

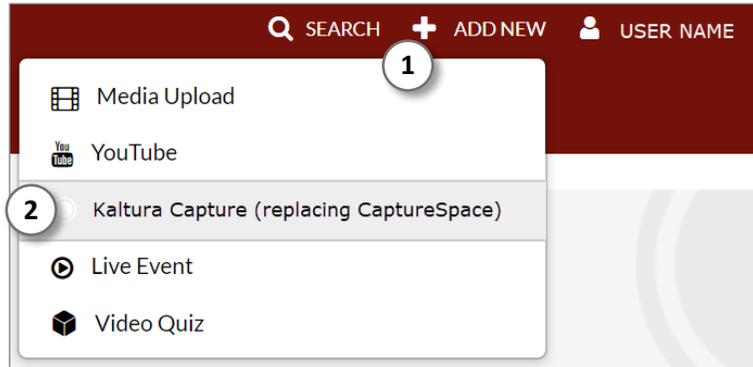
Recording with Kaltura Capture

It is highly recommended that you make and review a practice recording with Capture before attempting to record an entire lecture.

INSTALLING CAPTURE

Go to <https://mymedia.ou.edu> and log in by clicking **Guest** in the upper-right corner of the page.

Click **Add New**,
then click **Kaltura Capture**.



On the next page, click **Download for Windows** or **Download for Mac**.

Using Kaltura Capture for the first time?

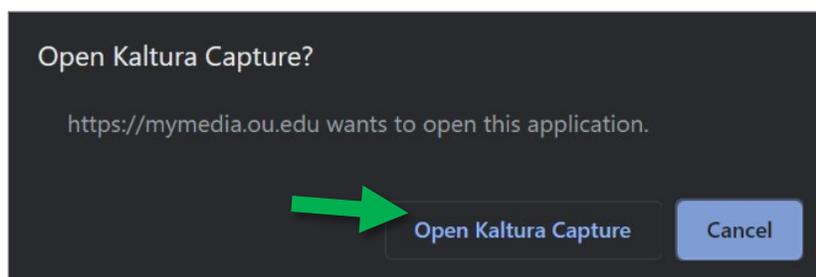
[Download for Windows](#) | [Download for Mac](#)

Once the Capture installer has downloaded, run the installer to install Capture on your computer.

Once the installer has completed, return to <https://mymedia.ou.edu>.

Click **Add New**, then click **Kaltura Capture**.

When asked, give permission for your browser to open Kaltura Capture.



This process will connect the Capture app to your MyMedia account.

You only need to do this the first time you use Capture. The next time you use Capture, simply open the Capture app on your computer. You won't need to go to the MyMedia website or login.

