# Kaltura Capture Desktop Recorder via NIC MediaSpace - Create Videos and Upload

This handout is for employees and students who want to create video with Kaltura Capture Desktop Recorder and then have this app upload the video to your NIC MediaSpace – My Media collection.

Log in to NIC MediaSpace

1. Go to NIC MediaSpace via https://video.nic.bc.ca/

2. Click **Guest and then Login** (and through NIC sign in page, sign in with NIC email address & NIC password)
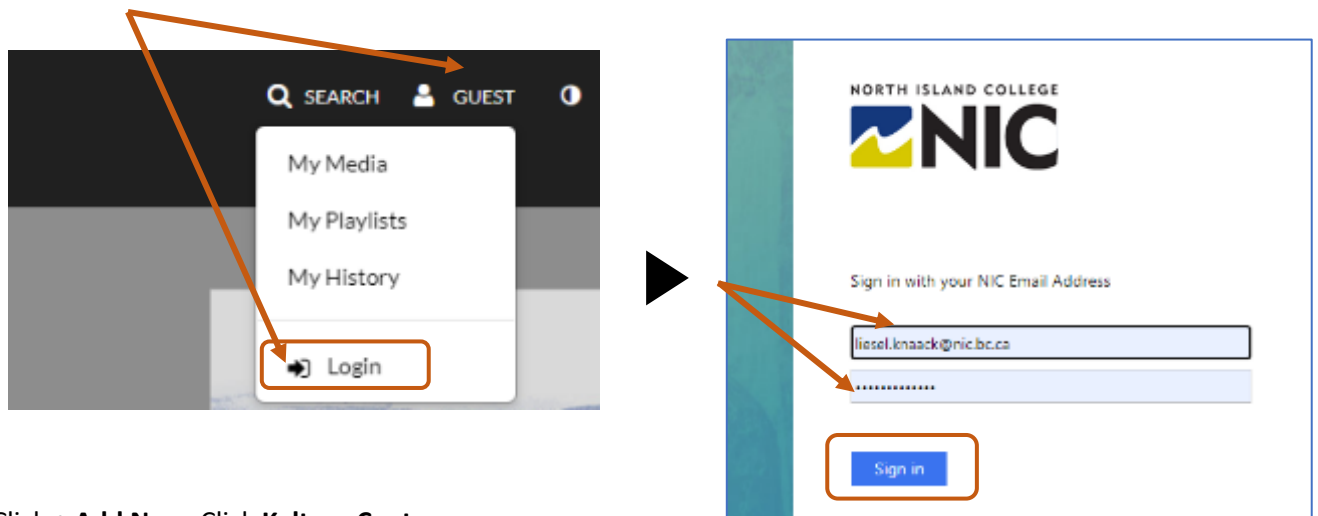
3. Click **+ Add New**, Click **Kaltura Capture**
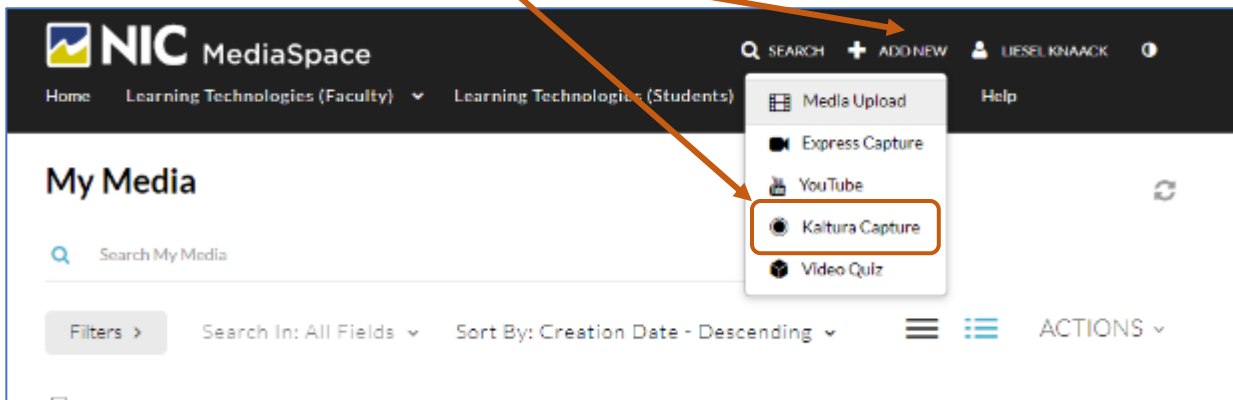
If you have already downloaded it should appear. Alternatively, you may have a desktop shortcut and/or **Kaltura Capture** icon in your task bar. It may also install in your Windows listing of all apps. There are many ways to access the installed Kaltura Capture recorder.
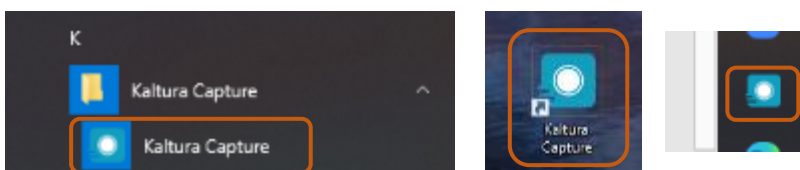
4. Whatever way you choose to access it, you should see the Kaltura Capture Desktop Recorder app open (long black bar with red button and drop-down screen choice).

