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*.

![Selecting Display Options](image1.png)

3. Log onto the computer with your **NetID credentials**.
4. Open **Mozilla Firefox** and navigate to [https://mediaspace.kennesaw.edu](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).

![MediaSpace Website](image2.png)
7. Enter your log in credentials (a) and click Sign in (b).

![KSU MediaSpace Sign In](image)

**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).

![Record a Presentation](image)

**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).

![Launch Application](image)

**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](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.

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

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).
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](image)

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

   ![Figure 10 - Microphone Levels](image)

   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](image1)

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

23. Click **Record** (See Figure 12).

![Figure 12 - Click Record](image2)

**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](https://uits.kennesaw.edu/cdoc)