



How to Use CaptureSpace

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About CaptureSpace

Kaltura CaptureSpace combines painless recording, automated publishing, and interactive viewing to enable easy video capture in class, at the office, at home, or on-the-go.

CaptureSpace is the simplest way to turn presentations into video.

- Content creators capture multi-stream recordings of up to three video inputs synchronized with a PowerPoint presentation or screen capture.
- Viewers can navigate to desired content, search through slide text, switch between video streams, and view picture in picture.

CaptureSpace makes it simple to create searchable, interactive video that can be viewed on any device at any time.

How to Open CaptureSpace

NOTE: This tutorial assumes you have CaptureSpace already installed. If you do not, please see the How to Install/Launch CaptureSpace instructions.

NOTE: If you have not saved or uploaded your video, DO NOT close the CaptureSpace Recorder. You will lose your work. Save your video!

NOTE: You MUST be connected to the internet before uploading. Upload ONLY when you are on a reliable internet connection. It is HIGHLY recommended that you SAVE your video at all times. When you are connected to the internet and ready to upload, then proceed. If you are not connected to the internet and you try to upload, it will fail. If you then close the CaptureSpace Recorder, you will lose your work!

1. Go to **My Media**, click on **Add New** and select **CaptureSpace**

My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾

Search My Media

⌂ Add New ▾ Actions ▾

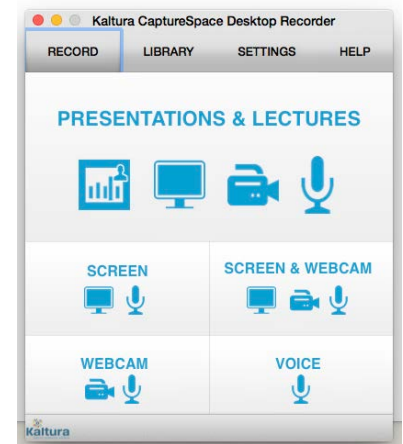
Media Management

CaptureSpace

2. **Launch** the CaptureSpace Desktop Recorder. When it is launched a message will appear:

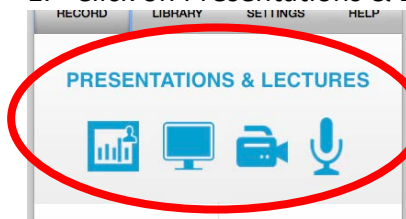
CaptureSpace launched successfully

3. Record your video
 - a. Presentations & Lectures: *create & edit a video using the webcam with a power point or screen recording*
 - b. Screen: *create & edit a video using screen recording*
 - c. Screen & Webcam: *create & edit a video using screen recording with a webcam*
 - d. Webcam: *create & edit a video using webcam*
 - e. Voice: *create & edit a video using voice*