The **Kaltura Capture** recorder has five main buttons:

1. **Start Recording** - Big red button

2. **Camera toggle** - Activates your computer camera

3. **Screen Toggle** – Activates your screen to be recorded

4. **Audio Toggle** – Activates your microphone to be recorded

5. **Manage** – Manage recordings and configure Media Capture settings
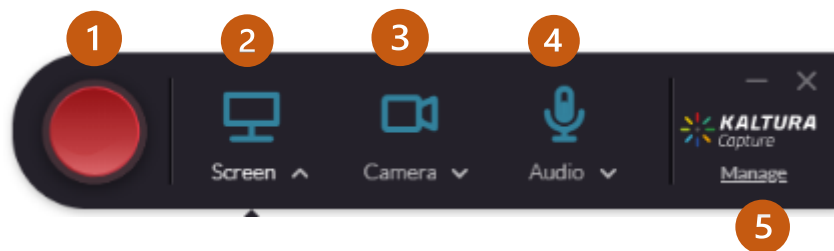
Tip: If you have two screens and are using one of them to record – move the Kaltura Capture recorder to the other screen so it is not visible in the recording area and on your final video.

5. Choose your screen, camera, and audio inputs:
- If you wish to **screencast**, then select the appropriate screen/monitor (if you have more than one) as the input for the screen choice (the drop-down choices are displayed underneath)
    - **Full Screen** – video will capture whole screen including showing all apps open etc.
    - **Select Area** – will allow you to customize a smaller area from some pre-selects or your own choice of size (helpful if you want a portion of the screen)
- If you wish to **screencast AND show yourself narrating** on your web cam or other camera, enable the camera and choose from your camera sources.
- If you wish to include **audio narration while you are recording** either the screen or the screen and camera, choose the appropriate microphone from the sources.
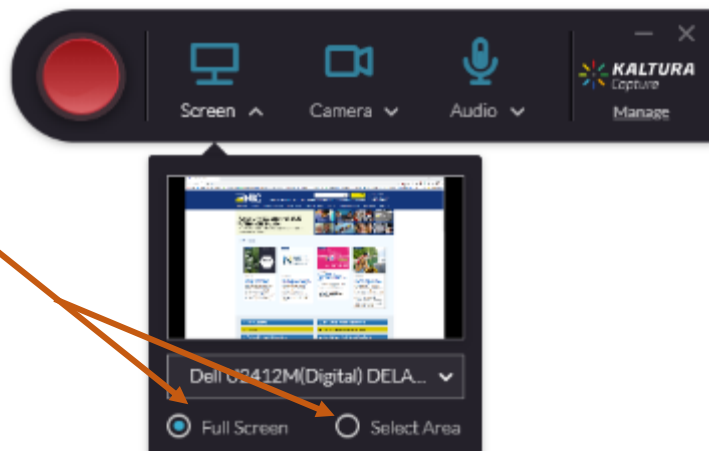
6. **Practice:** Always practice what you want to say and where you want to move on your screen. Do a 'dry run' without the recording on. Time the practice run. See how long it is. Make notes and a script to help you.

