

RECORDING SCREENCAST LECTURES DOWNLOADING AND USING KALTURA CAPTURE

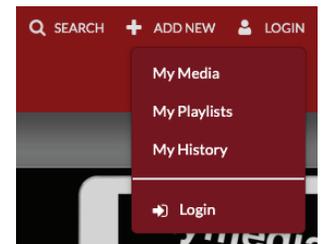
OVERVIEW :

Kaltura Capture is packaged within mymedia.ou.edu. MyMedia is OU's video repository for faculty, staff and students. The Kaltura Capture app is free and you will download it to your different machines (Kaltura Capture is not available for the ipad, or older tablets). After downloading Kaltura Capture you will be able to record presentations without needing an internet connection. This app allows you to record your voice, your screen, your video image (if you have a webcam) and annotations.

GETTING STARTED :

1.) Navigate to mymedia.ou.edu

Login with your 4x4 by clicking *Guest > Login*, in the upper right hand corner.



2.) Download Kaltura Capture

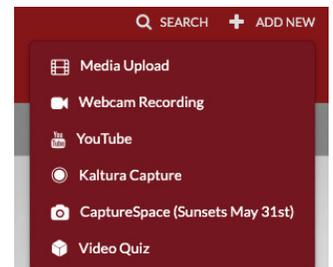
Click the *Add New > Kaltura Capture* option and choose either Windows or Mac.

This will engage the download. You are looking for one of the following file name(s):

- KalturaCapture_3.3.244.msi (Windows)

- KalturaCapture_3.3.244.dmg (Mac)

** These download files can be found in the *downloads* folder on your computer.



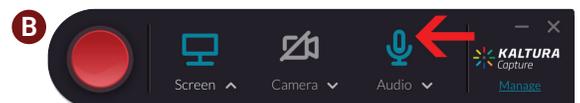
3.) Launching Kaltura Capture

A Kaltura Capture icon is usually placed on the desktop of your machine.

If so, click the icon to open Kaltura Capture. If no icon is available, then simply repeat step two above and the application should launch. You don't need to download it again, even though you will navigate back to this page.

If the software did install and opens correctly, the following window will appear.

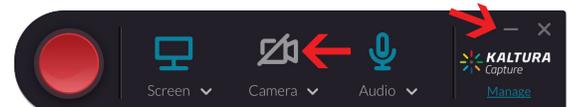
Prior to recording, check your settings. Click the "gear" icon (fig. A) and choose *HD 1080P* for the screen recording settings. If using an external microphone, choose it under "Audio" (fig. B).



4.) Recording

To record your screen, make sure to turn off the camera by clicking on the camera icon. It should appear "grayed." Now, click the red *RECORD* button. A 5-second countdown will appear, then recording will begin. Prior to the recording, you will need to have your presentation open.

Don't forget to minimize the recorder controls, otherwise they'll appear in your video.



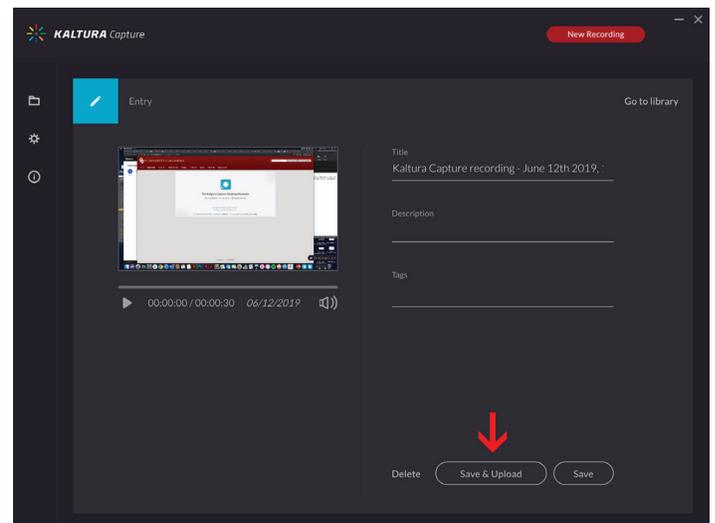
5.) Recording Features

Recording can be paused and recording can include annotations with the pen tool. To engage the *PAUSE RECORDING* menu, use the ALT+P keys for pause. To engage the drawing, annotation tools, use ALT+D keys. This menu can also be found by clicking the Kaltura icon at the bottom of your screen.