Presentation & Lectures

1. Click on Presentations & Lectures

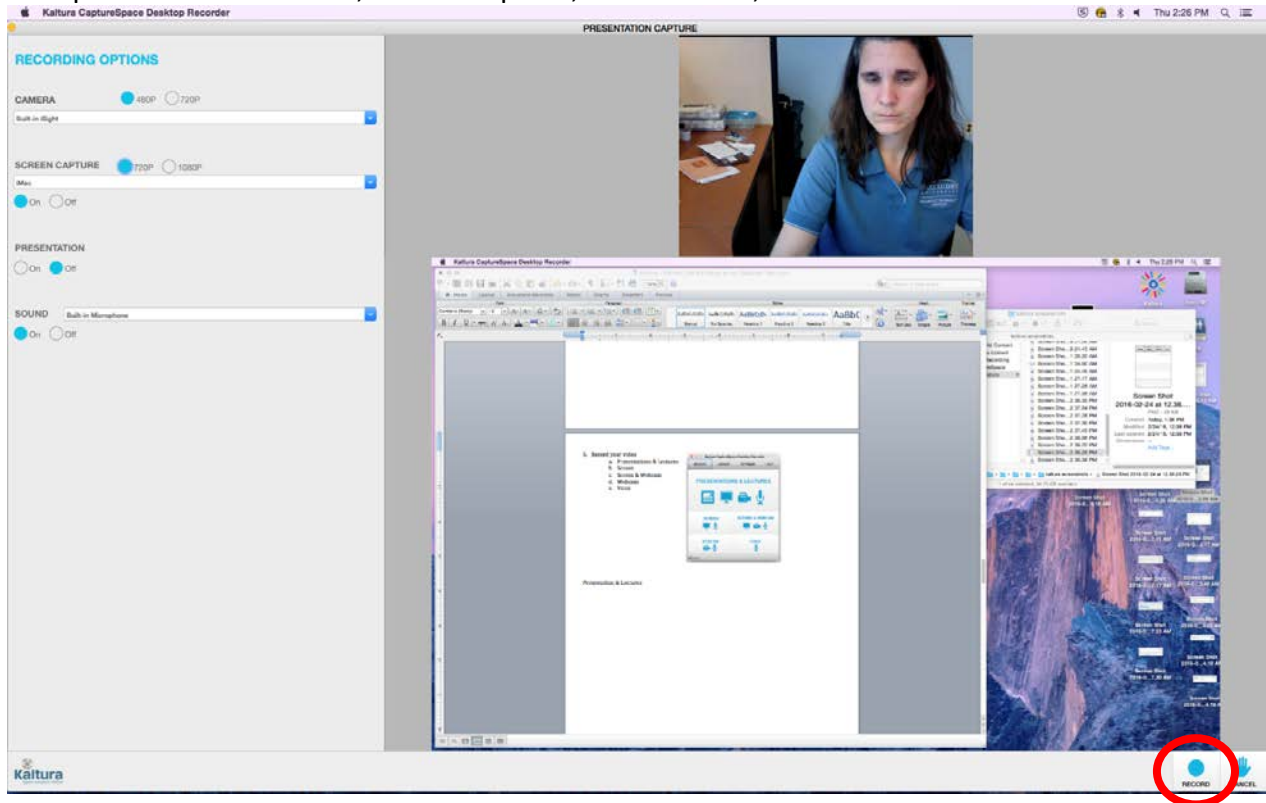


2. This recording method gives you full access to various capture methods to create your video with the capability to choose a view (picture in picture, side by side, single view)

Recording Options:

- a. Camera – *choose 480P or 720P*
- b. Screen Capture – *choose 720P or 1080P as well as On or Off. NOTE: if you choose Screen Capture, Presentation will be turned off. You cannot have both Screen Capture AND Presentation turned on.*
- c. Presentation – *choose On and then click on Browse, navigate to your presentation file and click Open. NOTE: if you choose Presentation, Screen Capture will be turned off. You cannot have both Screen Capture AND Presentation turned on.*
- d. Sound – *choose On or Off*

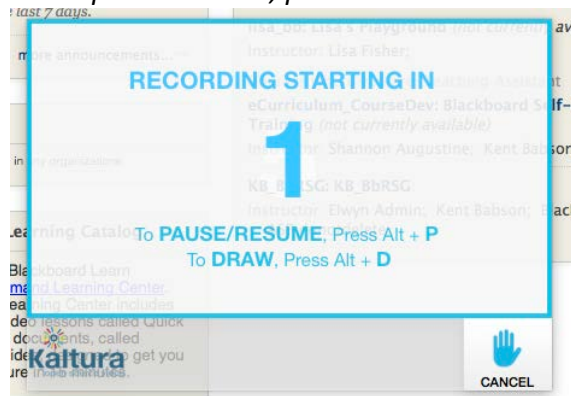
Set options for the Camera, Screen Capture, Presentation, and Sound. Click **Record**.



