

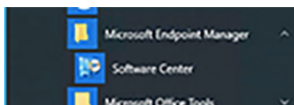
These instructions describe the necessary steps to be able to record a video using Kaltura Capture software from your personally or university owned computer to share with others via BrightSpace.

Rationale:

It is essential to be able to record in person or virtual lessons to help share content created in a hyflex learning environment. Hyflex is where courses are held face to face and on-line concurrently. By recording these sessions students who were unable to attend in person or virtually will be able to see what occurred during the class session.

All Windows based computers used by faculty and staff will need to have Kaltura Capture software installed onto them. This is the only software that is able to record directly to the Purdue MediaSpace found at <https://mediaspace.itap.purdue.edu/> as the Kaltura Classroom application is not available for Windows based computers found within offices or laptops that are University provided. Once uploaded to the MediaSpace the videos can then be posted to a module in BrightSpace. A version called Kaltura Classroom has been installed in all instructional lab instructor stations as well as select department meeting rooms.

Please note for your office Windows computer the software is available for install via the software center application found under the start menu via Microsoft Endpoint Manager program group.



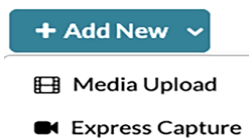
- a) Open Software Center



- b) Find Kaltura Capture software and then click on the icon titled Install to do the installation.

Step 1: Login to your course within BrightSpace

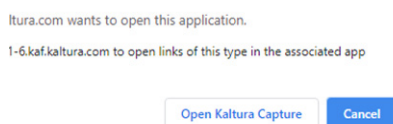
- a) Login to Brightspace via <https://purdue.brightspace.com/>
- b) Go under the course tools menu and choose Kaltura My Media
- c) Once that page loads please click on the add new button and choose Kaltura Capture



- d) This should then automatically launch the Kaltura Capture Software on the computer. There will be a series of screens that you will have to allow in order to get the software to load successfully as shown below.

Step 2: Acceptance of prompts

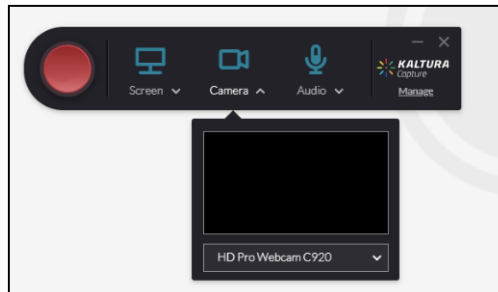
Most of the prompts should just be clicked on and hit the OK button, however there are a few prompts that will require more interaction.



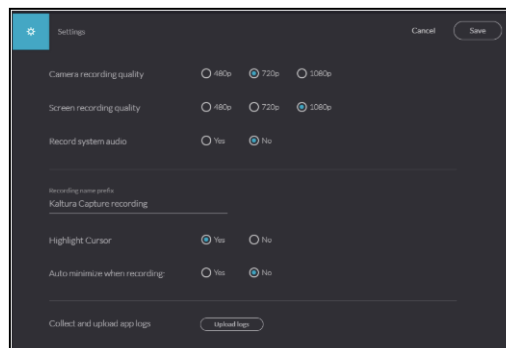
- a) Click on the allow box on this one and then click on Open KalturaCapture button

Step 3: Time to start recording

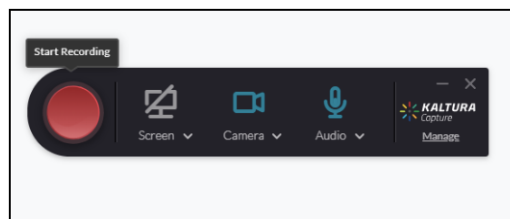
Once the program is opened you will see the below on your screen.



- a) Within this one is able to configure a variety of settings from the interface. One can select which monitor you would like to record from, as well as designating the area being recorded. Also you are able to adjust camera and audio settings as well.
- b) Clicking on the word manage will bring up an area where you will be able to access your other recordings as well as modify the settings for the recording about to be created.

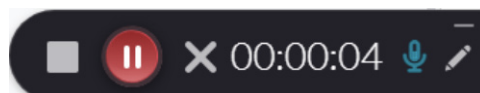


- c) Once done click the save button located in the upper right corner
- d) The record window will show again and to start the recording click on the red button as shown below.



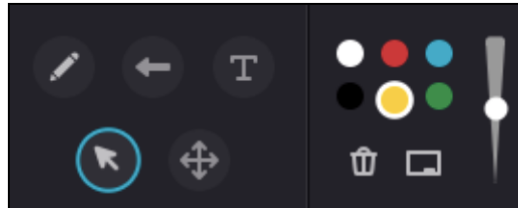
Step 4: Kaltura Capture Recording Tools

a) A timer will countdown and a new interface will launch in the bottom right of your screen. From here, you can choose to stop and save the recording, pause the recording, or cancel and delete the recording:

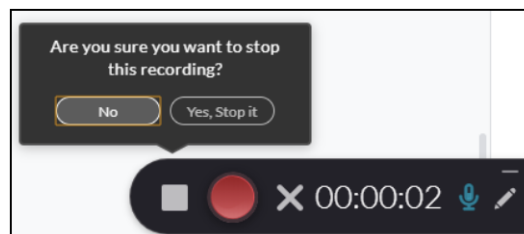


Step 4: Kaltura Capture Recording Tools Continued..

b) If you click on the pencil icon, you will be able to use a variety of presentation tools during the screen recording. Some examples include launching a white board or being able to draw on the screen in a variety of colors.

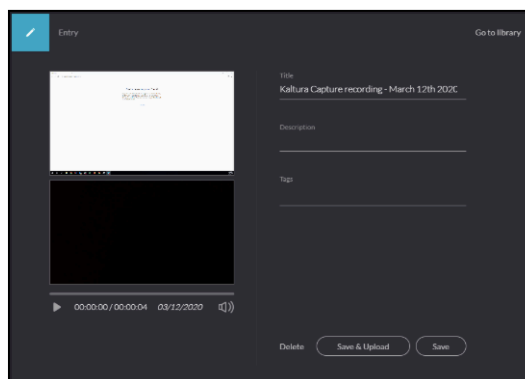


c) Once done recording you will click on the gray square icon. Once this has been clicked the below pop up will appear.



d) Please click on the Yes, Stop it Button

e) Another screen will appear returning you to the library interface. This is where you can save the file directly to MediaSpace.



f) Please chose the Save and Upload button. Once the file has uploaded to MediaSpace you will then be able to add it to your Brightspace course content.

Additional Resources:

iTap Brightspace Information: <https://www.purdue.edu/learning-management/>

Need Additional Assistance?

Please contact CLA IT at ithelp@purdue.edu or via phone at (765)496-6333. Additional assistance is available at <https://www.cla.purdue.edu/facultyStaff/it/> CLA IT is available Monday-Friday from 7:30am until 5pm.