

Instructions for using Kaltura Personal Capture Recorder for Video/Presentations

Rutgers University offers a free desktop recording service called Kaltura Personal Capture. These instructions will provide you with information on:

- How to Register for a Kaltura MediaSpace Account
- How to Download and Install the Kaltura Personal Capture Recorder
- Understand the Different Features of the Desktop Recorder
- How to Save and Access your Video/Presentation (uploading to Kaltura MediaSpace)
- How to Post your video to the Discussion Board (via Kaltura MediaSpace)

How to register for a Kaltura MediaSpace Account:

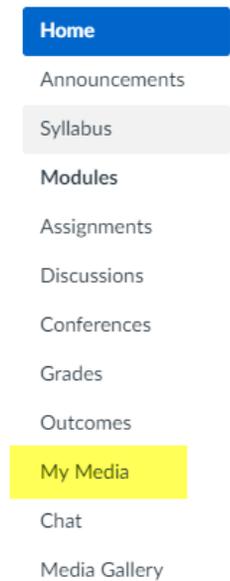
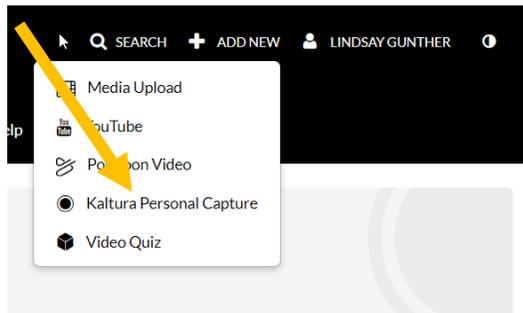
You can choose to create a free university owned Kaltura MediaSpace Account. Having an account offers easy file storage, access, and sharing options. It makes it easy to upload your videos directly to your MediaSpace Account when using the Capture Space video recording tool.

An account is not necessary. If you are not interested in registering for an account, please skip down to “How to Download and Install Capture Space Desktop Recorder”.

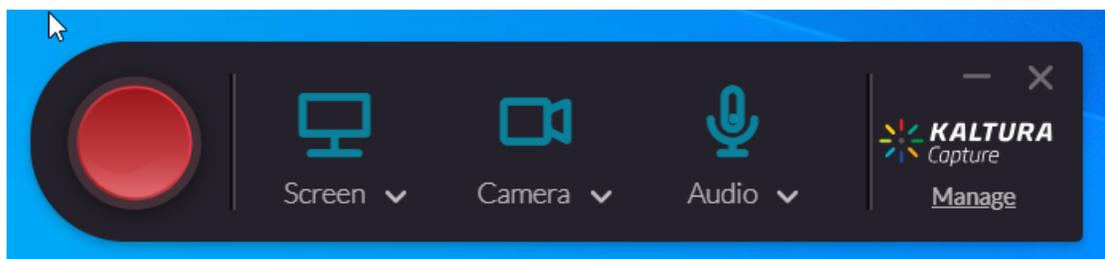
- **To check** to see if you already have an account by going to: <https://rutgers.mediaspace.kaltura.com/my-media> and clicking the “Guest” button in the upper right hand corner and logging in using your NetID and Password.
- **To register** for a Kaltura MediaSpace Account, click this link: <https://onlinelearning.rutgers.edu/mediaspace-account-request> Please allow 24 hours for the account to be created.

How to Download and Install the Kaltura Personal Capture Desktop Recorder

1. You can log into the course to download the Kaltura Personal Capture Desktop Recorder. **Click the “My Media” tab in the course left hand navigation bar.**
2. Click the **“Add New” button** in the upper right hand corner and click **“Kaltura Personal Capture”**.



3. When using the application for the first time, you may be prompted by the browser to approve the application. Each browser may prompt you with a unique message. Click Launch Application to download the Kaltura Personal Capture Desktop Recorder and then click install to install on to your desktop.
4. Once the installation completes, you will prompted to launch the Desktop Recorder. Click OK.
5. The view of the Desktop Recorder looks like this:



6. You can access your previously recorded Media here to insert into your Canvas course.

Understanding the Kaltura Personal Capture Desktop Recorder

With Personal Capture, you are able to utilize all the features in one location. Following are the options:

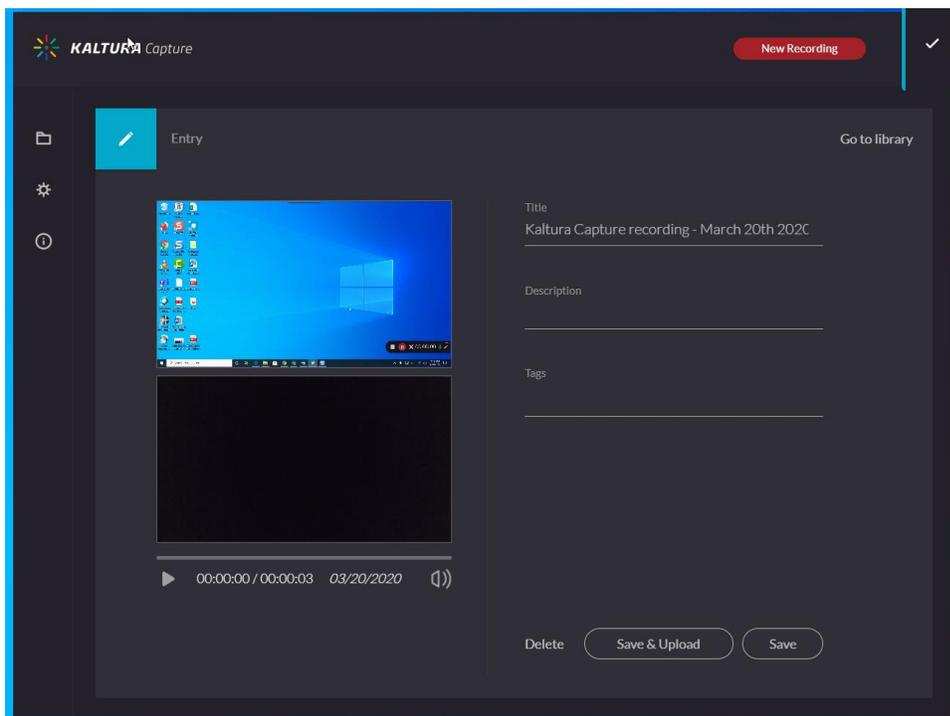
- Record a Multi Source Presentation (You can record the screen, upload a presentation, and record using the webcam and audio feature as well)

