Moodle - Screen Recording in Kaltura CS Desktop Recorder (My Media) (Windows)

At the end of this document, users will be able to create media in Kaltura My Media.

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.

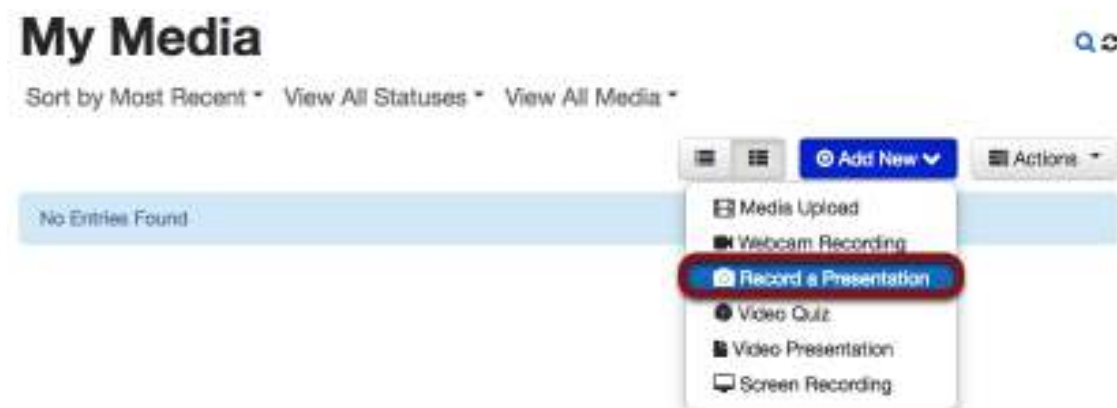Click on the dropdown and select **My Media**.

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.

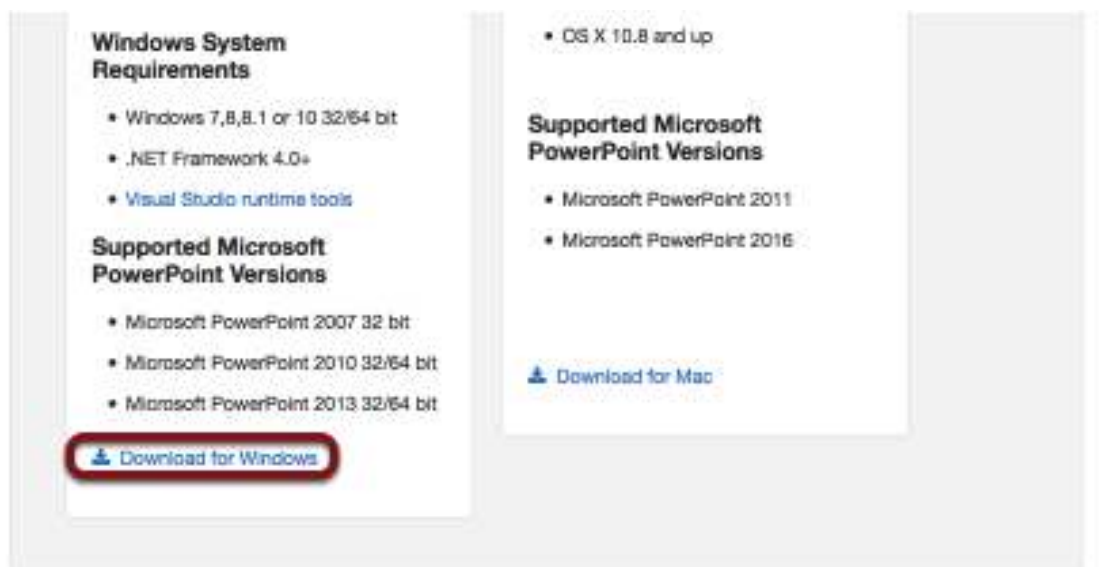To add media into Kaltura, click the **Add New** button.

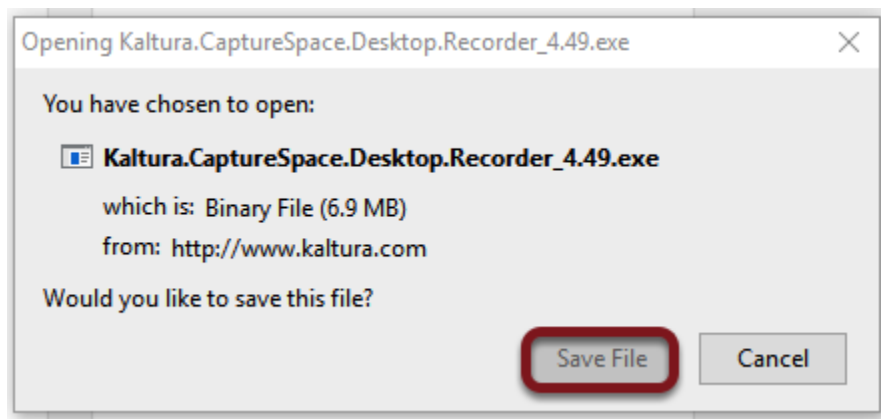## Install Kaltura Capture Space Desktop Recorder

