# Using Kaltura to Add Media: Screen Recording

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

1. On the left side of your course, click the **My Media** link. If you do not see this link, please ask your instructor to enable it.

2. Within My Media, click Add New dropdown menu and then **Kaltura Capture**.
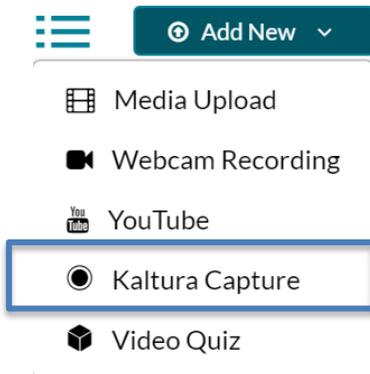

3. A new page will appear with options to download for Windows and Mac. Select your option and run the installation. Then come back to MyMedia and Add New Kaltura Capture again.


3b. If this is your first time running the screen recording software, you might get a pop up message asking to open it. Check always open there types of links is the associated app and then click Open Kaltura Capture.
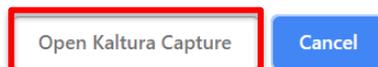
4. Once you click open, a Kaltura Capture will launch. This is the control panel. You have options to select from: choose "Screen", "Camera", "Audio", or a combination of those three to have screen, webcam and audio recorded (like in the image below).
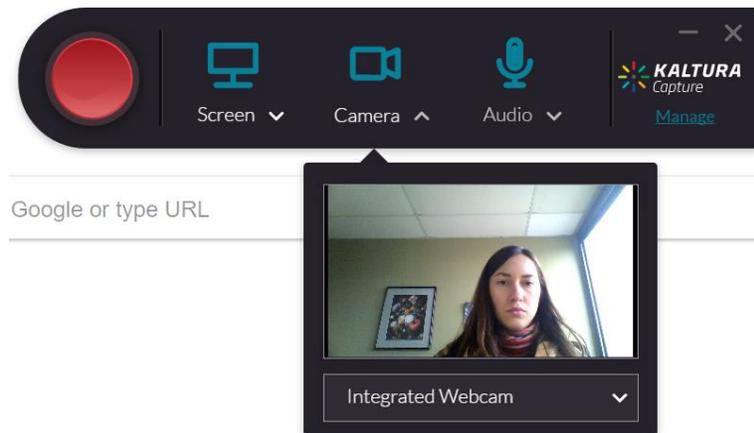
5. To start the recording, click on the Screen button. Choose "Select Area" if you need to shoot specific area of the screen and adjust the area appropriately by dragging dotted lines of the border, or select from the dropdown menu.
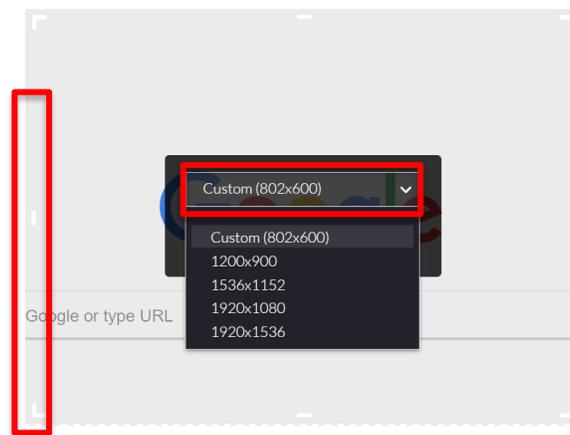

6. After selecting the area on the screen click **Big Red** button, the 5 seconds count down will start, at this moment be ready to voiceover your project.
7. While screen recording in progress within the selected black box there are options to **Pause** (by clicking Alt + P); **Resume**, when ready to continue the recording, and **Draw** anything on the selected screen box.

