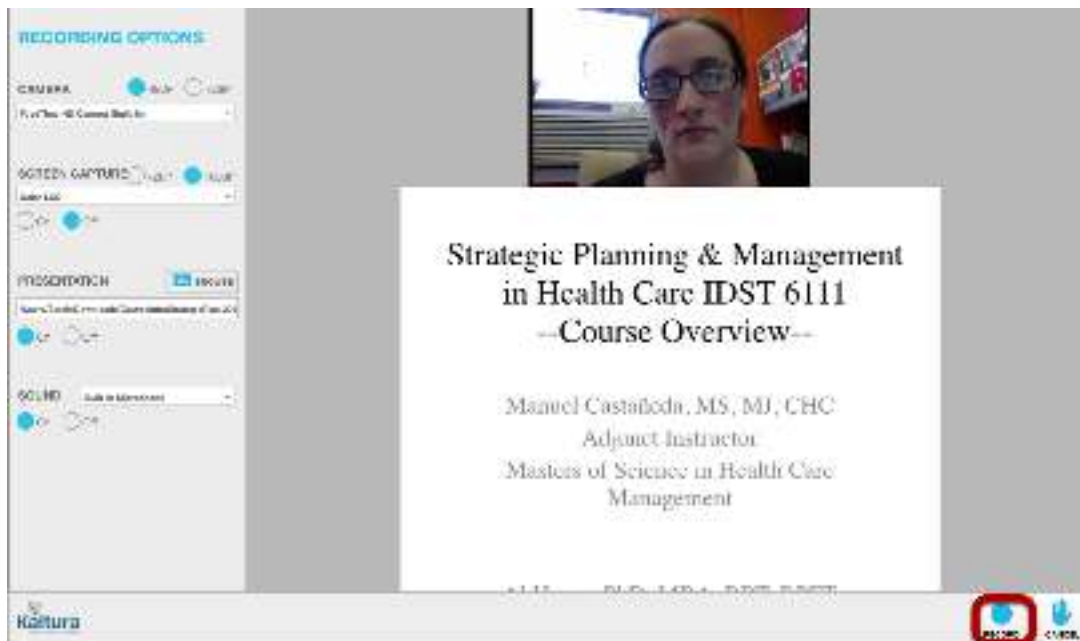
Select the **Record** button when you are ready to record. There are three examples below of different settings you can use.

Select
Presentation
and
Sound

This shows you an example of what it should look like if you only want to record a PowerPoint presentation and sound.
This is useful for when you just want to provide the PowerPoint slides and your voice.

REMEMBER Using Presentation will turn your slides into static images (motion, animation, etc will not show up in the video, but the text in the slides will be searchable.

ALSO NOTE this will allow you to use the picture in picture format. When users view the video, they will be able to choose the different arrangements of the webcam video and slides in the upper right hand corner when they view the video.

SETTINGS EXAMPLE 2 - Recording a PowerPoint Presentation with Webcam and Sound
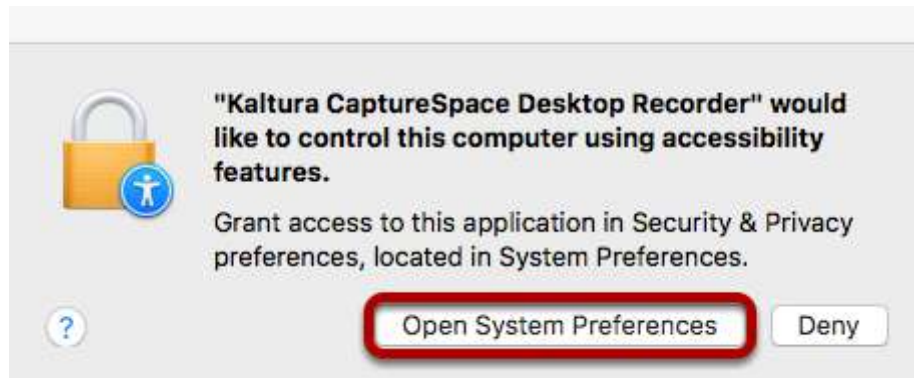

**Select
Webcam
Presentation**
and
Sound

This shows you an example of what it should look like if you wanted to include a webcam recording, presentation, and sound.
If you were doing a lecture capture in a classroom with an external webcam or if you wanted to record your face while explaining, this would be the option to use.

REMEMBER Using Presentation will turn your slides into static images (motion, animation, etc will not show up in the video, but the text in the slides will be searchable).

ALSO NOTE this will allow you to use the picture in picture format. When users view the video, they will be able to choose the different arrangements of the webcam video and slides in the upper right hand corner when they view the video.

