



Kaltura Capture is a piece of software that allows you to record your screen, webcam, and microphone, then upload your recording to CCSU's MediaSpace. This guide will show you how to download Kaltura Capture on your own computer and use it for your assignments.

Downloading Kaltura Capture

1. Navigate to <https://mediaspace.ccsu.edu/>.
2. Click **Guest** at the top right corner, then click on **Login** (Figure 1).

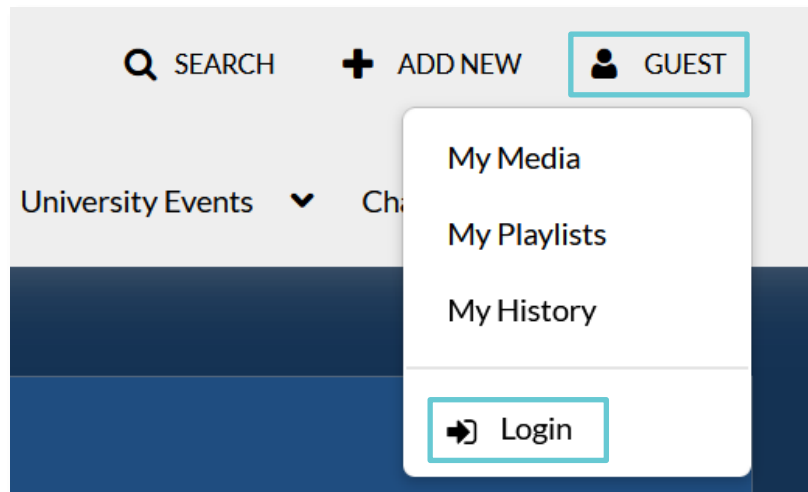


FIGURE 1

3. If you are already logged into your CCSU account in your web browser, your name will appear in place of "Guest" in the top right corner.
4. Click **Add New**, then click **Kaltura Capture** (Figure 2).

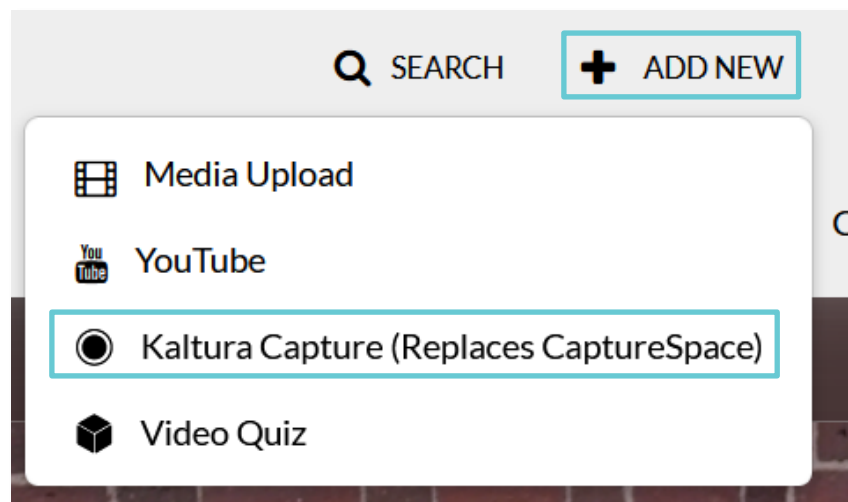


FIGURE 2



- Under **Using Kaltura Capture for the first time?**, there are two options (Figure 3). The download link to click will depend on the platform you are using.
 - If you are on a Windows PC, click on **Download for Windows**.
Note: If you aren't sure which type of computer you have, this is the most common platform.
 - If you are using an Apple Mac, click on **Download for Mac**.



FIGURE 3

- Click on the downloaded file. If you are using Google Chrome, Firefox, or Microsoft Edge, the downloaded file will appear in the top right corner of the screen (Figure 4).

