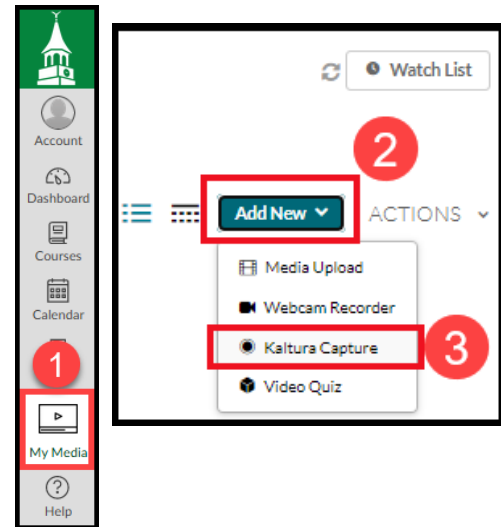## Create a Kaltura Screen Capture Video and Submit to a Canvas Assignment

This documentation explains how to create a video using Kaltura Capture. You must first install Kaltura to your local computer. This is a One-Time installation. If you have not yet installed Kaltura Capture to your PC or Mac computer, please review the video "Install Kaltura Capture to PC or Mac."
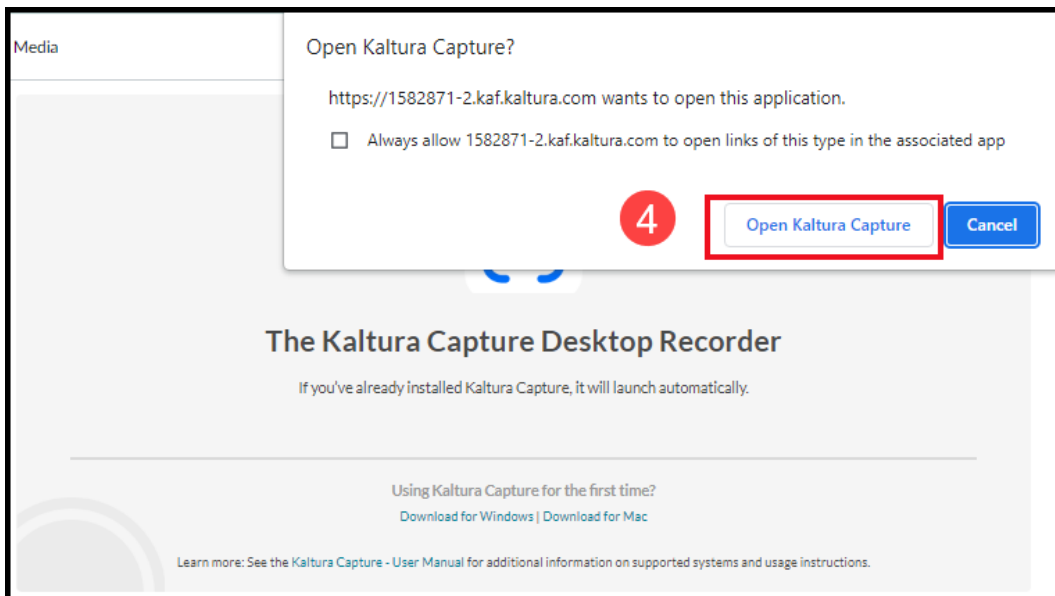
Note: You will need a microphone (internal computer mic, or external headset.)

