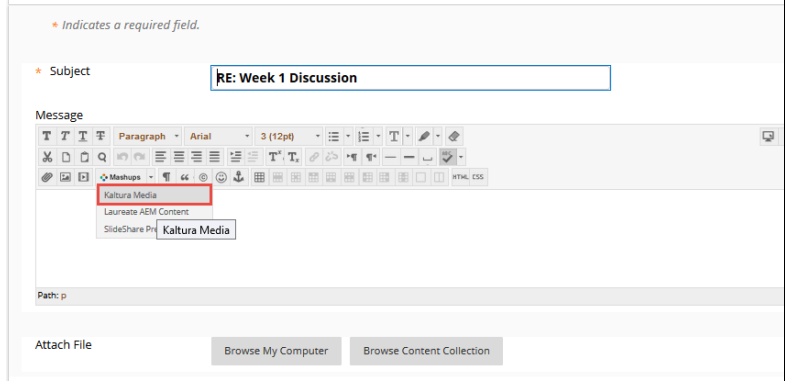
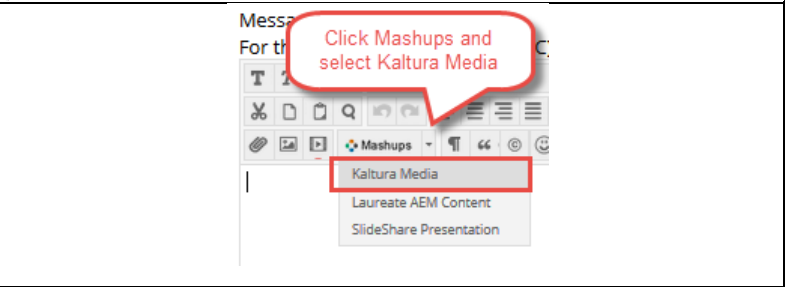
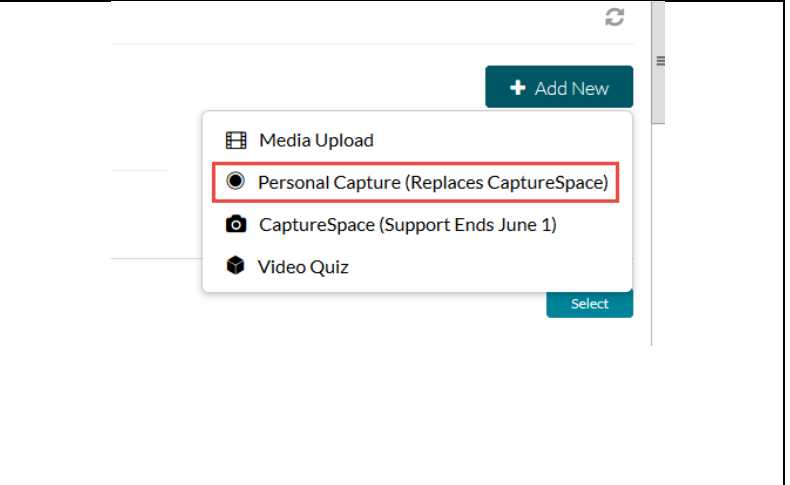


Kaltura Personal Capture – QuickStart Guide

Kaltura Personal Capture is the easiest way to create and upload videos to your classroom. This tool simplifies the recording and upload process by compressing and uploading at rates faster than a recording from a smartphone or camera. This assists to eliminate the number of steps needed for upload. This tool is supported on Windows and Mac operating systems. It is currently not available on mobile.