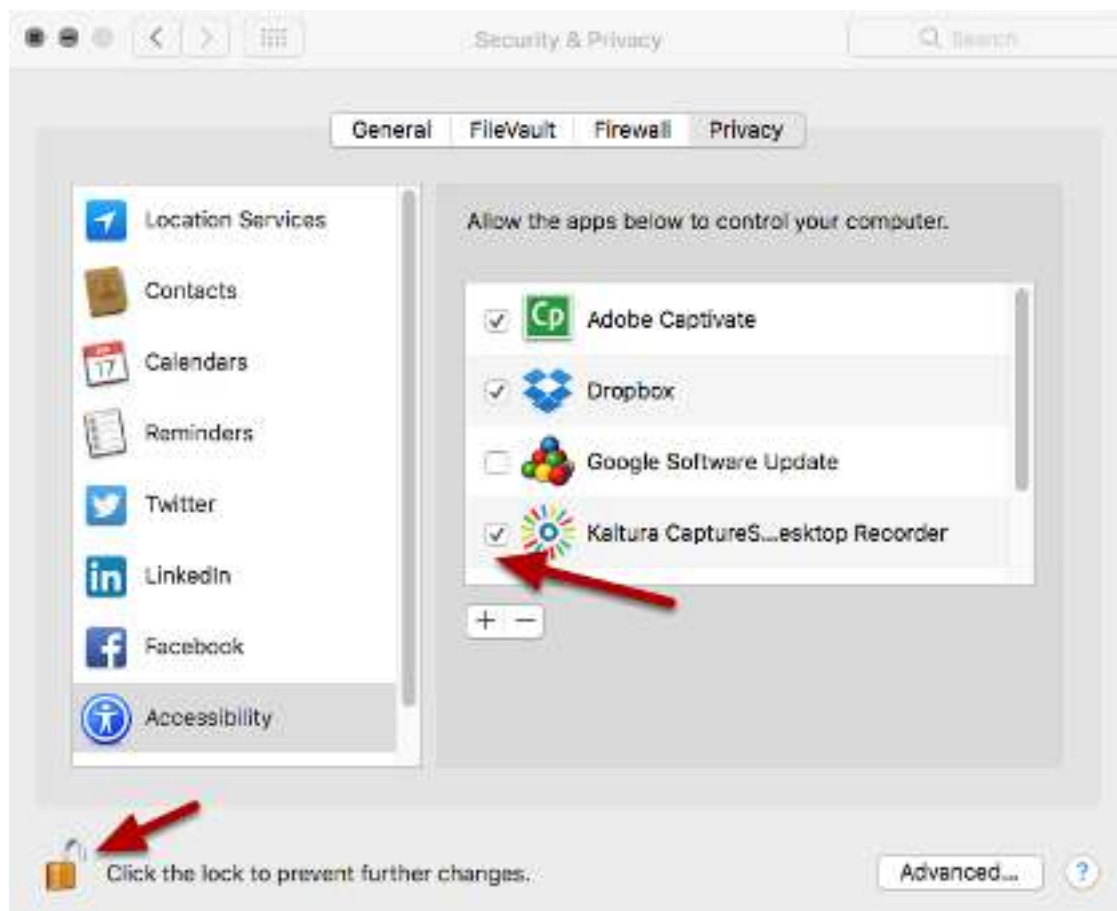## Presentation Recording Process - Possible Mac Error Message

