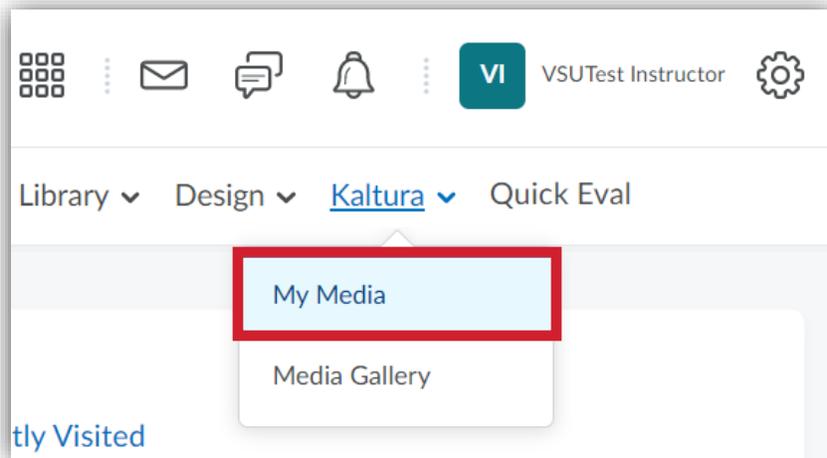# Kaltura Capture

Do you want to easily create engaging videos and other media from your own desktop that are integrated into the BlazeVIEW learning management system?

With the Kaltura Personal Capture tool, you can record your screen, webcam, or just audio. By default, all recording inputs are configured to the optimal quality available, so when you're ready, you can start recording.

With a seamless recording-to-viewing workflow, once you're done recording and click upload, you'll be able to find your recording under "My Media" in your Kaltura instance in BlazeVIEW.

Locating Kaltura in Your Course

1. Navigate to the course where you want to use **Kaltura.** Click the **Kaltura** button on your NavBar and select **My Media** from the dropdown menu.

2. When My Media opens, click the **Add New** button. Select **Kaltura Capture** from the drop-down menu:
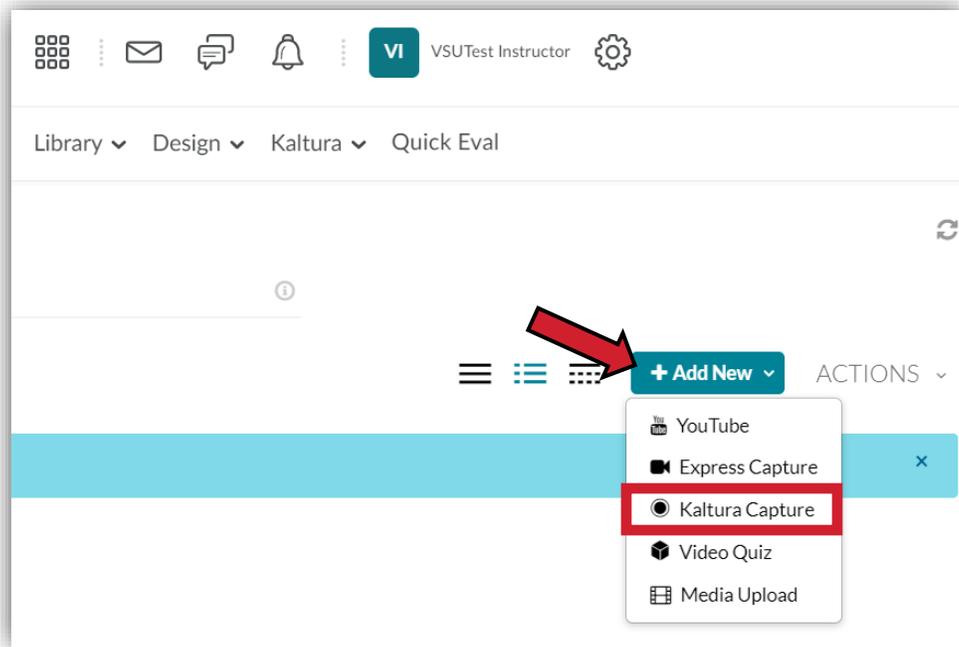
3. The first time you add Kaltura, you will need to follow instructions on how to download the Kaltura Capture Desktop Recorder. Otherwise, it will launch automatically, and you will see the following recorder appear:
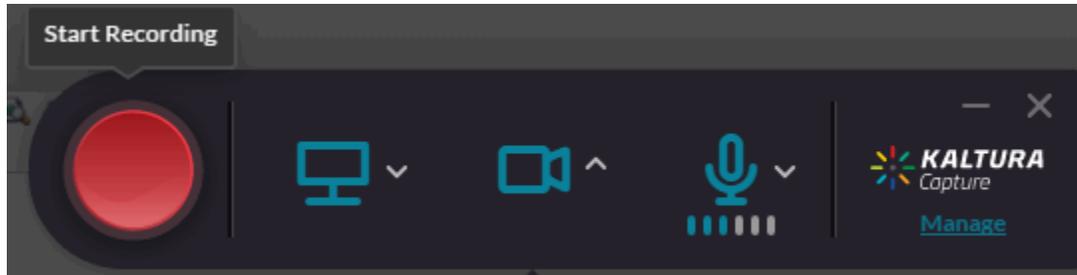
4. Select **Screen**, **Camera**, or **Audio** and click the red button to start recording.
5. You will see a 5 second count down and then your recording will start.
6. If you decide to cancel your recording during the 5 second countdown, click Cancel.
7. When the recording begins, the duration of your recording is displayed in the Recording Menu.

