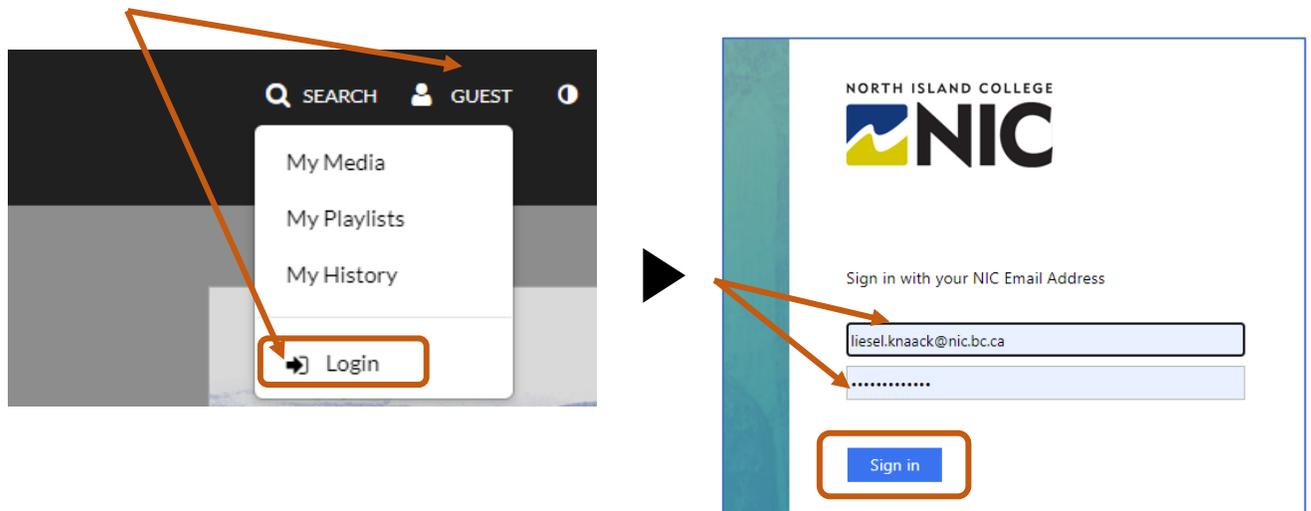


This handout is for NIC employees and students who want to use **Kaltura Capture Desktop Recorder** to record a video, audio or computer screens.

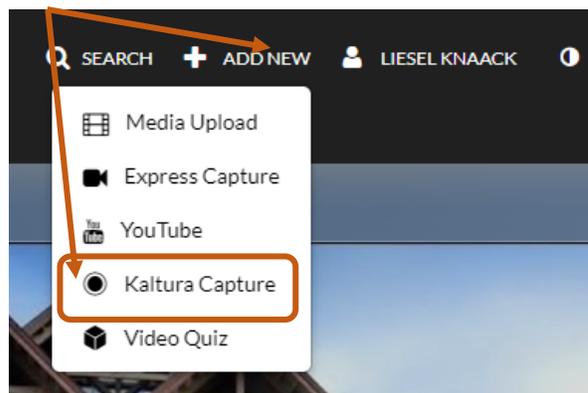
Kaltura Capture Recording Set Up

Kaltura Capture is an application installed on your local computer. You can find it where all your applications (software) are found, or you may have added a short cut to your task bar or desktop. You can also access it through NIC MediaSpace.