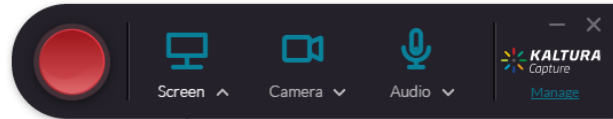
Accessing Personal Capture from Blackboard and Recording a Video

<p>1. Navigate to the location of the classroom where you are required to post your video (discussion, assignment area, etc.) You will use the Mashups menu to begin the upload process. Click on the Mashups menu and select Kaltura Media.</p>	 <p>A screenshot of the Blackboard message editor interface. At the top, there is a subject field containing "RE: Week 1 Discussion". Below it is a rich text editor with a toolbar. The "Mashups" icon in the toolbar is highlighted with a red box, and a dropdown menu is open showing "Kaltura Media" as the selected option. Other options in the menu include "Laureate AEM Content" and "SlideShare Presentation".</p>
<p>2. The Mashups menu is located in the third row of icons in the Blackboard text editor. The first time you go to use Mashup tool, you will likely need to click the "Show More" button on the top right to provide the Mashup option.</p>	 <p>A close-up screenshot of the Mashups menu in the Blackboard text editor. A red callout box with a white border contains the text "Click Mashups and select Kaltura Media". The "Mashups" icon in the toolbar is highlighted with a red box, and the dropdown menu is open, showing "Kaltura Media" as the selected option.</p>
<p>NOTE: If you do not see the Blackboard text area which contains the Mashup tool, you may need to click the Write Submission button. This applies to Assignment submissions only (not Discussions).</p>	
<p>3. The Kaltura MyMedia page will open. From the + Add New menu, click on the Personal Capture option.</p> <p>The first time you launch Kaltura Personal Capture, you will be prompted to install it on your computer. You can then launch it from your computer at any time or via Blackboard from the Mashups menu.</p>	 <p>A screenshot of the Kaltura MyMedia interface. At the top right, there is a "+ Add New" button. Below it is a dropdown menu with the following options: "Media Upload", "Personal Capture (Replaces CaptureSpace)", "CaptureSpace (Support Ends June 1)", and "Video Quiz". The "Personal Capture" option is selected and highlighted with a red box. A "Select" button is visible at the bottom right of the menu.</p>

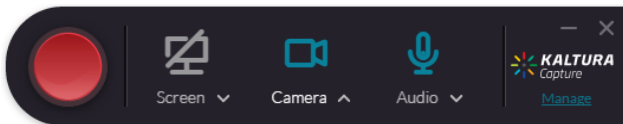
4. The default recording option will be your screen and webcam. Click the red button to start recording. If you choose not to record your screen, click the monitor icon to de-select the screen recording option.

- You will see a count down and then your recording will start.
- If you decide to cancel your recording during the countdown, click Cancel.
- When the recording begins, the duration of your recording is displayed in the Recording Menu.

Settings to record your screen, webcam and audio:



Settings to record your webcam and audio (no screen capture):

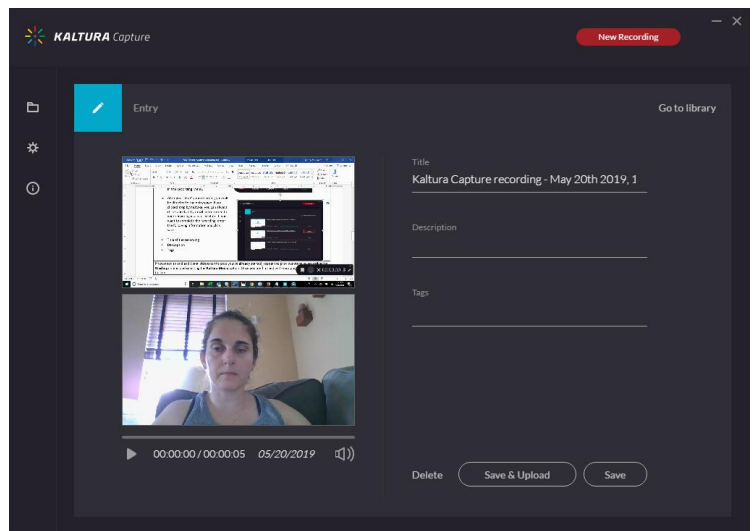


5. When you are finished recording, click the Stop button (gray square). After you stop your recording you will be directed to the entry page.

If you clicked stop by mistake, you can return to your recording which will be paused.