Personal Capture Recording Options

Select the option below for more information:

- [Recording Camera and Screen](#) (default setting)
- [Recording Your Camera](#)
- [Recording Your Screen and Partial Screen](#)
- [Recording a Presentation](#)
- [Recording Audio Only](#)
- [Completing Your Recording](#)
- [Saving and Uploading Your Recording](#)

Recording Camera and Screen

Camera and settings are set to the optimal quality available by default, so you can start recording. If you would like to change the camera or screen input or other settings perform the following steps:

To set your camera and screen settings

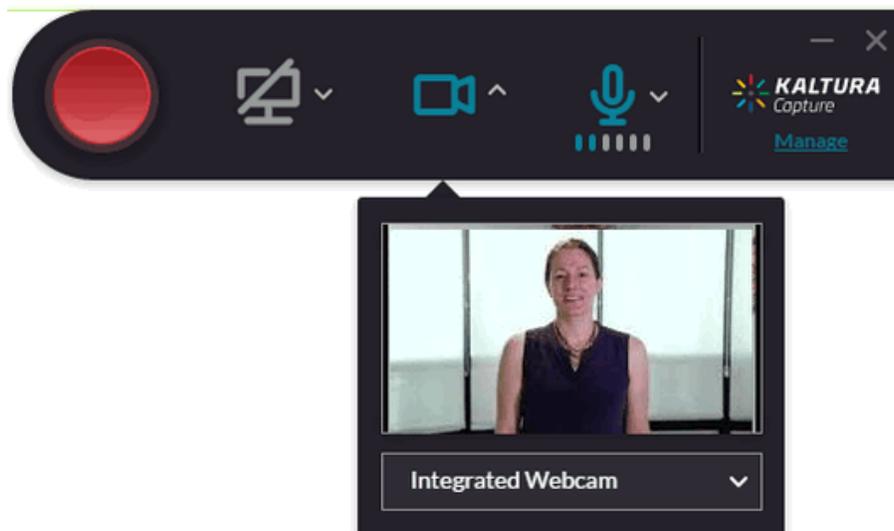1. Click on the arrow next to the **Camera** icon.
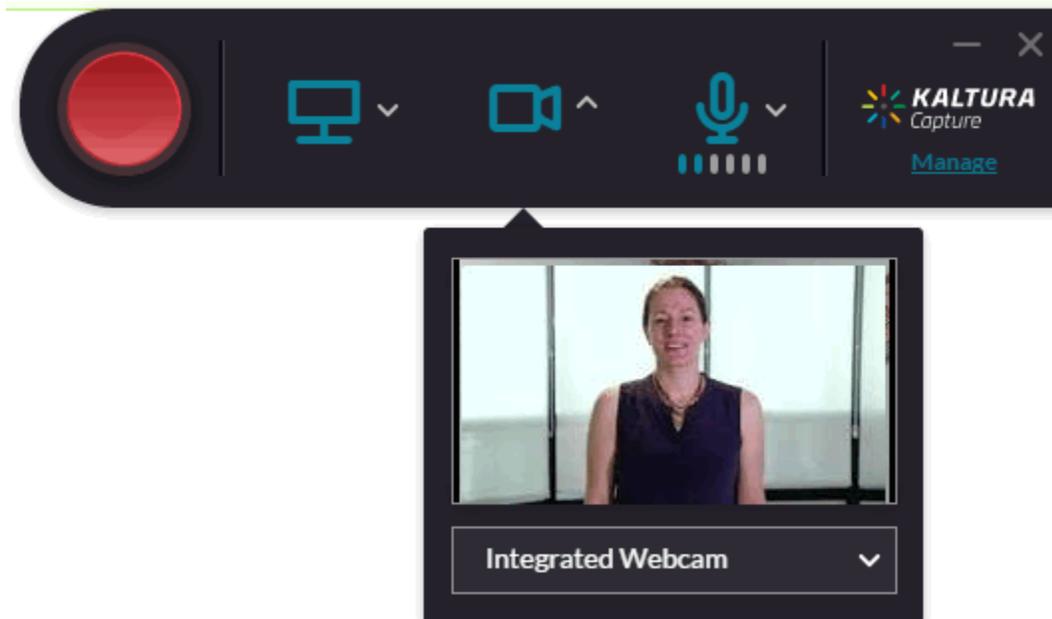
2. Select the camera input source you are going to record from, from the drop-down menu. If there is more than one camera connected to your PC, select the camera you want to record from.
3. Click on the arrow next to **Screen** icon.
4. Select the screen you are going to record from the drop-down menu. If there is more than one screen connected to your PC, select the screen you would like to record.
5. Click **Full Screen** to record the entire screen. Click **Select Area** to record a set area of your screen. Choose the relevant area or customize the screen area by resizing the cropping window.

Recording Your Camera

Camera settings are set to the optimal quality available by default, so you can start recording. If you would like to change the camera input or other camera settings perform the following steps:

To set your camera input

1. Click on the arrow next to the **Camera** icon.

2. Select the camera input source you are going to record from, from the drop-down menu.
3. If there is more than one camera connected to your PC, select the camera you want to record from.
4. Be sure to click on the second input (screen) to disable if you want to record the camera only.

Recording Your Screen or Partial Screen

The input (screen or camera) dropdown menu contains a list of connected devices. Click on a different screen to change it.

Screen settings are set to the optimal quality available by default, so you can start recording. You can record your entire screen (full screen) or a portion of your screen.