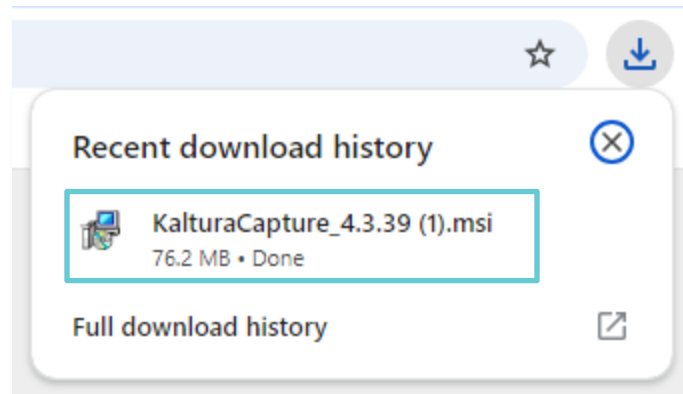


FIGURE 4

The process to install Kaltura Capture differs based on whether you are on a Windows PC or an Apple Mac. Based on the file you downloaded, either continue onto the **Installing Kaltura Capture on Windows** section or skip to the **Installing Kaltura Capture on Mac** section.



Installing Kaltura Capture on Windows

1. The Kaltura Capture setup wizard opens (Figure 5). Click **Next**.

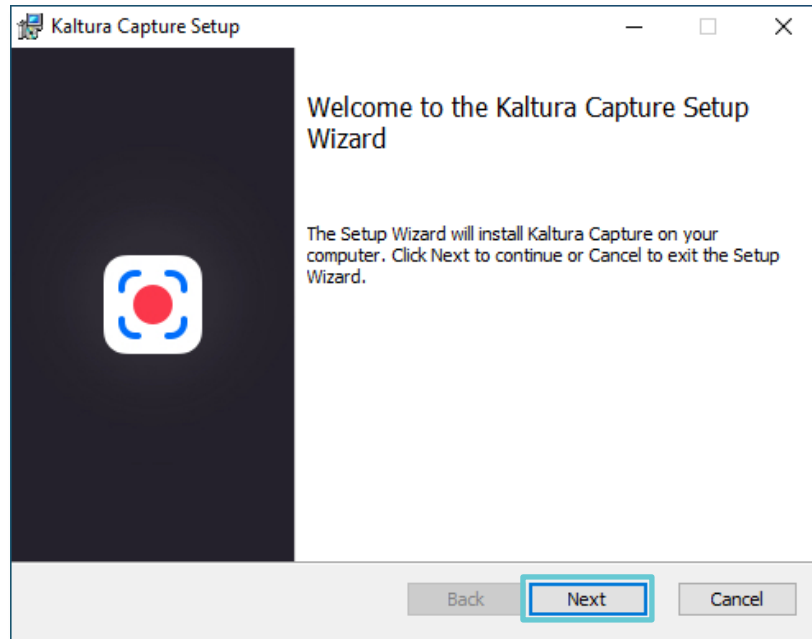


FIGURE 5

2. The wizard will ask what folder you'd like to save your recordings to (Figure 6). It is typically best to leave this as the default. Click **Next**.