Once you press **Record**, there should be a countdown from 5. If you are on a Mac, you may receive this error message.
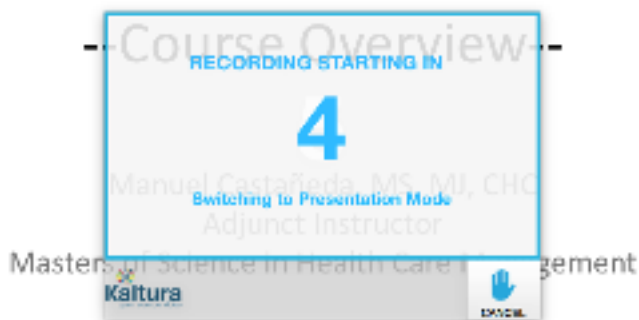Select **Open System Preferences**
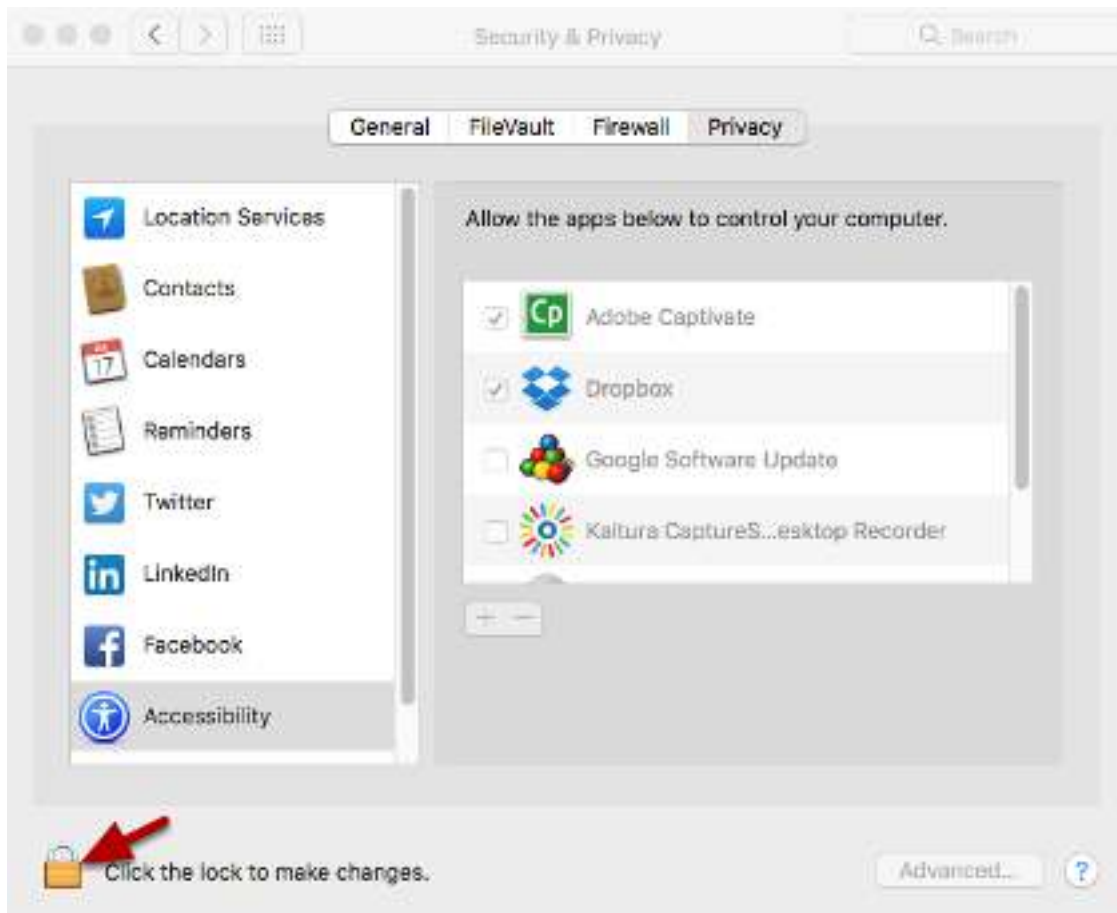
Click the **lock** to make the changes.

Click the **checkbox for Kaltura**, then click the lock to save the changes.

Presentation Recording Process (if no error)

Kaltura will open the PowerPoint needed, then will switch to Presentation Mode and start the countdown.
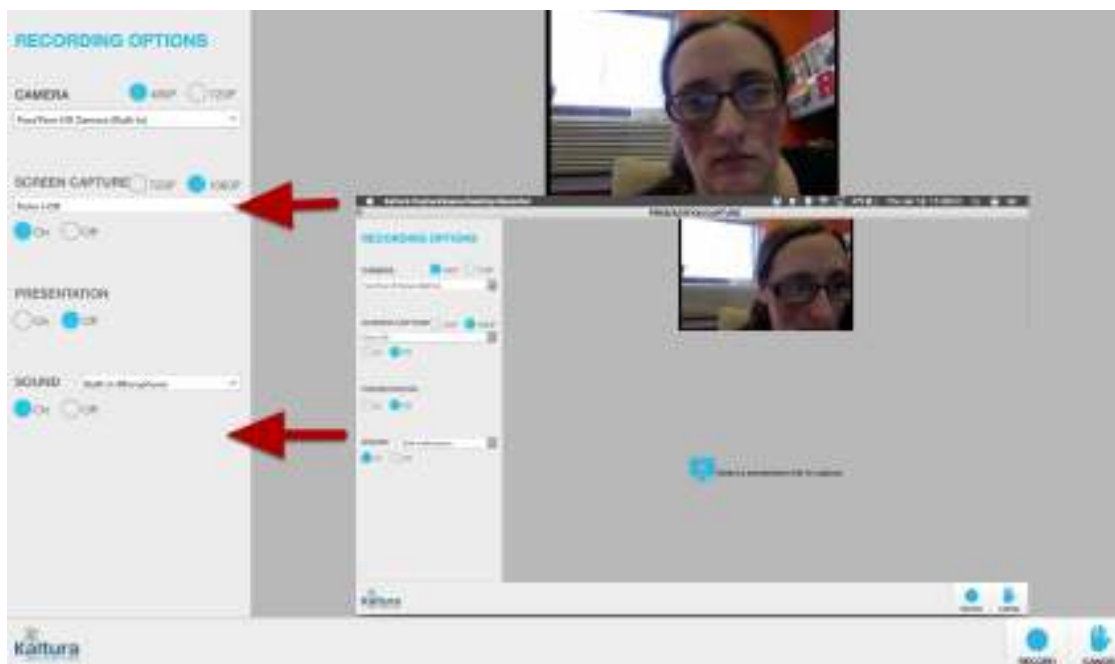
If you have selected webcam, it will show up in the bottom right of the screen with the control option buttons.

You can **Pause** the presentation you can pause the recording using **Option + P**.

You can also click **Done** when the presentation is completed.

Click **Cancel** to cancel the recording.