To set your screen inputs

1. Click on the arrow next to the **Screen** icon.
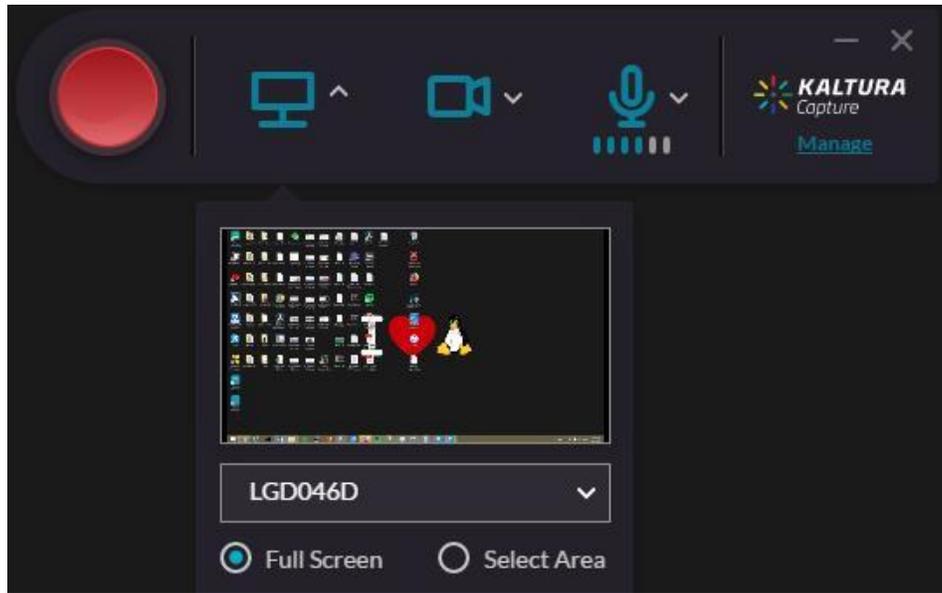
2. Select the screen you are going to record from, from the drop-down menu.
3. If there is more than one screen connected to your PC, select the screen you want to record from.
4. Click **Full Screen** to record the entire screen or click **Select Area** to record a set area of your screen display.

If you select an area, the cropping screen is displayed:
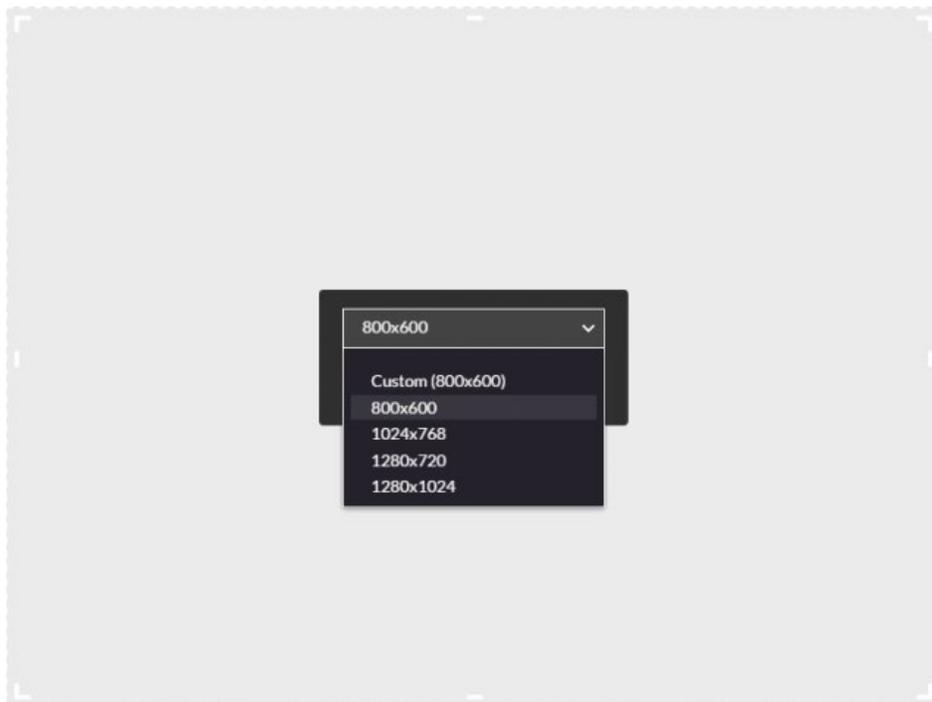
