

Utilizing the Recording Feature in the ECF Classrooms

Starting a Recording

The ECF Classrooms have a built in recording feature that allows you to capture lectures in your classroom environment. The following documentation serves as a getting started guide with utilizing the classroom's recording feature.

1. To begin, tap the **Instructor Cart Touch Panel** to turn on the instructor cart.
2. Tap your **preferred display** to project to. You have the option of projecting across *All Displays*, *Projector only*, *Projector/SMART Board only*, *Display only*, or *Recording only*.



Figure 1 - Selecting Display Options

3. Log onto the computer with your **NetID credentials**.
4. Open *Mozilla Firefox* and navigate to <https://mediaspace.kennesaw.edu> (See Figure 2).
5. Top right corner of the browser window, click **Guest** (See Figure 2).
6. Click **Login** (See Figure 2).

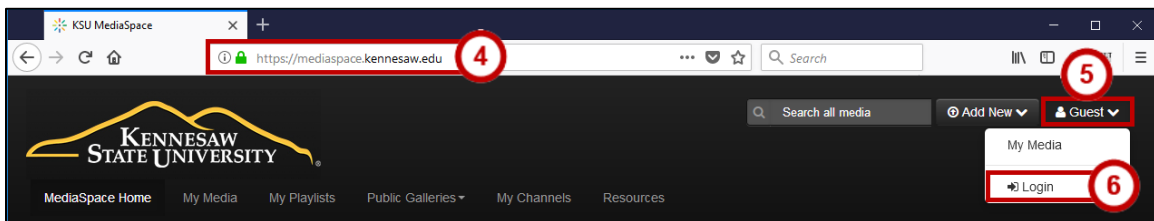


Figure 2 - MediaSpace Website

7. Enter your **log in credentials (a)** and click **Sign in (b)**.

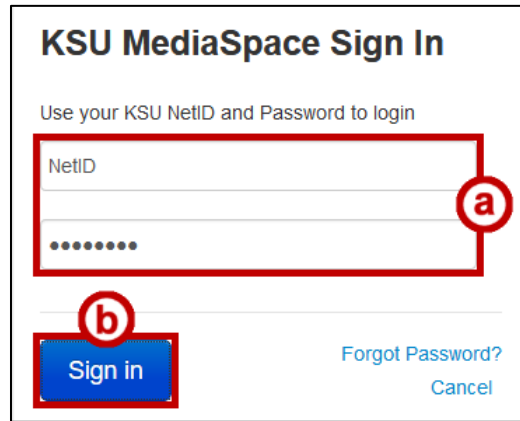


Figure 3 - MediaSpace Credentials

8. At the top right corner of the browser window, click **Add New** (See Figure 4).

9. Click **Record a Presentation** (See Figure 4).

