



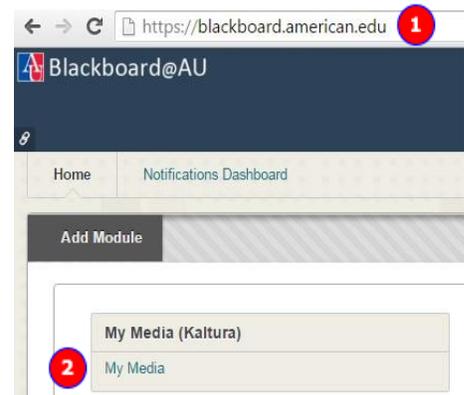
Quick Start Guide to Creating Videos with Kaltura Capture

About Kaltura Capture

Capture is a user-friendly app that allows instructors to easily create video presentations using an intuitive interface. Capture works with Kaltura, AU's online video management, creation, and collaboration system, and it is fully integrated with the Blackboard learning management system.

Install the Capture app

1. Using your AU credentials, log in to Blackboard (<https://blackboard.american.edu>).
2. Click the **My Media** link on the **Home** tab to access your video repository.
3. Click the **Add New** button to expand the drop-down menu.
4. Choose **Kaltura Capture**. You will be prompted to download the app.
5. Click the appropriate download link for your system (Windows or Mac).
6. Install the downloaded file by following the on-screen prompts. You'll need to repeat steps one through 4 to open the app once you download it.



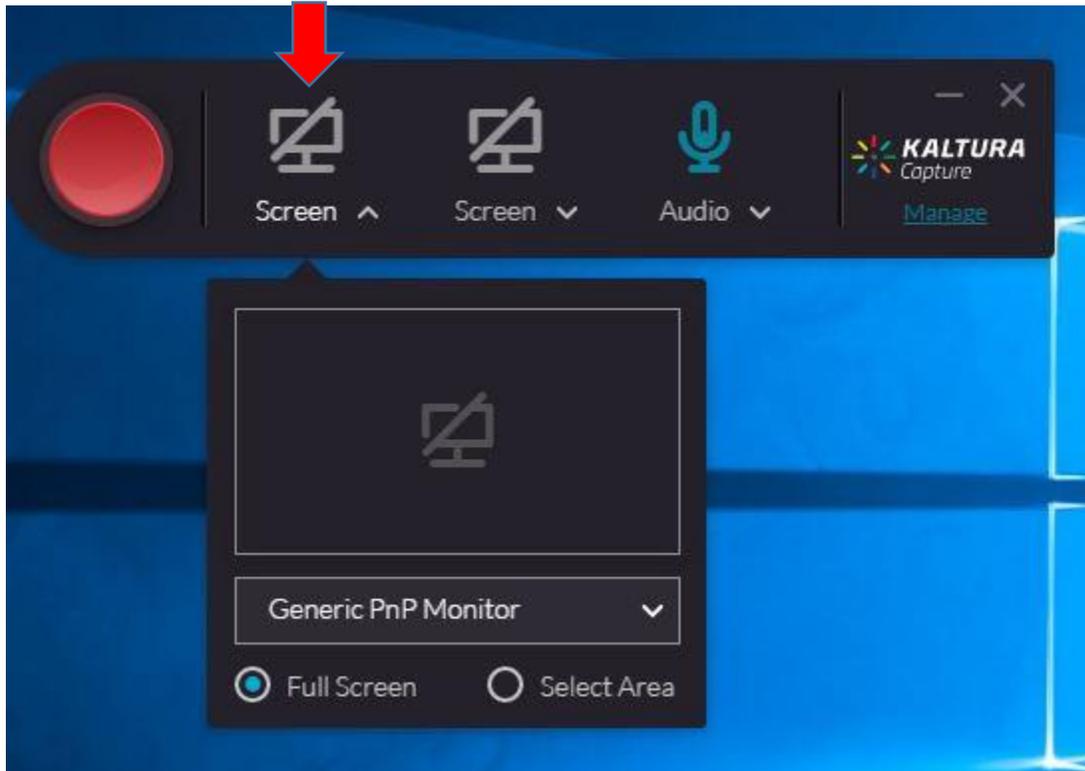
My Media



Adjust settings, as needed

1. Toggle Screen and Audio settings.

- If you have multiple monitors on your workstation, choose which screen to capture. Click on the screen icon to toggle screen capture for a specific monitor off/on.
- In the example below both screens have been disabled:



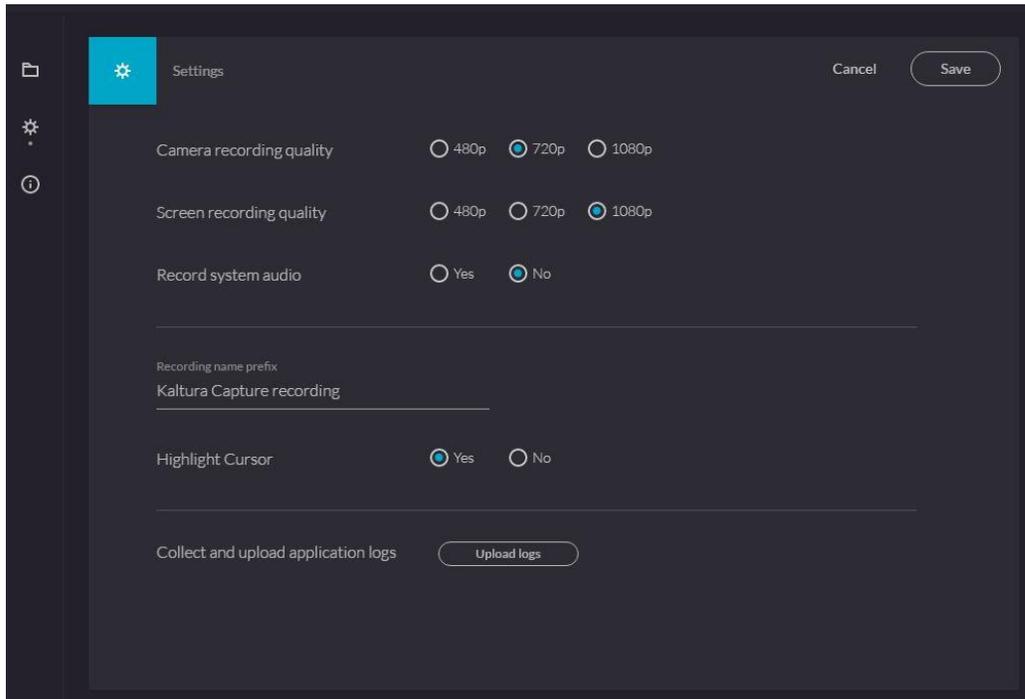
2. Toggle the audio recording device on (blue) or off (grey):

- Click on the microphone icon to toggle audio off/on for the recording.
- In the example above the audio is toggled on.

3. Choose the preferred device(s) under **Screen** and/or **Audio**, if applicable (if you have multiple microphone devices for example).

4. Change the **Camera Recording Quality** and/or **Screen Recording Quality** settings, as necessary.

- To do so click the blue [Manage](#) link in the corner of the application. On the window that appears click the gear icon to the left to bring up the settings menu. To save disk space, we recommend using the default settings.



5. Click **Save** to commit your changes.

Record your video

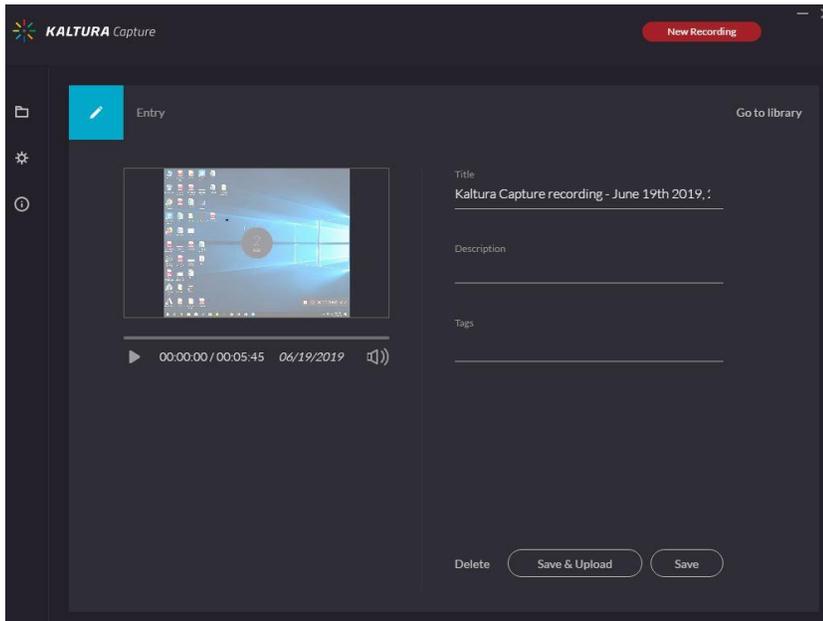
1. After clicking the Red **Record** button, Kaltura will display a three-second countdown before recording begins. The control panel will appear while the countdown runs.



2. Use the Red **Pause** (circle) button as needed. Click the **Pause** button again to resume recording after pausing.
3. When finished, click the grey **Stop** (square) button to stop recording. When you click that button the preview/edit page will appear. Here you can save or discard the recording.

Preview and edit the video

1. After clicking **Stop**, Kaltura will open the preview and edit window.
2. To play your recording, click the grey (triangle) button underneath the previewed video.
3. You can also edit the Title of the video, add any tags or provide a description.
4. When finished, save your changes by clicking the **Save** button, located in the bottom right corner of the screen.



Upload or save the video

1. By clicking the Save & Upload button you will upload your video to **My Media**. From there, you can deploy it to your Blackboard course.
2. You will need to upload the video to **My Media** before it can be deployed in your Blackboard course.

Embed a video in your course site

Videos can also be embedded to stream within a content area in your Blackboard course site.

1. Click the **Build Content** button on the specific page where you will embed the video.
2. Click **Kaltura Media** (under **Mashups**).
3. On the **My Media** screen, select the video to embed.
4. When prompted, enter a title (required), provide a description (optional), and select any options as needed.
5. Click **Submit** in the bottom right corner of the screen. The video will appear on the page as part of a new content area.

To learn more about Kaltura Capture

Contact us for immediate live support or to schedule a one-on-one consultation. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.