7. **Start Recording:** When ready click on the red recording button. A countdown of 3, 2 and 1 will show on the screen and then the recording will start. The timer will begin. A red line will outline your recording area. Begin recording. (sample below is a 'selected area' for recording – not the whole screen)

8. **Pause Recording:** If you need to pause the recording for any reason (cough, noise, stop and think etc.) click the red button and it will turn to a "pause" button. Pausing is a good idea if you have a lot to remember or need to catch your breath.
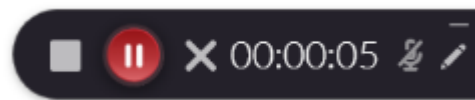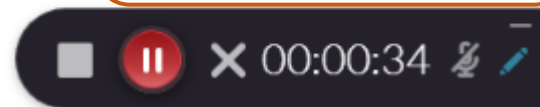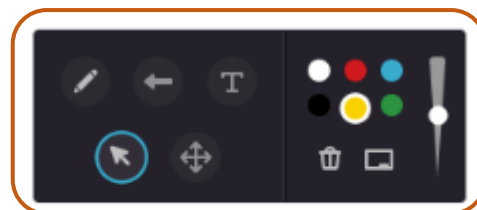

9. **Resume Recording:** When you are reading click the red button again and it will turn to a recording button to continue your video. It is best to use "resume" rather than stop. Stopping a recording ends the video and you must start all over again.
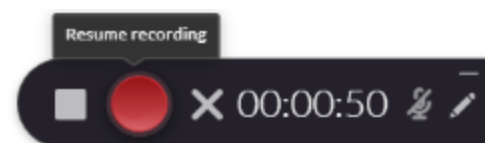

10. **Highlight Recordings:** If you click on the pencil icon to the far right it will turn blue and show you a flyout menu of other options.
    - You can write text over top of the video accessing the various colours and the pencil icon. By sliding the thickness indicator on the far right you can vary your pencil various widths in size.
    - You can type text using the "T" icon.
    - You can add arrows with the "arrow" icon.
    - You add a whiteboard to write on (beside trash can)
    - You can use the multi-arrow icon to move anything you have added to the screen.

    Note: Before you move on to another part of your recording and you do not want what you have just written to be visible – use the trash can to erase everything.
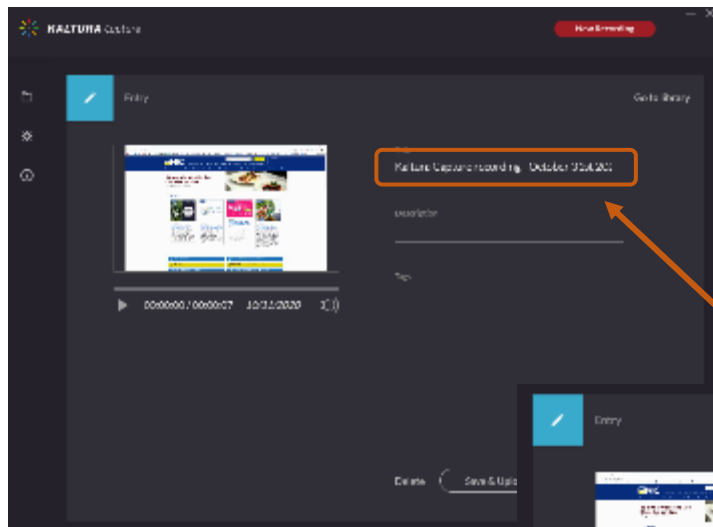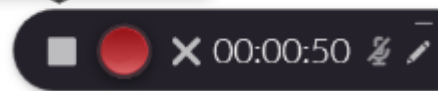
11. **Stop Recording:** When you are done with your recording, click the square white button. This will end the recording.
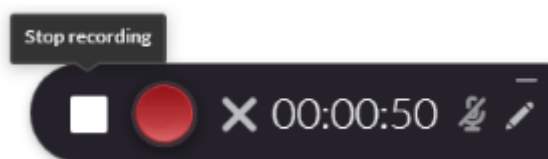
12. **Confirm:** There will be a confirmation message to ensure you want to stop the recording - in case you really wanted to pause recording via the red button.
If you wish to stop choose "Yes, Stop it" button.
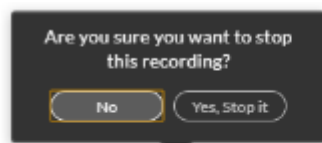
13.