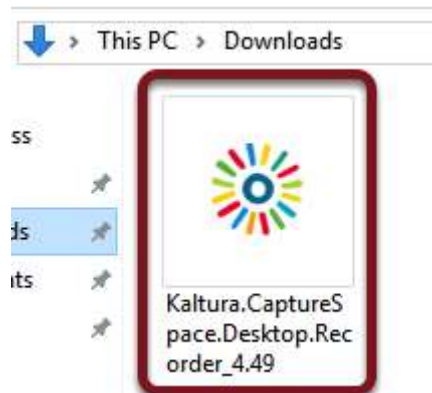Select **Record a Presentation.**

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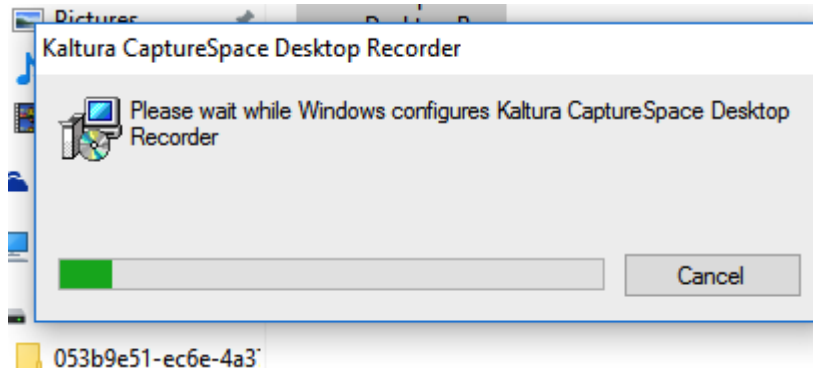

Scroll down to find the appropriate installer for your computer. Clicking the highlighted link will bring you to the proper installer.
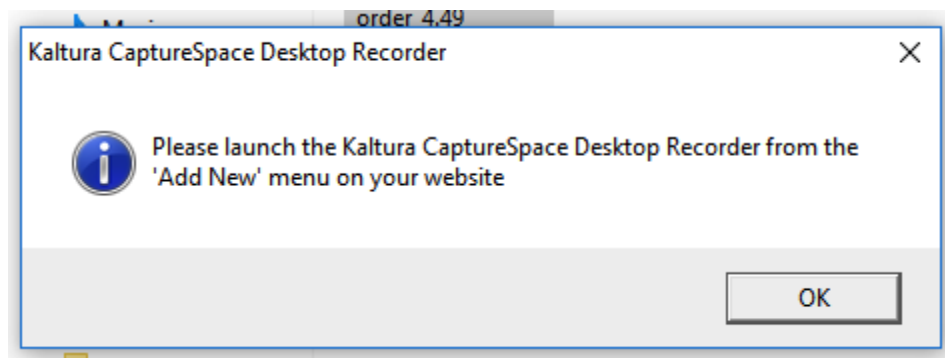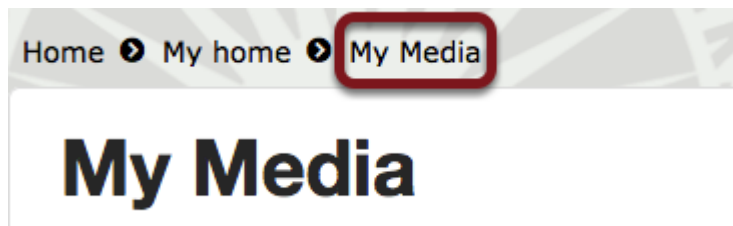
Save the installer file.

Find the location that your computer saves downloads. Double click on the **EXE** file.