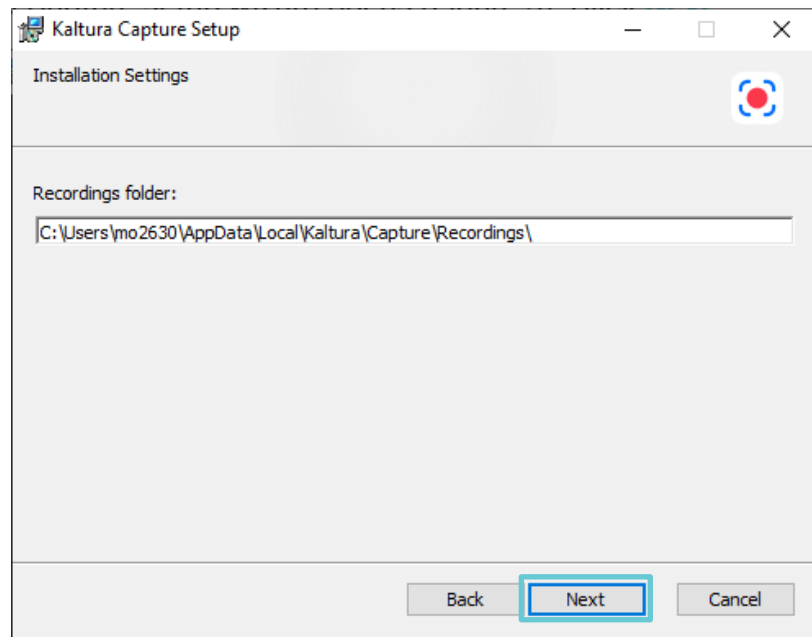


FIGURE 6



3. Click **Install** (Figure 7).

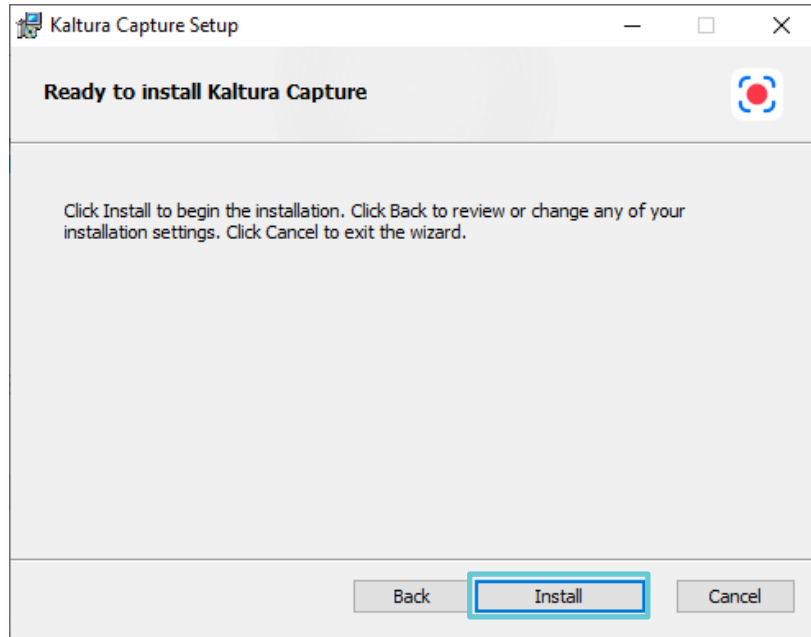


FIGURE 7

4. When the program is finished installing, click on **Finish** to close the installation window (Figure 8). Kaltura Capture is now installed to your computer.