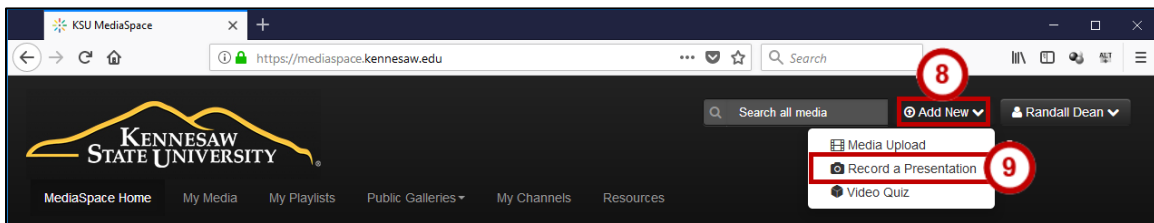


Figure 4 - Record a Presentation

10. Click the **check box next to (Required) I agree to the above terms and conditions** (See Figure 5).

11. A window will open asking to *Launch Application*, click **Open link** (See Figure 5).

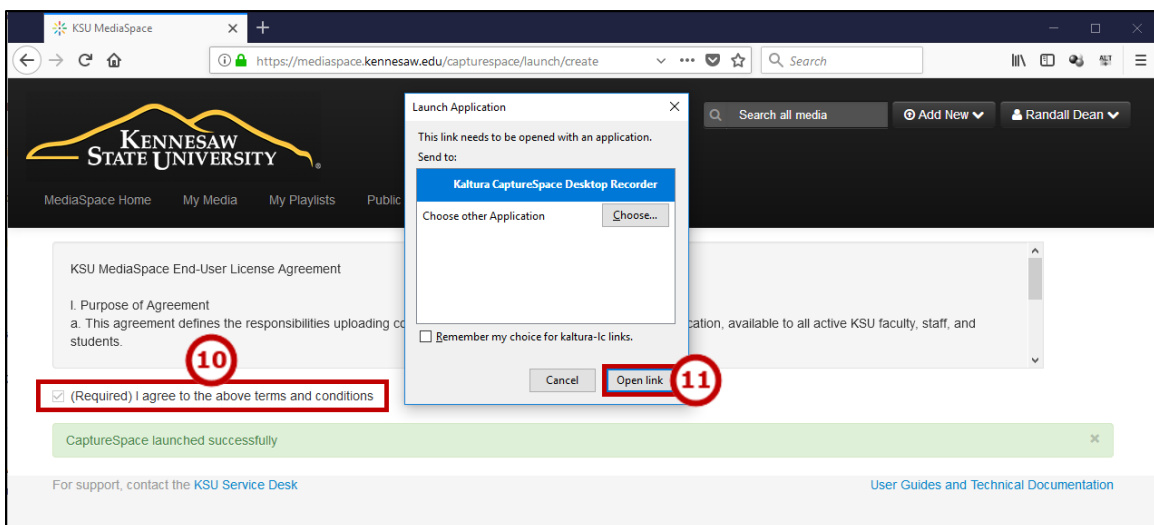


Figure 5 - Kaltura CaptureSpace Desktop Recorder

Note: For more information on logging into MediaSpace, please visit the documentation center at <https://uits.kennesaw.edu/cdoc>

12. The *Kaltura CaptureSpace Desktop Recorder* will open.

13. In the *Kaltura CaptureSpace Desktop Recorder*, click the **SETTINGS** tab.
14. In the *Settings* tab, verify that the *webcam* is set to **AV Bridge**.
15. If there is no video signal, tap the **Recording** button, located on the instructor cart touch panel.

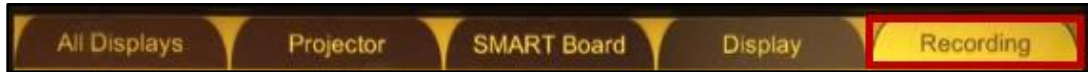


Figure 6 - Recording

16. Verify that either **Camera 1** or **Camera 2** are selected.



Figure 7 - Select a Camera

17. The *Recording* screen will be displayed. Here, you may:
 - a. Select your preferred camera (See Figure 8).
 - b. Select a *Camera Preset* (See Figure 8).
 - c. *Zoom In/Out* (See Figure 8).
 - d. *Pan/Tilt* (See Figure 8).