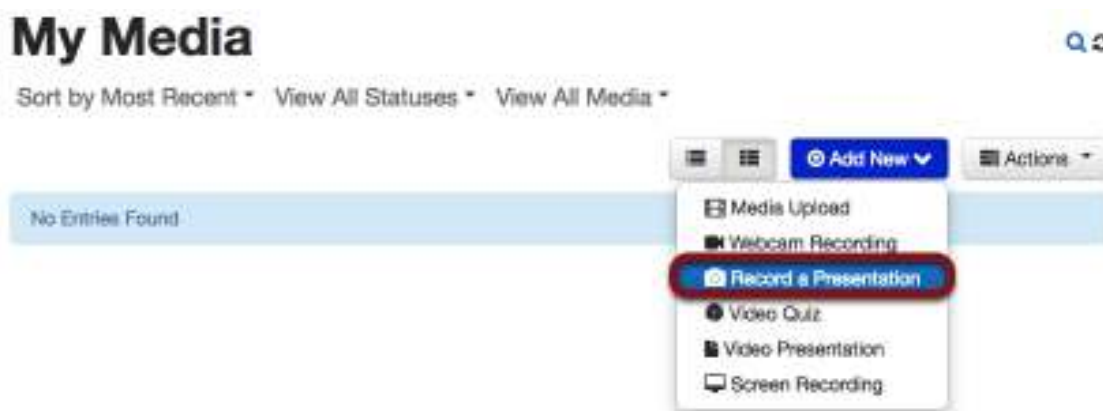Windows will begin the download process.

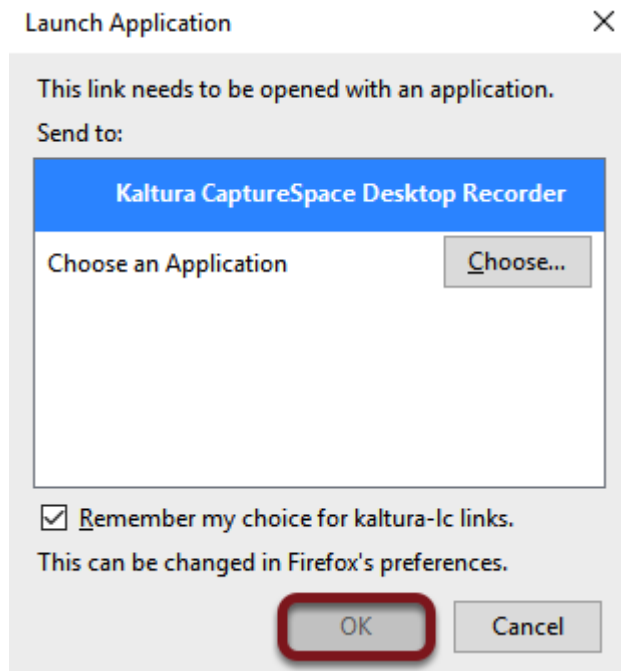This message will appear when the program is finished downloading.

Click on **My Media** to refresh the tool.

Record 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**.

Recording a Presentation

You have **five** options.
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.
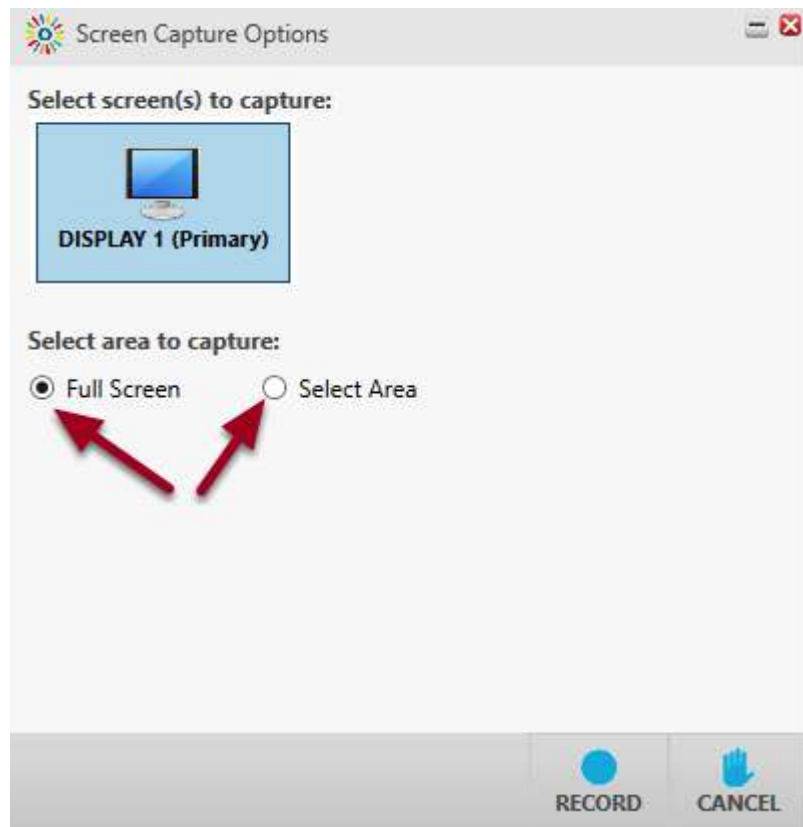
Webcam - This creates a media file consisting only of a webcam video and audio.

