1. To begin, please have Capturespace open.
   a. In Blackboard, Dashboard, click on “My Media”, “Add New” and choose “Capturespace”
      For more information on installing and launching Capturespace, please see Instructions here.
      For more information on how to use Capturespace, please see Instructions here.

2. Navigate to the video you want to provide feedback on.

3. Before you click Play on the video, click on “Screen & Webcam” & click on the radio button next to “Select Area” & then click “Select Area”
4. You will see a brief dialog box asking you to select an area of the screen. Select and drag a box around the area you want to record. When you release the mouse, the recording will count down and then start automatically. To pause the recording while you move the webcam, use the keyboard; “ALT + P”
5. While giving feedback, you could either:
   a. Record the entire video and sign at the moments you want to give feedback. NOTE: the video will record you watching the video.
   b. Pause the recording and play the video until the moment you see you want to give feedback, then pause the video and resume the recording and then play the video and start giving feedback. When you are finished with your feedback, pause the recording again.

   NOTE: you can also draw on the video! Click on “Draw” and choose drawing tools

6. When you are done recording your feedback, click “Done”
7. Click “Done” on the bottom right of the screen

8. Enter Details as desired and then click “Upload”
9. After it has finished uploading, click “Close”

![Recording close button image]

10. Go to the student’s assignment and upload in the feedback to learner area in the inline grading area.

   a. Click on the down arrow to expand the Attempt area

   ![Attempt area expanded]

   b. Click on the A button to open the full content editor

   ![Full content editor]

   c. Click on Mashups button and choose Kaltura Media from the drop down list. Proceed to select your video!