CT STATE
COMMUNITY COLLEGE

Kaltura Capture

A Kaltura Quick Guide for CT State Faculty
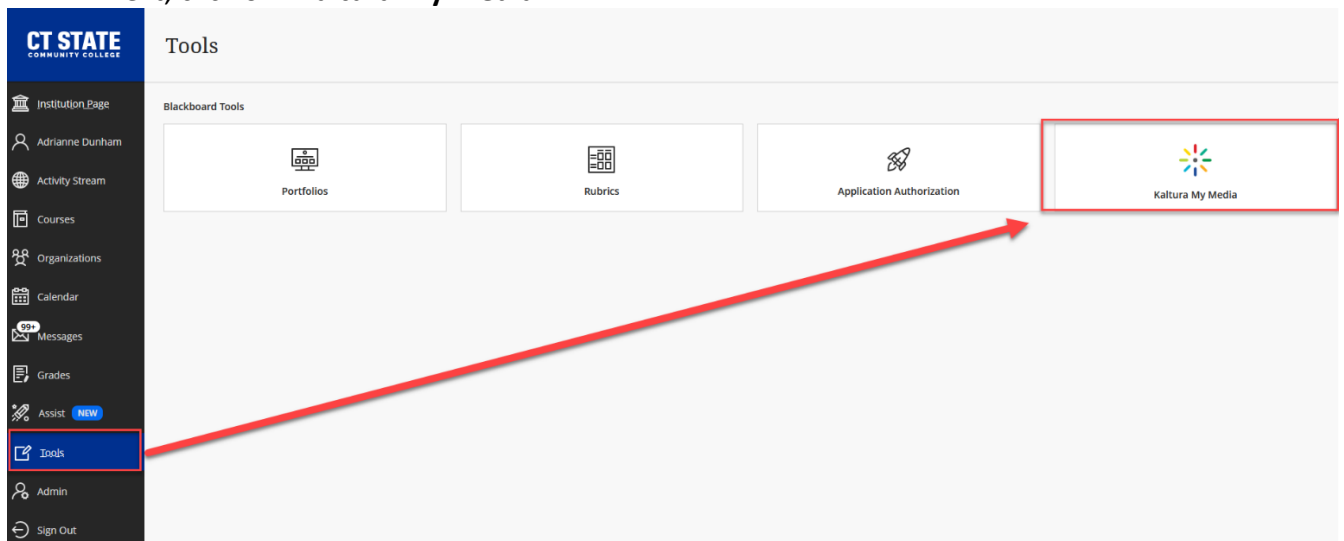
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Downloading Kaltura Capture

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**"

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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.
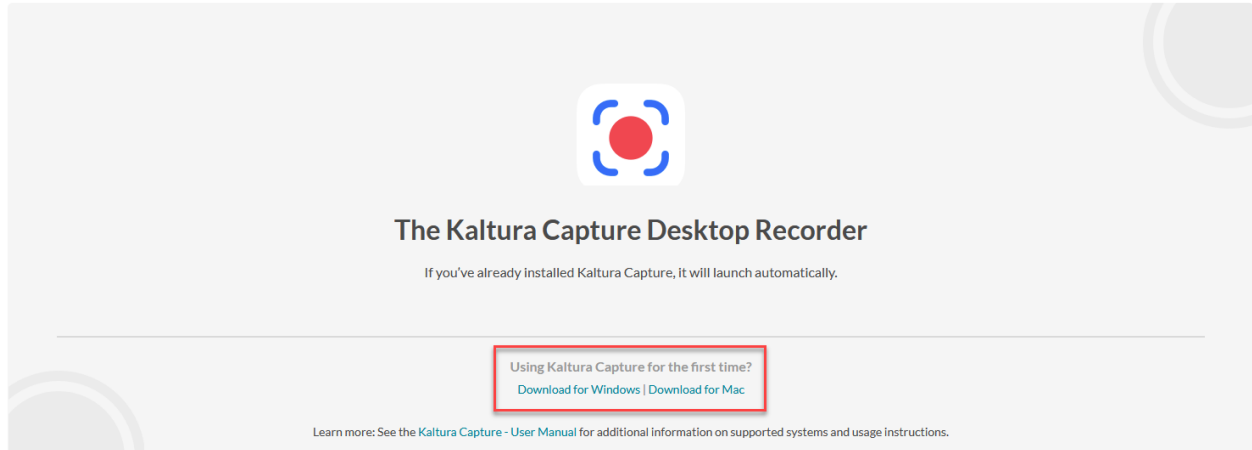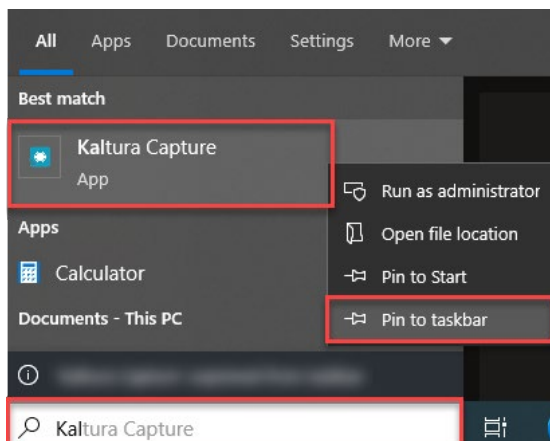