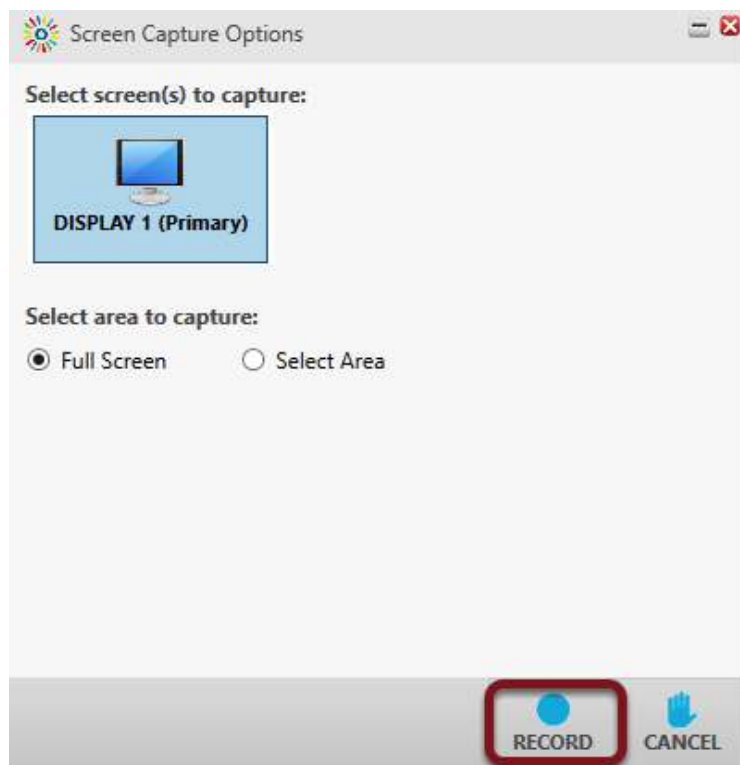*Voice* - This creates an audio-only media file.

Recording a Presentation - Screen
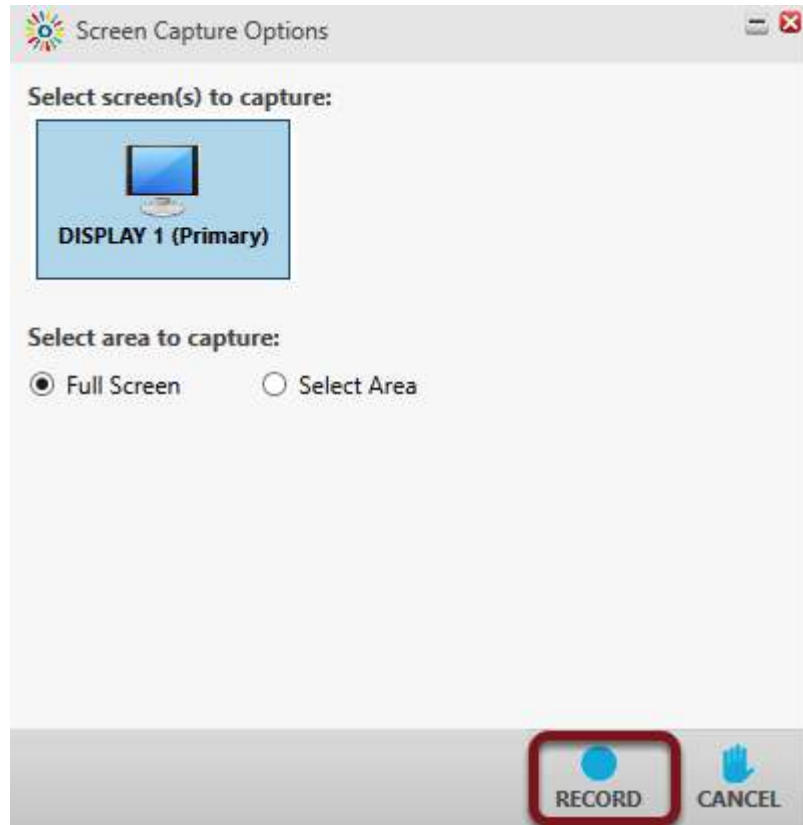

Click on the **Screen** option.