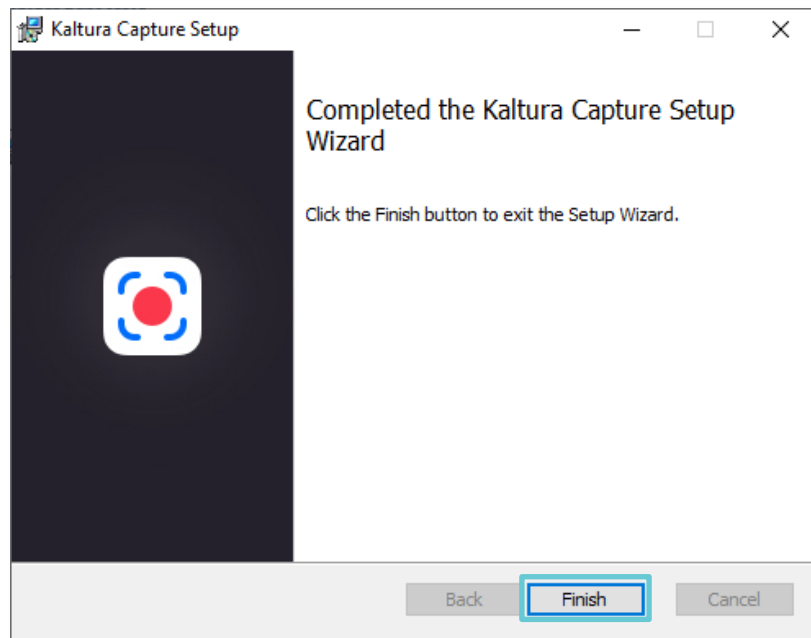


FIGURE 7



Installing Kaltura Capture on Mac

1. The **Kaltura Capture installer** will open (Figure 8).

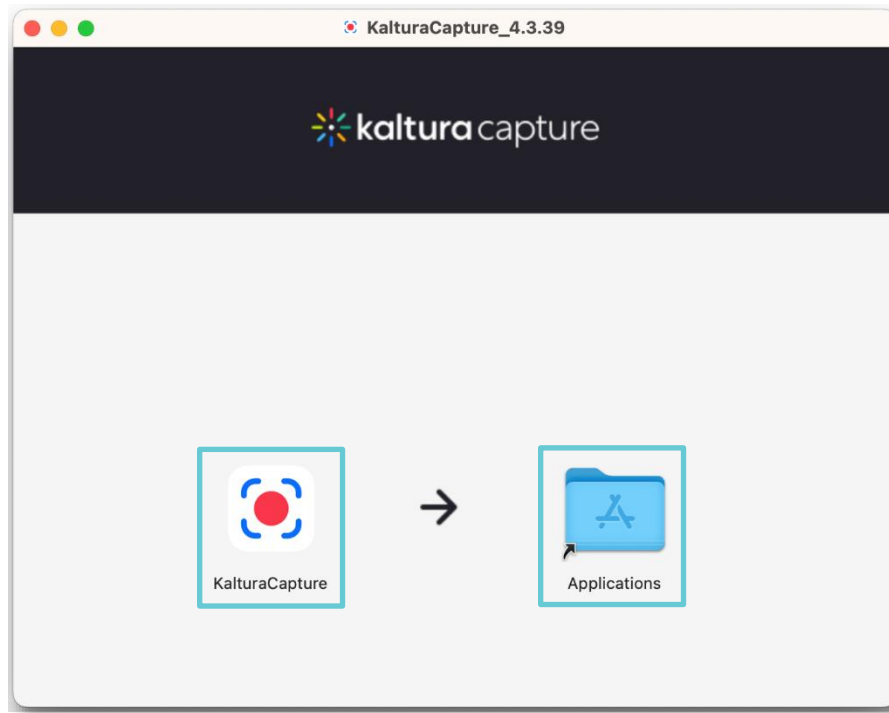


FIGURE 8

2. Drag **KalturaCapture** into the **Applications** folder. Kaltura Capture is now installed.

Using Kaltura Capture

There are two ways to open Kaltura Capture. You can either open it directly, or open it from the MediaSpace website.

Note: On Mac, you may need to open it from the MediaSpace website.

To directly open Kaltura Capture:

1. Click on the Windows **Start Menu**.
2. Find Kaltura Capture in the app list. You can also type "Kaltura" to search for Kaltura Capture. Click on it to open Kaltura Capture.

To open Kaltura Capture from the MediaSpace website:

Note: Try this method if you get an error when trying to directly open Kaltura Capture.

1. Navigate to <https://mediaspace.ccsu.edu/>.
2. If you are not already logged in, click **Guest**, then **Login** (Figure 1).
3. Click **Add New**, then click **Kaltura Capture** (Figure 2).
4. If a message appears asking if you would like to open Kaltura Capture, select the option to open it. This may differ depending on your browser (Figure 9).

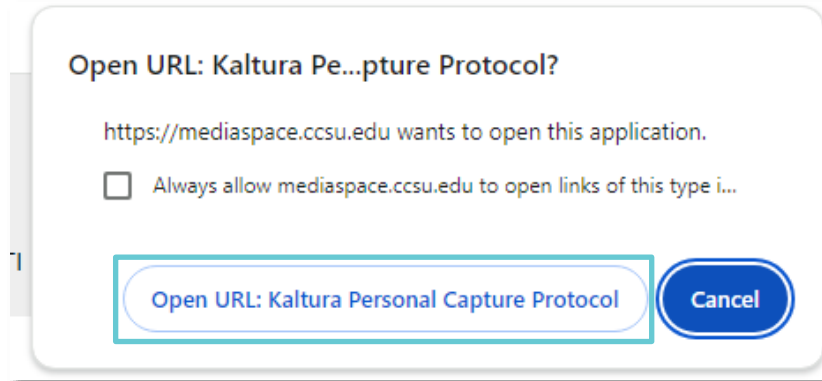


FIGURE 9

5. Kaltura Capture will open.

Kaltura Capture has a simple, intuitive interface (Figure 10). You can select which screens or webcams to record, as well as an audio source.

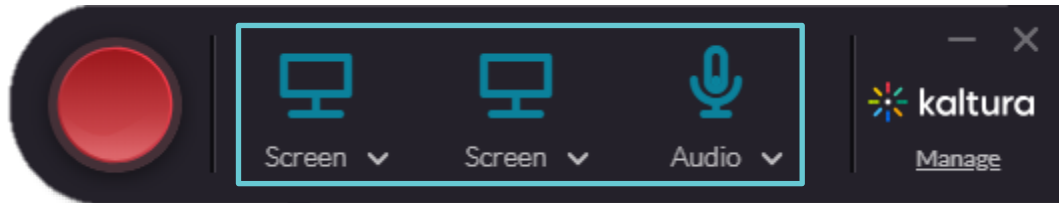


FIGURE 10

To change the recording sources for each screen, click the **grey arrows** to open a dropdown menu (Figure 11).