8. Click **Stop Recording** square when finished recording, it will ask you if you are sure to stop the recording, click "Yes". The video preview page will open. On that page click **Save & Upload** as well and title your video**.**
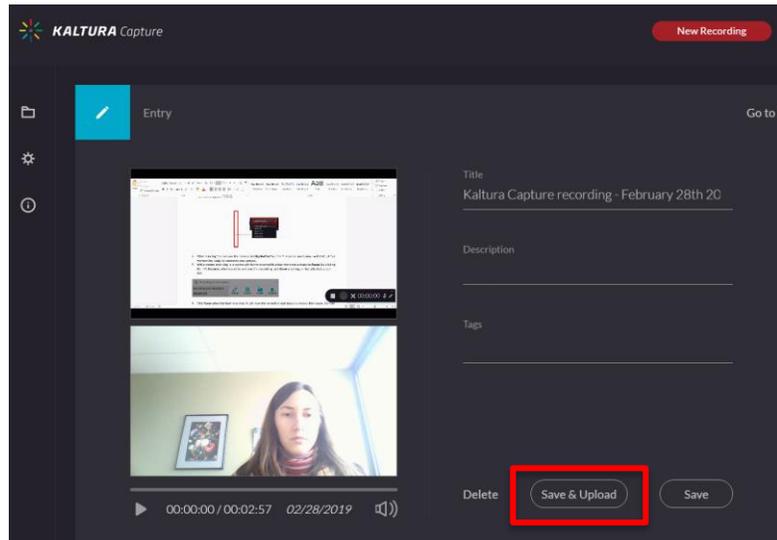
9. It will take from few seconds to few minutes for the video to get uploaded. Once it is ready to view go back to My Media in Canvas to view it.
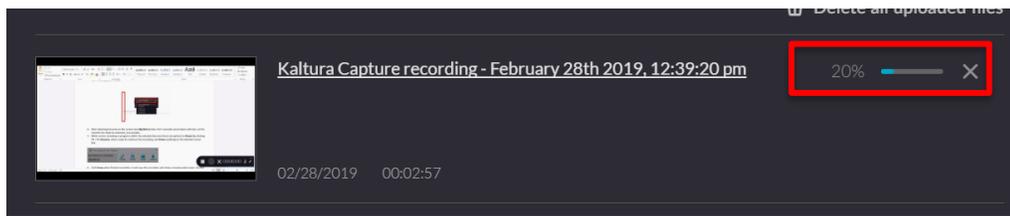
10. Access specific content area (page, discussion, assignment, etc.) in Canvas, click **Embed Kaltura Media** icon and on the MyMedia pane you will see your recording. To put it in the area you previously chose, click "select."
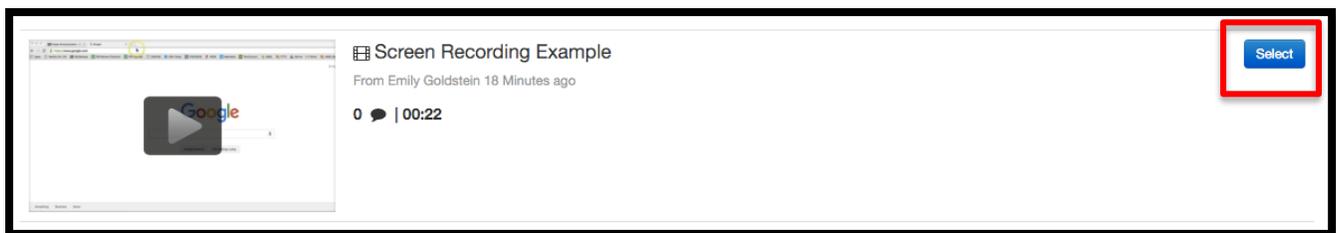
11. The media should now show up in the textbox where you originally clicked the **Embed Kaltura Media**.
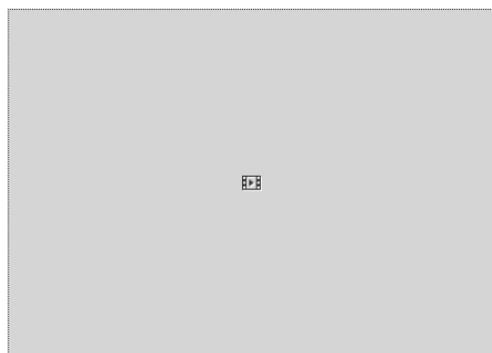
   Note! You will see a gray box in the textbox first and will be able to play the media only after you click **Save**.

12. Click the **Save** button on the Canvas page.