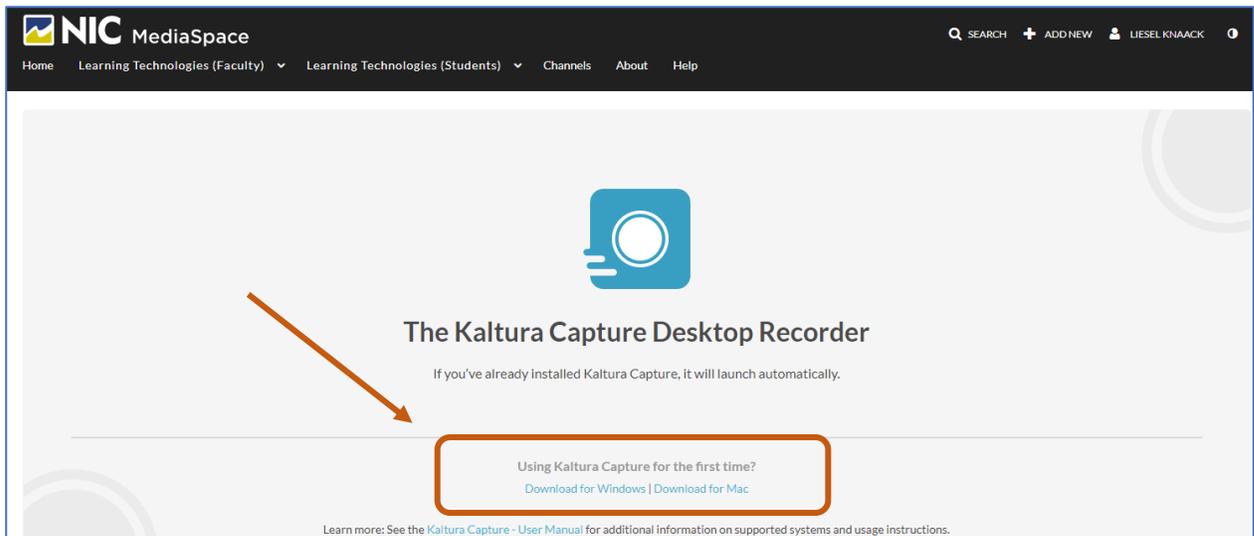
1. Go to **NIC MediaSpace** - <https://video.nic.bc.ca/> - this is like NIC's own YouTube environment where you can find all the videos you have created, see videos shared publicly and also do some minor edits and enhancements to your video. This is one 'doorway' into using NIC's Kaltura video streaming and storage platform. Brightspace has a similar 'doorway' with the videos and content you create all in the same location.
2. Click **Guest and then Login** (and through NIC sign in page, sign in with NIC email address & NIC password)



3. Click **+ Add New** and then choose **Kaltura Capture**

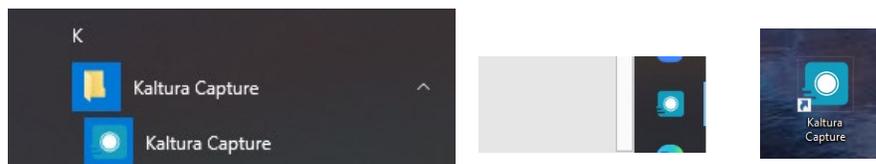


4. If you have not installed **Kaltura Capture** to your computer yet, the following screen will appear. Click the Download button and install (for Mac and Windows).



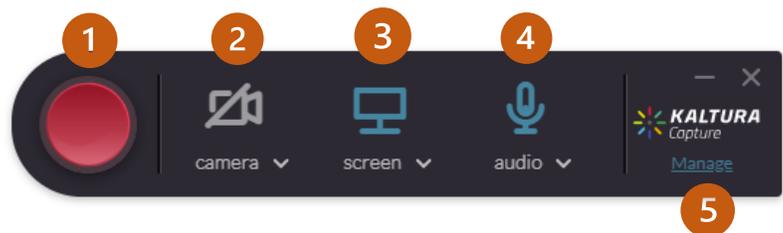
Once the application is installed, you will be able to click the popup **Open Kaltura Capture**.

Alternatively, you may wish to create a desktop shortcut and/or pin it to your task bar. It may also install in your Windows listing of all apps. There are many ways to access the installed Kaltura Capture recorder.