When the recording stops it brings up the "Manage" screen. The title is the date it was recorded and the words "Kaltura Capture recording". You can change the title right now before uploading or you have another chance when it is uploaded. You can add a description and tags later.
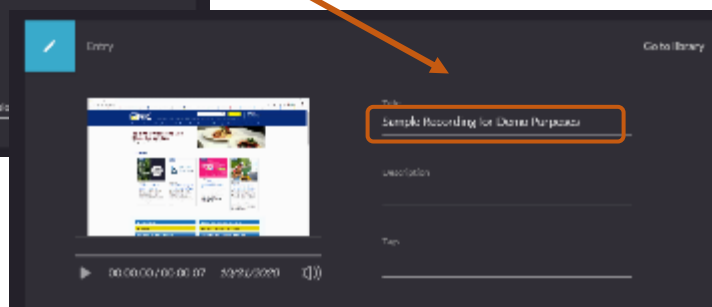
You have three choices at bottom of screen:
1. **Delete** – if this is a recording you now decide is not good.
2. **Save** – save will just save the video locally to your computer. If you choose "save", you can return later to upload it. It is stored here:
   - **PC** – C:\Users\<username>\AppData\Local\Kaltura\Capture\Recordings
   - **Mac** – /Users/<username>/Library/Preferences/Kaltura/Capture/
3. **Save & Upload** – this will save the video locally **and** upload to your NIC MediaSpace account under My Media.
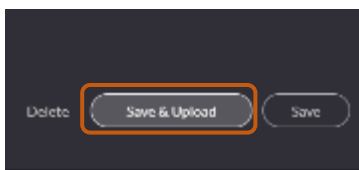
Choose **'Save & Upload'**. File will start uploading with a "pending" statement. Then a blue status bar will be visible. Depending on your internet connection and videos waiting for uploading, this could take a short or long time.
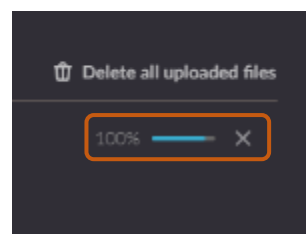
14. Once your video has uploaded the "Re-Upload" button appears in the place of the status bar. There is also a link that is added beside the time stamp with a https://video.nic.bc.ca link. At this time you can click on that link to be taken directly to the video that has been uploaded on NIC MediaSpace OR you can do a "New Recording" (red button in top right) and keep making videos!
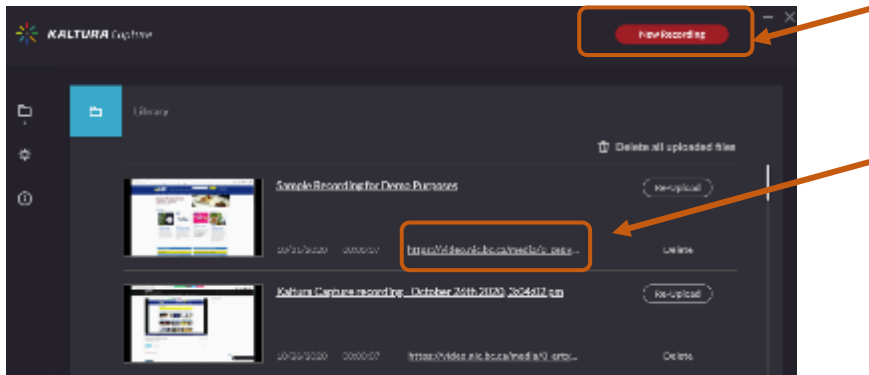
15. If you choose to visit your video now that it has been uploaded to NIC MediaSpace you may see your video there – or you may see an animation with this image to the right.