5. Select an area from one of the options. The default area is 800 x 600 pixels. You can also customize the screen area you want to record by resizing the cropping window. Drag the frame to the size you want to record.
6. Place the resized frame over the area on your screen that you want to record. Click Confirm and the frame turns red. Begin your recording. If you decide to cancel, toggle Full Screen under the screen selection.
7. Be sure to click on the second input (camera) to disable if you want to record the screen only.
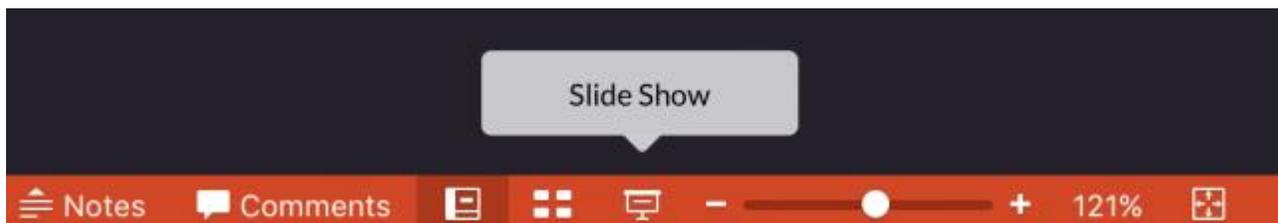
Recording a Presentation