Kaltura Capture

1. Click on your "My Media" found on the global menu in Canvas.
2. Click on the **Add New** button.
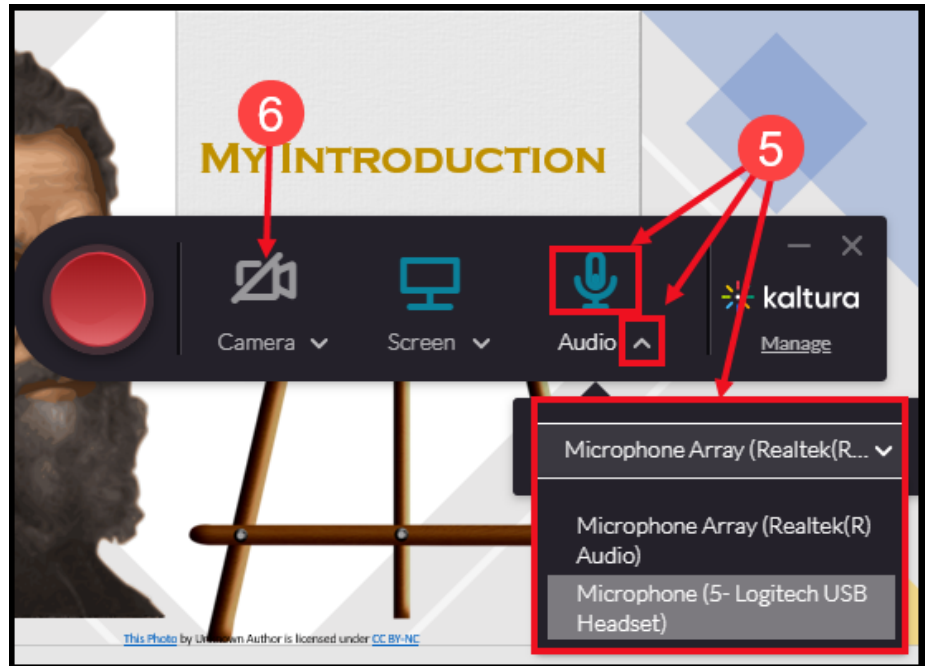3. Select **Kaltura Capture** from the menu.

4. A pop-up window will open. Click Open Kaltura Capture. Please be patient waiting for the Kaltura Capture recording tool to open.
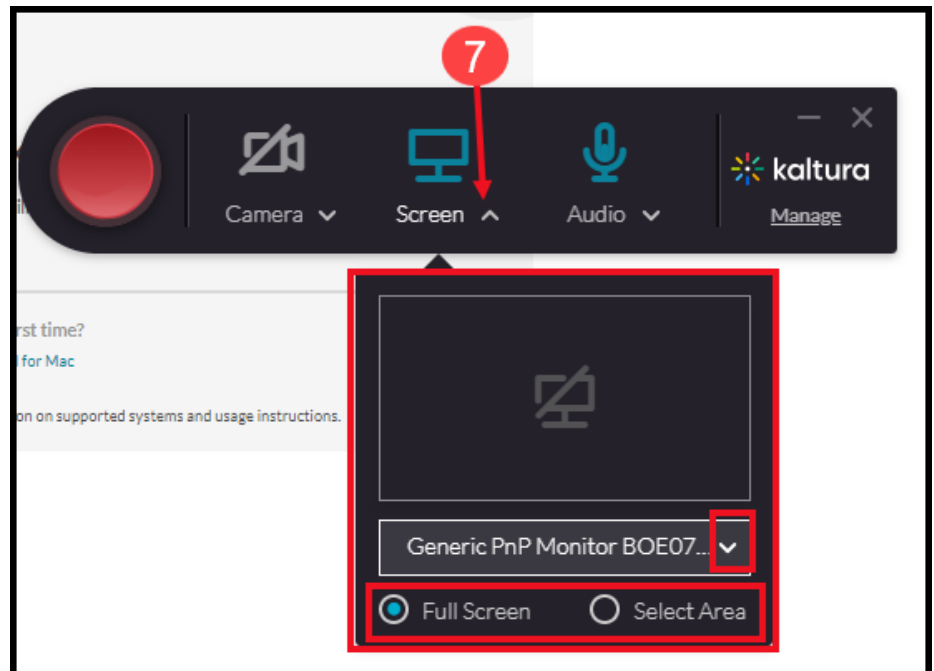
5. Please check your device settings before you begin. First, check the audio settings. Click on the dropdown arrow next to the microphone. If the Audio button is grayed out, microphone is disabled or not available. Make sure you select your audio device if you have an external headset plugged in. Then, speak to see if there is movement inside the microphone icon as you speak.