Choose the size of the recording. If you are presenting a PowerPoint and narrating the presentation, I would choose **Full Screen**.
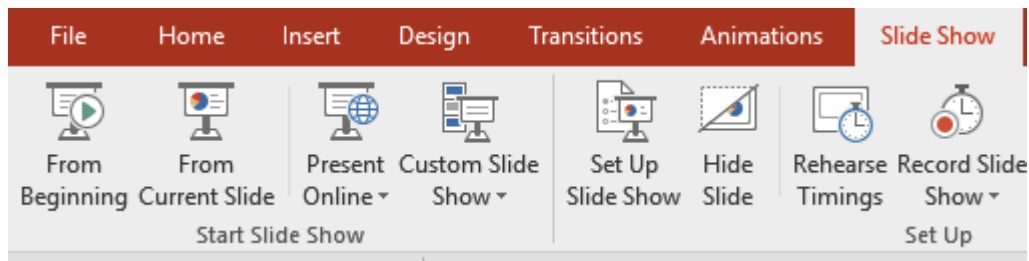

Click the **Record** button.

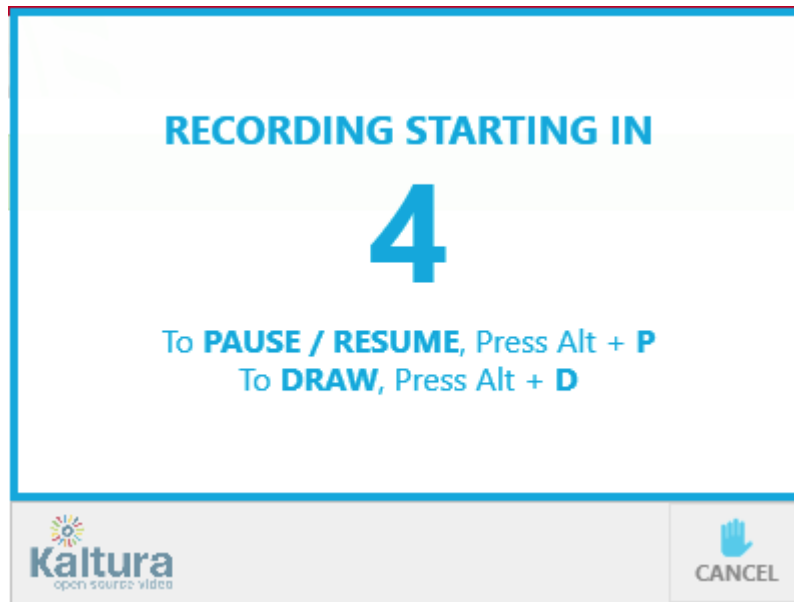Open the PowerPoint file you wish to record.

Click the **Record** button.

There will be a countdown from 5.

During the countdown, go to the **Slide Show menu** and select **From Beginning.**

During the recording, you can pause the recording using **Alt + P.**
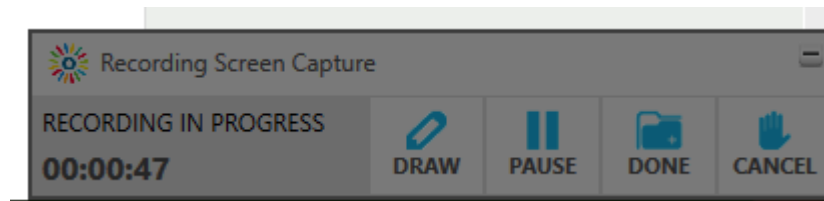
You can choose to draw on the recording by using **Alt + D.**
Draw - use your cursor to make notations on the screen

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

This is a view of the PowerPoint when paused.

