University Information Technology Services
Kaltura CaptureSpace

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Introduction
This booklet is the companion document to the Kaltura CaptureSpace workshop. The booklet will show users how to install and use Kaltura CaptureSpace as an add-on to Kaltura MediaSpace.

Learning Objectives
After completing the instructions in this booklet, you will be able to:

- Download and install the Kaltura CaptureSpace Software to your personal or office computer.
- Create multimedia presentations using a combination of screen recording, PowerPoint Presentations, and your webcam.
- Create simple recordings using just your computer’s webcam or microphone.
- Edit recordings and style them by adding credits or titles.
Download and Installation

1. Go to https://mediaspace.kennesaw.edu
2. Click the Guest button, then click Login.

![Figure 1 - Login](image1)

3. Login using your KSU NetID and Password.
4. Click the Add New button, then select Record a Presentation.

![Figure 2 - Record a Presentation](image2)

5. Check the system requirements for your operating system (Windows), then click the corresponding Download for Windows button.

![Figure 3 - Download](image3)

6. Click Run to install the CaptureSpace Desktop Recorder.
Exploring CaptureSpace

Launching the Desktop Recorder

2. Click the **Guest** button
3. Click **Login**

4. Login using your KSU **NetID** and **Password**.
5. Click the **Add New** button, then select **Record a Presentation**.
6. The *Kaltura CaptureSpace Desktop Recorder* will automatically launch.

![Figure 7 - CaptureSpace Desktop Recorder](image)

**Interface Overview**

1. The CaptureSpace Desktop Recorder is divided into 4 tabs:
   a. **Record** – The starting point for selecting the type of presentation you would like to record (see Figure 8).
   b. **Library** – A collection of all of your Kaltura CaptureSpace presentations (see Figure 8).
   c. **Settings** – Your default recording settings (i.e. Camera resolution, camera and microphone selection, local storage folder) (see Figure 8).
   d. **Help** – Information about your recorder version and MediaSpace website (see Figure 8).
The Record tab enables you to select from the different recording options available in CaptureSpace Desktop Recorder. The blue icons indicate which type of media can be recorded.

- **Presentations & Lectures**: Powerpoint, Webcam, Voice
- **Screen**: Screen, Voice
- **Screen & Webcam**: Screen, Webcam, Voice
- **Webcam**: Webcam, Voice
- **Voice**: Voice Only

Library
The Library tab enables you to browse through previous recordings. You can use the search box to quickly find recordings.

![Figure 10 - Library Tab](image)

**Settings**

The Settings tab is a centralized screen that enables you to manage the CaptureSpace Desktop Recorder. Here you can:

a. Determine the **location** where your video files are stored before they are uploaded to Kaltura.

b. Select any **webcam** from the drop-down list and see the preview.

c. Select the recording quality: **480p** or **720p** for webcam, **720p** or **1080p** for screen recording.

d. Select any **microphone** from the drop-down list and gauge the voice level using the microphone meter.

![Figure 11 - Settings Tab](image)
Creating a Recording

Presentations & Lectures
This type of recording is used to record a PowerPoint presentation in addition to your screen and webcam,

1. From the CaptureSpace Desktop Recorder Record tab click the Presentations & Lectures button.

![Figure 12 - Presentations & Lectures](image)

2. Next you will select your recording options.
   a. Select the camera(s) you intend to use – you can record up to 3 cameras simultaneously.
   b. Select whether you wish to record the screen or upload a presentation. Toggle Screen Capture On to capture your entire screen or click Browse to select a PowerPoint presentation.
   c. Once your settings are correct, click Record.
3. Once you hit the **Record** button, *Microsoft PowerPoint* will open, then go into presentation mode. Once this occurs, a 5 second timer will count down, then the recording will begin.

4. A small bar will appear in the bottom-right corner of the screen. You may use this to pause the recording at any time, or once you’re finished, click **Done**.
5. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click Done.
6. Give your presentation a Title, and optionally a Description and Tags, then click Upload.

![Figure 16 - Upload](image16)

**Screen**

1. From the CaptureSpace Desktop Recorder Record tab, click the Screen button.

![Figure 17 - Screen](image17)
2. Select whether to record the entire screen or only a selected area.
   a. To record the entire screen select the radio button next to **Full Screen** (see Figure 18).
   b. To record a specific area of the screen, select the radio button next to **Select Area** (see Error! Reference source not found.).

![Figure 18 - Select Record Area](image)

3. A **5 second timer** will count down, then the recording will begin.

![Figure 19 – Counter](image)

4. Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on **Draw** to use the drawing tools (see Figure 20).
5. You may pause the recording at any time, then begin again by clicking the resume button. Once you’ve finished your recording, click **Done**.

6. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click **Done**.

7. Give your presentation a **Title**, and optionally a **Description** and **Tags**.

8. Click **Upload**.
Screen & Webcam

1. From the CaptureSpace Desktop Recorder Record tab click the Screen & Webcam button.

   ![Figure 23 - Screen & Webcam]

   Figure 23 - Screen & Webcam

2. Select whether to record the entire screen or only a selected area. If you'd like to record the entire screen select **Full Screen**. If you'd like to record a specific area of the screen, click on **Select Area**. To select an area – drag your mouse over the area you want to capture and release. When ready, click on **Record** to start the recording.
3. A 5 second timer will count down, then the recording will begin.