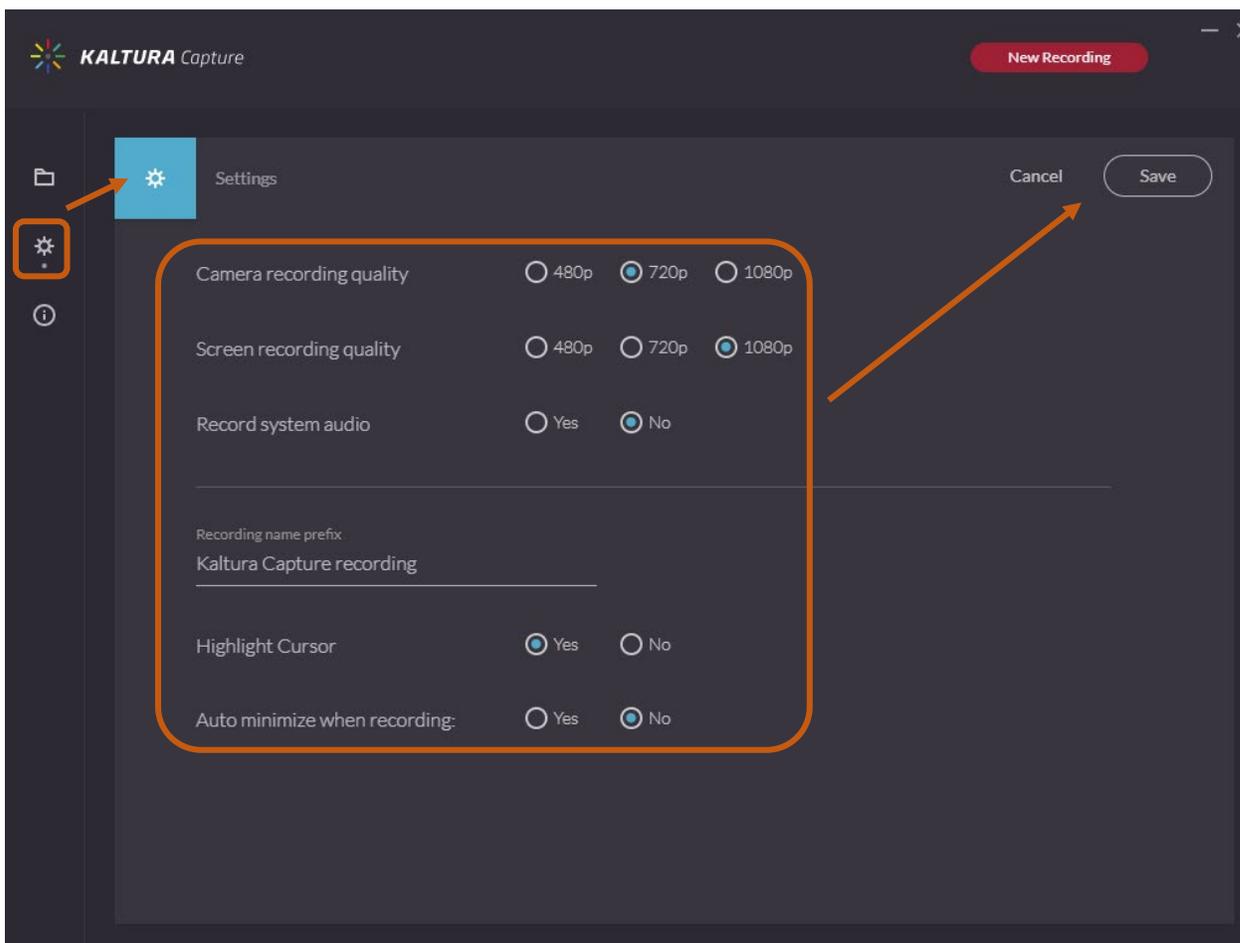
The **Kaltura Capture** recorder has five main buttons:

1. Start Recording - Big red button
2. Camera toggle - Activates your computer camera
3. Screen Toggle – Activates your screen to be recorded
4. Audio Toggle – Activates your microphone to be recorded
5. Manage – Manage recordings and configure Media Capture settings



Tip: If you have two screens and are using one of them to record – move the Kaltura Capture recorder to the other screen so it is not visible in the recording.

From the Manage **Settings** screen, you can set your **Camera** and **Screen recording** quality, set to Record system audio, change the **recordings name prefix**, enable **Highlighted cursor** and toggle **Auto minimize when recording**



7. **Tips:** Before you record you should have a plan. What are you going to say? What are you going to show? What will you record? Do you have a script and approximate timings? Also think about a well-lit area without noise for optimal recordings.

After you have made a recording with Kaltura Capture and you have chosen “Save” or “Save and Upload” the saved file exists on your computer.

--