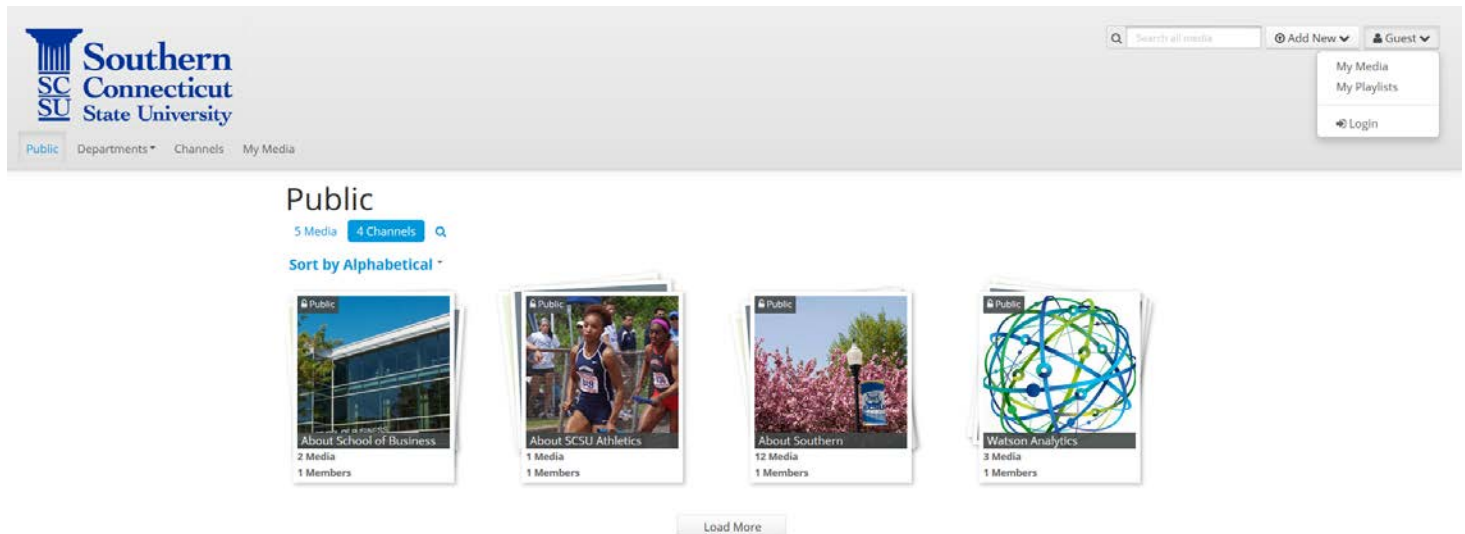**Kaltura MediaSpace**

With Kaltura MediaSpace, users can create, upload, share and watch video, presentations, webcasts and other rich media content. Anytime. Anywhere.

To access MediaSpace, go to https://media.southernct.edu

When you first land on the website, you will be a guest. Using the pulldown menu on the upper right hand side of the screen, click "login". If you are not logged in to Azure, you will be asked to login. If you are already logged in, you will be returned to the same screen.



By default, all authenticated users have the ability to upload media, share media, perform web recordings/screen captures and request closed captioning. You also have the rights to create channels. A channel is nothing more than a folder in the system that will help you to organize materials.

To upload new media, click on the "Add New" pulldown menu seen on the upper right hand side of the screen.

> "Media Upload" is used for uploading video and audio content that you already have.
> "Webcam Recording" will allow you to begin a new recording using MediaSpace.
> "Screen Capture/Recording" will allow you to create narrated slideshows and presentations for upload.

**Media Upload**

Media (video, audio and image) files are uploaded using this option. Select "Media Upload" from the add new pulldown and when the new window appears, click "choose a file to upload".

A pop-up window will appear connecting to the hard drive of your computer. Navigate to the media location and select it (just as you would select a normal file for upload). Once you have selected the file, an upload progress will be seen and you will also have the ability to make some changes to settings.