Once a video is uploaded it is 'processed' into many different flavours (formats, sizes) of videos so that someone on a smart phone can view your video in one size, someone on a tablet another size and someone on a desktop another size. Processing time for these flavours varies on the length of the video and the number of other videos Kaltura is processing. It will appear once it has completed processing, though you may need to refresh your page to see it. Processing times can take a couple of hours to part of a day.

16. Once your video has been processed you will see it under My Media listing. Click on the pencil icon to the far right (by the trash can).

This will open the Edit menu. See next page for options for editing your video and completing key components before you can publish and make your video visible to others.

If you clicked on the blue title of the video you will be brought to the screen for the media. Under Actions locate the first option "Edit" to get to the Edit menu.
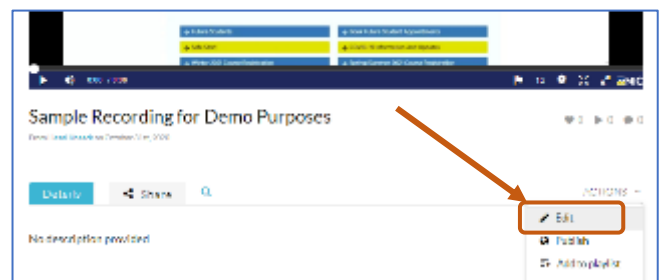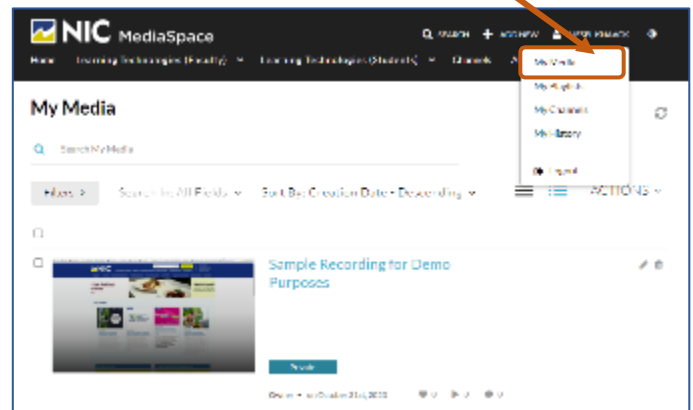
17. **EDIT MENU:** To share your video, complete the required fields under "Details" tab to publish the video to "Unlisted" so that you can share with others. By default, all videos are set to "Private".

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required) — Academic Integrity Matters (AIM) Tutorial Completion and Certificate Instructions

Consider renaming your video name if not clear or meaningful

Description: Black ▾ Bold *Italic* Underline

Enter Description...

Provide a description here. This will appear below video when listed.

Tags:

Publishing Schedule: ◉ Always ○ Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled. ✕

Publishing Status:
○ **Private** - Media page will be visible to the content owner only.
◉ **Unlisted** - Media page will be visible to anyone with a link to the page.
○ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Save — Go To Media — Go To My Media

18. If you choose "Go to Media" > ACTIONS > Edit – you will see some editing options. The "Details" menu is the most important for publishing but do consider following other videos about the other tabs in the Edit menu such as :

- **Options** (do you want users leave comments?),
- **Collaborations** (do you want other NIC employees to have access to publish, edit and share your video?),
- **Thumbnails** (do you want to include a nicer front title slide for your video)?
- **Timeline** (do you want to put chapters/bookmarks throughout your video to help users navigate/jump ahead etc.)
- **Attachments** (do you want to add any attachments to your video?)

19. **Publish Your Video:** After completing the 'details' tab in Editing and saving, go back to your Media.

The video can be also found by going to your My Media and clicking on the blue title link of the video.

Under **ACTIONS** menu choose "Publish".