3. After you click Record, you will see a countdown begin.

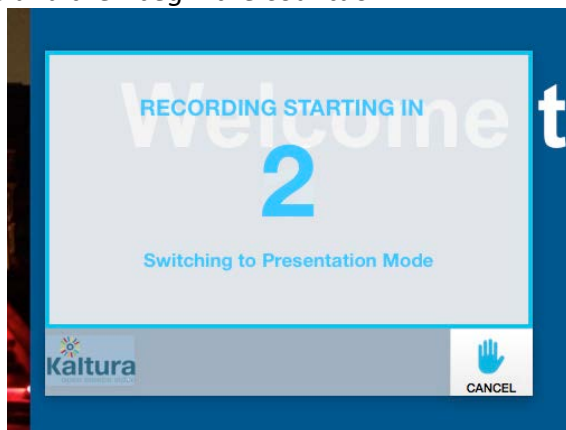
a. Screen Capture:

NOTE: you have the option to Draw, press ALT + D



b. Presentation:

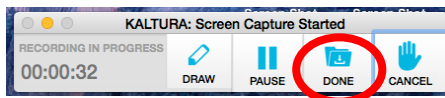
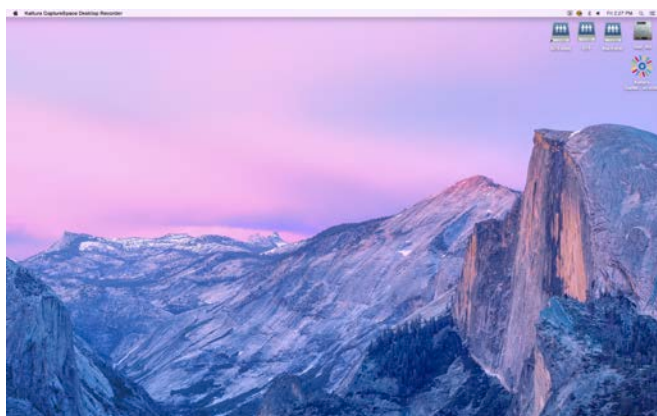
NOTE: if you chose Presentation, CaptureSpace will automatically open your Powerpoint file and then begin the countdown



4. At the end of the countdown, your recording begins. *NOTE: if you chose Screen capture, you will not see a video of yourself nor will you see the menu box. If you chose Presentation, you will see a video of yourself.* Click **Done** when complete.

a. Screen capture:

NOTE: since CaptureSpace is recording your screen, you will need to click on the CaptureSpace window (in Dock on a Mac and in taskbar on a PC) to bring up the menu



b. Presentation:



The screenshot shows a presentation slide for Gallaudet University. At the top center is the Gallaudet University logo. Below it, on the left, is a photograph of a building at night with red and blue lighting. To the right of the photo is a blue rectangular box with the text "Welcome to Gallaudet!" in white. Below the photo and text is the text "Gallaudet Technology Services". In the bottom right corner, there is a Kaltura recording control bar. The bar shows "RECORDING IN PROGRESS" and a timer at "00:00:06". There are three buttons: "PAUSE", "DONE", and "CANCEL". The "DONE" button is circled in red. In the bottom left corner of the slide, there are three small navigation icons.

5. Your video is ready for editing. You can trim or crop the video and then click on **Done**



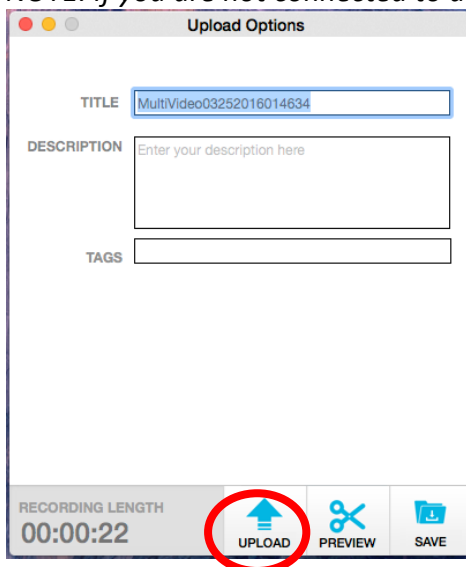
- a. If you choose to TRIM, click on TRIM, adjust the time by using the blue bar and then click on APPLY. When complete, click DONE.