6. Depending on assignment directions (such as a speech class), you may have to share your webcam in your screen capture, so click on the camera icon to turn on the webcam. If you don't want to use a webcam in a capture, merely leave the camera icon disabled. Check assignment directions for guidance or ask your instructor if the assignment requires your face while presenting

7. Next, click the dropdown arrow next to **Screen** to select monitor settings. If there is more than one monitor connected to your computer, select the monitor from which you want to record. Then, select options: Full Screen or Select Area.
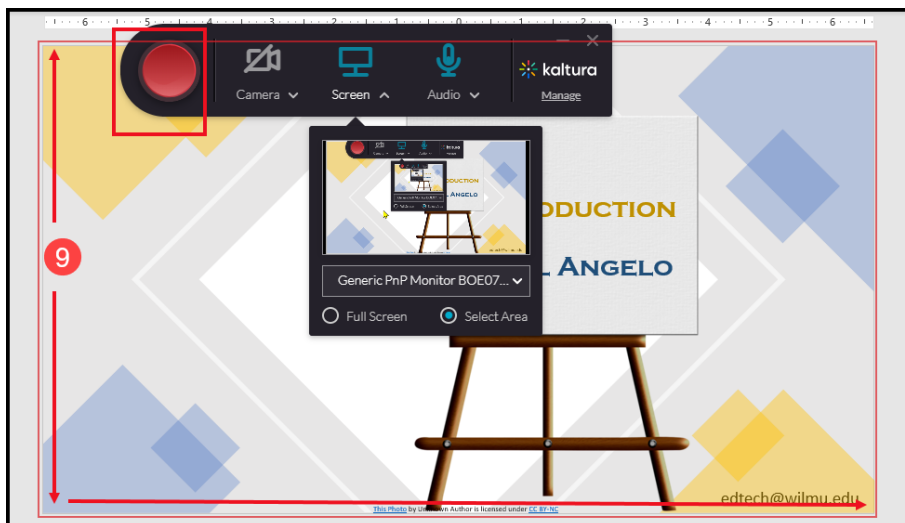
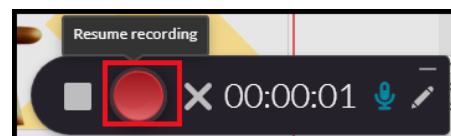8. Selecting Screen options: Selecting Full Screen covers your entire desktop.

- Select Area allows you to manually pull the frame around your document, webpage, or slide.
- You can drag the recording bar outside the selected area.
- Once you have adjusted the framed area, click **Confirm**.

9. The confirmed area then is outlined in a red frame. When ready to record, click the red button.
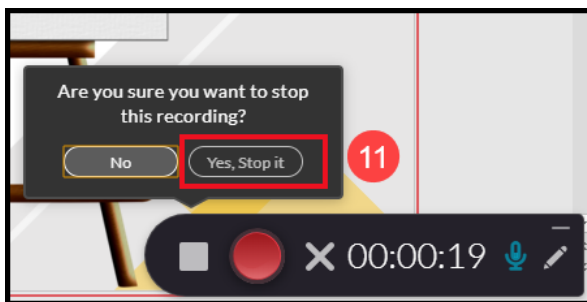