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

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

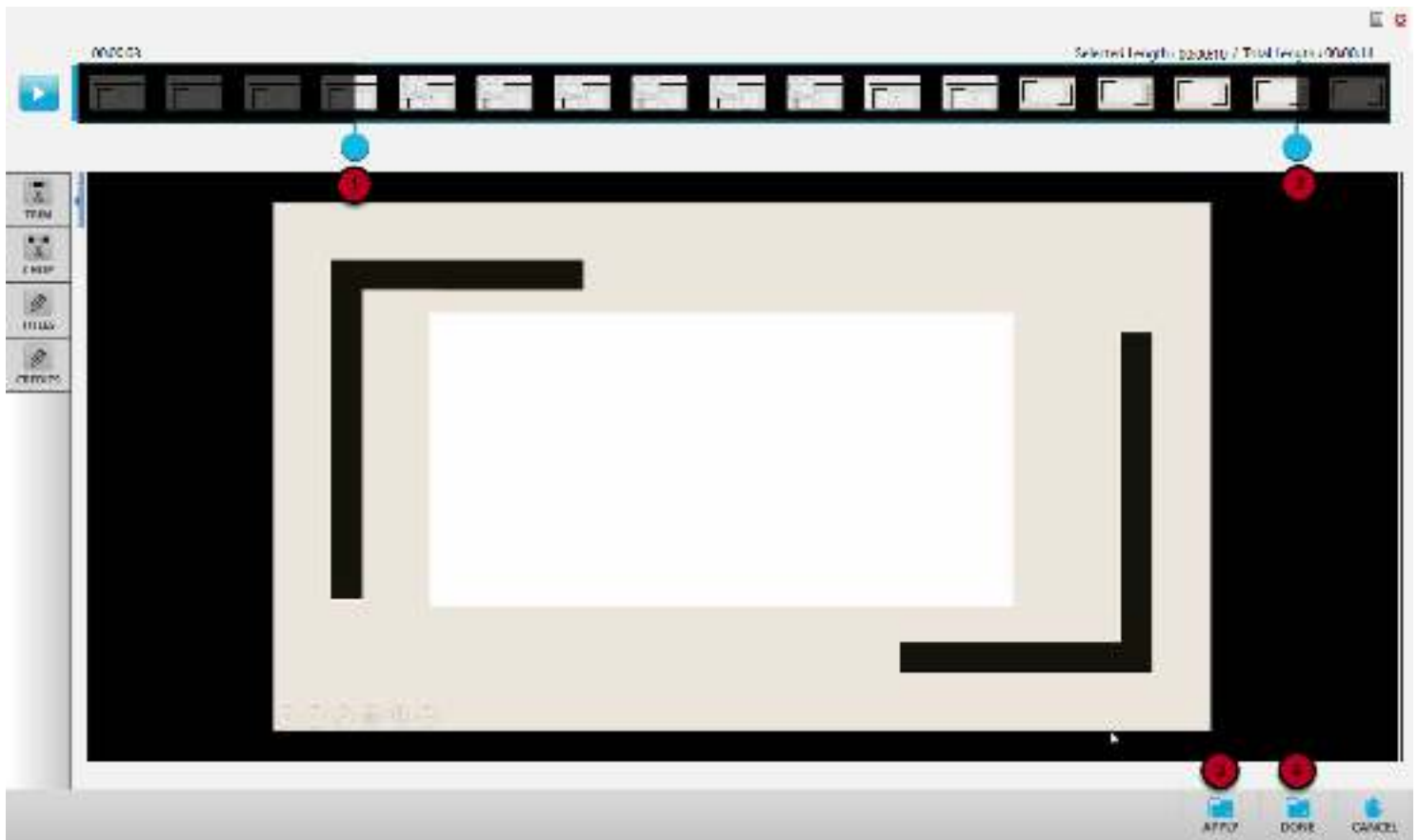There are four options you can use in the Editing option.

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 -
Credits -

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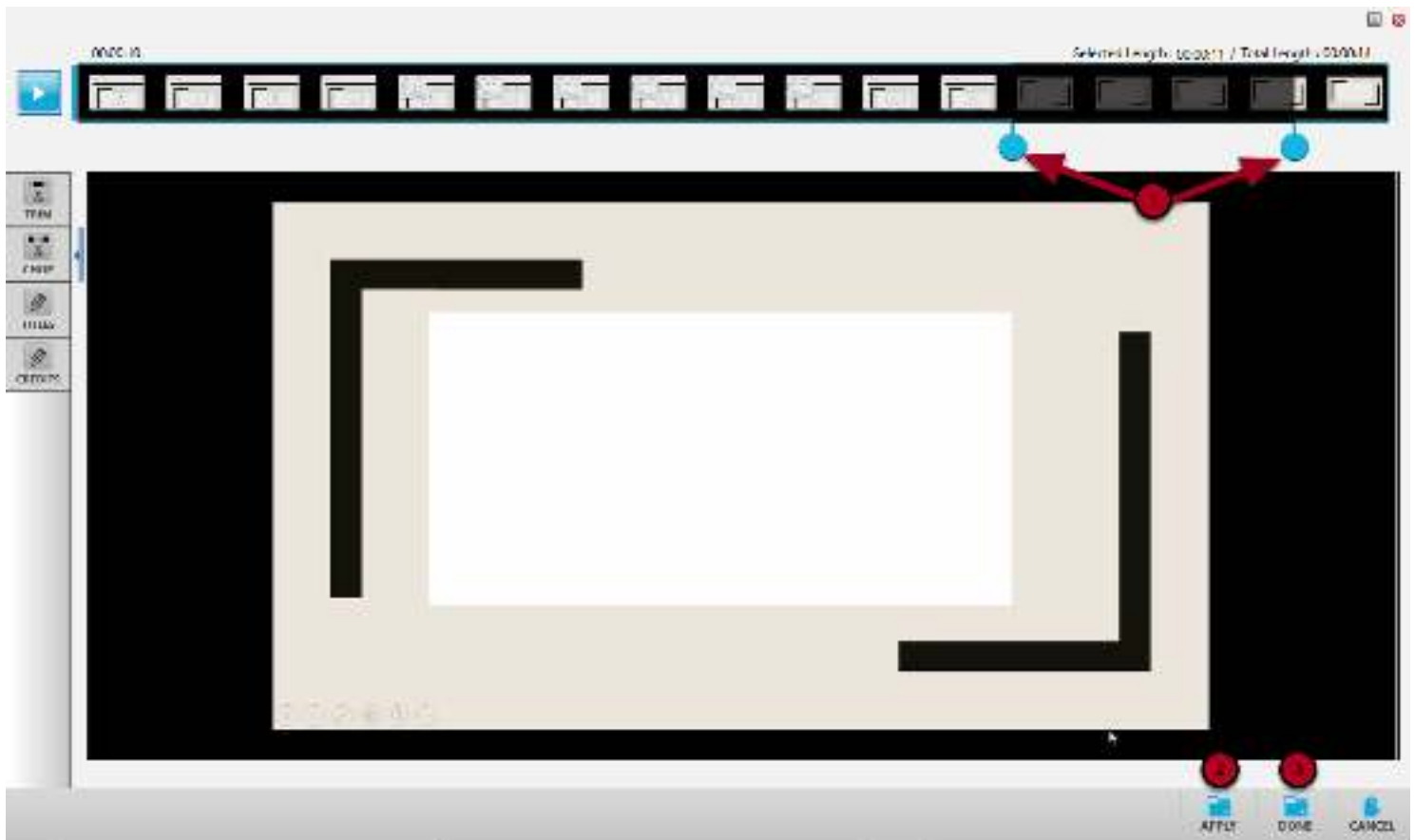
Click the **Chop** tool. Two blue markers are displayed on the video strip.

