

These instructions describe the necessary steps to be able to record a video using Kaltura Classroom software from CLA Instructional Windows Based Computers 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 in most CLA Instructional Spaces and select department meeting rooms do 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/> and once it is automatically uploaded to the MediaSpace the videos can then be posted to a module in BrightSpace.

Step 1: Contact iTaP to schedule a automatic recording of your class

In order to utilize BoilerCast automatic recordings the instructor will need to fill out the qualtrics form found at <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/boilercast.aspx>

Please click on the button labeled Request BoilerCast.

On the form it is essential that you specify the CLA room you will be teaching in as the central IT list does not include any of the CLA IT Instructional Spaces. It is also important that you specify the below.

How do you want the captures to be published?

Publish to my course in Brightspace (will automatically post to your course)

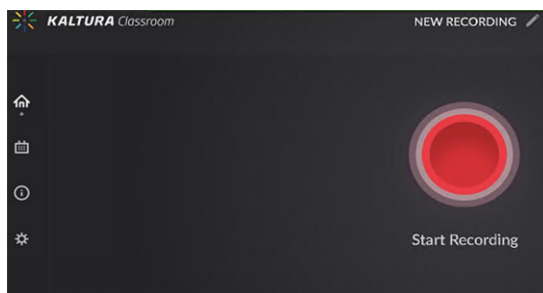
Make available only to a single student to satisfy an accommodation request

Make available only to me (use this option to manually post to Brightspace or send a link to students)

Step 2: Login to Instructor or Meeting Room Machine

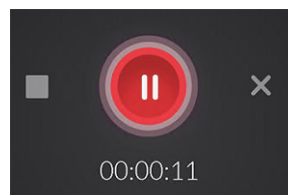
Login as your normally do onto the instructor machine. Once you are logged on the Kaltura Classroom software will launch automatically. If you have set up for automatic recordings you do not need to do anything as the recording will start automatically.

If you did not setup automatic recordings you will need to start the recording.



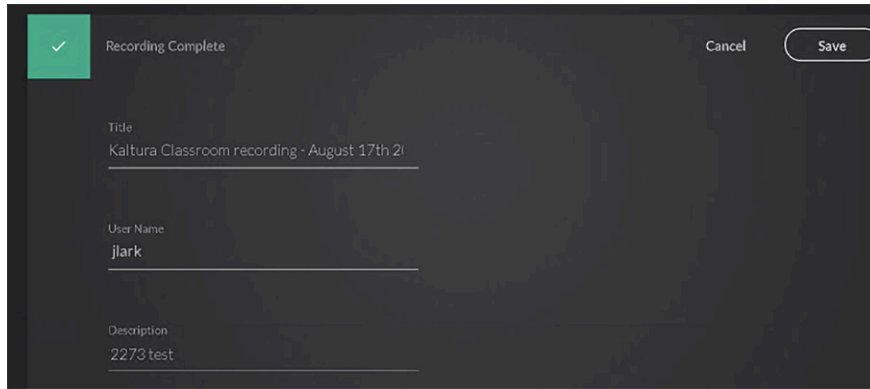
Step 3: How to finish up your recording after class is over

When you are done recording your class please click the square (stop) button.



Step 3: How to finish up your recording after class is over continued..

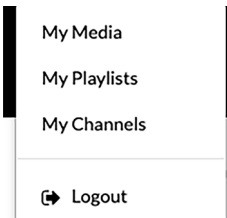
Another screen will appear once you have clicked the stop button. This screen will ask you to name your file, enter your purdue career account name and any tags you want to add to the video.



Once you are done filling in the information click the save button on the upper right. Your recording will automatically be saved up to the Purdue MediaSpace.

