

Welcome to the Multimedia Studio in Dover Building B. This studio has been designed for faculty and students to create do-it-yourself videos for classes and assignments. The studio is set up so you can record directly into Kaltura, stream via web conferencing, record to the camera (via SD card) or any other software/web application that requires a camera and microphone. To reserve room space, Please fill out a reservation by visiting <https://doverstudio.youcanbook.me/>.

You are responsible for equipment. If you find something missing or broken, report it to staff immediately.

Thank you, and enjoy the space!

The following instructions should help you navigate the process from the moment you step into the room.

1. Flip the power switch next to the desktop. This will turn on the lights and send power to the camera.



2. Click the gold power button on the camera.

There is an SD card slot to the right of the power button. You may bring your own SD card and record videos to it manually if you choose. See the bottom of this tutorial for more information on using the SD slot.

The HDMI cord to the desktop will upload your videos directly into Kaltura as long as you have logged in and are recording through Kaltura Capture. You may also download the recordings from your My Media account after they have been uploaded.



3. Select which microphone you plan to use from the A/B switch to the right of the desktop monitor.

The shotgun microphone is the microphone on top of the camera. The lavalier microphone is the clip-on microphone next to the desk.

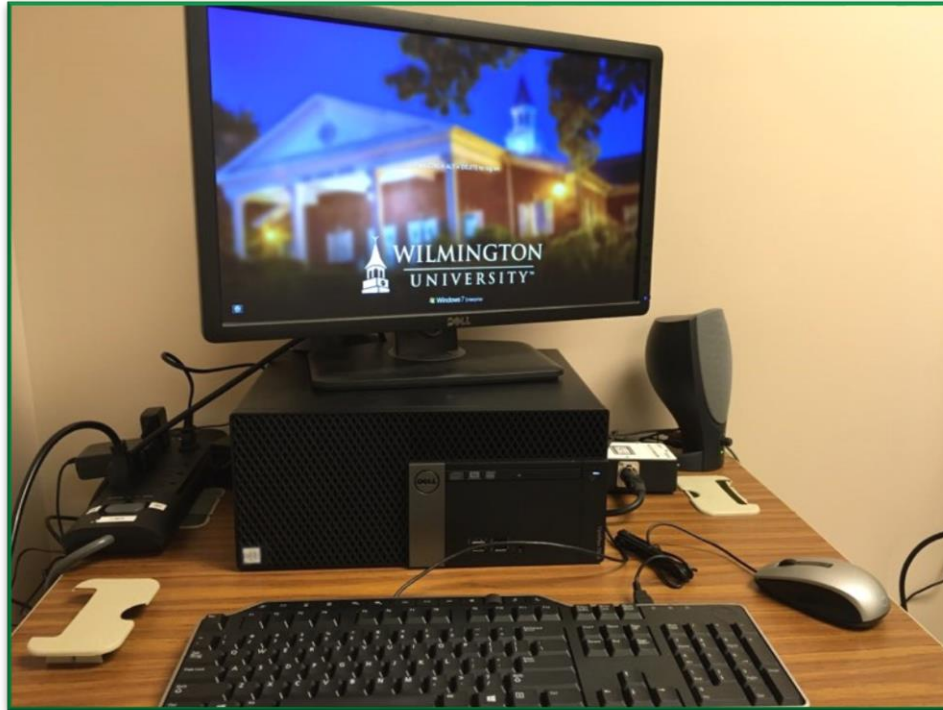
The shotgun microphone is best to use if you're recording multiple people. The lavalier is best to use if you're recording one person.



If you are choosing the lavalier microphone, you should clip it to the front of your shirt. Check volume levels if possible. Make a test recording before you complete a run through of your video content.



4. Once you've set up your microphone, log into the desktop computer.
The keyboard is connected to a USB extender; you can use the computer while you record.



5. Log into Blackboard and launch Kaltura Capture from the Kaltura Media Tools tab.

This video provides instruction on how to launch the program. You shouldn't need to download Kaltura Capture again, but launching it through Blackboard ensures that the media you create will be placed in your My Media account and not the previous user's.

https://wilmu.mediaspace.kaltura.com/media/Kaltura+Capture+Overview+/1_jo7sipes/21707281

You may also use this room for livestreaming. The camera and microphone settings work the same way in a web conferencing software as they do in Kaltura. Be sure to use the lavalier microphone if you plan to livestream.

This video tutorial provides a full overview of Collaborate Ultra, if you need to review how to adjust your camera and microphone settings before starting your stream.