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.
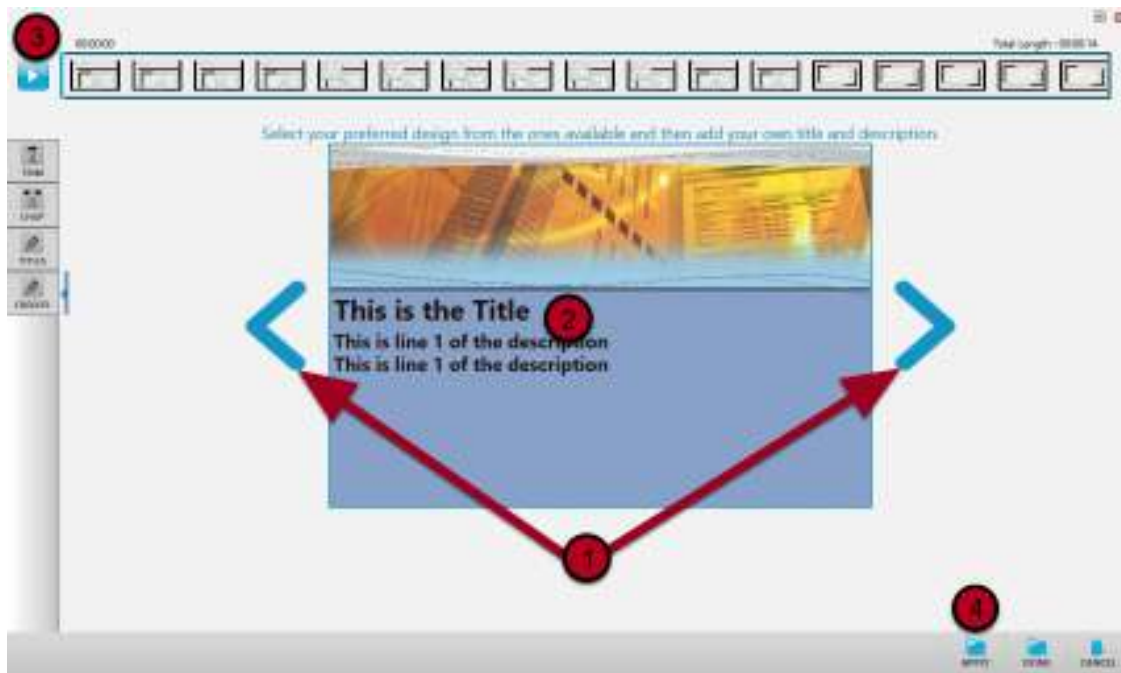3. Click **Done** to confirm the edit.

