



Recording with Kaltura

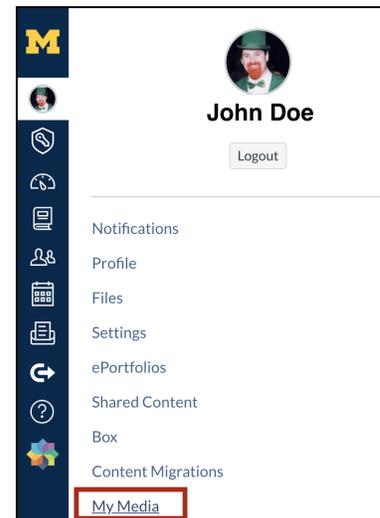
Student guide

In this guide:

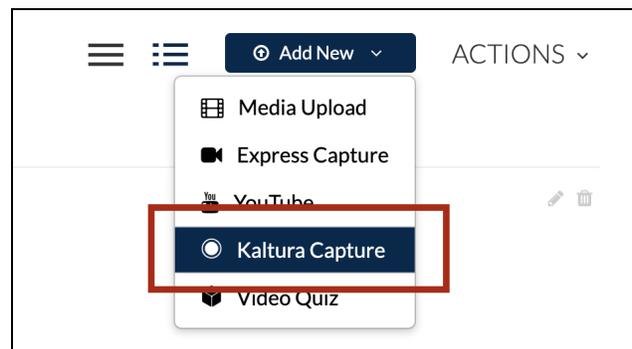
- [Download the software](#)
- [Create a lecture recording](#)
- [Publish Your Recording](#)
- [Additional Resources](#)

Download the software

1. In Canvas, go to **Account > My Media**.



2. On the My Media page, go to the **Add New** menu near the top left and choose **Kaltura Capture**.





3. On the Capture page, click the **Download for Windows** or **Download for Mac** link to download the software for your operating system. (If you have already downloaded the software, this screen will ask to open the application).

4. Double click on the software to install it. Follow the on-screen instructions to finish the download. (Look in your downloads folder).

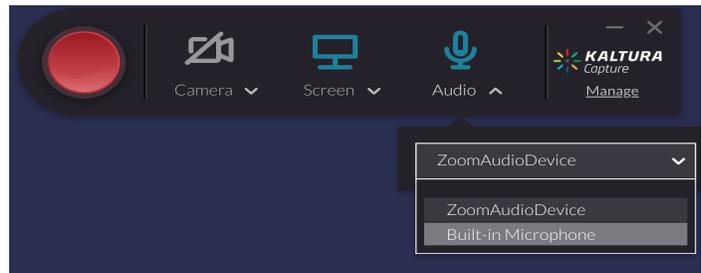


Create a recording

Set up your equipment

First-time users: If you're prompted, approve access to your camera, microphone, and screen, even if you don't plan to use them all. (They can be disabled as needed when you start recording.)

- **Launch the recorder:** In Canvas, click on **Account > My Media > Add New > Kaltura Capture**.
- **Set your camera:** Click the drop-down menu below the Camera icon to choose a camera (if you have more than one). Click on the camera icon to turn it on or off.
- **Set your screen:** Click the drop-down menu below the Screen icon to choose your screen (if you have more than one). Wait for the red rectangle border to show up on the screen, in order to confirm your screen choice
- **Set your audio:** Click the drop-down menu below the Audio icon to choose a microphone (if you have more than one). Click on the microphone icon to turn it on and off.



Screenshot: Microphone settings in Kaltura capture, webcam disabled.



Set up your materials

- Open up any visuals (like slides) in a new browser tab.
- If it's a slide presentation, start the presentation mode.

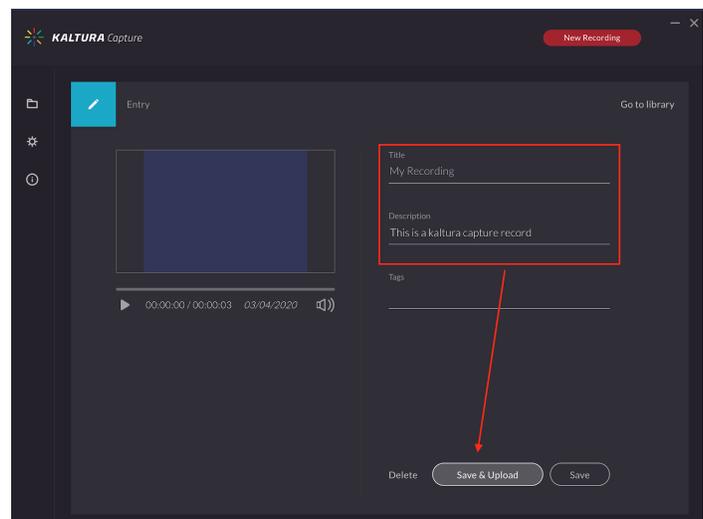
To start recording

Tip: You may see a memory warning while you're recording. It's ok to dismiss this warning. Your content will still be recorded.

- In Kaltura Capture, click the big red **Start** button to start recording.
 - or on a Mac, press Command + Shift + R
 - or on Windows, press Ctrl + Shift R
- A countdown from 3 begins to cue you in.

To stop recording

- in Kaltura Capture click the square white **Stop** button.
 - or on a Mac, press the Command + Shift + S
 - or on Windows, press Ctrl + Shift S
- Edit your Title and Description as desired then click **Save and Upload**.





Publish Your Recording

- Your recordings will be saved in **Account > My media**. By default, your videos are private and can only be viewed by you.
- **To publish your videos to a course's Media Gallery:**
 - Click on the **Actions** menu in the upper right and choose **Publish**.
 - Choose your course and click **Save** to save your video to that course's Media Library.
 - Go to your course's main Canvas page.
 - From the course's main menu, look for the **Media Gallery**.
 - Click **Add Media**.
 - Check the box next to your video and then click the **Publish** button in the upper right corner of the screen.
- **To add your video to an assignment or discussion board:**
 - Check with your instructor

Viewing Kaltura Recordings

- When you are viewing Kaltura recordings, you have three views to choose from:
 - Side by Side
 - Picture in Picture
 - Single Picture
- Choose the mode you want by clicking the icon in the upper right corner of the window.
- **Note:** These icons can be difficult to see if the image behind it is white
- **Toggling primary video.** To change whether the screen capture or camera capture is prioritized in Picture in Picture viewing mode, select the icon with two arrows in the upper right corner of the viewing window