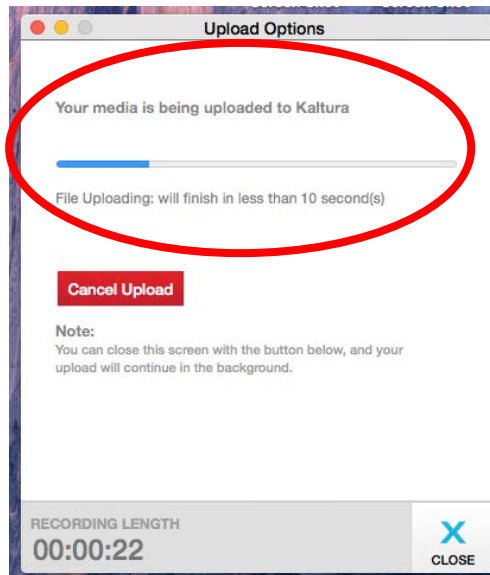
- b. If you choose to CROP, click on CROP, adjust using the blue bar on the top and then click APPLY. When complete, click DONE.



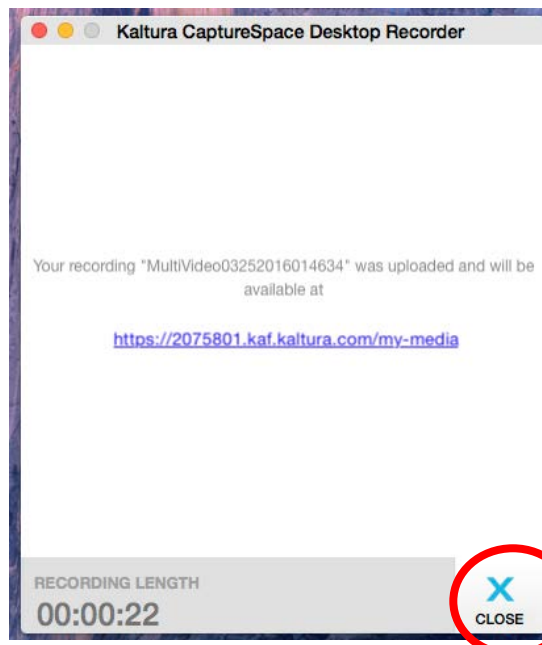
- 6. Enter a **Title** for your video, description (optional) and tags (optional). Click **UPLOAD**.
NOTE: if you are not connected to a reliable internet, it is recommended you SAVE.



7. CaptureSpace will begin uploading your video.

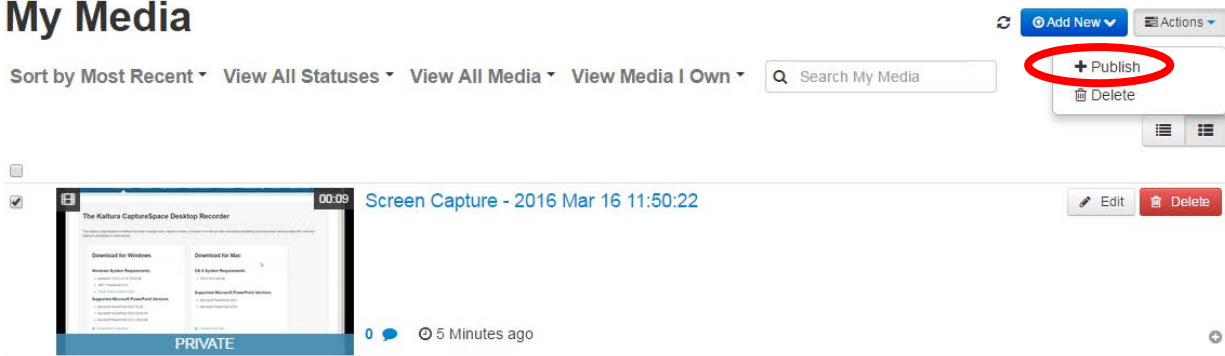


8. When it is done uploading, do not click on the blue link. Click **CLOSE**. You now can go to My Media in Blackboard and view your video there. *NOTE: it may take up to 20 minutes before your video appears in My Media. Please be patient.*



