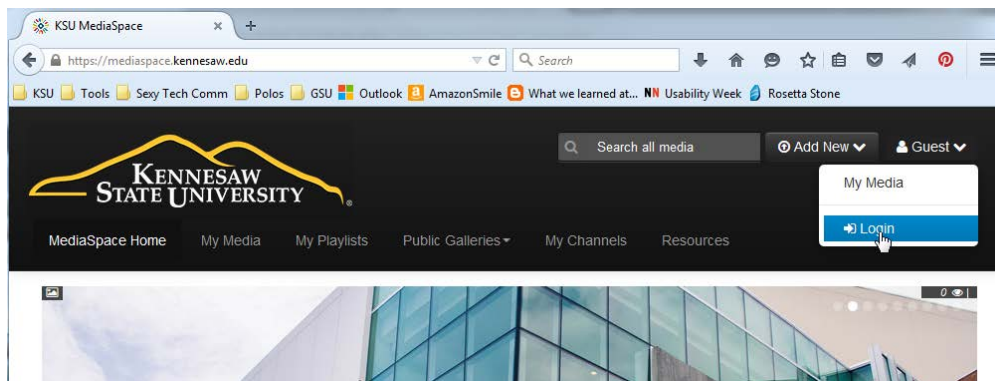


Recording Candidate Presentations

1. In the History Center (SO 5074), open Firefox on the computer. Log on to <http://mediaspace.kennesaw.edu> using your KSU netID and password by clicking the “Guest” button located in the upper right hand corner of the screen. In the sub-menu, click “Login.”



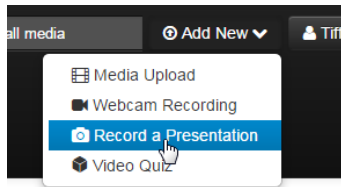
2. On the next page, type in your KSU netID and password and then click the “Sign in” button.

 A screenshot of the 'KSU MediaSpace Sign In' form. The form title is 'KSU MediaSpace Sign In'. Below the title, it says 'Use your KSU NetID and Password to login'. There are two input fields: the first contains the text 'treardo2' and the second is filled with dots representing a password. At the bottom left is a blue 'Sign in' button. To the right of the button are two links: 'Forgot Password?' and 'Cancel'.

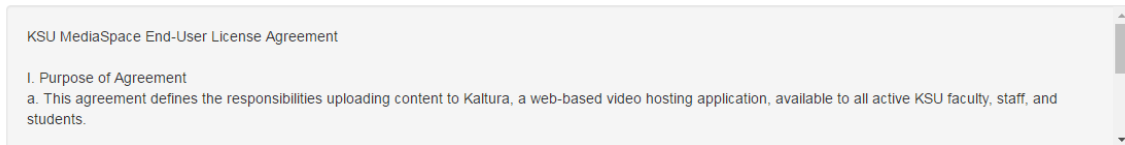
3. Before you proceed with setting up the presentation, put on the Vaddio lanyard. This lanyard can be picked up in SO 5008 (it is helpful to reserve it in advance by emailing Donys Collado at dcollado@kennesaw.edu). Vaddio is a microphone and webcam system that will follow you as you move around the room. Below, to the left is an image of Vaddio when “off.” Turn on the microphone and the system power; blue lights should appear after a couple seconds. Clip the Vaddio box to your clothing or carry it around in your hands.



- Next, return to the home screen in MediaSpace, where a new button “Add New” is now available in the top-right corner. Click the option “Record a Presentation.”

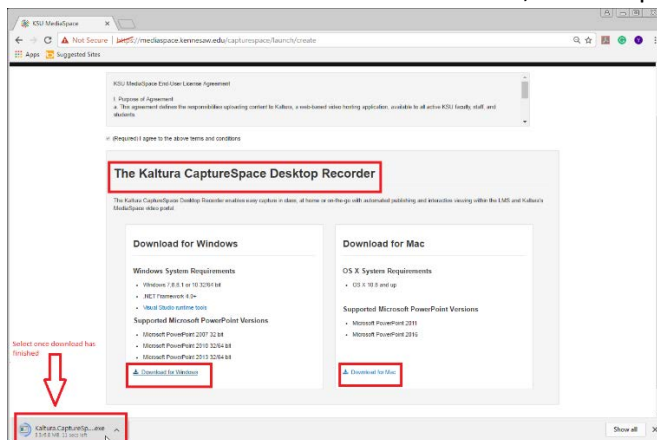


- On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.