SETTINGS EXAMPLE 3 - Recording a Screen Recording with Sound

Select
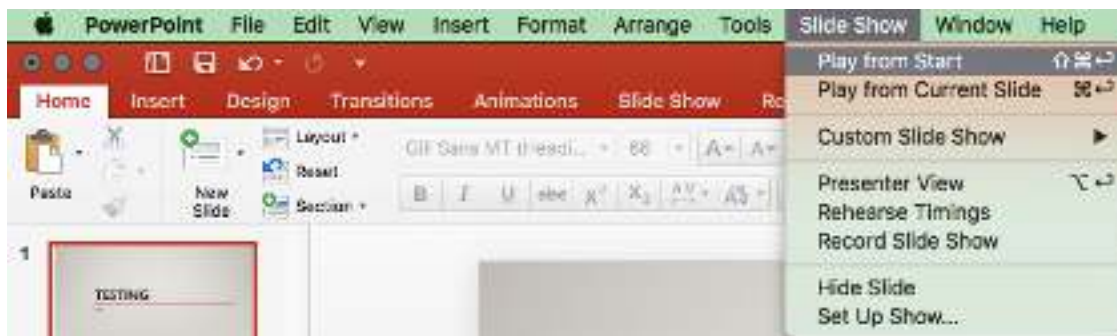**Screen Capture**
and
Sound

This shows you an example of what it should look like if you wanted to include a screen recording and sound.

This method preserves any animations or motion in your PowerPoints, but you will need to open your PowerPoint on the desktop before launching Kaltura Desktop Recorder.

There will be a countdown from 5.

During the countdown, go to the **Slide Show menu** and select **Play from Start**.
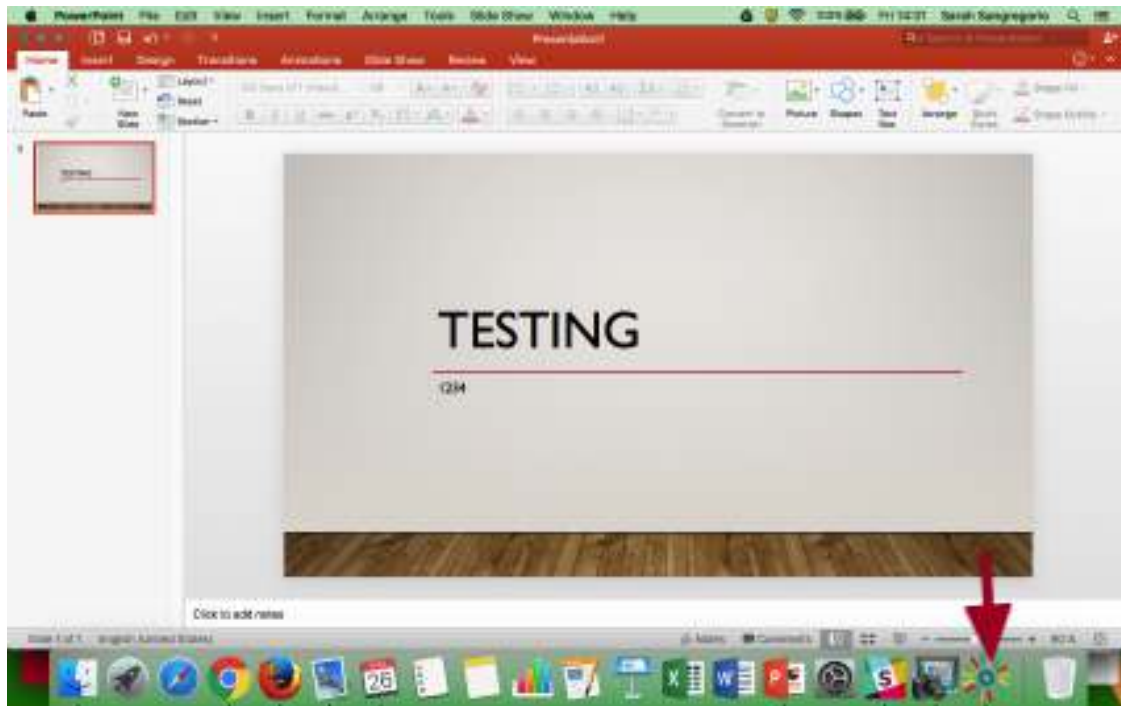

During the recording, you can pause the recording using **Option + P**.

You can choose to draw on the recording by using **Option + D.**

Draw allows you to use your cursor to make notations on the screen.

NOTE Wait a few seconds before beginning the presentation so there is room to edit the video to show just the PowerPoint.

Once you are done recording, exit the full-screen PowerPoint by clicking the **ESC** button on your keyboard.
Click on the Kaltura icon.

Select **Done** to complete the recording.

The other options in the recording menu are options to **Draw**, **Pause**, and **Cancel**.
Cancel will discard your recording.

Editing the Recording (ALL METHODS)

Preview your video by using the **Play/Pause button**.