Select "Unlisted" as the choice to allow anyone with the URL to see the video.

Note: All videos are "Private" by default.

Note: "Published" means that it is part of a collection (like a gallery or a channel) and so a video will go from "private" or "unlisted" if you have added it to a public channel or gallery (see videos on Teach Anywhere about these features).

After choosing "**Unlisted**" select "**Save**".
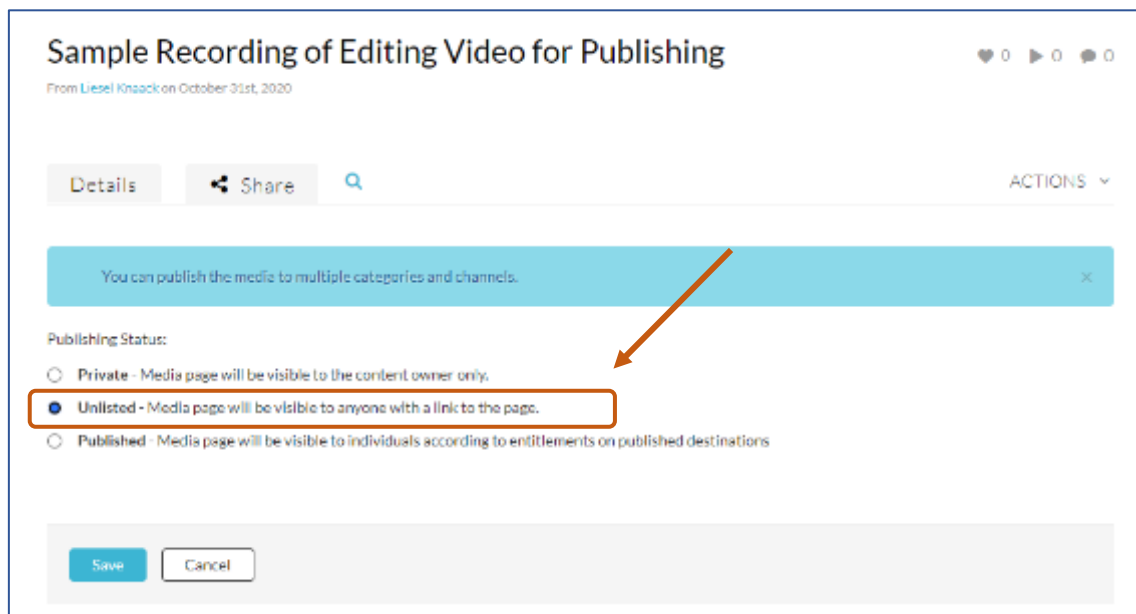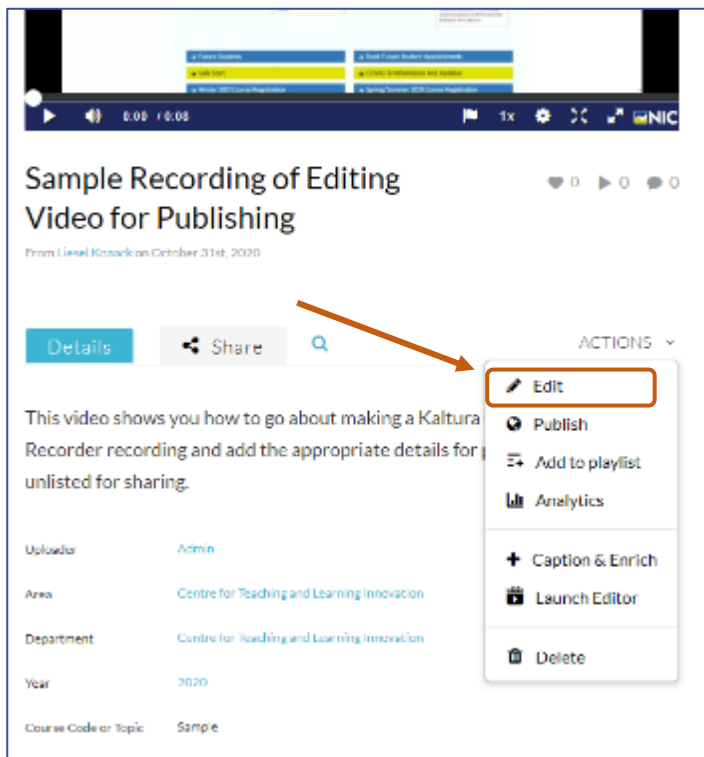
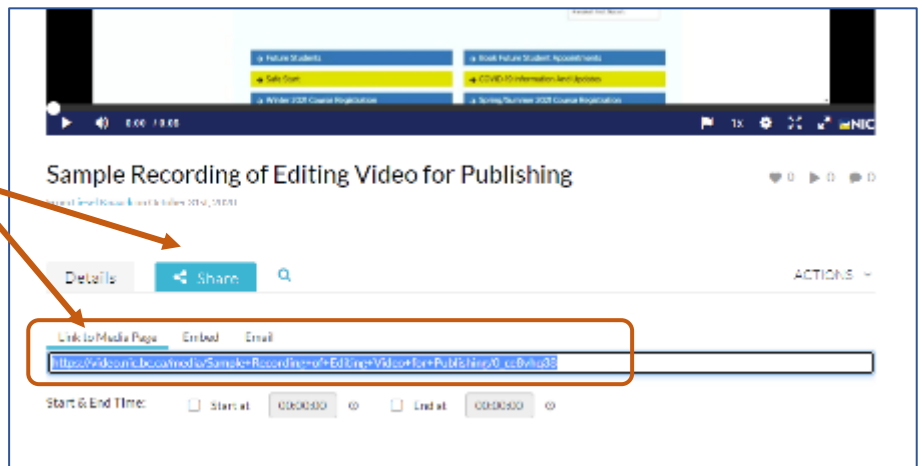After you have saved successfully you will get a green message to that effect.