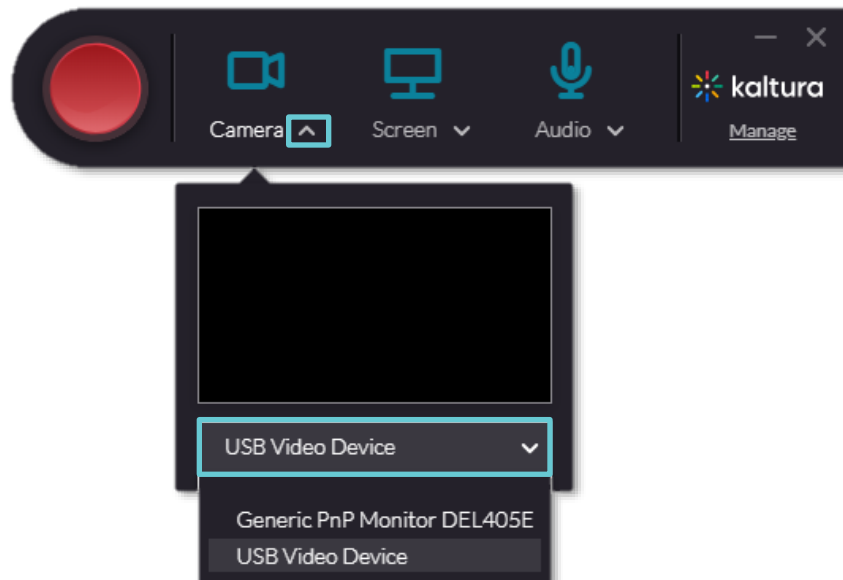


FIGURE 11

When you are ready to start recording, press the **red record button**.

While recording, Kaltura Capture will change to a small overlay which tells you the time you've been recording for. To pause the recording, press the **pause button**. To stop the recording, press the rectangular **stop button**. To cancel the recording & discard it, press the **X button** (Figure 12).

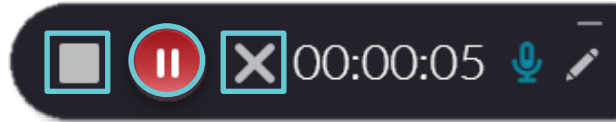


FIGURE 12

When you finish your recording and press stop, a window will appear with options to save your Kaltura Capture recording (Figure 13). Enter a **title**, and optionally a **description** and **tags**. Then, press **Save & Upload** to upload the file to MediaSpace, or **Save** to save the file locally on your computer.

