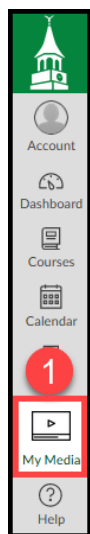


This tutorial explains how to use the Kaltura Webcam Recorder. This method is a work around from downloading and installing Kaltura Capture. This method does not give you a copy of your recording. However, once you click **Use This** and **Save**, your video will only be stored on the Kaltura servers, not your local device, which is entirely suitable to submit to any Canvas Assignment.

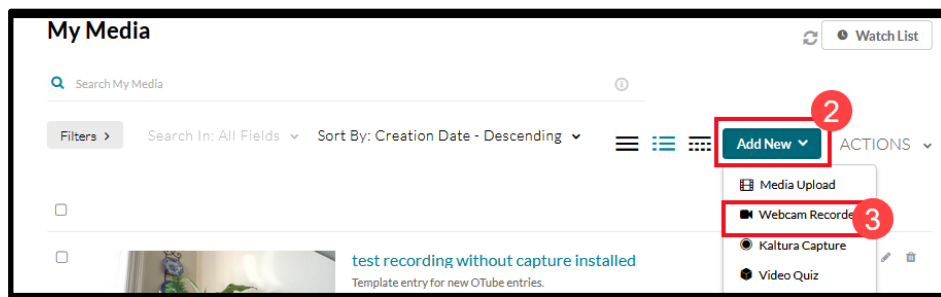
Note: You will need a webcam and microphone for your computer to record in Kaltura. To record a webcam video, follow the steps outlined below for Method 1 or 2.

- Method 1 Starts at My Media. Record in the My Media and then navigate to the assignment to Select and Submit.
- Method 2 shows you to go to your assignment first, locate the Kaltura Media App to record, and then Save and Embed your media to submit to the Assignment.

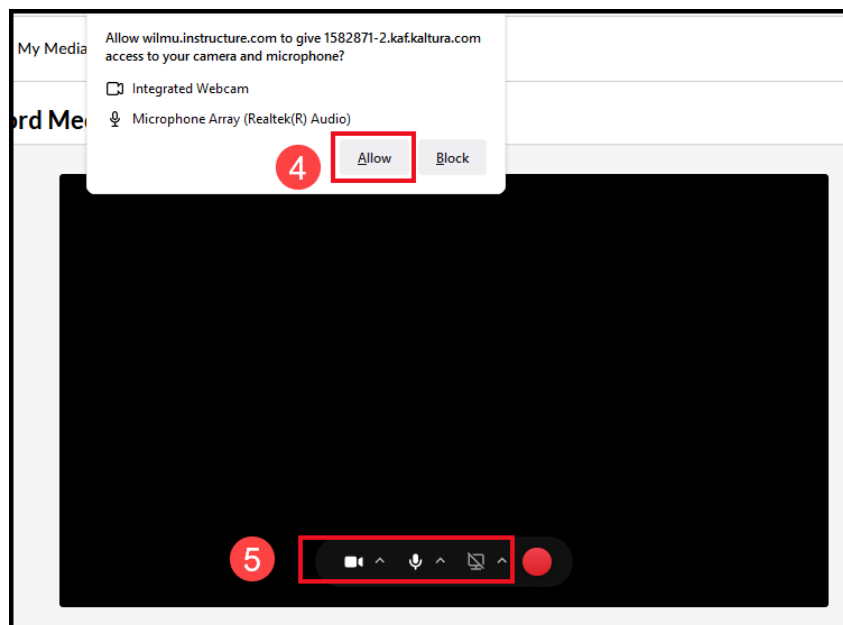


Method 1

1. Click On the global menu “My Media”.
2. Click on **Add New**
3. From the menu, click on Webcam Recorder.

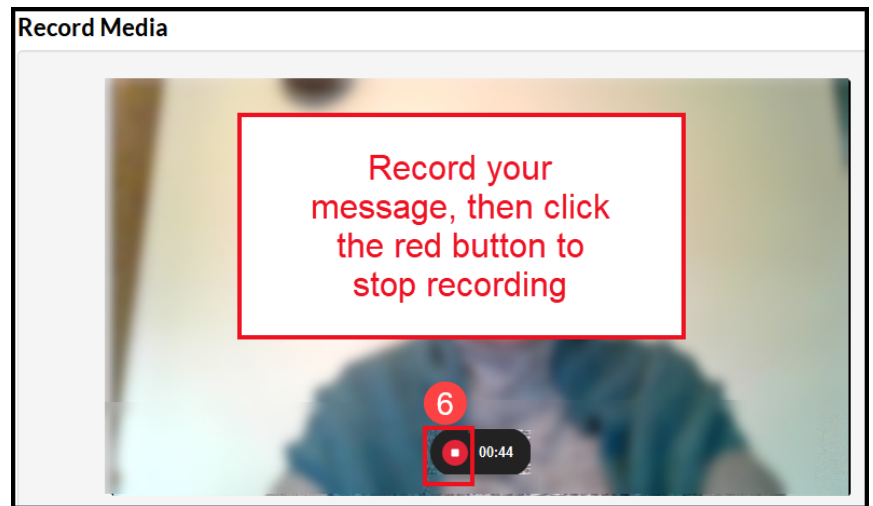


4. The Webcam Recorder will appear. Click Allow to give the Kaltura App access to your camera and microphone.



5. Use the recording tools to check your camera or microphone. When ready to record, click the red recording button. A three-second countdown window will appear.