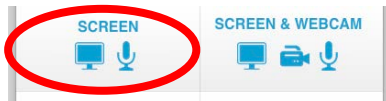
9. Click refresh on your browser that has Blackboard open to return to My Media
10. The video will appear in My Media in Blackboard. It is set as Private. Publish your video to the course

My Media

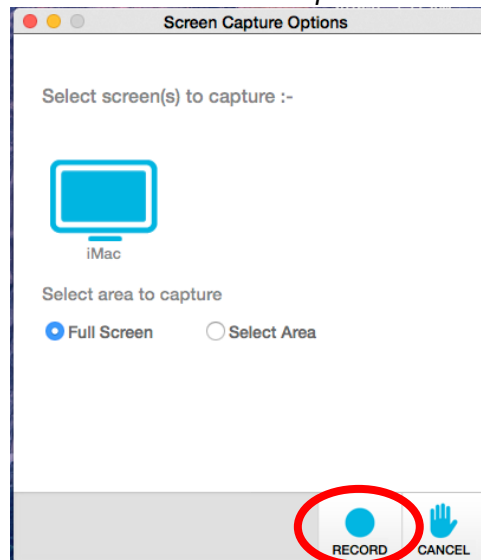


Screen

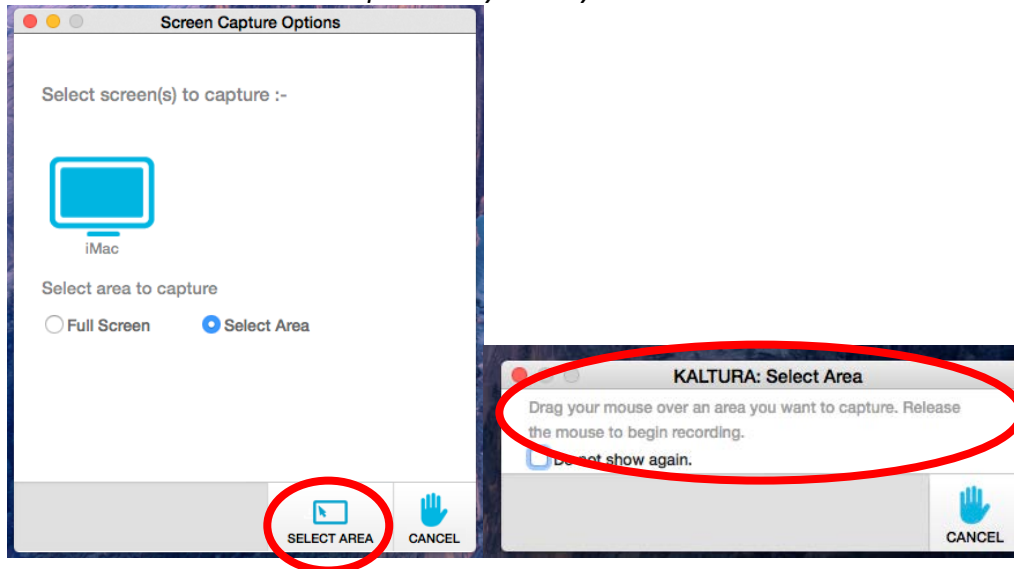
1. Click on Screen



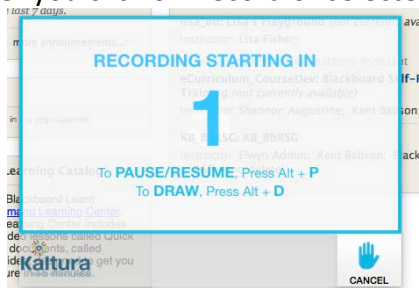
2. Select Full screen or Select Area then click on **Record**.
 - a. Full screen – *this will capture the entire screen*



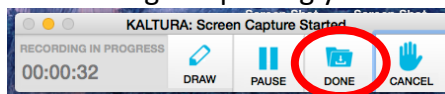
b. Select Area – *this will capture only what you choose on the screen*



3. After you click on Record or selected an area, a countdown will begin



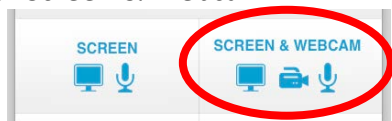
4. Kaltura will begin capturing your screen. Click Done when finished.



