Kaltura 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. Within a text box in MyGateway (ex. Discussion board posting, Assignment submission, etc.), click the Mashup dropdown menu at the top of the text editor. Click Kaltura Media (highlighted in blue box below)

2. In the top-right corner of the Kaltura Media pane, click Add Media. Then click Upload media or record from webcam.

3. A grey box will open in the center of your screen. Click Webcam on the left side of the grey box (highlighted in blue box below. Then choose your webcam from the dropdown list (highlighted in green box below).

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1 If you do not see the grey box, update your browser plugins or try a different browser.
4. Kaltura may ask to use your webcam as displayed in the picture below. Click **Allow** if prompted.

5. Your webcam should then initialize and you should see a preview of what your webcam is seeing. Position your webcam accordingly, and when you’re ready to record yourself, click the **Record** button (**highlighted in blue box below**).

6. Once you’re finished recording, click the **Stop** button. You may then preview your video by clicking the **Play** button. If you’re satisfied with your video, click the **Next** button (**highlighted in blue box below**). If you are not satisfied with your recording, click the **Back** button to the left of the **Next** button.

7. Next, you will be asked to title it and provide a description. Make each relevant to your course (ex. Last name, project).
8. Your video will then begin processing. The time this takes will depend on your internet connection speed. **A wired, Ethernet connection is strongly recommended.**

9. Once your video has processed, you should see a screen similar to the one below. Click the **Submit** button and your video will be added to the text box where you started. Then just click **Submit** again to post the video to the textbox area.

If you have any questions, you may contact the ITS Help Desk.