When you record a slide presentation the Kaltura Capture application uploads the slides as chapters and indexes the text so it can be searched for in the video. When recording slides, PowerPoint must be in Slide Show mode. PowerPoint Viewer is not supported for Kaltura Capture recordings.

Kaltura Personal Capture can record any displayed PowerPoint Slides during the recording. Slides are added as chapters with their time stamp as part of the recording.

To set your screen settings for recording a presentation:

1. Click on the arrow next to the screen icon.
2. Select the screen you are going to record from, from the drop-down menu.
3. Click the red button to start recording.
4. Open the PowerPoint presentation in Slide Show mode and present the slides (use the arrow keys on the keyboard to move forward and backward). Each PowerPoint slide you use during the recording creates a chapter in the recording. Slides shown when recording is paused are not uploaded.

5. Stop your recording.

When the recording is completed, the slides are uploaded as images and are set to chapters at their designated time stamps in the recording.
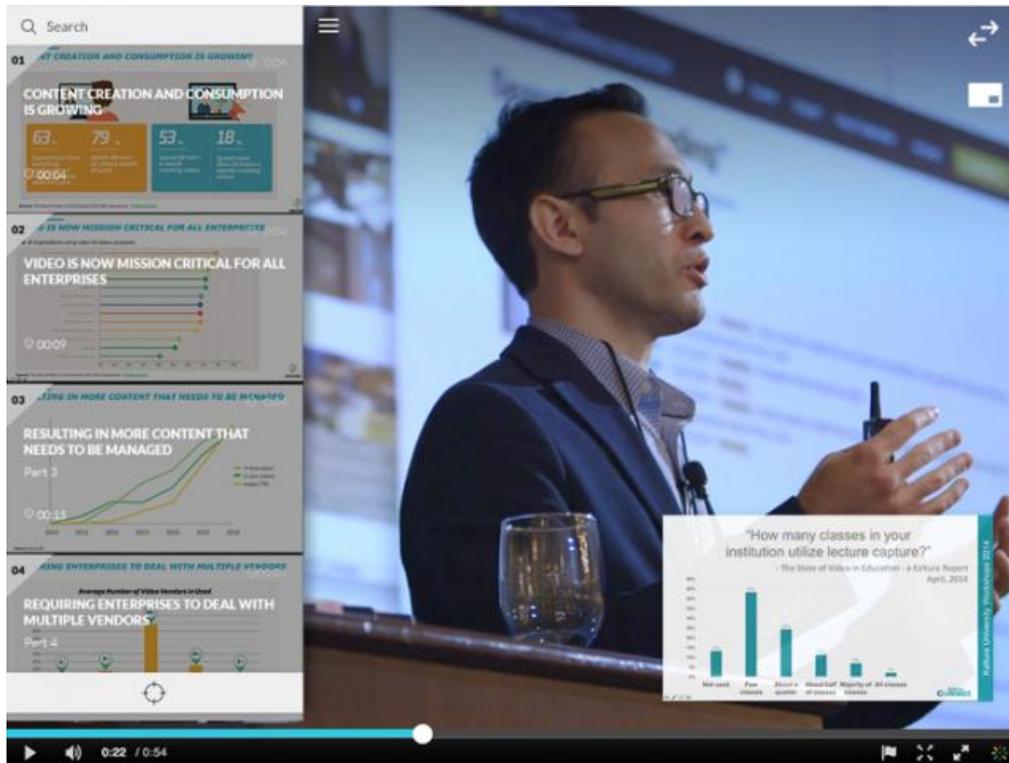
After you save and upload your recording, the presentation is displayed on your Kaltura instance with each slide representing a chapter. You can search for text through the content.