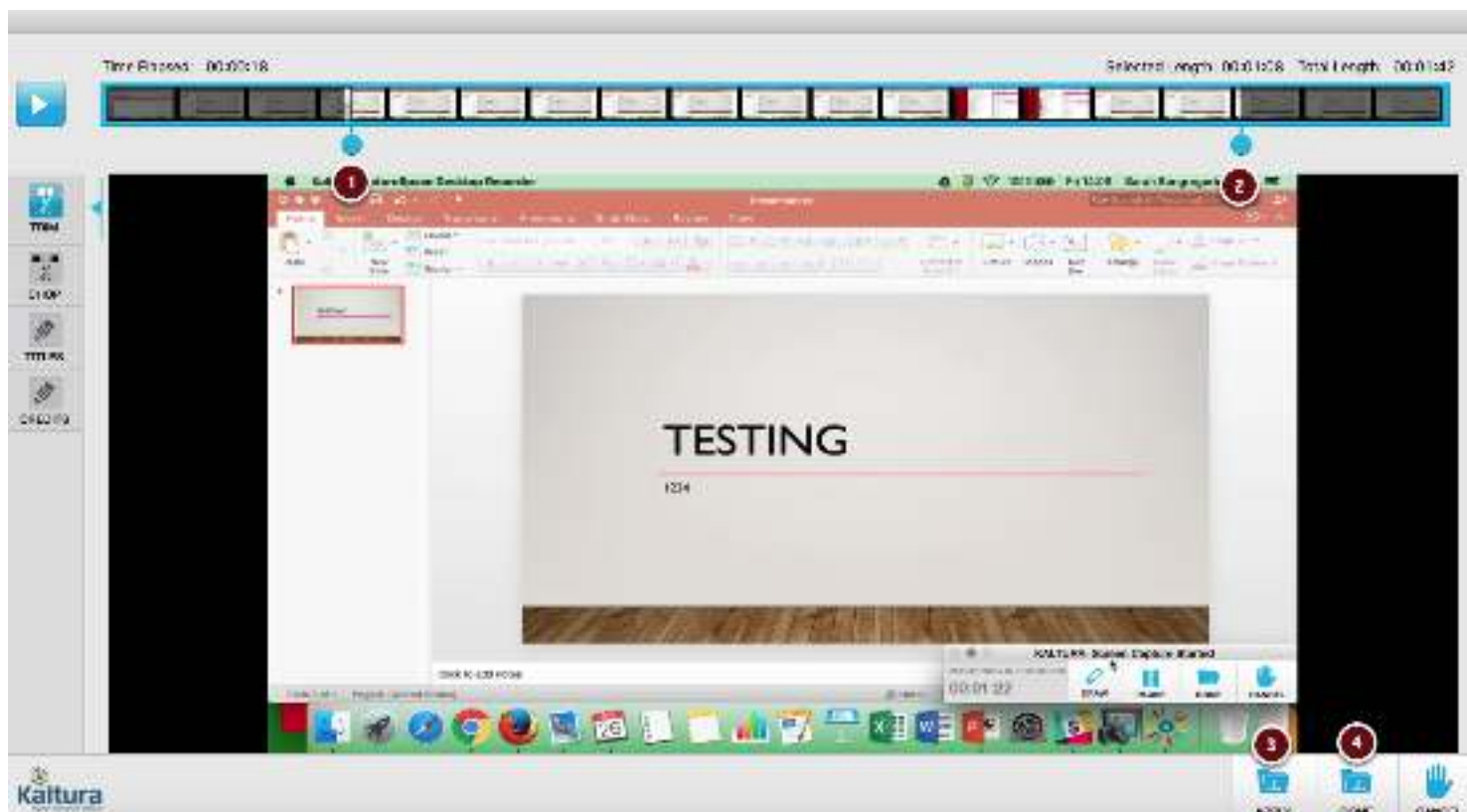There are four options you can use in the Editing option.

Trim - Using the **Trim** tool, you can edit the beginning and end of the video.

Chop - Using the **Chop** tool, you can take out clips from the video.

Titles - Add a title animation before your recording.

*Credits* - Add a credits animation after your recording.

Trimming

Click the **Trim** tool. Two blue markers are displayed on the video strip.

1. Use the **Start** marker to highlight where you wish the recording to start.
2. Use the **End** marker to highlight where you wish the recording to end.
The region to the left and right of the markers is greyed out, denoting it will be trimmed.
Note Trimming is only possible if the resulting video is longer than 10 seconds.