10. Your screen will show a 3, 2, 1 countdown. Start speaking after the countdown. You can pause your recording, click the red record button again to resume.
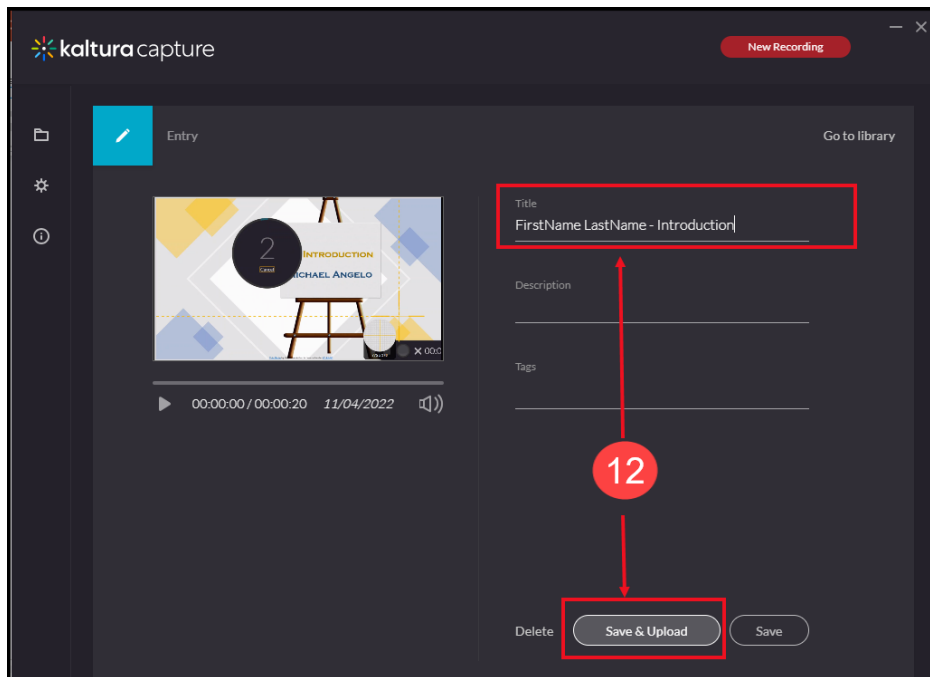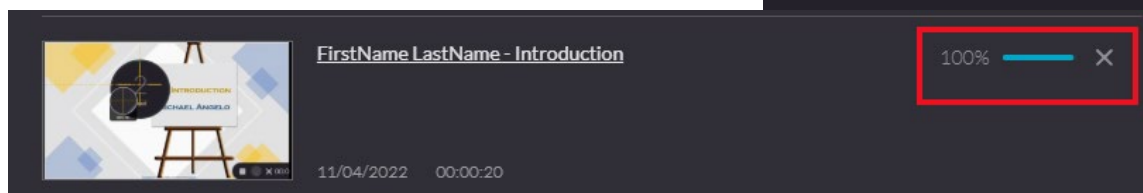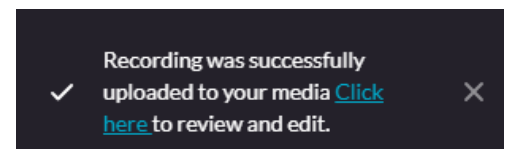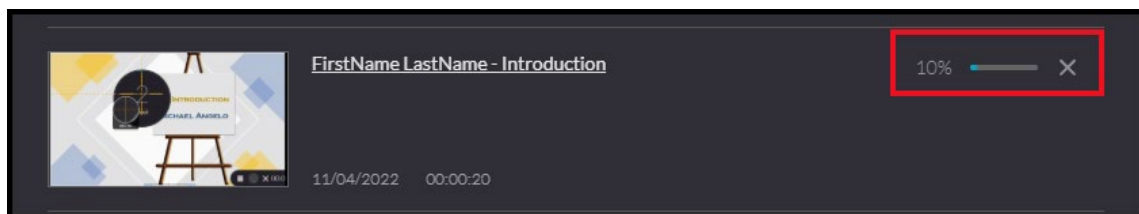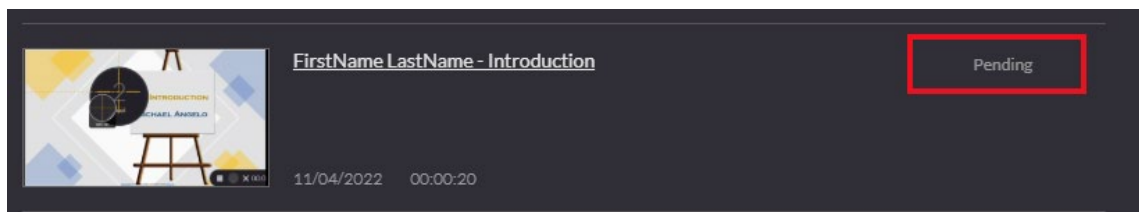Click the gray square to stop recording.