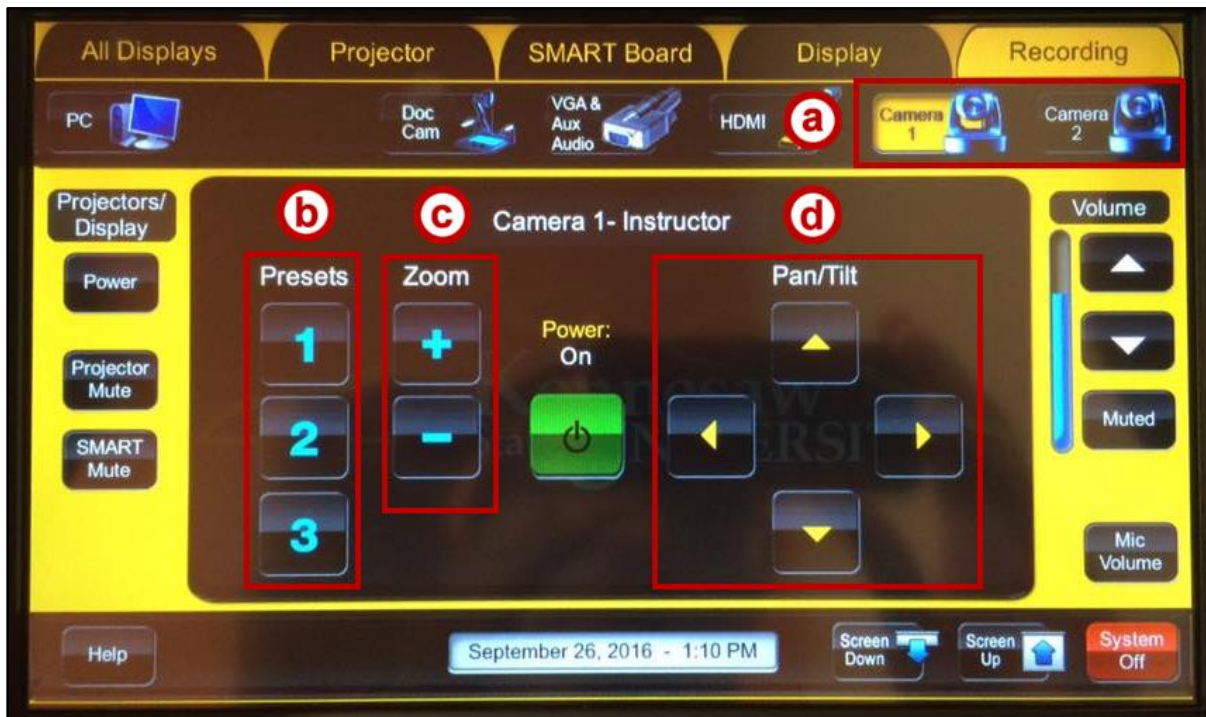


Figure 8 - Recording Screen

18. In the *Settings* tab, verify that the *microphone* is set to **Microphone (AV Bridge)**.
19. If you wish to adjust the room's microphone volume level:
 - a. Tap **Mic Volume** on the *Instructor Cart* touch panel.



Figure 9 - Tap Mic Volume

- b. You will be taken to the *Mic Volume* screen. Here, you may adjust the volume for the ceiling mounted microphone or the lavalier microphone



Figure 10 - Microphone Levels

- c. Tap **Close** to exit the Microphone volume window

20. When you are ready to record your session, click the **Record** tab in the *Kaltura CaptureSpace Desktop Recorder* (See Figure 11).
21. Click your preferred **recording option** (See Figure 11).



Figure 11 - Select Recording Option

22. Select your **screen capture options** (See Figure 12).
23. Click **Record** (See Figure 12).

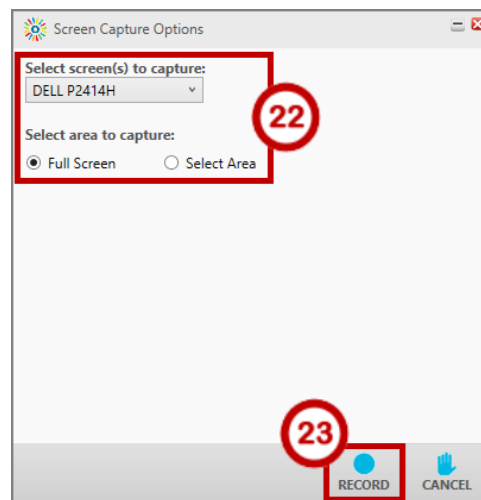


Figure 12 - Click Record

Note: After recording the presentation, you will want to upload your media to MediaSpace. The computer must be logged into for the video to upload to MediaSpace.

Note: For more information on MediaSpace recording and editing lectures, please visit the documentation center at <https://uits.kennesaw.edu/cdoc>