Recording Audio Only

To set the audio input

1. Disable both screen and camera input icons that appear on the recorder by clicking on them.
2. Click on the arrow next to the **Microphone** icon.
3. Select the audio source you are going to record from, from the drop-down menu. If there is more than one microphone connected to your PC, select the microphone you want to record from the dropdown menu.
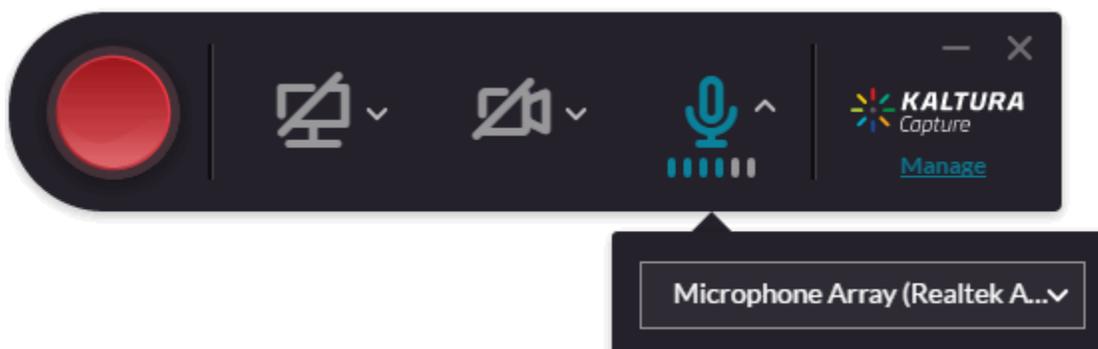
Completing Your Recording

After you "stop" your recording you will be directed to the entry page. If you clicked stop by mistake, you can always click Cancel and you will be returned to your recording in a paused state. If you want to complete the recording, enter the following information, and click Save:

- Title of the recording
- Description
- Tags
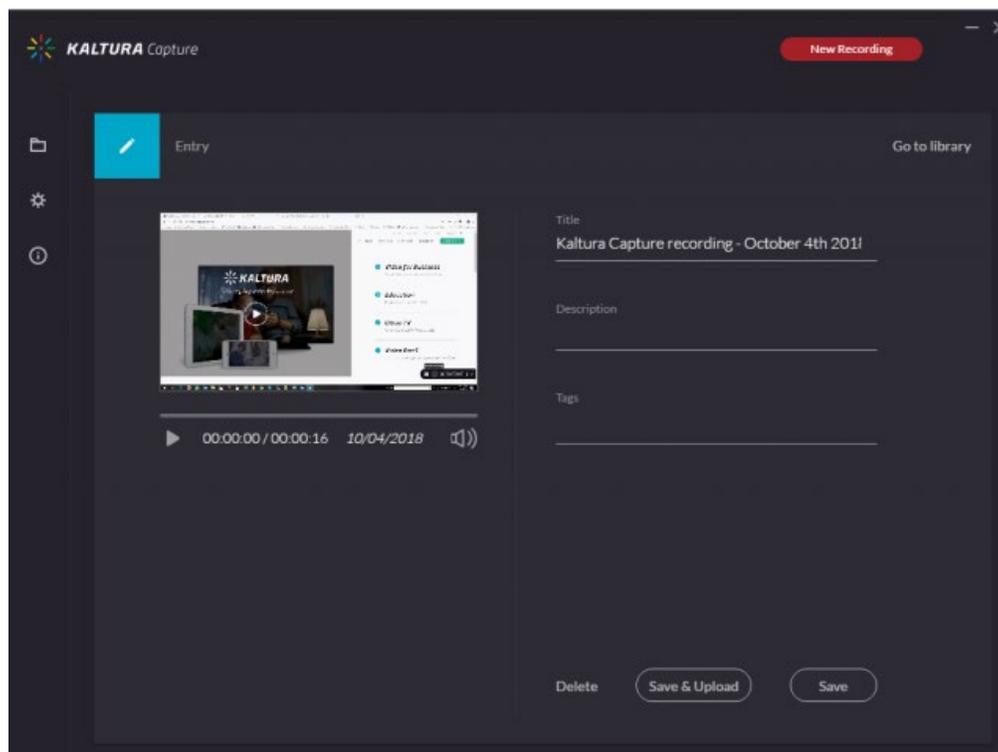
Select one of the following options:

- **Delete** to remove your entry.
- **Save & Upload** to upload to the Kaltura application.
- **Save** to save to your local library only. You will be able to upload at a later time from your media library.
- Start a **New Recording** - you will be prompted with a confirmation that you indeed want to leave.
- **Playback** your recording.

When you save a recording without uploading it, the Management window opens with the Edit tab and displays the options to **Upload** or **Delete** your media. You can also select **Delete all uploaded** to delete all uploaded media files from your local storage.
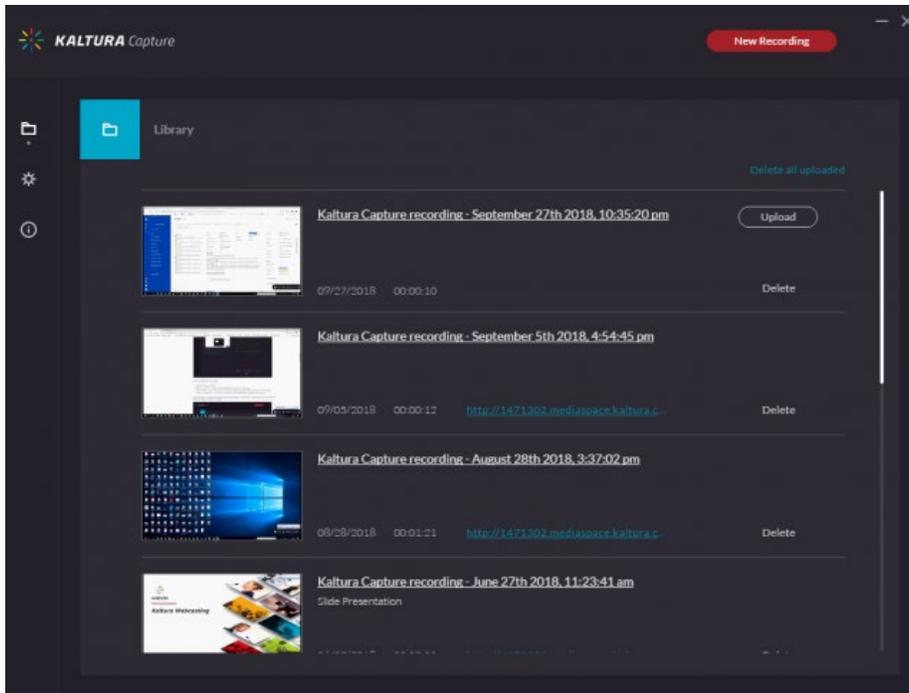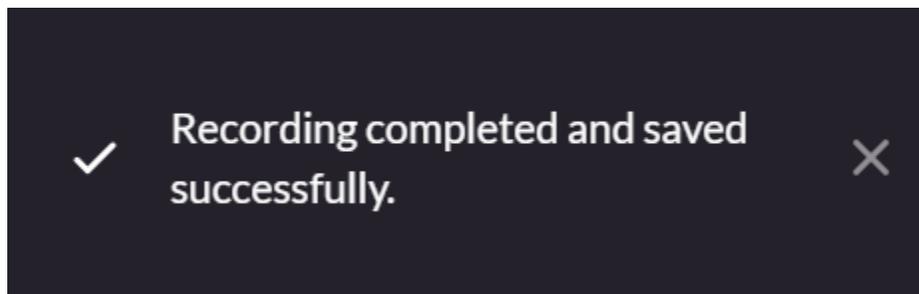
Click **Upload**. A pending status is displayed and a successful upload message appears when the upload is completed.
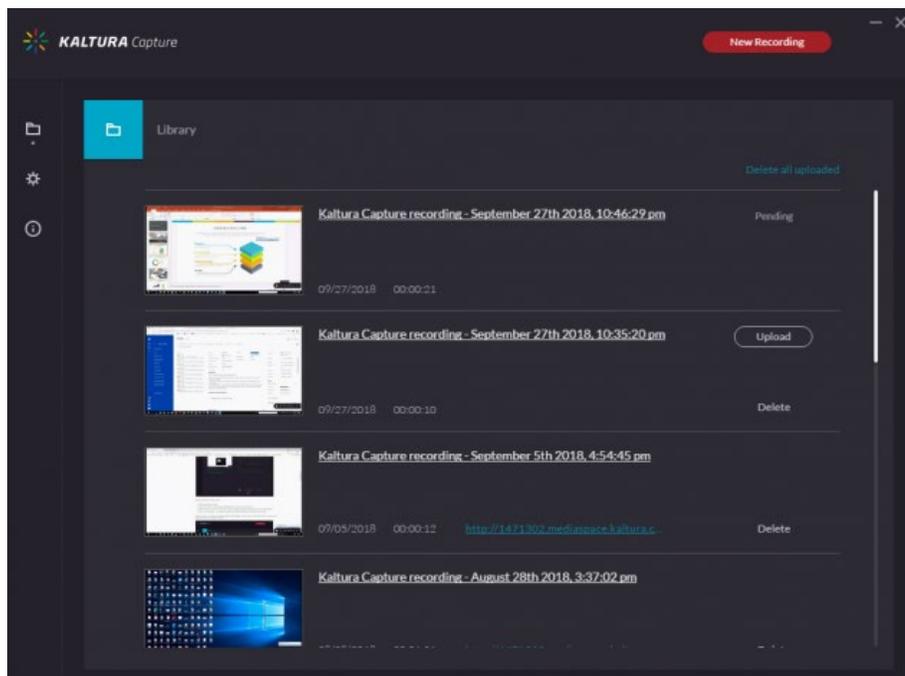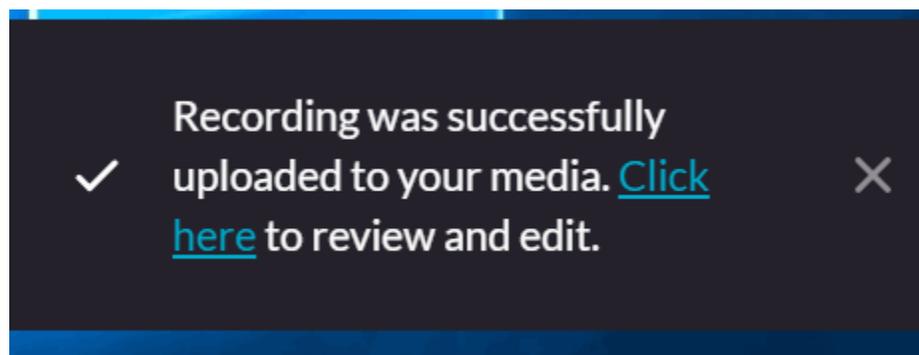

Saving and Uploading Your Recording

After you "Stop" recording, the following messages are displayed:

The final message that your recording was saved successfully is displayed:

All the recorded videos are stored locally in your **Recordings** directory. If you have not changed the Recordings directory during the installation, the default recording directory is C:\ProgramFiles\Kaltura\Capture\Recordings.

Your recording is automatically uploaded to your Kaltura account (to the user specified in the "User ID" field in the Recording Details screen).

Upload is done in the background regardless of the user that is logged in. After you save your recording, you can start a new one or log off and the recording will continue to upload.

When you **Click Here** in the successful upload screen, you are automatically directed to your Kaltura instance.

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.