# Upload Media



- Type in a name for the video
- Add a description
- Add tags for accessibility
- If desired, add a collaborator (user must have previously logged in to Kaltura for their account to exist)
- Select the publishing type:
  - o Private (for your uses only. Cannot be viewed by anyone else)
  - o Unlisted (allows you to send a link to the media to anyone)

When ready, click the "Save" button. The Media will now appear under MyMedia.


**Webcam Recording**

Webcam Recording is also available through the "Add New" pulldown menu. It allows you to make quick recordings using your Webcam only. This is a useful service for recording mini lectures for your students. Once you select "Webcam Recording", a window will appear showing the recording area. Click to begin recording and click again when finished. Then you will need to fill in the title, description and other settings before submitting.

# Record from Webcam

Click anywhere to start recording

Please fill out these details:

Name: (Required)

Description:

Black ▾ | **Bold** | *Italic* | Underline

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled. ×

**Screen Capture/Recording**

You can capture any area of your computer screen and save as a video file.

Go to Kaltura MediaSpaces and click the "Add New" pulldown at the top of the window.

Q Search all media | ⊕ Add New ∨ | ▲ Karen Musr

🎞 Media Upload
🎥 Webcam Recording
◉ Screen Capture/Recording
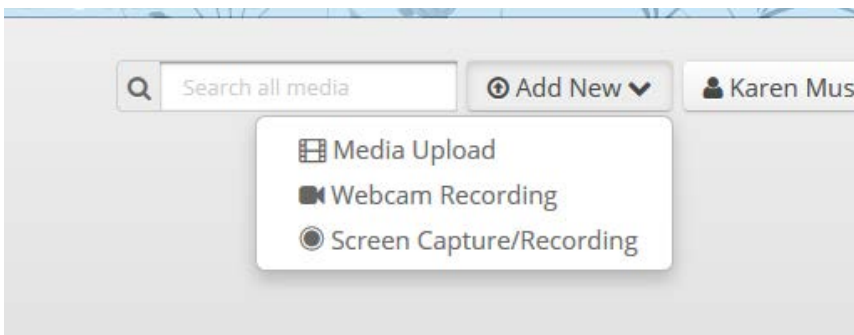
Select "Screen Capture/Recording" from the options.

You will then be redirected to a download page (If you have previously downloaded the app, you would skip these steps and open the app from your desktop… no need to go back into Kaltura):
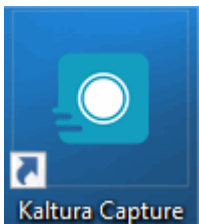
The Kaltura Capture Desktop Recorder

If you've already installed Kaltura Capture, it will launch automatically.

Using Kaltura Capture for the first time?
Download for Windows | Download for Mac

Learn more: See the Kaltura Capture - User Manual for additional information on supported systems and usage instructions.

Download the application specific to the system you are using (Mac or PC) and install when prompted.

 Open the Personal Capture app and the recorder will appear.
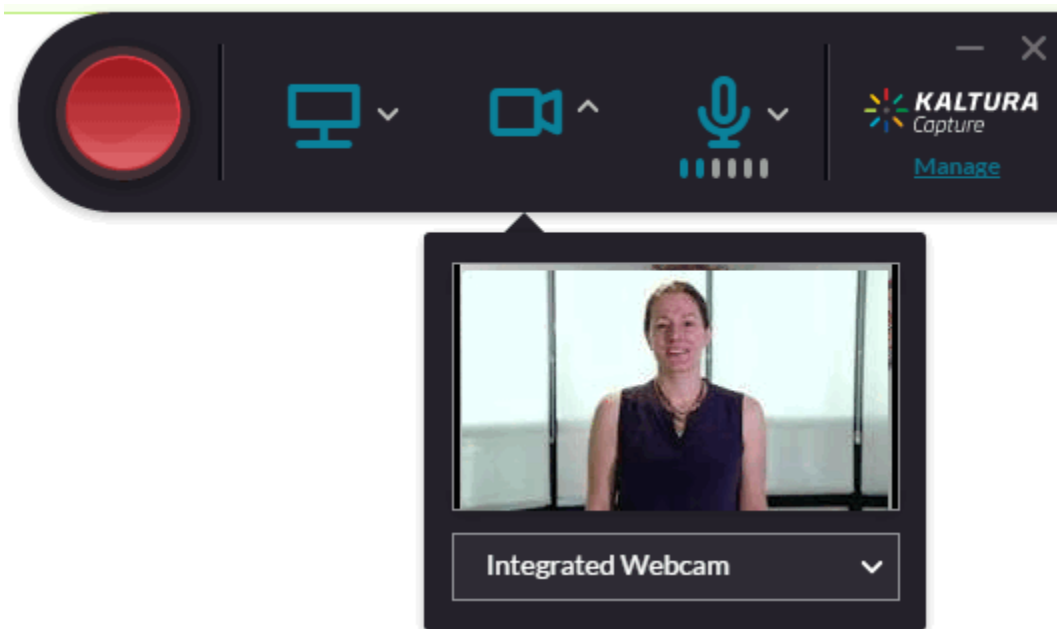