4. A preview of your webcam will be visible on screen. Drag this to a location on the screen where you would like it to both appear while recording and be saved in the final presentation. Please note that this cannot be changed after the recording has finished, so place it somewhere that will not interfere with your content.

5. Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on Draw to use the drawing tools (see Figure 26).
6. You may pause the recording at any time, then begin again by clicking the resume button. Once you’ve finished your recording, click **Done**.

7. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click **Done**.

8. Give your presentation a **Title**, and optionally a **Description** and **Tags**, then click **Upload**.
Webcam

1. From the CaptureSpace Desktop Recorder Record tab, click the Webcam button.

![Figure 29 - Webcam](image)

2. You are presented with a preview for about 5 seconds. The recording then starts.
3. You may pause the recording at any time, then begin again by clicking the resume button. Once you've finished your recording, click Done.

![Figure 30 - Done](image)

4. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click Done.
5. Give your presentation a Title, and optionally a Description and Tags, then click Upload (see Figure 31).
Voice

1. From the CaptureSpace Desktop Recorder Record tab, click the Voice button.

2. A timer will count down for 5 seconds before the recording begins.

3. You may pause the recording at any time, then begin again by clicking the resume button. Once you’ve finished your recording, click Done (see Figure 33).
4. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click **Done**.

5. Give your presentation a name, and optionally a description and tags, then click **Upload**.

**Editing Tools**

These tools are available to cut content from, or add styling to, your recordings. These are available immediately after you’ve created a recording in the editing window, or can be accessed at a later point by going to the **Library** tab in the **CaptureSpace Desktop Recorder**.
Trimming a Video

This option allows you to trim the beginning and ending of a video, to remove a part in between the video see the option Chopping a Video.

1. Click on the **Library** tab in the *CaptureSpace Desktop Recorder*
2. Locate the recording you wish to edit and click the pencil icon.

![Figure 35 - Select a Recording](image)

3. Click on the **Preview** button at the bottom of the screen.

![Figure 36 – Preview](image)
4. Select **Trim** from the menu on the left. Two blue markers are displayed on the video strip.

![Figure 37 - Trim Button](image)

5. Use the **Start** and **End markers** to highlight the part of the recording you want to retain. The region to the left and right of the markers is greyed out.

6. After each edit click **Apply** (see Figure 38)

7. When finished with all edits click **Done** (see Figure 38).

![Figure 38 - Trim Markers](image)
Chopping a Video
This option allows you to chop parts of the video. If you wish to cut at the beginning or end of a recording, see the section titled Trimming a Video.

1. Click on the Library tab in the CaptureSpace Desktop Recorder, then locate and double click on the recording you wish to edit.

![Figure 39 - Select a Recording](image)

2. Click on the Preview button at the bottom of the screen.

![Figure 40 – Preview](image)
3. Select Chop from the menu on the left. Two blue markers are displayed on the video strip.

![Figure 41 - Chop Button](image)

4. Use the **Start** and **End markers** to highlight the part of the recording you want to retain. The region to the left and right of the markers is greyed out.

5. After each edit click **Apply**

6. Once you’ve finished with all of your edits click **Done**

![Figure 42 - Chop Markers](image)
Adding a Title to a Video
A title is a slide that will appear at the beginning of your recording.

Note: A title CAN NOT be added to a Presentations & Lectures recording that uses a PowerPoint Presentation.

1. Click on the Library tab in the CaptureSpace Desktop Recorder,
2. Locate and recording you wish to edit, and click the pencil icon.

![Figure 43 - Select a Recording](image)

3. Click on the Preview button at the bottom of the screen.

![Figure 44 – Preview](image)
4. To create your titles:
   a. Click **titles** from the menu on the left.
   b. Click the **arrows** to find a design that you like.
   c. Click the **Title** and **Description text** to modify it. You can also use the tools at the top of
      the window to modify the font and text color.
   d. Click **Apply** and **Done**.

[Figure 45 - Creating Title]
Adding Credits to a Video

1. Click on the **Library** tab in the *CaptureSpace Desktop Recorder*,
2. Locate the recording you wish to edit and click the **pencil** icon.

![Figure 46 - Select a Recording](image)

3. Click on the **Preview** button at the bottom of the screen.

![Figure 47 - Preview](image)
4. To create your credits:
   a. Click **Credits** from the menu on the left.
   b. Click the **arrows** to find a design that you like.
   c. Click the **Credit text** to modify it and add your names below. You can also use the tools at the top of the window to modify the font and text color.
   d. Click **Apply** and **Done**.

![Figure 48 - Creating Credits](image)

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
- **Website:** http://uits.kennesaw.edu

**KSU Student Helpdesk**

- **Phone:** 470-578-3555
- **Email:** studenthelpdesk@kennesaw.edu
- **Website:** http://uits.kennesaw.edu