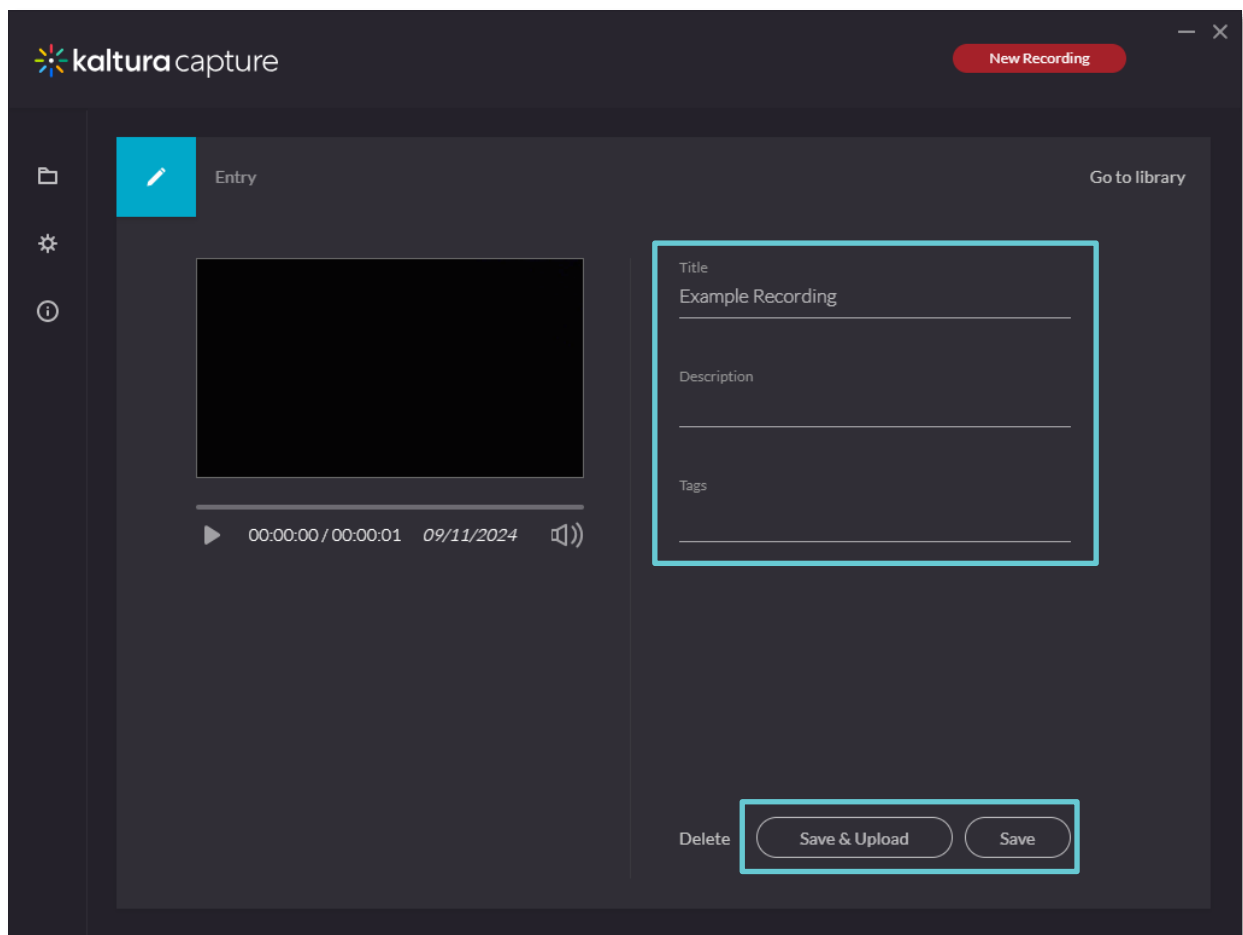


FIGURE 13

After saving, you will be brought to your media library, which contains all of your previous recordings (Figure 14). If you previously saved without uploading, you can upload your videos here by pressing **Upload**. You can also edit a recording's title and description by clicking on it.

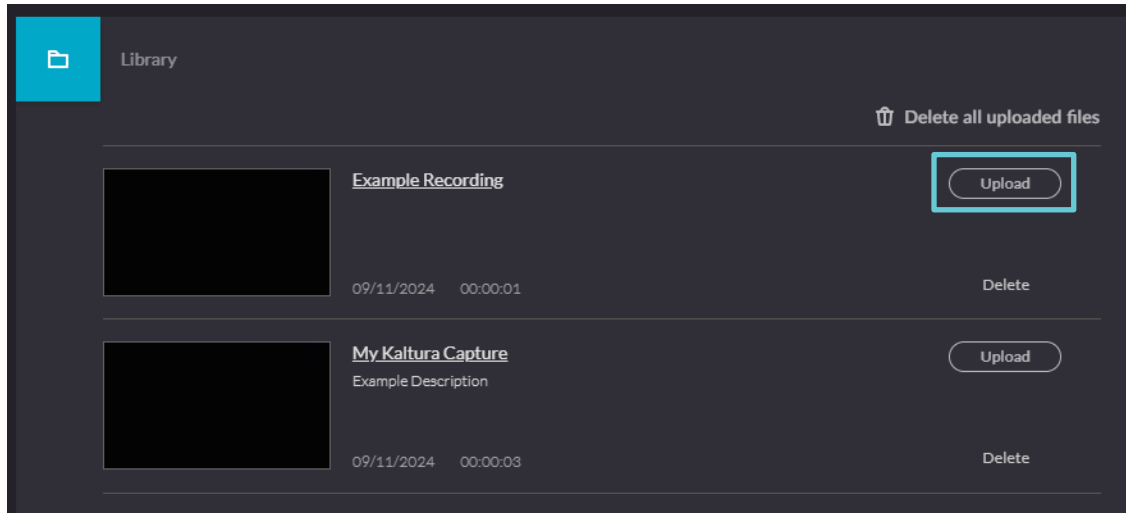


FIGURE 14

When you upload a recording, a **link** will appear next to the video runtime (Figure 15). Click on it to go to the recording's MediaSpace page.