5. Preview and/or edit (trim, chop, add a title and credits) your video and click Done.
6. Give a title to your video and then click Upload.
7. Kaltura will upload your video, click Close when completed.
8. Go to My Media in Blackboard.

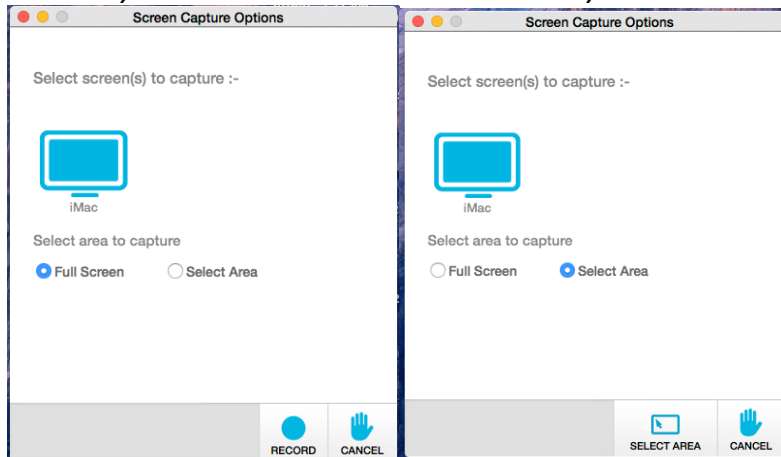
Screen & Webcam

1. Click Screen & Webcam



2. Select Full Screen or Select Area and click Record

NOTE: A window with your webcam will appear. If you are capturing Select Area, please be sure to move your webcam window into the area you selected.



NOTE: The webcam window can be resized, be sure to pause the recording while you are resizing but the video will be recorded as one video while screen capture with webcam under Presentations and Lecture is recorded as two videos with the options to change views.

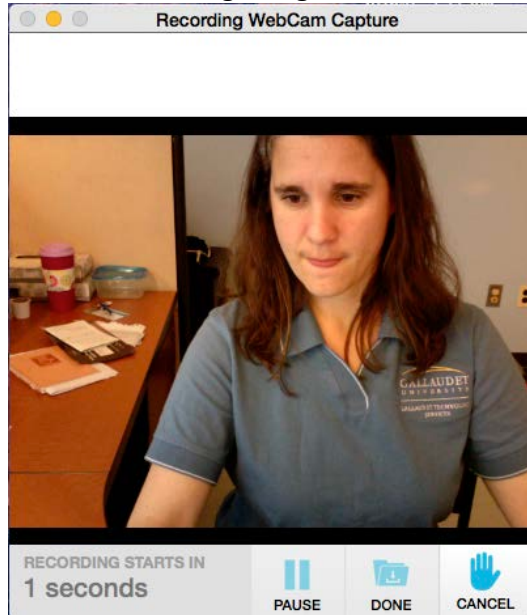
3. Preview and/or edit (trim, chop, add a title and credits) your video and click Done.
4. Give a title to your video and then click Upload.
5. Kaltura will upload your video, click Close when completed.
6. Go to My Media in Blackboard.

Webcam

1. Select Webcam



2. The Recording will give a countdown and then begin recording. When finished, click Done.



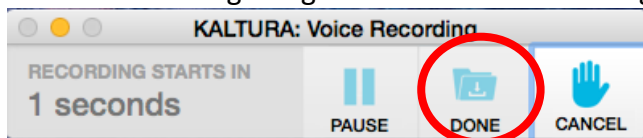
3. Preview and/or edit (trim, chop, add a title and credits) your video and click Done.
4. Give a title to your video and then click Upload.
5. Kaltura will upload your video, click Close when completed.
6. Go to My Media in Blackboard.