6. At the end of the countdown, you may begin recording your message. When you are done recording, click the red Stop button.



7. Click “Use This” to upload the recording to your Kaltura account. You may choose to Download a Copy of the file to your local device using the Download a Copy button.



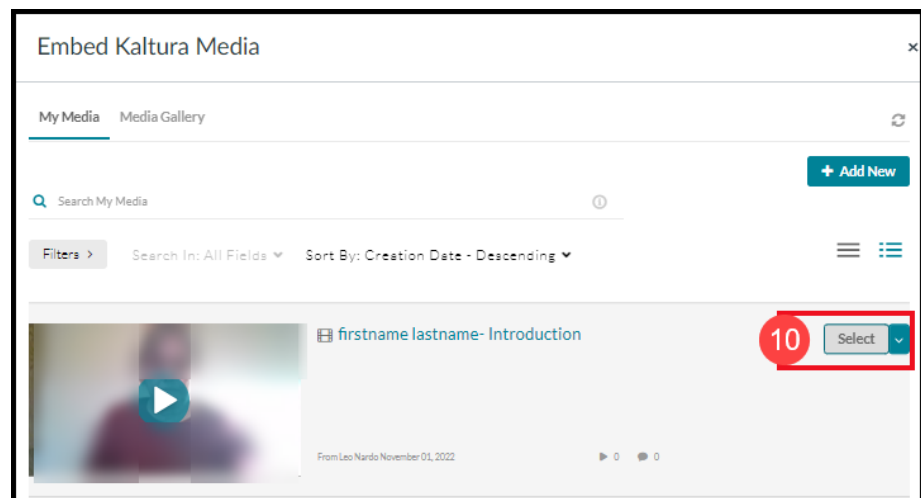
8. Fill out a Name, Description, Tags, and Publishing Status (Private / Published) for the video. Best practice is to **rename your video title with your first and last name and a clear title.**

(Do not keep the default date title. Do not keep the description, you may add a new description, or leave this area blank. You may add a tag word to help categorize your video.)

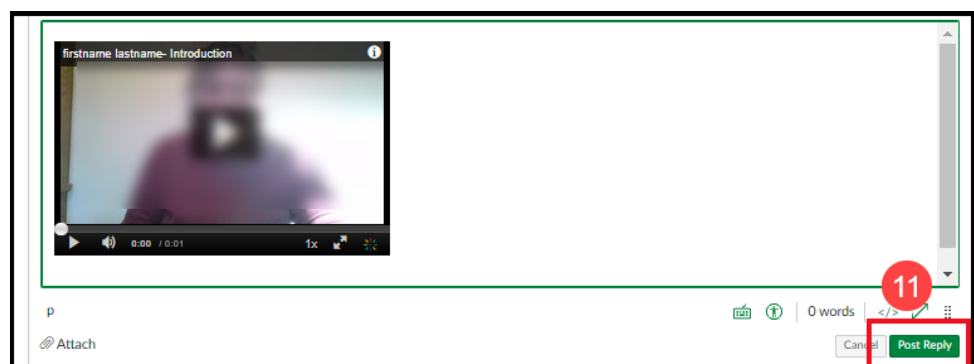
9. Click Save.

This screenshot shows the 'Please fill out these details:' form for uploading a video. A green banner at the top states 'Upload Completed! Complete the required information for the uploaded media below.' The form includes fields for Name, Description, Tags, and Publishing Status. Red boxes and numbers highlight specific elements: a red box around the Name field (labeled '8') containing 'Video Recording - Fri Oct 28 2022 14:35:12 GMT-0400 (Eastern Daylight Time)'; a red box around the Description field (labeled '8') containing 'Template entry for new Q&A entries.'; and a red box around the Save button (labeled '9') at the bottom.

10. Once your video is created, go to your assignment, click reply and open the Embed Kaltura Media tool. Your My Media Repository will open. Click the **Select** button next to your video. Clicking Select will place your video in your Assignment.