Launching Kaltura Capture from your Desktop

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.
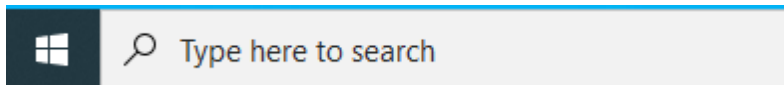
2. Begin by typing in **"Kaltura"** – "Kaltura Capture" will likely be the first thing that pops up as the "Best match" at the top. You can click on the **"Kaltura Capture"** App, and it will launch the application.

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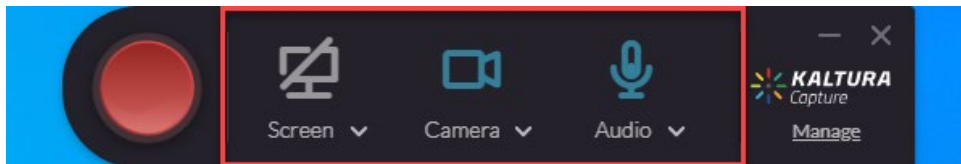
In this next example, the image illustrate that the recording will capture two cameras and audio
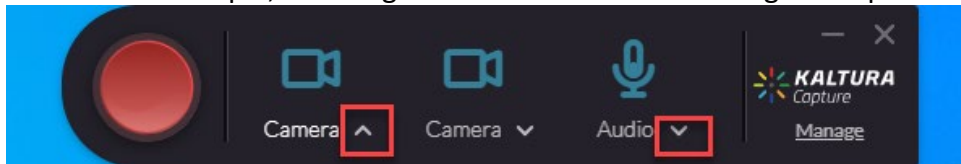
In this third example, the image illustrates that while two cameras are selected, one will not be recorded, one will be recorded and I'm seeing the camera image displayed along with audio. (Please note that while I see this camera image displayed in preparation of the recording, once I begin recording,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

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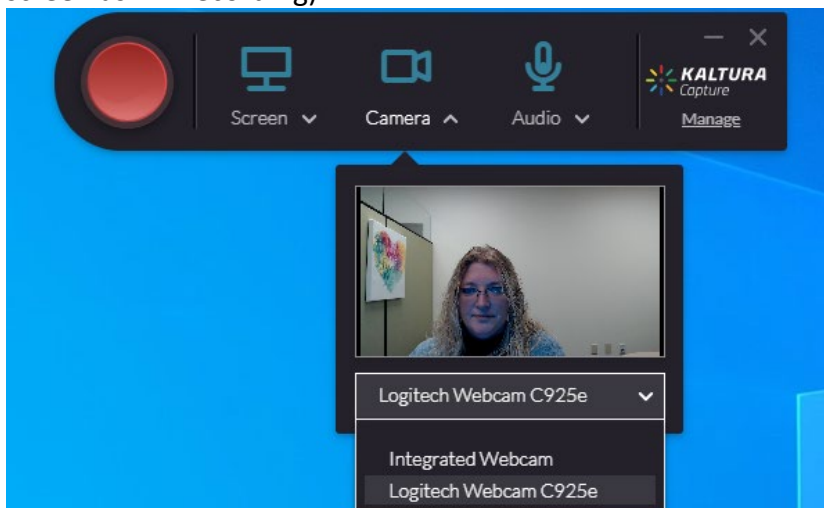
Once you've chosen the settings the settings that are most appropriate for you and your needs. You are ready to begin recording.