11. A window pops up, to affirm you want to stop the recording. Click the button, "Yes, Stop It."
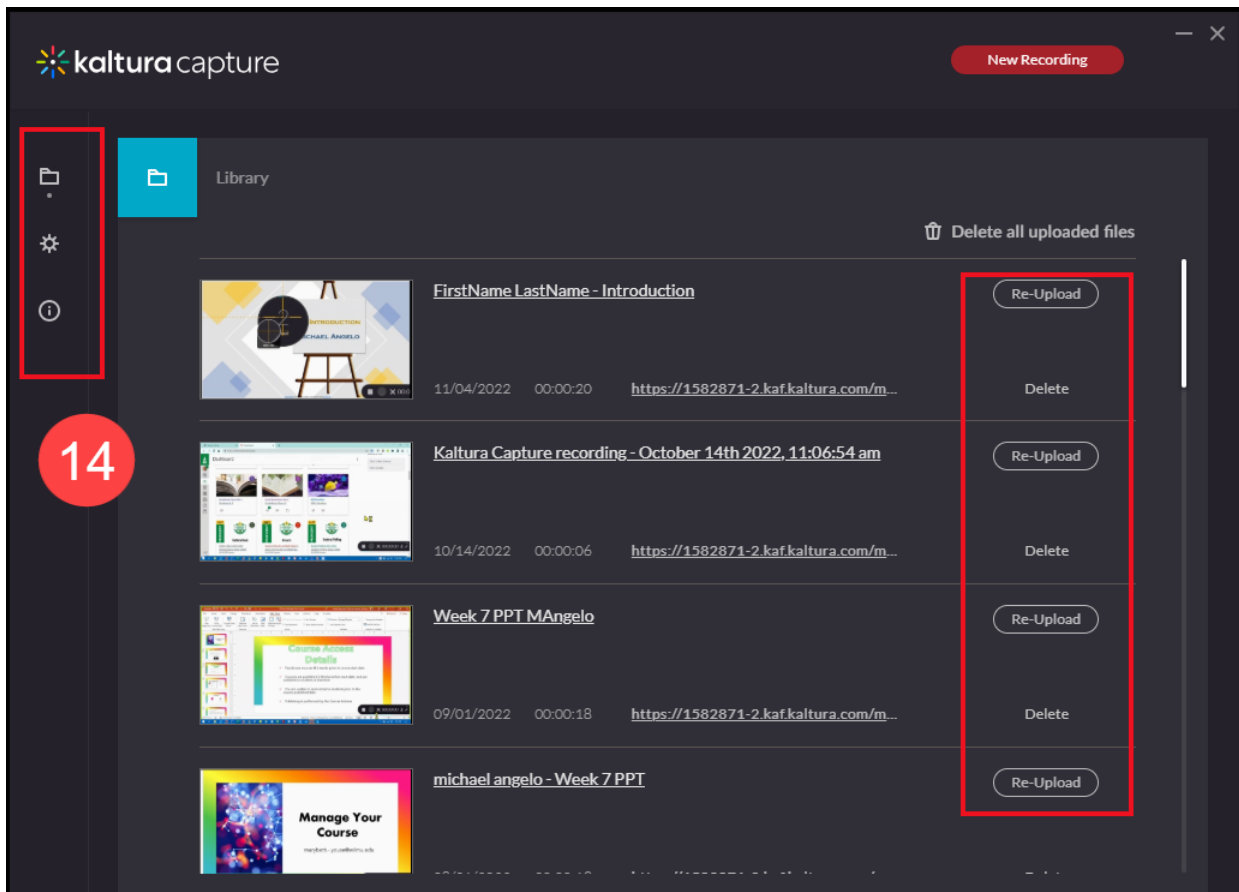

12. After stopping recording, you will see a window of your Kaltura Captures located on your local computer. Type in your first and last name then, click Save & Upload.

13. The Save and upload process will show various stages, Pending, 10%, 100%, with a message that the recording has been successfully uploaded to your media.