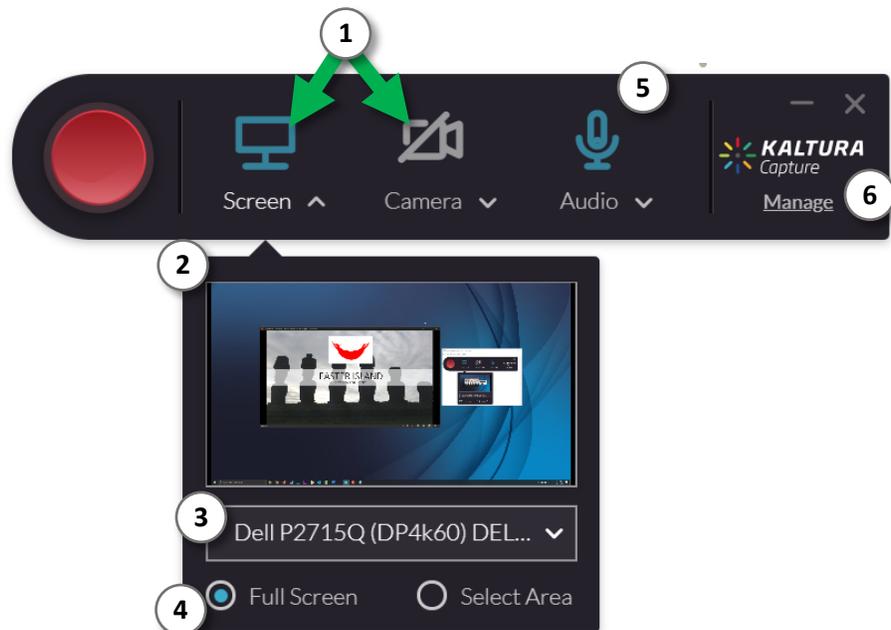


CAPTURE SETTINGS

Capture gives you the option to record up to two video sources, including two screens, a screen and a camera, or two cameras. If more than one video source is used, viewers will be able to freely select video sources while they are watching the video, including picture-in-picture and side-by-side options.

Unless there is a specific reason to do otherwise, it is normally recommended to only select a single video source to avoid unnecessary distraction for viewers.

1. To enable or disable a video source, click its icon.
2. To select a video source, open the dropdown menu just below the video source icon.
3. Select the video source.
4. You can choose to record either the **Full Screen** or **Select an Area** of the screen to record.



If you choose to **Select an Area**, you can choose from preset recording dimensions or simply drag the corners of the translucent window to the size you want.

To move the recording window, simply click and drag the translucent window.

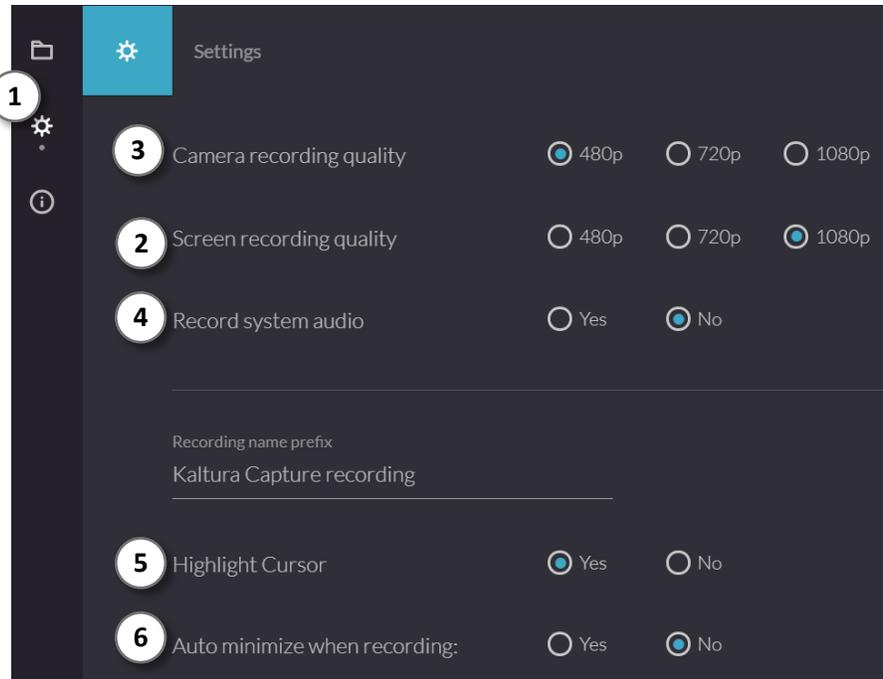
When you are finished, click Confirm.



5. Be sure to select your audio recording source as well. It is normally recommended to use a headset microphone for best audio quality unless you will be on camera.
6. Click **Manage** to view your Capture Library and Settings.

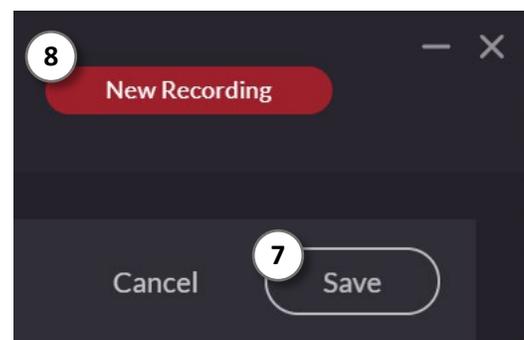
1. Click the gear icon to view more Capture app settings.
2. You can change the resolution of your screen and camera recordings. This will affect the final resolution of your recorded video.