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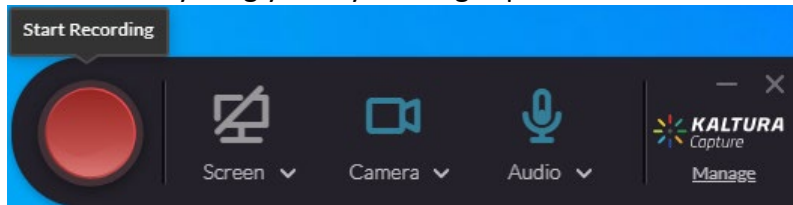
2. You will see the recording timer begin. This timer will be counting up for the duration of the recording. We recommend short clips (3-5 minutes). You can pause or use the annotation features.
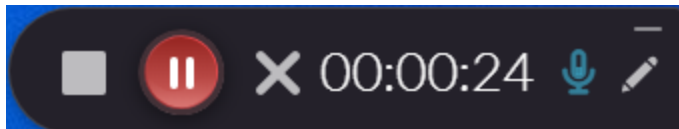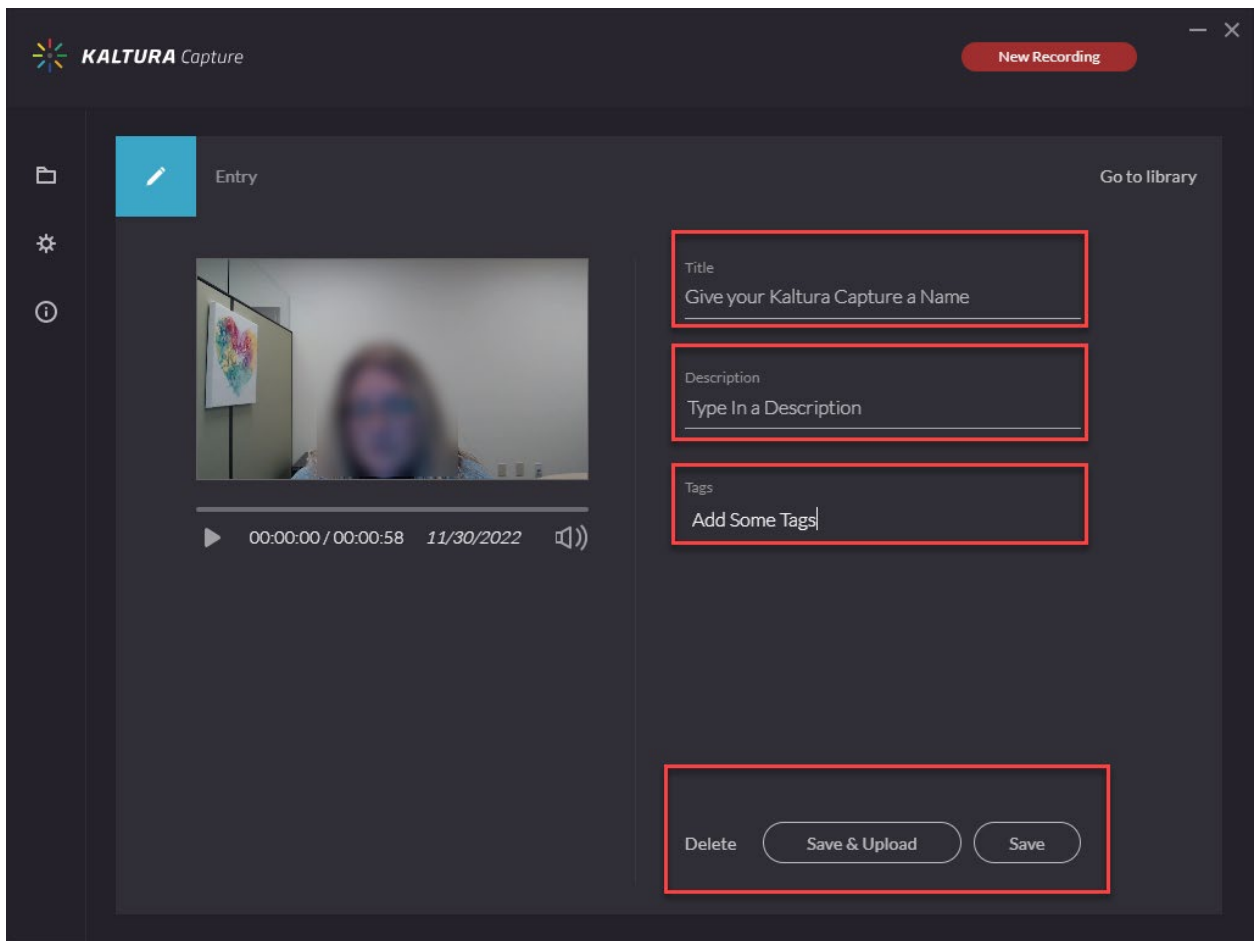