3. Click **Apply** to apply the edit.
4. Click **Done** to confirm the edit.

Chopping
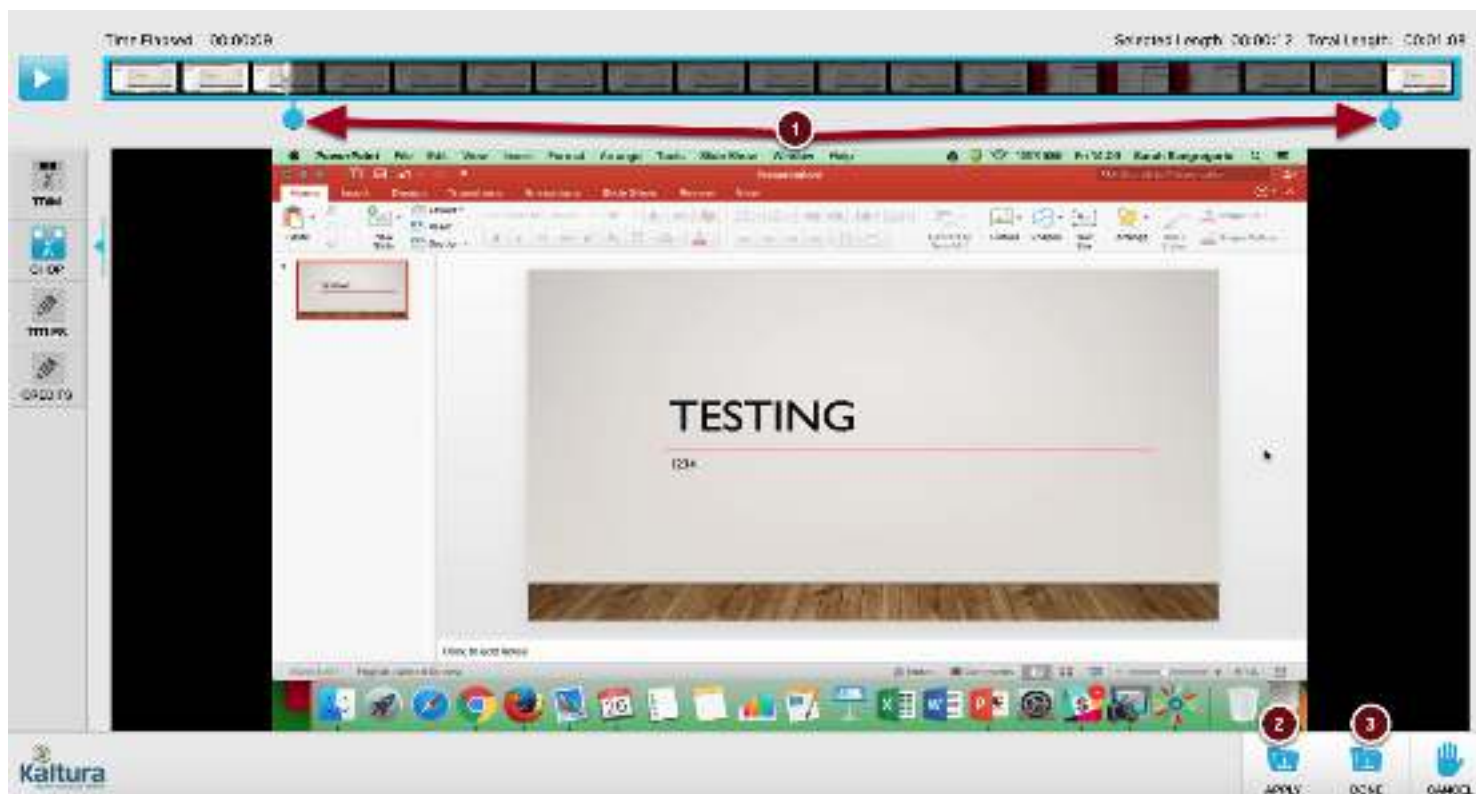
Click the **Chop** tool. Two blue markers are displayed on the video strip.

