Kaltura Capture Video and Screen Recording Tool for Blackboard

Quick Start Guide

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Online | Support Desk

Monday - Sunday | 24 Hours

How to Access Kaltura Capture

Begin by logging into TSUS Blackboard environment.

Install Plug-In

Now that you're logged into Blackboard, you need to access the MY MEDIA tab to use and install the Kaltura Capture Tool.

- In the My Media tab, click the Add New drop-down menu and select Kaltura Capture.
- First-time users will need to download and install the Kaltura Capture Plug-In.
- Allow the download and run the installer.
- Once installed, you will get a warning asking you to launch Kaltura Capture from the "Add New" menu.
- Return to My Media, click add new and select Kaltura Capture – like the previous step.
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Once installed the page will look the same, with links to download the plug-in, but it will automatically load the Kaltura Capture software. **You do not need to download the software multiple times** (NOTE: You will usually get a notification to "Allow" the program to run).

You will see Kaltura Capture launch in the bottom right corner of the screen.
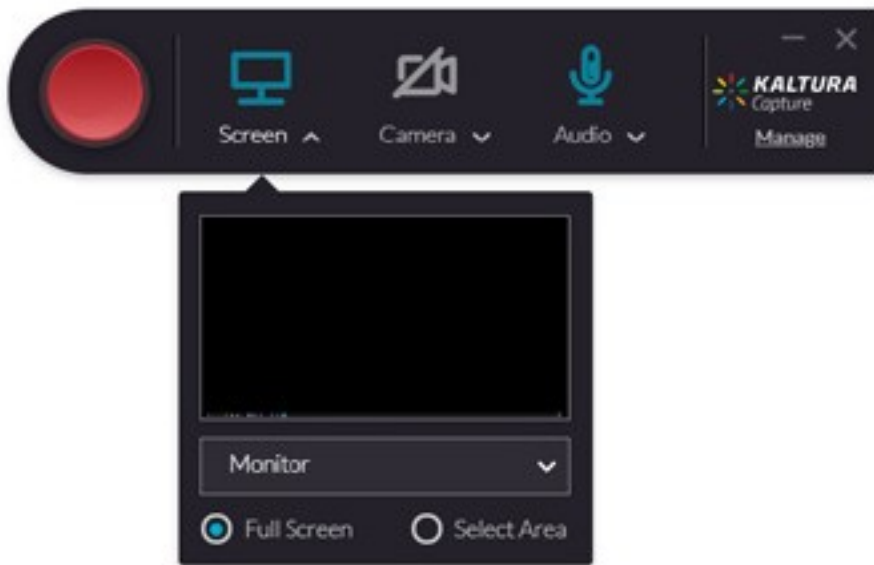
Kaltura Capture Recording Setup

Make sure to check your settings BEFORE recording.

By default, Kaltura Capture automatically selects a screen, video, and audio input to record. Double check by clicking on the drop-down menu below each icon that the source you would like to record is properly selected.
When the screen, video, and audio icons are colored teal, they indicate that those sources will be captured during the recording.
You can disable inputs by clicking the icon. When an input is disabled, the icon will be colored gray with a slash across the icon.

Click the red RECORD button to begin recording.

- After clicking RECORD, a five-second countdown will prompt you to start.
- The controls to stop or pause are hidden in the taskbar while recording. You may pause or stop the recording when appropriate.
- The duration of the recording will be displayed in the recording menu.
- Controls must be selected from the task bar to appear.
- Once selected from the task bar, the controls to stop the recording will appear in the bottom right-hand side of the screen:
- Click STOP icon to end the recoding.

Title/Description and Upload

Next, Kaltura Capture will ask you for title and description information.

- By default, Kaltura Capture will autofill these boxes with time and date. BUT it is VERY important for you to add meaningful titles, descriptions, and tags for your video - not only for course management, but also so technical support can identify a video you may have problems with or need digital copies of.
- Save & Upload = Uploads recording to My Media in Blackboard.
- Once upload completes, you should see your video processing in the My Media tab on Blackboard.
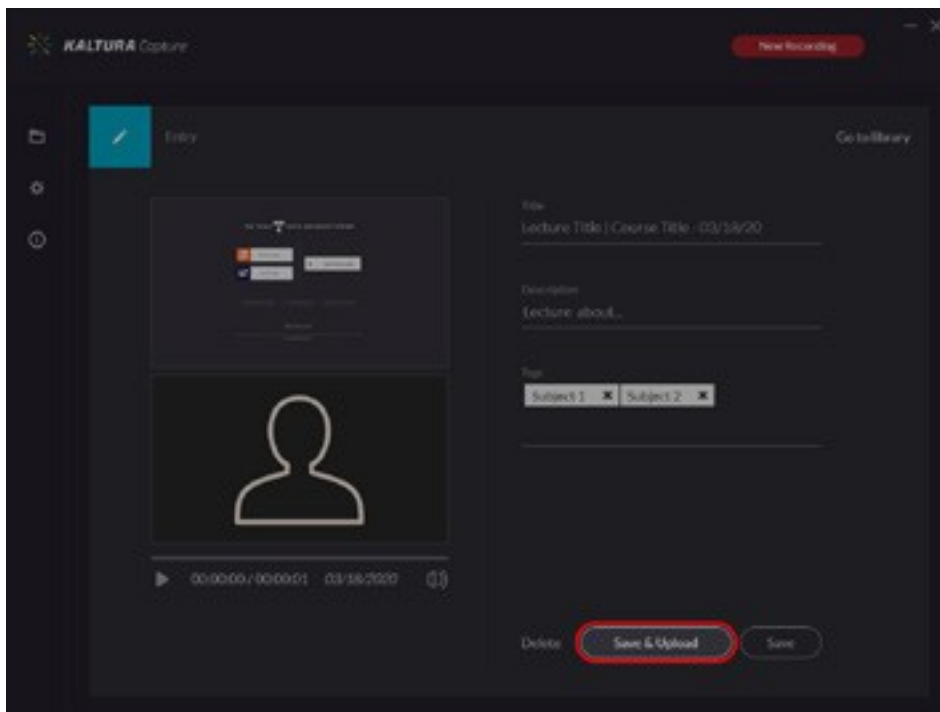
Editing Your Recording

After Kaltura Capture has finished processing the recording, you have the option to edit your recording. To do this, click the pencil icon to the right of your recording under the My Media tab. Then enter the editing mode by clicking "Launch Editor" to the right. In the editor you can trim and split the recording.

- Trim = shorten beginning and end of recording
- Split = create new video from segment

Finish options are in the bottom right-hand corner.

- Click "Done" if no edits are needed.
- Click "Apply" if you made edits to the video.

Place Video in Blackboard Course

How to quickly place a video in a Blackboard course:

- Select the course module from the left-hand navigation bar you would like the video placed in.
- Select the Build Content drop-down.
- Select the Kaltura Media option under the Mashups section.
- My Media will appear for you to select the video you want placed in the course.
- Last, My Media will you ask you if you would like to add any text to the created section.
- Click the submit button in the bottom right-hand corner once completed.

Congratulations – You've recorded and placed a video in your course!

Need additional support? Contact the SHSU Online Support Desk anytime.

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