You have several options for what you capture while recording:

- Audio only
- Presentation
- Partial Screen
- Camera and Screen

**Recording Audio Only**

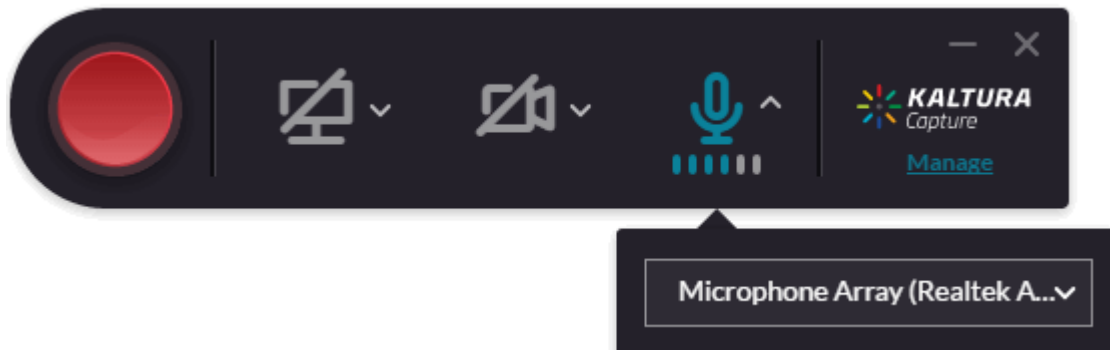1. Disable both input icons that appear on the Recorder by clicking on them.
2. Click on the arrow next to the Microphone icon.
3. If there is more than one microphone connected to your PC, select the microphone you want to record from the dropdown menu.



**Recording a Presentation**

When you record a slide presentation the Kaltura Personal Capture application uploads the slides as chapters and indexes the text so it can be searched for in the video. When recording slides, Powerpoint must be in Slide Show mode.

To set your screen settings for recording a presentation

1. Click on the arrow next to the screen icon.
2. Select the screen you are going to record from, from the drop-down menu.
3. Start recording and change the slides.

After you save and upload your recording, the presentation is displayed with each slide representing a chapter. You can search for text through the content.

For more information see [Kaltura Personal Capture - Recording PowerPoint Slides](#).