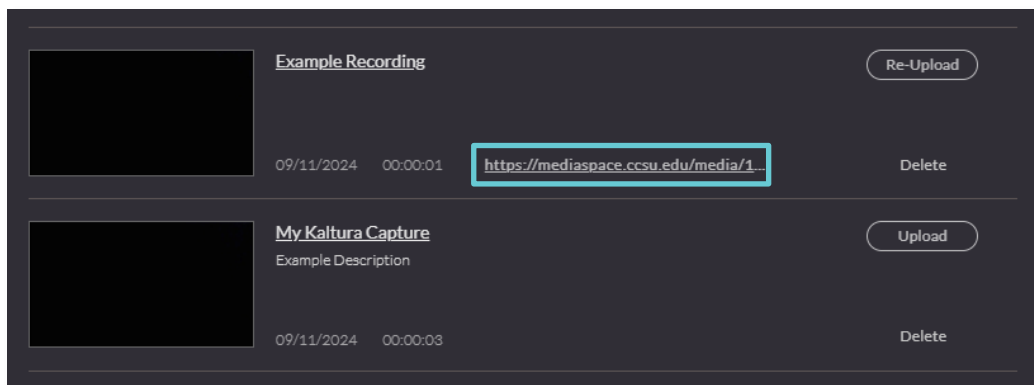


FIGURE 15

Once your video is uploaded to Mediaspace. You can copy the link and submit it to the assignment in Blackboard. To do so, click **Actions > Edit** (Figure 16)

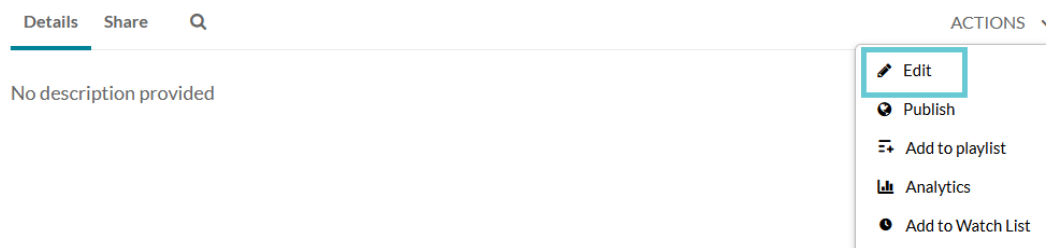


FIGURE 16

Under Publish, make sure to change the video to **Unlisted** so that the faculty can access the video.(Figure 17)

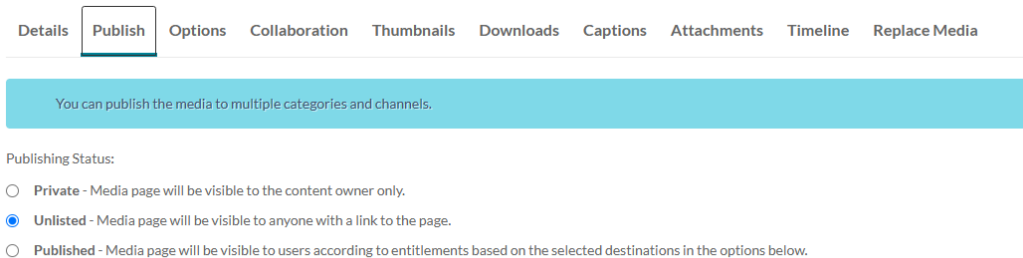


FIGURE 17

Once finished with editing the video, click on **Save** then scroll to the top and click on **“Back to Media Page”**

You can then copy the link from the URL to submit for the assignment (Figure 18), or click on **“Share”** then Copy the Link to Media Page from there.

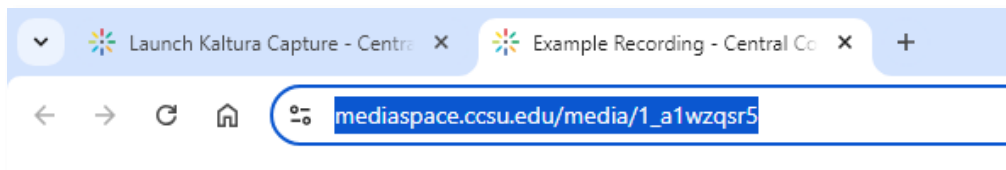


FIGURE 18