

A Kaltura Quick Guide for CT State Faculty

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Downloading Kaltura Capture

The first thing you'll need to do, if you have not yet downloaded Kaltura Capture, is to open a browser and navigate to Blackboard. We recommend using Firefox for the best results. From within Blackboard, do the following:

- 1. Click on "Tools"
- 2. Next, click on "Kaltura My Media"



3. If this is your first time installing Kaltura Capture, follow the prompts to install the application for your operating system. If you've already installed it, the application will launch automatically, and you may proceed to the "Recording and Uploading Videos into Blackboards My Media Space" section.



Launching Kaltura Capture from your Desktop

1. From a Windows-based operating system, click into the "Type here to search" field usually located in the lower left area of your taskbar.



- Begin by typing in "Kaltura" "Kaltura Capture" will likely be the first thing that pops up as the "Best match" at the top. You can click on the "Kaltura Capture" App, and it will launch the application.
 - a. Alternatively, you may right click and choose **"Pin to taskbar"** to keep it in your taskbar for easier access



Choosing Your Devices in Kaltura Capture

Once the Kaltura Capture application is open from your desktop, you will see several options for choosing the devices that you want to use to capture the recordings from. These options can change for every recording but will default to the settings and options chosen from your most recent recording.

Using the downward or upward facing arrow will provide you with options for changing these settings. Also, paying attention to whether or not one of the options has a grey slash through it is important because this indicates if that device is being recorded or not. A grey slash indicates that device will not be included in the recording, no slash and blueish color icon indicates that device will be included in the recording.

In the first example below this image illustrates that the recording will capture the webcam and audio but not the screen.



In this next example, the image illustrate that the recording will capture two cameras and audio



In this third example, the image illustrates that while two cameras are selected, one will not be recorded, one will be recorded and I'm seeing the camera image displayed along with audio. (Please note that while I see this camera image displayed in preparation of the recording, once I begin recording, if I am recording both the screen and my camera, I will not likely see myself on screen as I'm recording).



Once you've chosen the settings the settings that are most appropriate for you and your needs. You are ready to begin recording.

Recording and Uploading Videos into Blackboards My Media Space

You've made it this far; you are ready to hit the "Record" button!

- 1. Hit the big red **"Start Recording"** of CIRCLE button. You will see a countdown begin (3, 2, 1...) You're on begin speaking or navigating through your content.
 - Depending on your settings (previously chosen), any screen you navigate to, or anything you say is being captured.



2. You will see the recording timer begin. This timer will be counting up for the duration of the recording. We recommend short clips (3-5 minutes). You can pause or use the annotation features.

3. When finished, click the SQUARE to **"STOP"** the recording. You will be prompted with a "Are you sure you want to stop this recording" pop-up window. Choose: **"Yes, Stop it"**



4. This brings your recording into the Kaltura Capture Manage area where you will "Save" or "Save & Upload" the recording.

TIPS:

- 1. Give your recording a name that is meaningful and relative to the content.
- 2. Be as descriptive as you can be.
- 3. Add useful tags so that students can find your recording if they don't know how or what to search for specifically. Try using plural and singular versions of words, single words, and phrases, add your name, etc.



Depending upon the options you chose, you may see a pop-up window indicating that your "recording was successfully uploaded to your media" as shown here:



Uploading Recordings from within Blackboard using Kaltura Capture

Open a browser and navigate to Blackboard. We recommend using Firefox for the best results. From with Blackboard, do the following:

- 1. Click on "Tools"
- 2. Next, click on "Kaltura My Media"

CT STATE	Tools			
f Institution Page	Blackboard Tools			
Adrianne Dunham		=00	<i>4</i> 3	212
Activity Stream	Portfolios	Rubrics	Application Authorization	Kaltura My Media
Courses				
<mark>ያ</mark> Organizations				
Calendar				
Messages				
🛃 Grades				
🚀 Assist ໜ				
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Admin				
⊖ Sign Out				

3. Choose the "Media Upload" option from the "Add New" drop down menu.



4. With both, your Kaltura Capture Manager open, AND your Blackboard Upload Media window open, Drag and drop the recording from the Kaltura Capture Manager into the Blackboard Upload Media window.