**Recording Your Screen or Partial Screen**

The input (screen or camera) dropdown menu contains a list of connected devices. Click on a different screen to change it.
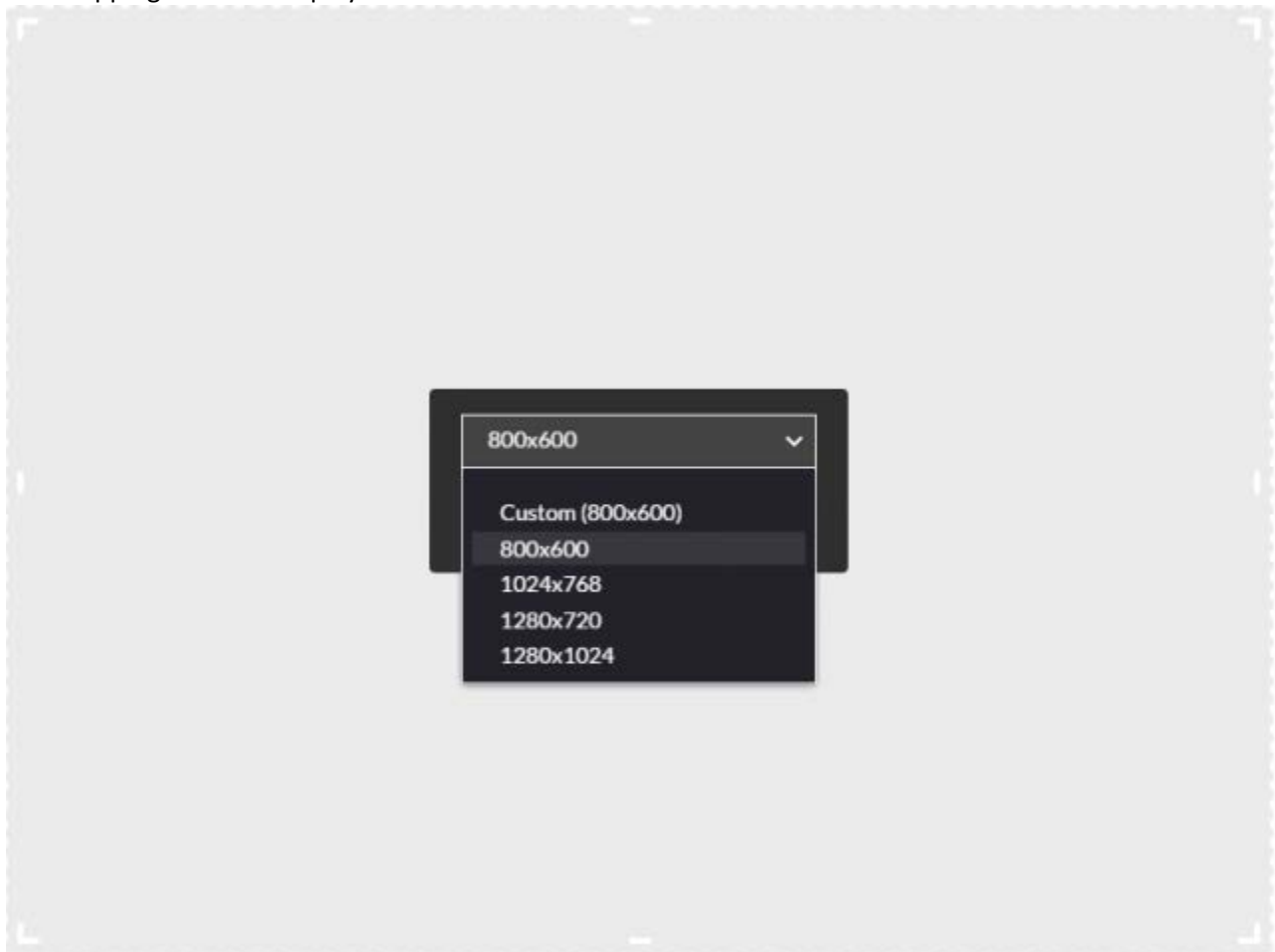
Screen settings are set to the optimal quality available by default, so you can start recording. You can record your entire screen (full screen) or a portion of your screen.