3. When finished, click the SQUARE to **"STOP"** the recording. You will be prompted with a "Are you sure you want to stop this recording" pop-up window. Choose: **"Yes, Stop it"**
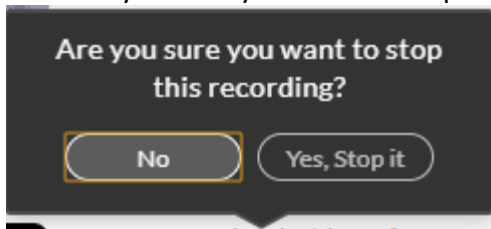

4. This brings your recording into the Kaltura Capture Manage area where you will "**Save**" or "**Save & Upload**" the recording.

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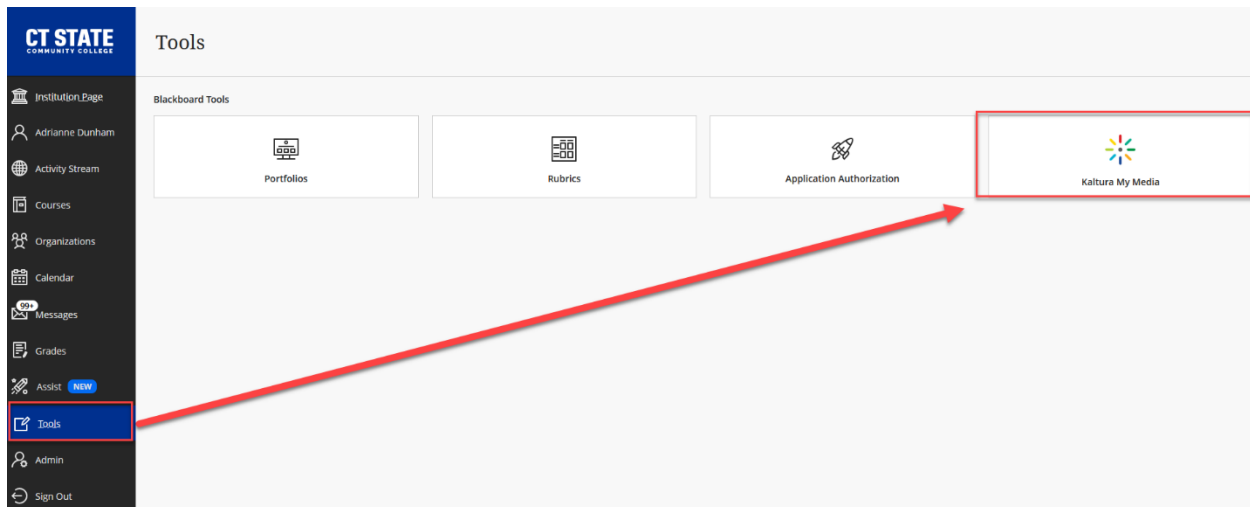
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Depending upon the options you chose, you may see a pop-up window indicating that your "recording was successfully uploaded to your media" as shown here:
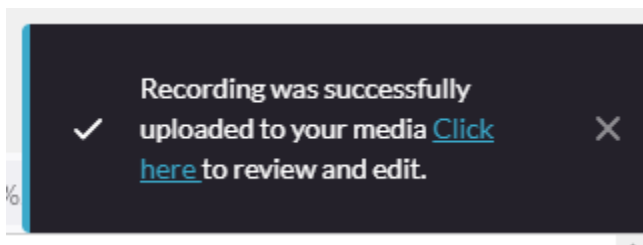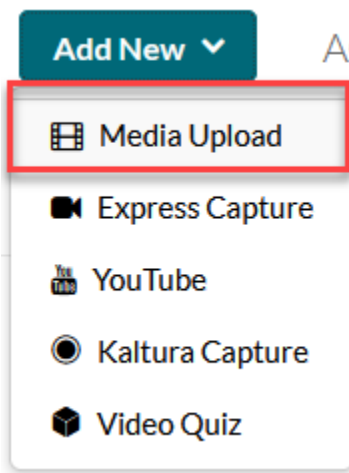