1. Use the Start and End markers to highlight the part of the recording you want to retain.
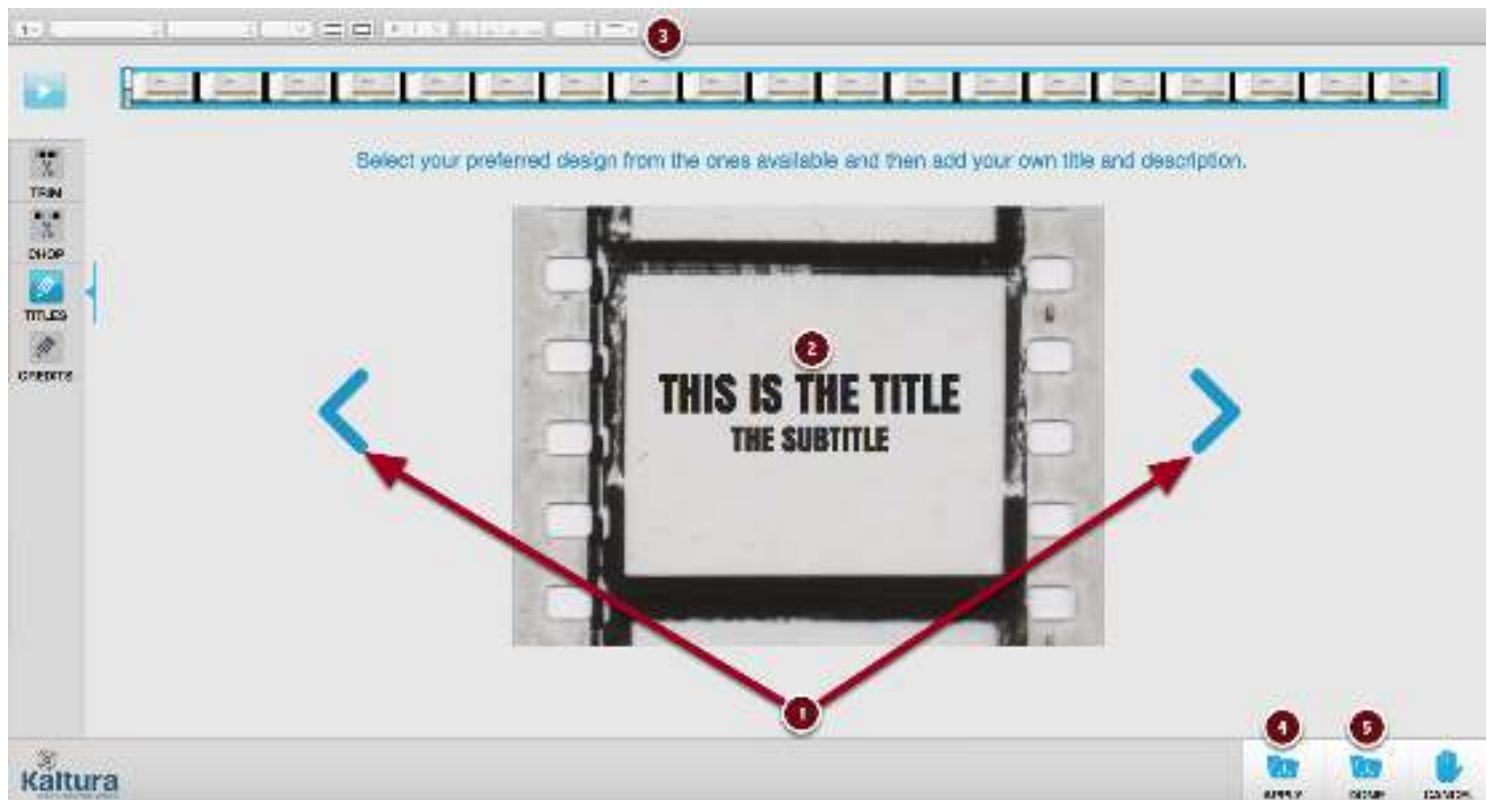The region to the left and right of the markers are greyed out.
Note Chopping is only possible if the resulting video is longer than 10 seconds.