Titles
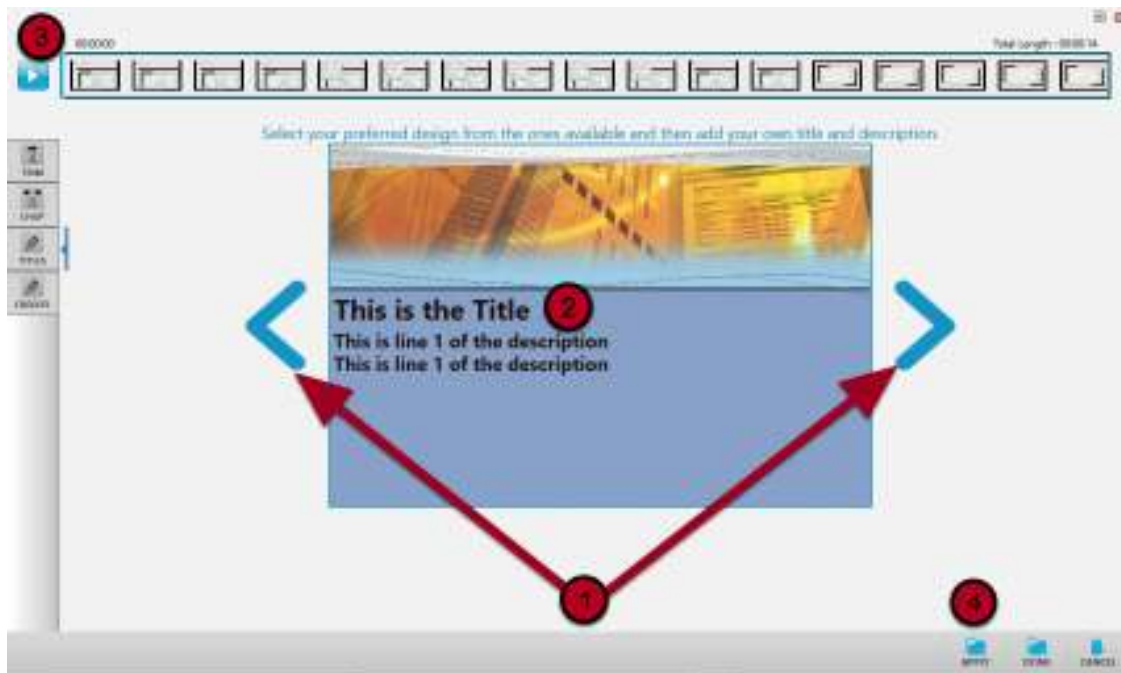
Using the **Titles** tool adds a title animation before your recording.

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.
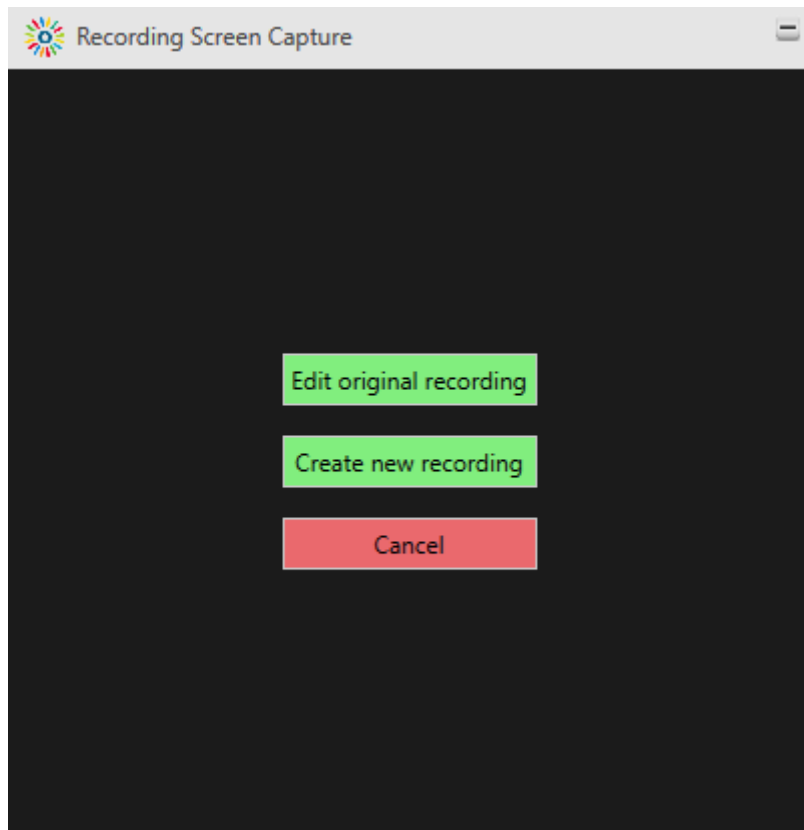
Once you have clicked **Done**, Kaltura will ask you if you wish to upload the recording as a **New** upload, to replace the **Original** file, or **Cancel**.

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.