Be sure to fill out the details:

Name (Required): [enter a name relative to the video content/subject/topic] Description: [enter a description based on the video content/subject/topic]

Tags: [enter a tags based on the video content/subject/topic, use singular, plural forms, and phrases to help students search for content]

Publishing Status:

- Private: Media page will be visible to the content only.
- Published: Media page will be visible to users according to entitlements based on the selected

Please fill out these det	talls:
Name: (Required)	Kaltura Capture Sample Recording
Description:	Black 🗸 Bold Italic Underline 🖩 🎟 🗃 🖓 🖼
	This recording is a sample recording to demonstrate how Kaltura Capture records, saves and uploads into Blackboard.
Tags:	[w Kaltura (new tag)] w Kaltura Capture (new tag)] w Sample (new tag)]
	Kample Demonstration (new tag) K Blackboard (new tag) K Recording (new tag) K Record (new tag) K Upload (new tag) K Capture (new tag) K Judio (new tag) K Video (new tag)
I	
	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	Printe Media association to the constant owner only.
r ublishing status.	Private - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Once your recording has been uploaded to your My Media space. You are ready to Order your captions!

Ordering Captions for your Recorded/Uploaded Videos

From the My Media space, navigate to the video you would like to order captions for.

- 1. Check the video that you want to begin ordering captions for.
- 2. From the "ACTIONS" drop down, choose "Caption & Enrich"

Mv Media

My Media				C 0
Q Search My Media				
Filters > Search In: All Fields > Sort By:	Creation Date - Descending 👻	≡ ≔	Add No. 2010 AC	TIONS V
	Kaltura Capture Sample Recording (WebCam only with audio) Private Kaltura Capture Kaltura capture recording Wathers capture Kaltura capture webcam recording Owner + on December 19.2022 0 		Publisi Delete	Request captions for all selected media items

- 3. The default settings are: (click "Submit")
- Service: Machine
- Feature: Captions
- Source Media Language: English

My Media

Service:		Source Media Language:	
Machine	~	English	~
Feature:			
Captions	~		
			Cancel Submit

4. You will see the "Your request has been received. Your video will automatically be updated upon completion" status message at the top of your screen.

My Media



You can return back to the "My Media" page by clicking on the "X" in the blue message window and clicking "Cancel" or "Submit" on the "Order Captions & Enrichment

Services" page.

Editing Captions for your Recorded/Uploaded Videos

1. From the "My Media" page, click on the **pencil icon** (Edit Kaltura Capture Sample Recording) to the upper-right of the recording you want to edit.

My Media

Search My Media

Filters

Search In: All Fields

Filters

Search In: All Fields

Filters

Search In: All Fields

Filters

Search In: All Fields **Contended Babble Babb**

- Publish
 Options
 Collaboration
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 Descriptions
 Back · Badi
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 Image: Capture Sample Recording

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 Image: Capture
 Image: Capture
 - 3. Choose "Edit Captions"

Details	Publish	Options	Collaboration	Thumbnails	Downloads	Captions	Attachments	Timeline	Replace Med	ia					
									1	Edit Captions	s Up	pload capt	ions file	Create New Ca	ptions
Langu	age		Label		File	type		Accuracy		Action	s				
English			English		SRT			85%		~		×	±		

- 4. The "Closed Captions Editor" window is displayed where you will see:
 - a. The timeline and
 - b. The Machine generated Caption
 - c. The recording and playback controls

Closed Captions Editor

Captions	English - Englis	h ~			Revert	Save
Q Searc	ch in Captions	Replace with	Replace	Add Speaker		Add
	00:00:00,590 00:00:02,460	Hello everyone.				
	00:00:02,460 00:00:04,710	This is a quick recording				
	00:00:04,710 00:00:07,109	to demonstrate how to use Kaltura.		ılı	I AND A	
	00:00:07,109 00:00:08,680	Sure.			() 0:00 / 0:09	
					6 6	V Autoscroll

- 5. Play the video and click into the field of any caption that needs to be corrected. Make the correction and then click "Save".
 - a. You can use the trash icon to delete a portion of the caption that is incorrect or unnecessary.

Closed Captions Editor

Captions	English - Englis	sh ~			Revert	Save
Q Searc	ch in Captions	Replace with	Replace	Add Speaker		Add
	00:00:00,590 00:00:02,460	Hello everyone.				
	00:00:02,460 00:00:04,710	This is a quick recording				
	00:00:04,710	to demonstrate how to use <u>Kaltura</u> Capture		41	to demonstrate hor to use Kaltura Captu	w
	00:00:07,109	Capture.			4) 0:04 / 0:09	
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