It is recommended to set **Screen recording quality** to 1080p. If you are having technical issues with recording, you can try changing this setting to 720p.



3. If you are using a camera and the camera recording is only a small rectangle instead of filling the expected area, try changing the **Camera recording quality** to a lower setting such as 480p or 720p.
4. If you need to record sound from your computer in addition to your microphone, click **Yes** for **Record system audio**. This can be useful if your presentation includes audio that you want to be present in the recording. Otherwise, leave this option off so that any notification sounds from your computer are not accidentally recorded.
5. If you would like your mouse clicks to be highlighted in the video, click **Yes** for **Highlight Cursor**.
6. If you would like the Capture app interface to automatically minimize once recording begins, click **Yes** for **Auto minimize while recording**. It is usually recommended to leave this setting turned off unless you are making a full screen recording and would like to hide the Capture interface from the recording.

7. When you are satisfied with your settings, click **Save**.
8. Click **New Recording** to return to the main Capture interface.



RECORDING WITH CAPTURE

Before recording, open the presentation, website, or software you wish to record and get it ready for recording.

If you are recording a PowerPoint presentation, PowerPoint's "Reading View" option works well with screen recording.



The presentation will fill the PowerPoint window without needing to go to Full Screen mode.

NOTE: If you record your entire screen and PowerPoint is in Slideshow mode, Capture will automatically create chapter markers for each slide and make the PowerPoint text searchable.

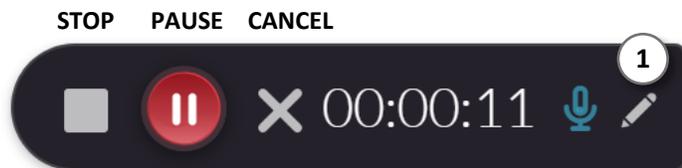
When you are ready to begin recording, click the big red recording button.

The Capture interface will minimize to one corner of your screen and a countdown will begin from 3.

You are now recording.

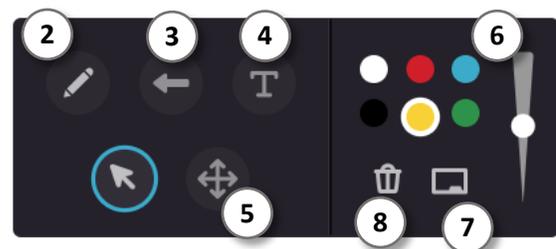
Give your presentation as you normally would. Kaltura Capture will record everything that happens within the recording window specified earlier.

The Capture app interface allows you to stop, pause, or cancel recording.



1. Click the **pencil** icon to access onscreen annotation features.

2. You can free draw on the screen,
3. draw arrows,
4. create text,
5. and move annotations around the screen.



6. There are tools for selecting annotation colors and sizes.

7. The **Whiteboard** icon makes an area of the screen white for making clearer annotations.

8. Click the trashcan icon to delete all annotations.

When you are finished recording, click the **Stop** button.

You can also press **Ctrl+S** or **⌘+S** on your keyboard to stop recording.

Recording will pause while you confirm that you wish to stop recording.

MANAGING YOUR CAPTURE LIBRARY

1. It is highly recommended that you give your recording a title that includes the course the recording is for.
2. You can also preview your recording,
3. as well as add a description and tags.
4. You can delete the recording, save the recording for later, or save and upload the recording to MyMedia. If you are satisfied with the recording, it is recommended that you save and upload.

Please be aware that uploading your video can take several minutes, depending on the length of your video. Once your video is uploaded, it can take anywhere from a few minutes to over an hour for your video to process and be available for viewing, depending on the length of the video.

Once the video has finished uploading, you can close Kaltura Capture.

You can embed your videos in Canvas before they are done processing, but they will not be viewable until processing is complete.