20. Get Shareable Links

Go to the Share Tab

Copy URL under "Link to Media Page" to give users a URL that will take them directly to this page with the details and share tab.


If you click the "Embed" tab under Sharing you will see three player sizes (400 X 285 as default but choose 608 X 402 as better) and the iframe code you require to paste into the HTML space for a web page or website.

If you click the email tab it will open an email with the link in the email for you to edit and send to anyone.

If you go back to **My Media** you will see your video listed as "unlisted" and with the details you just completed.
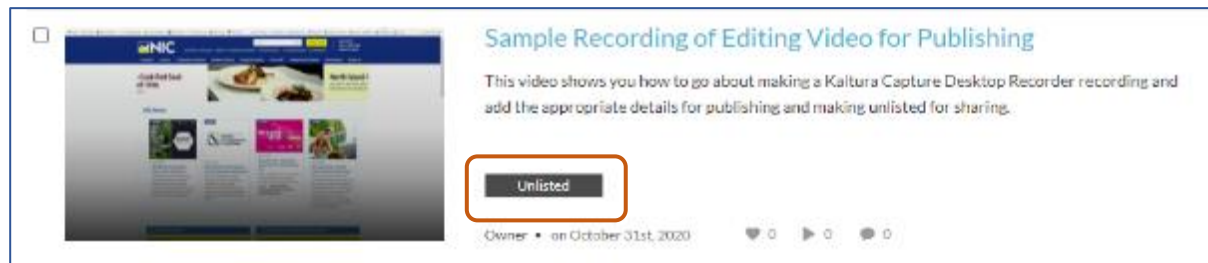
Analytics (likes, plays and comments) - showing on the My Media screen (beside date above) were not fixed yet due to an upgrade. You can locate other analytics (how many views etc.) by going to the ACTIONS menu and choosing Analytics.

Captions: are automatically created for every video you record. They are machine-generated meaning they are 85-95% correct. You can 'enrich' the captions by editing them. Choose + Caption & Enrich to edit on screen and save.

Launch Editor: is an editing location where you can a) crop/splice/delete unwanted sections of your video b) add a hotspot (clickable spot) and c) create a video quiz to see if your users have listened and understood your video