Voice

1. Select Voice



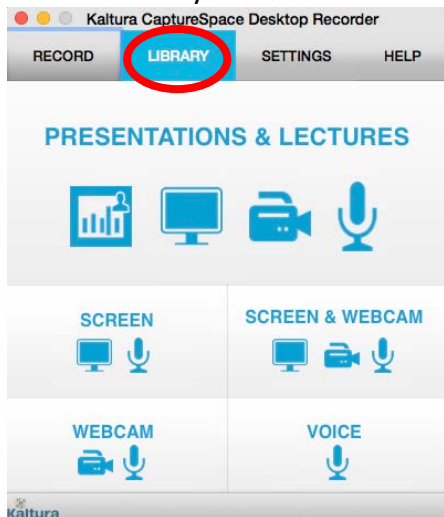
2. The Recording will give a countdown then begin recording. When finished, click Done.



3. Preview and/or edit (trim or chop) your voice recording and click Done.
4. Give a title to your voice recording and then click Upload.
5. Kaltura will upload your voice recording, click Close when completed.
6. Go to My Media in Blackboard.

Managing your CaptureSpace Library

1. Click on Library



2. All the recordings you have made will appear:

NOTE: If you choose to save your video, it will be saved on your computer until it has been uploaded. After it has been uploaded, it is no longer saved on your computer. It will be in My Media

- a. See the “Not Uploaded” message in orange; the video has not been uploaded. Click to upload.

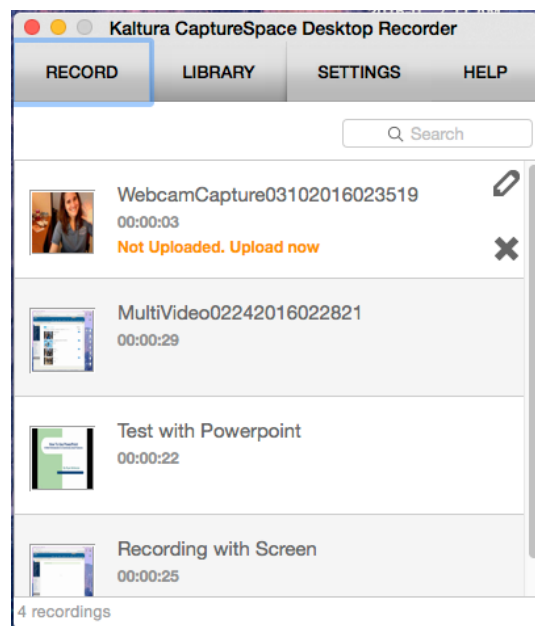
NOTE: if you do not see this message under a recording, the video has been uploaded to Blackboard and is in My Media.

- b. The pencil icon: Click to Edit Record Details

NOTE: if you have already uploaded the video, you will not be able to edit it – you will get an error “File Name already exists in the folder. Please rename the title for the file.”

- c. The X icon: Click to Delete Record

NOTE: if you delete a recording from your library, it does not delete from My Media
NOTE: if you attempt delete a recording, you will get a dialog box asking for confirmation.



Adding a title to your video

This option is available only when you record a video through Screen, Screen and Webcam, or Webcam in Capture Space

1. Choose Screen, Screen and Webcam, or Webcam. Create a recording. Click Done.
2. In the Preview Edit box that appears, click Titles
3. Choose a template, type your title and description then click Apply.
4. Click Done and upload your video.



Adding credits to your video

This option is available only when you record a video through Screen, Screen and Webcam, or Webcam in Capture Space

1. Choose Screen, Screen and Webcam, or Webcam. Create a recording. Click Done.
2. In the Preview Edit box that appears, click Credits
3. Choose a template, type your credits and description then click Apply.
4. Click Done and upload your video.