If you want to complete the recording, enter the following information and click Save:

- Title of the recording
- Description
- Tags (keywords that will allow you to search for your video later)

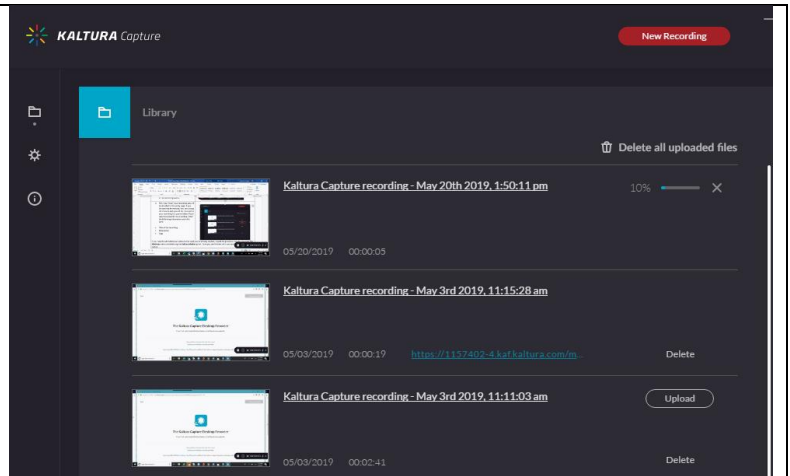


6. Select one of the following options:

- **Delete** to delete your entry.
- **Save and Upload** to upload to Blackboard. Clicking Save and Upload will prepare your recording for submission to Blackboard but will not yet place it in your post.
- **New Recording** - you will be prompted with a confirmation that you indeed want to leave.
- **Play** your recording.

When you Save a recording without uploading it, the Management window opens with the Edit tab and displays the options to Upload or Delete your media.

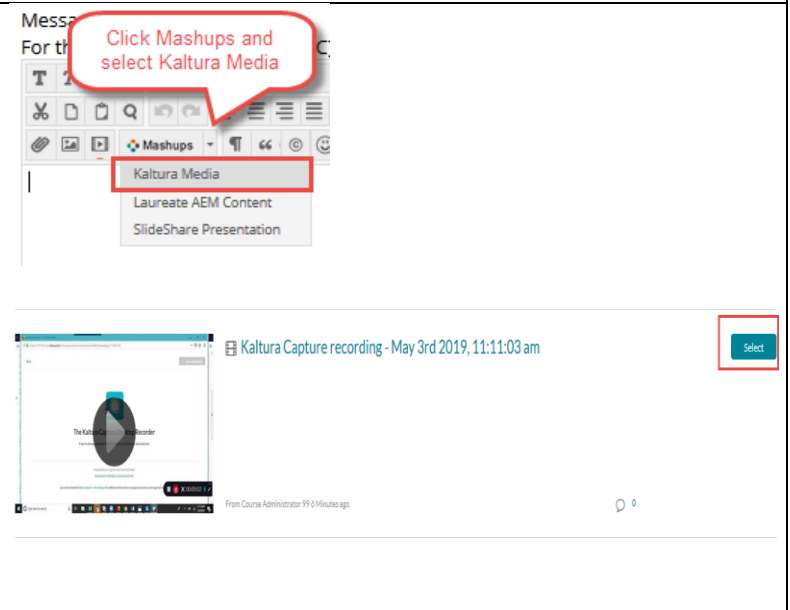
You can also select **Delete all uploaded files** to delete all uploaded media files from your local storage.



7. Click Upload if you haven't already. A pending status is displayed and a successful upload message appears when the upload is completed.

After several minutes, your video will be available in Blackboard for you to post in your discussion or assignment submission area.

Navigate back to the Mashups menu and select **Kaltura Media**. Once your video is available, you will see it in your media list (you may need to click **Refresh** on your browser if the video is not yet visible). Click **Select**. It will then be placed in your post.



If you need to add additional videos to the post you've already started, repeat the previous steps by accessing the **Mashups** menu and selecting the **Kaltura Media** option. Once you are finished with your post, click the **Submit** button.