14. This window shows your personal Kaltura space on your local computer. After recording a video, Kaltura stores a local copy of all your recordings on your device. You may click the folder to see all previous recordings in within your Kaltura Library. You also can re-upload any video from your Kaltura Library.
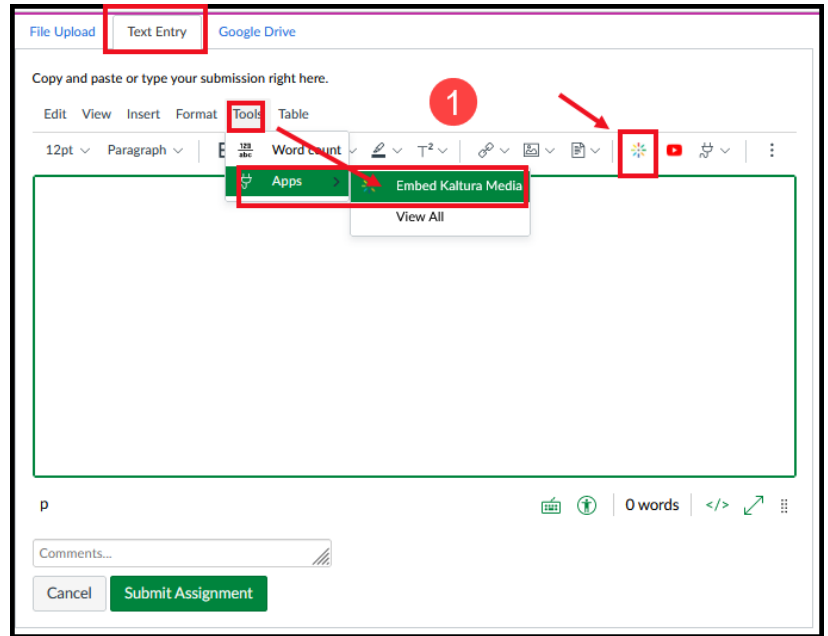
15. After uploading to the Kaltura servers, you may return to Canvas to your My Media" to view or edit.

16. Once you have videos in your My Media Repository, you can then submit your video to an Assignment.
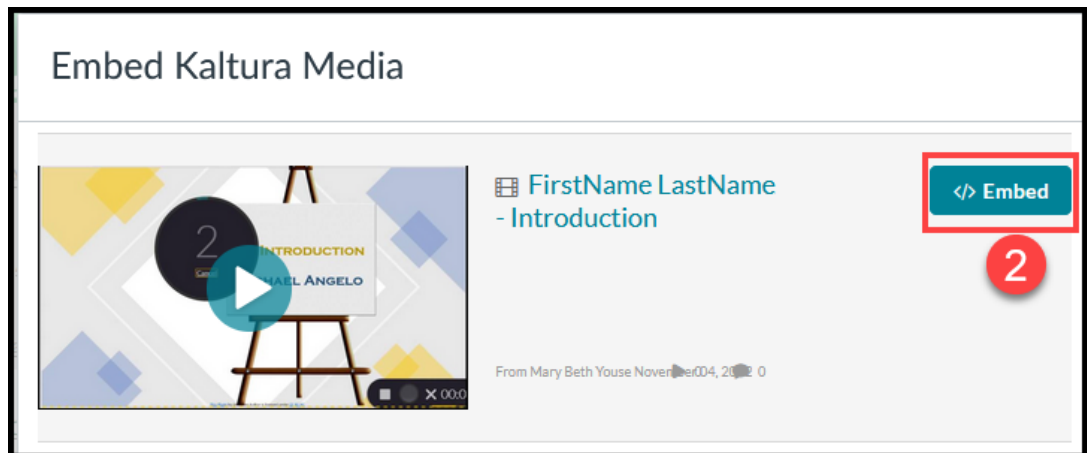
Submitting a Kaltura video in an Assignment:

1. Navigate to your Canvas Assignment. Click the green button **START Assignment.**

   - Using the Text Entry tab, you will locate the Kaltura App from the Tools/App and find the Kaltura App from the menu.
   - Or click the bottom row of the Rich Content Editor and click the starburst icon (Embed Kaltura Media) tool.

2. This will take you to your My Media repository, where you can **click the Embed button to add** your video.

3. Back at the Assignment level, do not forget to click **Submit Assignment**.

   If you are in a discussion, do not forget to click Submit, Save, or **Post Reply** to a Discussion Assignment.