- Record Screen and Voice
- Record Screen and Video
- Webcam Only
- Audio Only

[Learn more about Kaltura Personal Capture – Recording Options.](#)

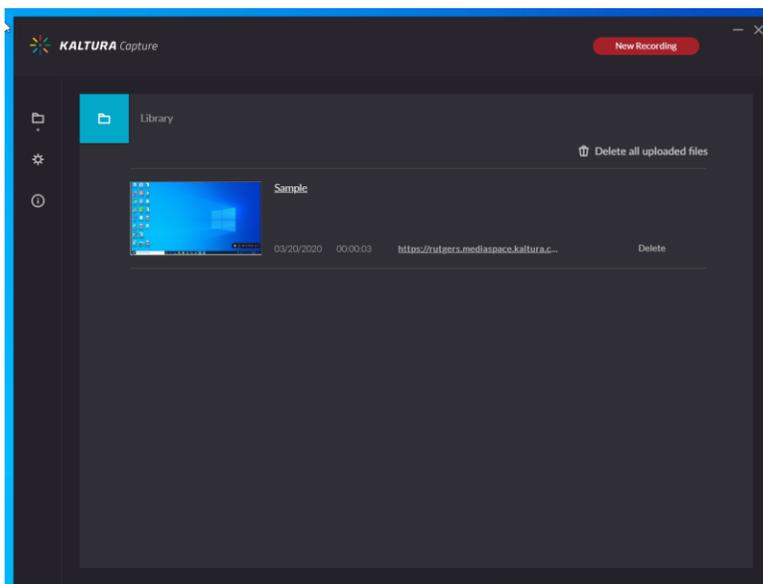
After you end your recording you will be directed to the entry page. If you clicked stop by mistake, you can always click Cancel and you will be returned to your recording in a paused state.

If you want to complete the recording, click stop then enter the following information and click Save & Upload:



How to save and upload to My Media Account:

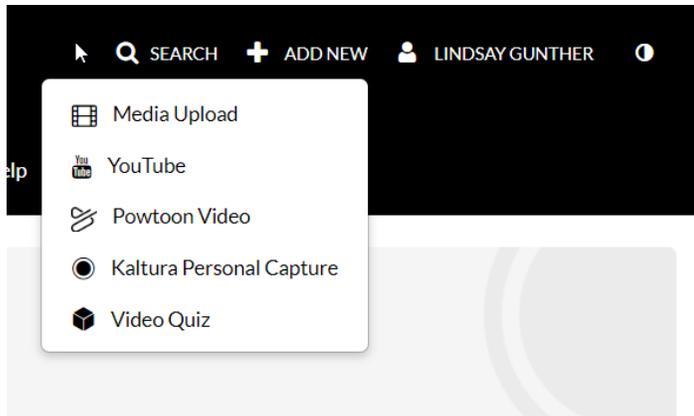
1. When you save a recording without uploading it, the **Management** window opens with the Edit tab and displays the options to **Upload** or **Delete** your media. You can also select Delete all uploaded to delete all uploaded media files from your local storage to save disk space.
2. *When **uploading** follow the onscreen prompts and the upload must complete before exiting the program.*
3. The **Management Window** opens to your **Library** by default which contains your recordings and the following controls:



Once your video is done uploading you can go back to My Media in Canvas to access your video.

Access in Media Space Account:

1. You click here: <https://rutgers.mediaspace.kaltura.com/> and login to your My Media account. At the top in the right hand corner by clicking **“Guest”** and scrolling down and clicking **“Log In”**. You can log in using **your NetID and password information**.



2. Once you're logged in you will notice that same button will now have your name appear instead of Guest. You can click the drop down that has your name and select **"My Media"**. Your library of videos will appear.

How to post my video in the discussion board reply via Kaltura MediaSpace?

1. Log into the Canvas course and access your discussion board assignment.
2. Click the **"Reply"** button



3. Click the Kaltura icon and select your video to embed into the Discussion Post.

A screenshot of a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and insertion (table, link, image, video, etc.). Below the toolbar is a large text area. A dropdown menu is open, showing five options: 'MERLOT', 'Google LTI', 'Box', 'Playposit', and 'Embed Kaltura Media'. Each option has a small icon to its left. In the bottom right corner of the editor, there is a '0 words' counter and two buttons: 'Cancel' and 'Post Reply'. In the bottom left corner, there is an 'Attach' button.

4. Your My Media account with your library of videos will appear. You can choose which one to insert.
5. Click **“Post Reply”** to post the video to the discussion board.