**To set your screen inputs**

1. Click on the arrow next to the input icon (camera or screen).
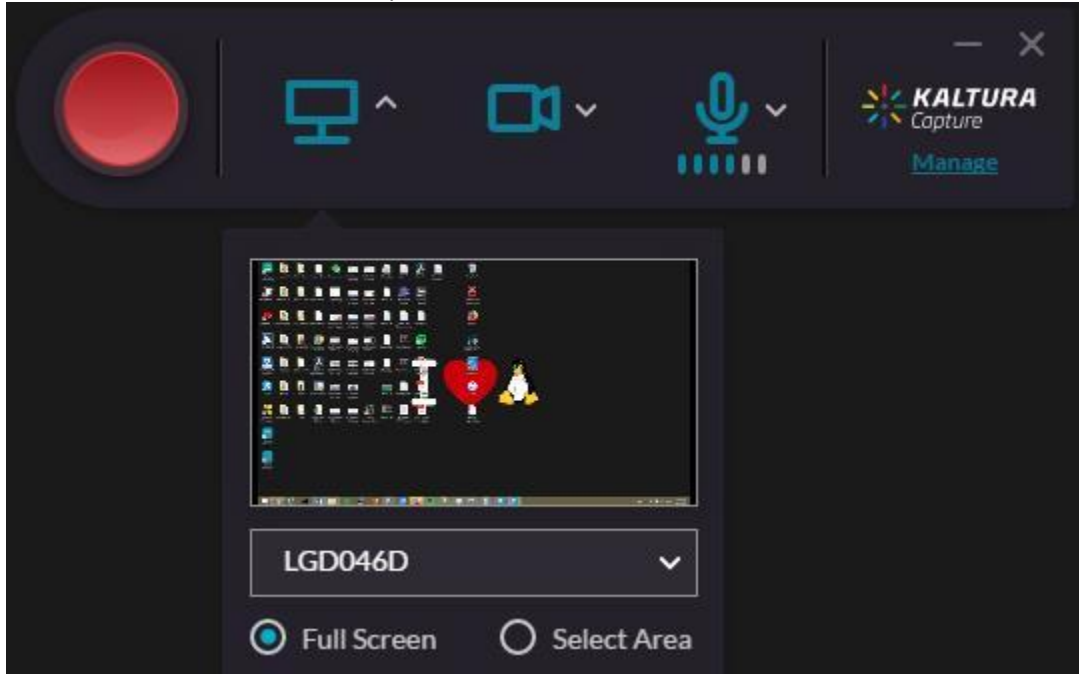


2. Select the screen you are going to record from, from the drop-down menu.
3. If there is more than one screen connected, select the screen you want to record from.
4. Click Full Screen to record the entire screen. Click Select Area to record a set area of your screen display. The cropping screen is displayed.

5. Select an area from one of the options. You can also customize the screen area you want to record by resizing the cropping window. Drag the frame to the size you want to record.
6. Place the resized frame over the area on your screen that you want to record. Click Confirm and the frame turns red. Begin your recording.
7. Click on the second input to turn it off if you want to record screen only.

**Recording Your Camera**

Camera settings are set to the optimal quality available by default, so you can start recording. If you would like to change the camera input or other camera settings perform the following steps:

To set your Camera input
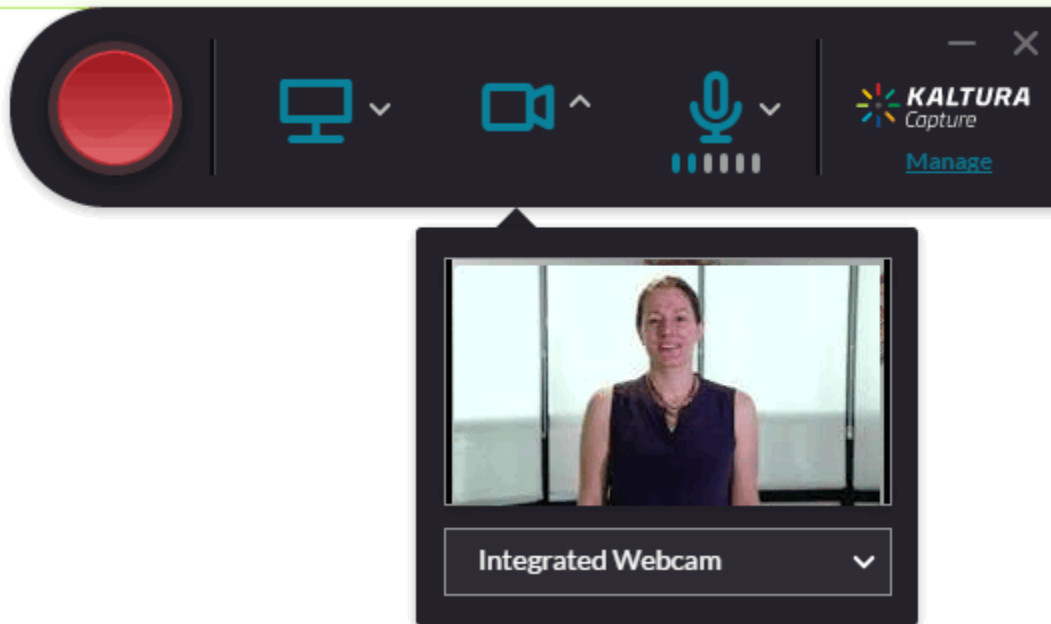
1. Click on the arrow next to the Video icon.
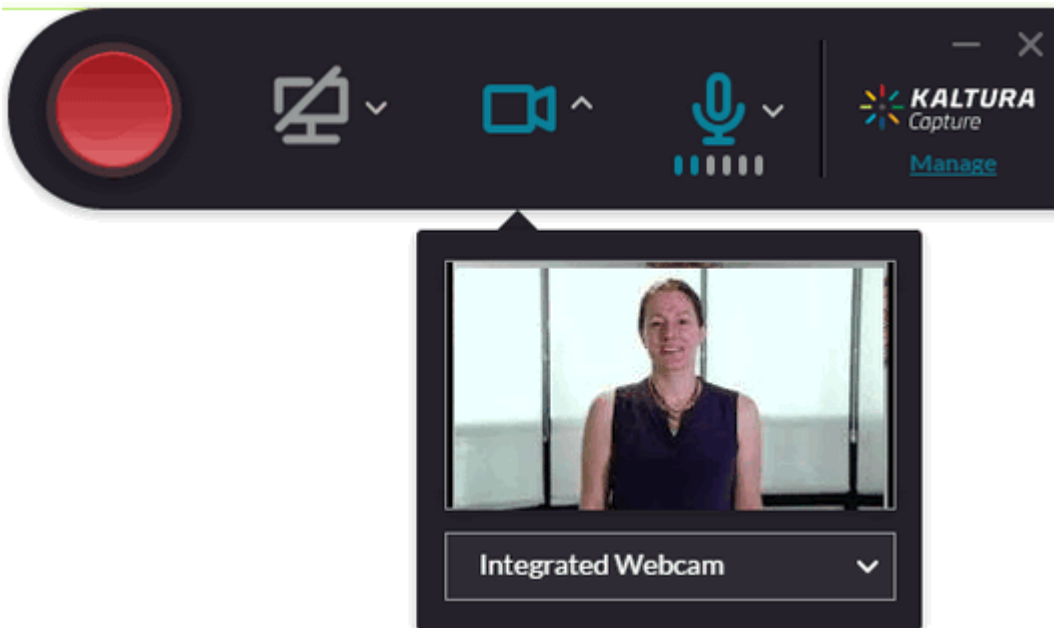


2. Select the Input source you are going to record from, from the drop-down menu.
3. If there is more than one camera connected, select the camera you want to record from.
4. Click on the second input to turn it off and record the camera only.

**Recording Camera and Screen**

Camera and settings are set to the optimal quality available by default, so you can start recording. If you would like to change the camera or screen input or other settings perform the following steps:

To set your camera and screen settings

1. Click on the arrow next to the Video icon.



2. Select the input source you are going to record from, from the drop-down menu. If there is more than one camera connected, select the camera you want to record from.
3. Click on the arrow next to screen icon.
4. Select the screen you are going to record from the screen drop-down menu. If there is more than one screen connected, select the screen you would like to record.
5. Click Full Screen to record the entire screen. Click Select Area to record a set area of your screen. Choose the relevant area or customize the screen area by resizing the cropping window.

*Note: Maximum recording time is 2 hours. However, we recommend much shorter captures for better viewing experiences.*

**Adding Media to Blackboard Learn**

Go to Learn 9 and enter any course. From any content area, click the "Tools" pulldown and select Kaltura Media from the options. A media gallery will appear.

The video you created will appear in this repository and can be selected and made available to the course.