Using Kaltura to Add Media: CaptureSpace

Kaltura CaptureSpace is a media product built into MyGateway that allows instructors and students to record videos from their webcam or of their computer screen and easily post them to MyGateway. Below are instructions on how to use this tool.

1. From the MyGateway homepage, click on My Media. (Usually to the left near the bottom).

2. In the top right corner of the Kaltura media pane (of the new window), click Add New. Then choose which type of media you want to add. CaptureSpace is a new version of Kaltura that enables you to record from a variety of sources.

3. If this is your first time using CaptureSpace, you first need to install the Desktop recorder. Select either the Mac or PC package and follow the on screen instructions.
After it downloads, you will see this window in the lower right side of your screen. This menu shows the options you have when recording with CaptureSpace. In this guide, we will focus on the **Presentation and Lecture** option (the most commonly used option).

The **Presentation & Lectures** option offers you the most versatility with your recording. It does a screen recording with audio and video in which you can upload your document/spreadsheet/PPT/PDF/etc for a seamless look.

The **Screen** option records your screen and microphone and offers drawing capability.

The **Screen & Webcam** option offers screen recording with an instructor webcam and also offers drawing capability.

The **Webcam** option is a webcam and audio of the instructor (no drawing, screen).

The **Voice** option is an audio only option for recording.

When you select any option, you will need to check the recording settings/options to ensure you are using the right camera/audio/presentation/etc.
6. When you are ready to record, click on the record button at the bottom left of the window, your screen may flash as it opens up the PPT you choose.

When you are finished with you recording, click done.

7. Then, provide a title for your video (description and tags up to your discretion).

After you have titled your video, click upload.

You will know your video is being uploaded when you see a message like this:
8. The Kaltura Desktop Recorder that you downloaded (step 3) has 4 tabs. Recording happens in the first tab. After you have recorded a video in Capture space, it will jump you to the second tab, Library. This is where you can see the status of uploads.

If an upload got stuck, click back on it to resume uploading.

9. Now, go to the course area that you want your video to be placed. Within the My Media area inside MyGateway or a text editor on MyGateway (ex. content area, discussion board posting, assignment submission, etc), click the Mashup dropdown menu at the top of the text editor. Then click, Kaltura Media (outlined in red box).
10. Kaltura Media will open and show you the media you can select from. Find your video and press Select.

11. The video you just recorded should now be inside the text area you created.

12. Click submit to save to your MyGateway content area.

13. To record another video, either go back through My Media or click on the Kaltura Desktop Recorder icon (from your desktop).