Step 4: Purdue MediaSpace

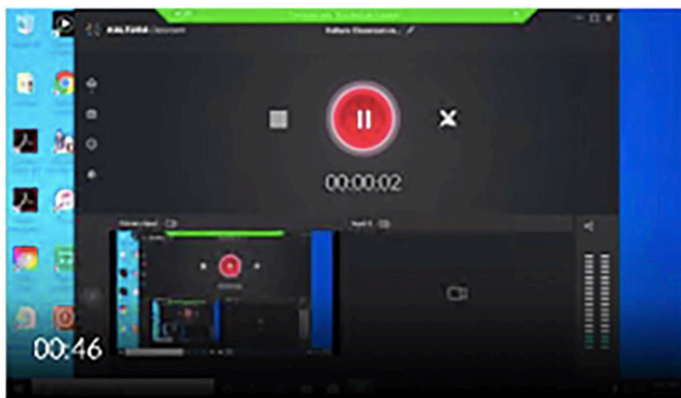
Login to MediaSpace via <https://mediaspace.itap.purdue.edu/>



- a. Click on the word Guest and click on the word Login
- b. Login with your Career Account login and password
- c. The word Guest has disappeared and you should now click on your name in the upper right corner and choose MyMedia.

Step 5: Access MyMedia

Click on the MyMedia option and it will show you a new page with all of your recordings from Kaltura Classroom.



Kaltura Classroom recording
9:45:18 am

2273 test

Private

test

Owner • on August 17th, 2020



Step 4: Kaltura Capture Recording Tools Continued..

- a. Click on the title of the video you want to share
- b. Click the actions menu and choose Publish
- c. There are three options that will appear
 - (1) Private: you, and only you, will be able to view the recording. Recordings are "Private" by default.
 - (2) Unlisted: the recording will be available to anyone who has its URL address, but won't be listed on the public Mediaspace page.
 - (3) Published: the recording will be published in a "Channel." Channel viewing can be restricted to a defined list of individuals.

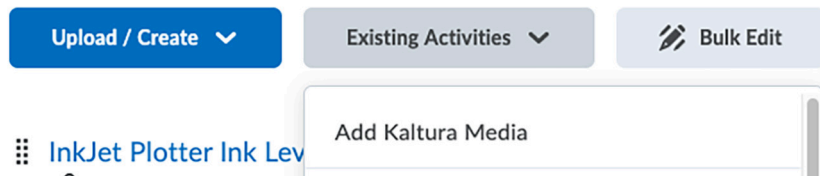
This informational paper assumes you will choose "Unlisted" in order to share your recording, without requiring those you share it with to log in.

- d. Select Unlisted and then click save
- e. Below the video there is a share button, click on this and copy the link that appears. You can then distribute this link to anyone via email or on a website.



How to share within Brightspace

- 1. Login to brightspace via <https://purdue.brightspace.com/>
- 2. Go under the course content menu and choose the module you want to add the Boilercastrecording to.
- 3. Check the box to the left of the Kaluta meeting you are wanting to post to your BrightSpace Course.
- 4. Click on Existing Activities menu and choose add Kaltura Media



- 5. A window will appear showing all your Kaltura Media files.
- 6. Find your Kaltura Classroom file and then click on the embed button.



Once processed your file will then show up under the module and your students will be able to view the recording.

Additional Resources:

iTaP Boilercast Information: <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/boilercast.aspx>

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.

STON 154 - ANTH Classroom	PAO 1101 - DAP Classroom
STON 345 - Meeting Room	PAO 1115 - DAP Classroom
STON 357 - Meeting Room	PAO 1171 - DAP Classroom
LILY 1101 - ANTH Classroom	PAO 1179 - DAP Classroom
BRNG 2208 - Political Science Classroom	PAO 2173 - DAP Classroom
BRNG 2273 - Communications Classroom	PAO 1157 - DAP Classroom
SC 136 - Meeting Room	PAO 2129 - DAP Classroom
HEAV 208 - English Classroom	PAO 2139 - DAP Classroom
HEAV 226 - Writing Lab	PAO 3104 - DAP Classroom
PAO 2167 - DAP Classroom	
PAO 2171 - DAP Classroom	
PAO 3115 - DAP Classroom	
PAO 3109 - DAP Classroom	
PAO B161 - DAP Classroom	
PAO B163 - DAP Classroom	
PAO B177 - DAP Classroom	
PAO 2117 - DAP Classroom	
PAO 2125 - DAP Classroom	
PAO 2150 - DAP Classroom	
PAO 3137 - DAP Classroom	
PAO 2104 - DAP Classroom	
PAO 2154 - DAP Classroom	
PAO 2164 - DAP Classroom	