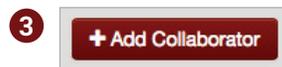
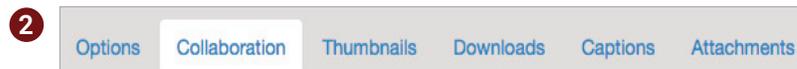
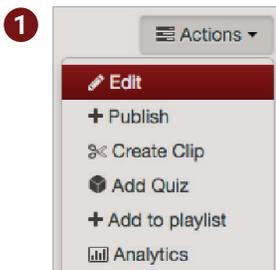
6.) Saving Your Recording

Use ALT+D keys to engage the *PAUSE RECORDING* window and click *DONE*. The video will process for some time, then it will show you a preview. Click *DONE* or *CANCEL*. Clicking *DONE* will open a new window. Name and describe your file. Then click *SAVE & UPLOAD*. It is important that you choose the *SAVE & UPLOAD* option so that your video can be accessed in MyMedia.

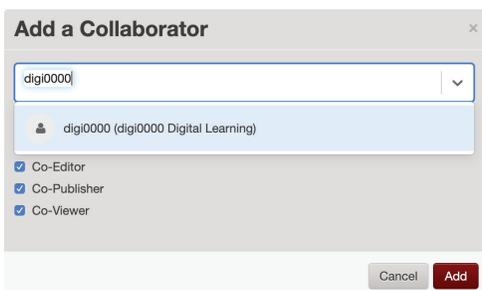


7.) Sharing Your Movie with ODL and Others

The Office of Digital Learning needs access to your teaching video so that we can touch it up, working with audio, graphics, and captioning. To make your video accessible, you need to add the Office of Digital Learning as a collaborator. After your movie has fully uploaded, click the *Actions* drop down, choosing *Edit*. Then click *Collaboration*, then click *Add Collaborator*.

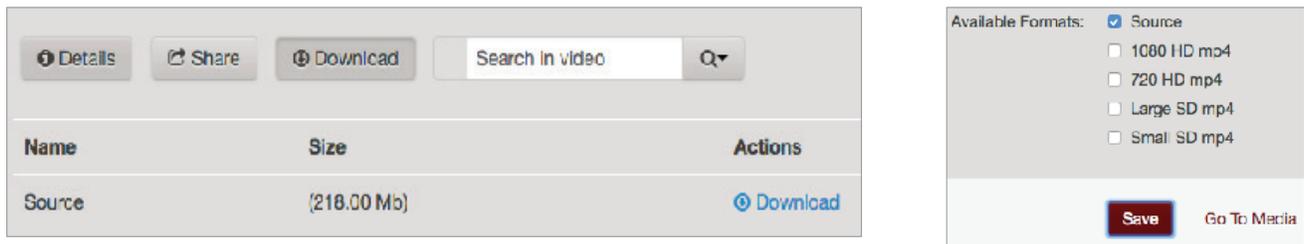


Next, you will add ODL's OU Net ID (4x4) Digi0000 and check all the boxes.



8.) Downloading Your Movie

Navigate to your MyMedia portal and click the video you would like to download. Next, click the *Actions* drop down, choosing *Edit*. A new page loads and you will then click *Downloads*.



The screenshot shows a video player interface. At the top, there are buttons for 'Details', 'Share', and 'Download', along with a search bar labeled 'Search in video'. Below this is a table with columns for 'Name', 'Size', and 'Actions'. The table contains one row with 'Source' as the name and '(218.00 Mb)' as the size. The 'Actions' column for this row has a blue 'Download' link. To the right of the table is a section titled 'Available Formats:' with a checked radio button for 'Source' and three unchecked options: '1080 HD mp4', '720 HD mp4', and 'Small SD mp4'. At the bottom right of this section are a red 'Save' button and a link that says 'Go To Media'.

Click the check box next to *Source* under available formats. Be sure to click the red Save button. Next, click *Go to Media*, navigating back to the MyMedia portal. Click the gray *Download* button, then click the blue *Download* link to initiate the download. The video file will download to your machine.

9.) Problem Solving

- Be sure to have adequate space available on your hard drive for movie recording to work effectively. If your hard drive is full, movie recording might not be available.
 - Although no Internet connection is needed to record movies, if you'd like to upload your movie to your MyMedia portal, for student access, you will need an Internet connection.
- ** Any video without playback in the last two years will be deleted.



For more teaching resources, please visit: ou.edu/digitalllearning