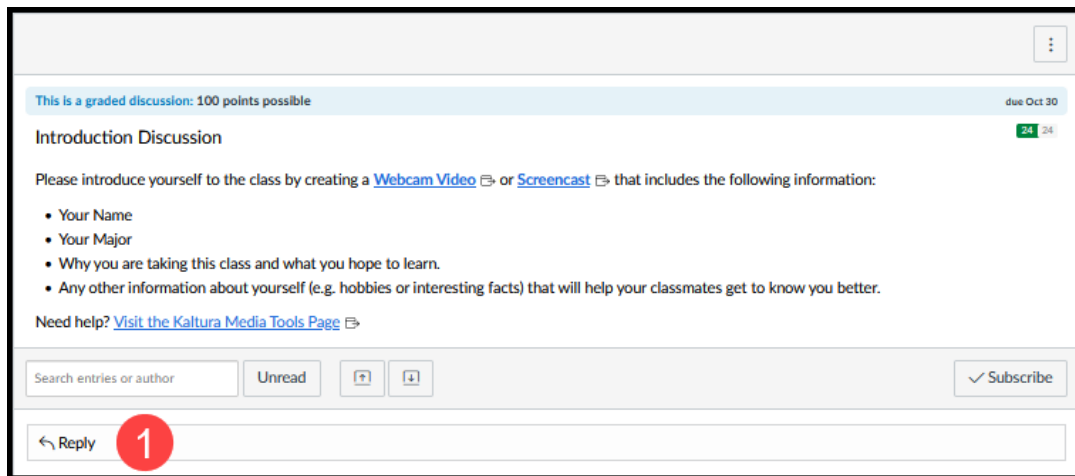
11. Don't forget to Post your Reply.



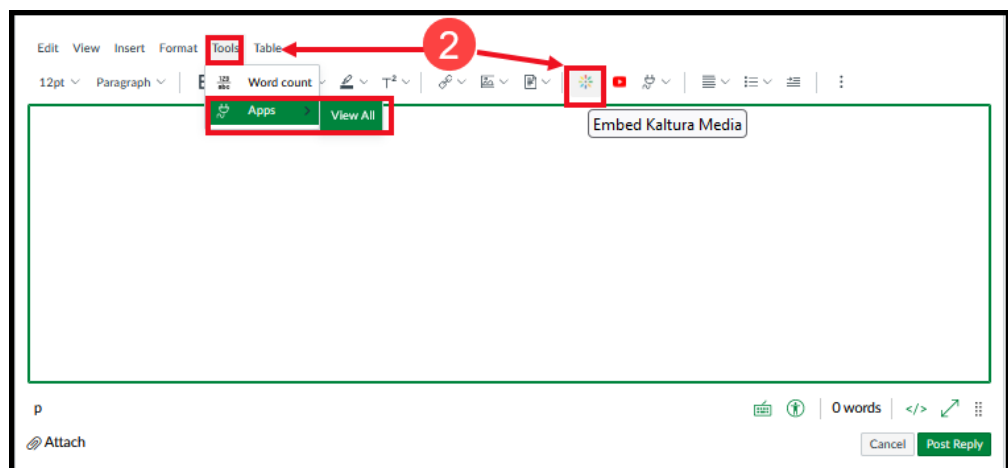
Method 2

2A. Creating /Adding a video in a Discussion:

1. Navigate to your Discussion Assignment. Click Reply.

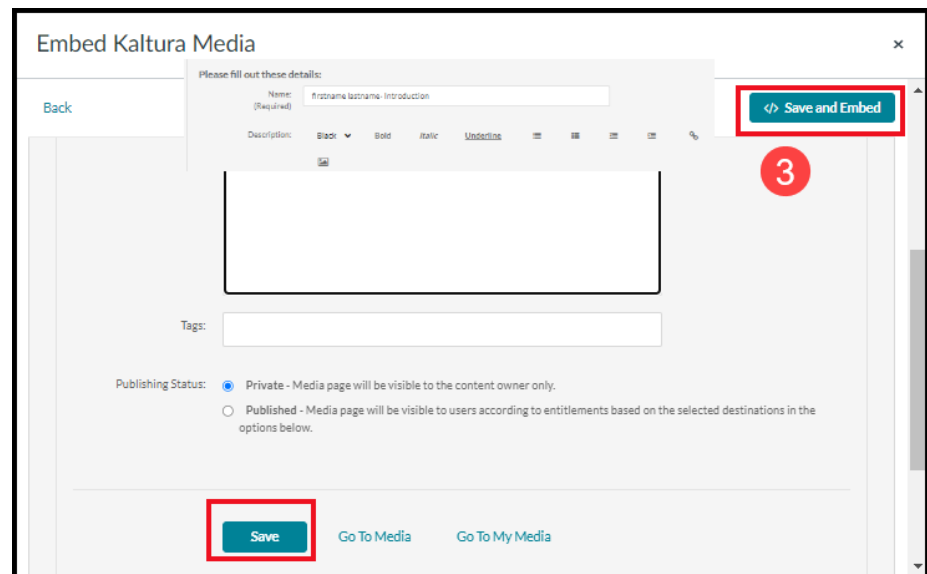


2. Click the Kaltura App either from the Tools/Apps menu and select the Embed Kaltura Media App. OR-- go to the bottom row of the tool bar and click the Embed Kaltura Media App (colored starburst icon). This will take you to your My Media, where you will record your video.



Follow directions from page 1 on **How to Use the Webcam Recorder in Kaltura**.

3. Once recorded, remember to “Use This.” Then, click **Save and Embed**.



4. Your video may appear still processing in a Discussion reply. If you see video processing image, it is perfectly safe to click the **Post Reply** button while it processes.

You may return to the assignment later to verify posting.