2. Click **Apply** to apply the edit.
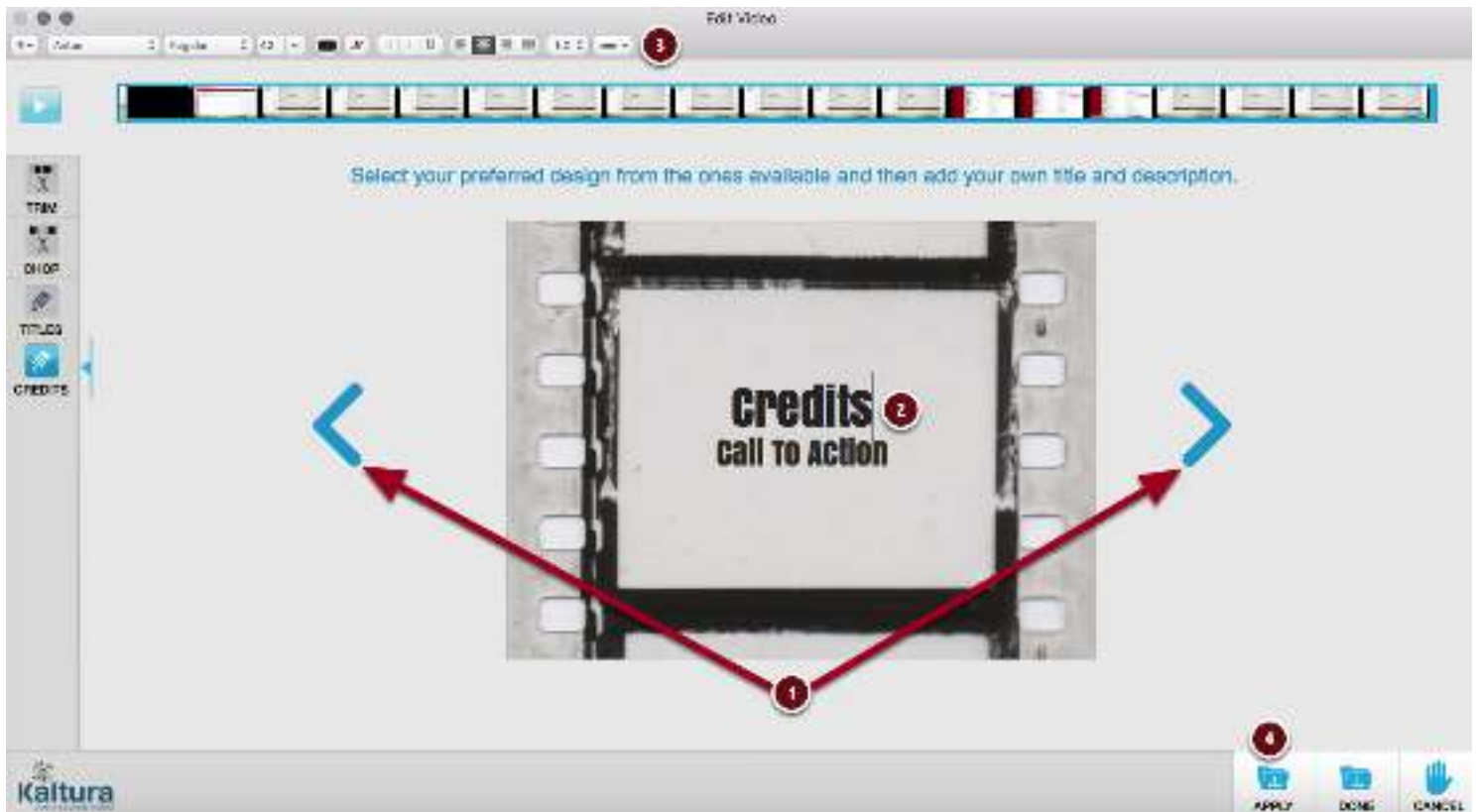3. Click **Done** to confirm the edit.

Titles

Using the **Titles** tool adds a title animation before your recording.
1. Use the arrows to choose a design.
2. Click on the text in the title and subtitle to edit the text.
3. Click on the text settings to change the font, font size, and other text settings.

4. Click **Apply** to apply the edit.

**NOTE** Only click **Done** if you are completed with all of the edits.

Credits

Using the **Credits** tool adds a credits animation after your recording.

1. Use the arrows to choose a design.
2. Click on the text in the title and subtitle to edit the text.
3. Click on the text settings to change the font, font size, and other text settings.

4. Click **Apply** to apply the edit.

NOTE Only click **Done** if you are completed with all of the edits.

Uploading Your Recording (ALL METHODS)
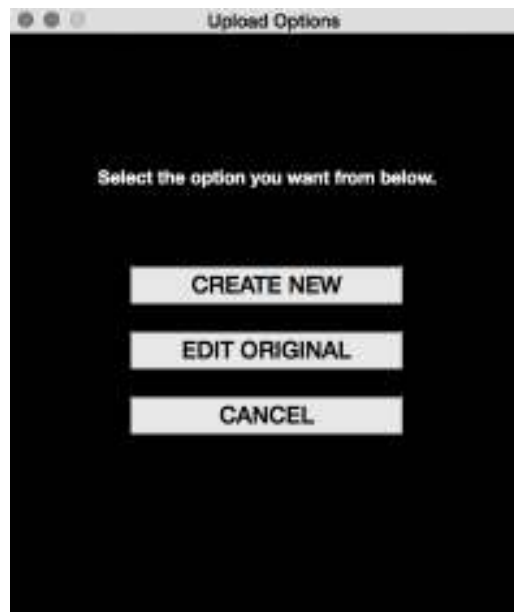
Once you have clicked **Done**, Kaltura may ask you if you wish to upload the recording as a **New** upload, to replace the **Original** file, or **Cancel**.


Add a title describing the media, an optional description, and tags.

The title will will default to the file name of the media uploaded.

Tags help you organize your files by associating them with one category. To add tags, type the word or letters with which you wish to tag your media - ex. BIO101 - and select the tag that appears that matches your designation.

1. Click **Upload** to upload the media to Moodle.
2. Click **Preview** to go back into the **Edit** screen to make any changes.
3. Click **Save** to save the video to the desktop recorder.
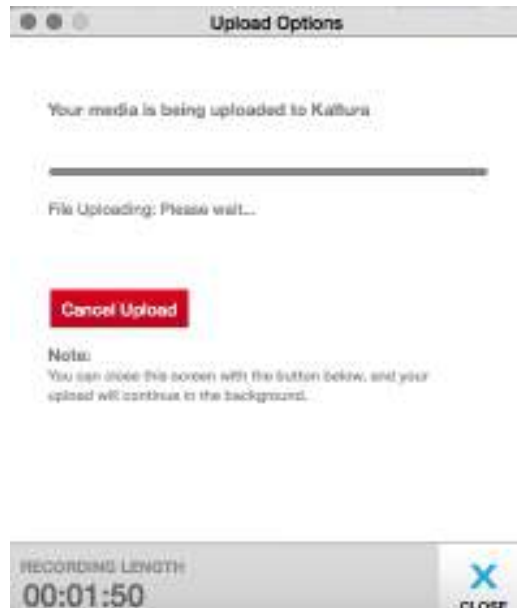
Once you click **Upload**, you will see the progress of the upload. Once it is completed, go back to **Moodle** to add the media into your course.