Uploading Recordings from within Blackboard using Kaltura Capture

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**"

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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.
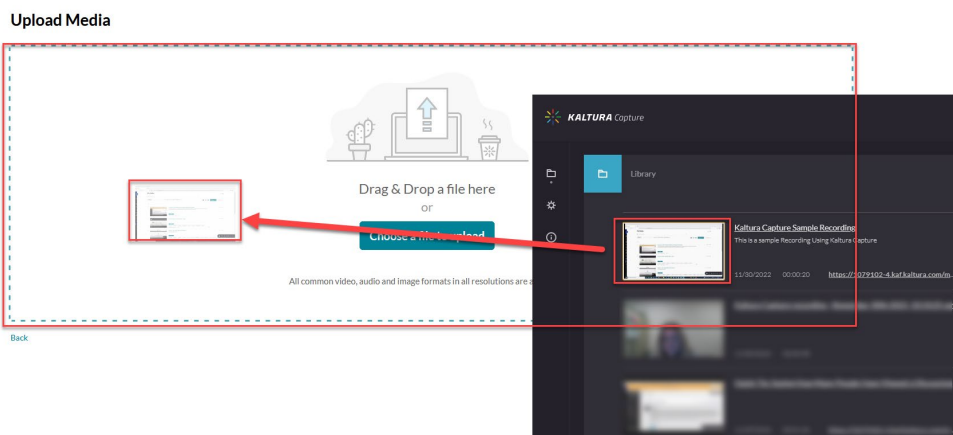
Be sure to fill out the details:

> **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
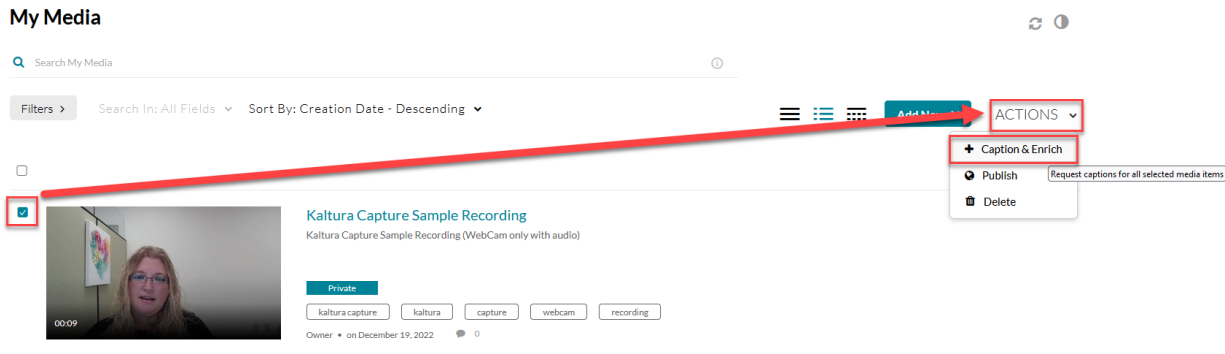

Once your recording has been uploaded to your My Media space. You are ready to Order your captions!

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"

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My Media

3. The default settings are: (click **"Submit"**)

- Service: Machine
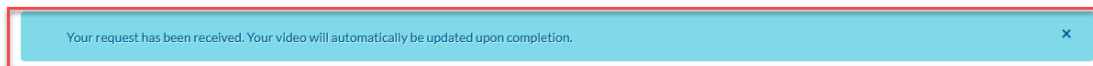- Feature: Captions
- Source Media Language: English

My Media

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.

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My Media

2. Click on the **"Captions"** option.

3. Choose **"Edit Captions"**

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

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Closed Captions Editor

Captions	English - English ⌄	Revert Save

Q | Search 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.
☐	00:00:07,109 00:00:08,680	Sure.

▶   ↺   ↻   ☑ 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 - English ⌄	Revert **Save**

Q | Search 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 Capture 41
☐	00:00:07,109 00:00:08,680	Capture. 🗑 ⊕

▶   ↺   ↻   ☑ Autoscroll

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