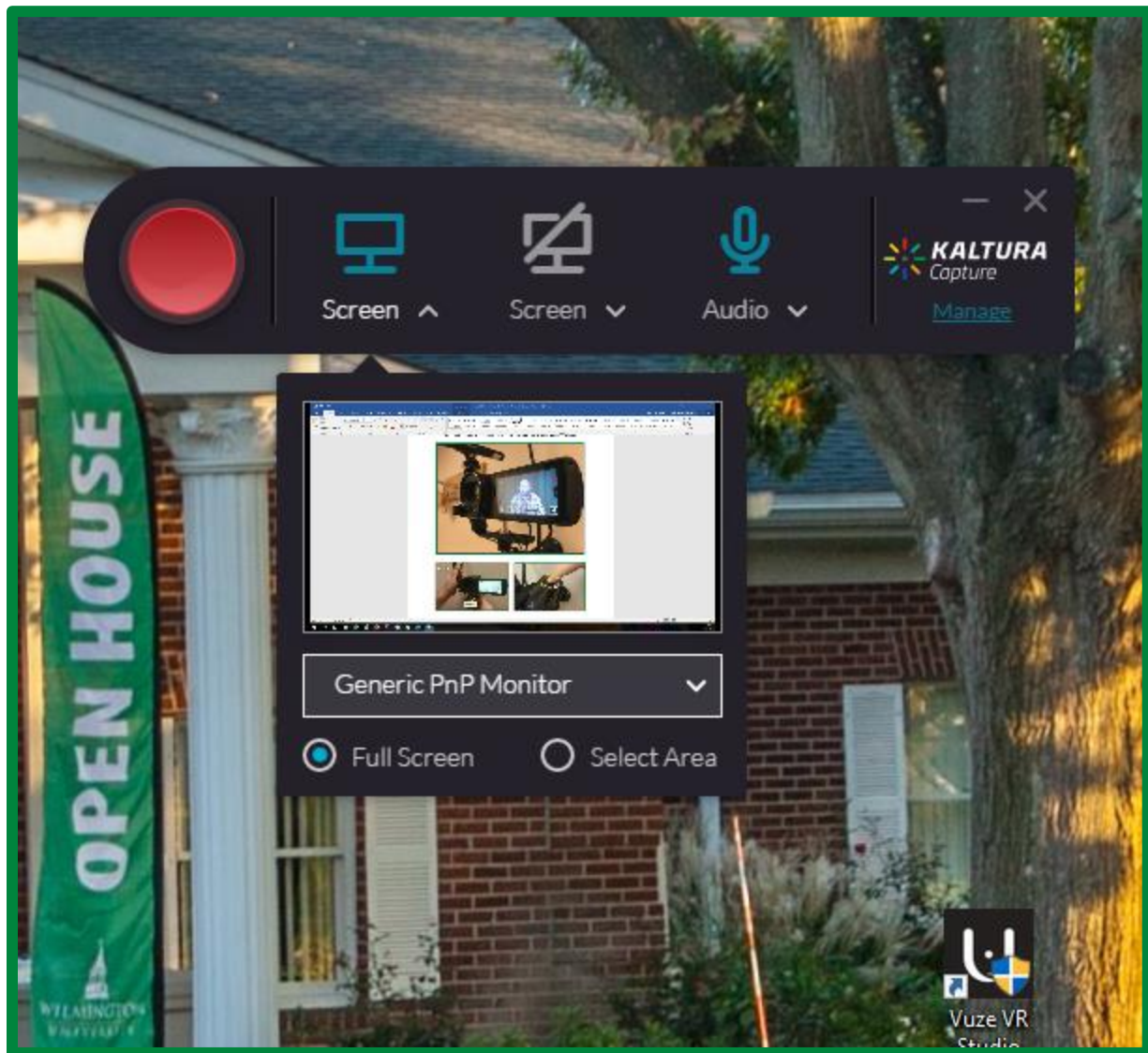
https://wilmu.mediaspace.kaltura.com/media/Collabore+Ultra+Overview+/1_poxiu5yb

6. You may flip the camera viewfinder so that you can see yourself.
Use the camera zoom on top of the camera and the thumbscrew at the bottom of the camera to adjust your position in the frame. Try to make sure your shot is centered and straight on.



Once you're logged into Blackboard and have successfully launched Kaltura Capture, you are ready to record!

The camera and microphone should already be connected, but you can check this by looking at the selected dropdown options for your camera and microphone.



Under the Record tab, choose whatever function you'd like, and begin recording! The video will upload into your Blackboard My Media.



You can choose the cloth or wall background. If you choose to use the wall, you may use it simply as a green background, or you may chroma-key in animations, other videos, PowerPoint slides, images, etc. Free programs like iMovie and Windows Movie Maker along with many other free programs support chroma-keying or “green screening.” Google phrases such as “chroma key with iMovie,” or “green screen with Windows Movie Maker” for plenty of free articles and resources.

If you have access to professional video editing software such as Adobe Premiere or Final Cut Pro, those also have green screen chroma key support.

If you will be doing a chroma key, the most important thing to remember is to not wear green. Anything green will disappear in your final video when you replace the background. This includes your clothing and your WilmU ID and lanyard. If you are using the wall as a green background, you do not have to worry about this.

If you'd like to record your videos to an SD card, you can buy one online or locally from Target, Walmart, Staples, and even the WilmU Campus store. An SD or SDHC card between 8 and 64 gigs is recommended. The camera records in 1080p HD video. An 8 gig card will record approximately 45 minutes, and a 64 gig card will record over 5 hours. Insert the SD card gently with the label facing you. It should click into place. It's spring-loaded, similar to the slot in a computer, digital camera, etc.

The slot will need to be closed before a user can record.



If you plan to record to an SD card, be sure to push the record button on the back of the camera.
If you are uploading video directly to Kaltura, you will not need to do this.