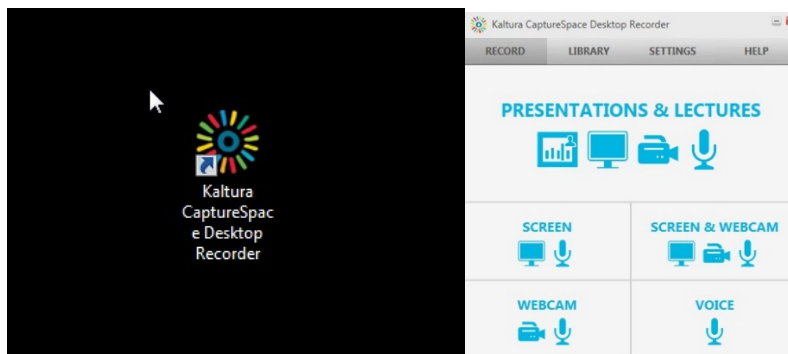


(Required) I agree to the above terms and conditions

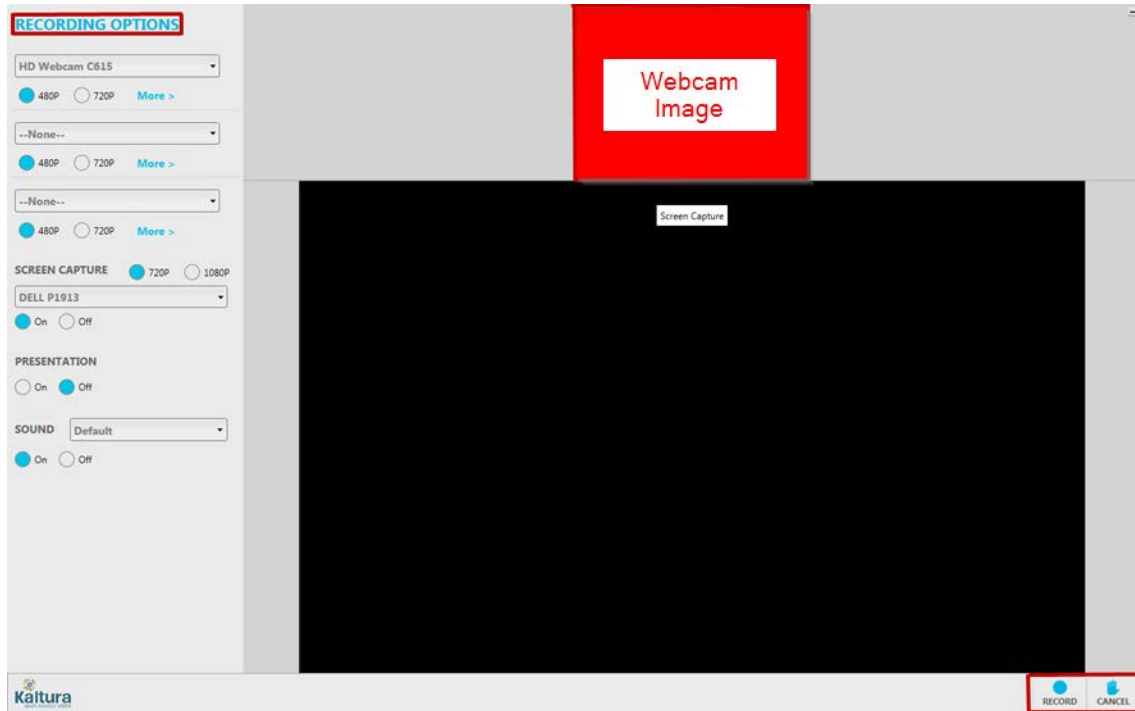
- After checking the box, you will be prompted to download *The Kaltura CaptureSpace Desktop Recorder* for a Windows or Mac computer. Follow the steps promoted on the screen to install it for Windows. Once installation has finished, a desktop shortcut will appear.



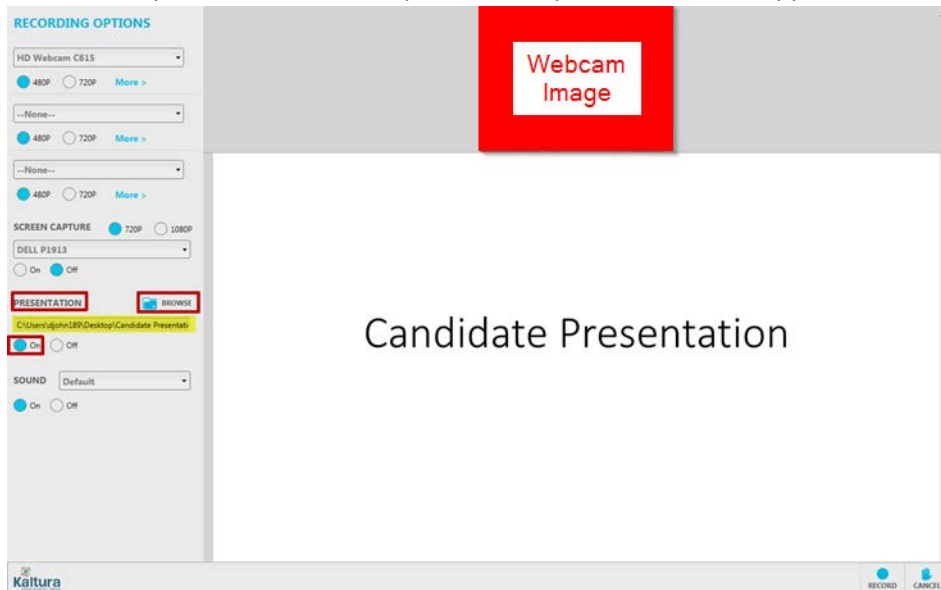
- The icon will look like the image shown below. Double-click the icon to open your desktop recorder. In the window that appears, select “presentation & lectures” for recording.



8. After selecting “presentations & lectures,” another screen will open. To the left there is a column with recording options. If the webcam is properly setup, your face will appear on the screen. At the bottom, right corner of the screen there is the “record” and “cancel” option.



9. Next, select “on” under the presentation section. Then click “browse” to upload your PowerPoint presentation. Once uploaded the presentation will appear.



10. Before you begin recording, make sure the display button is “On.” The display button is located on the desk. Also, have the candidate walk slowly in front of the screen to get a feel for the Vaddio tracking. (Also, make sure the camera IS tracking—you may even wish to do a quick test to make sure the sound is picking up and all is in order.)

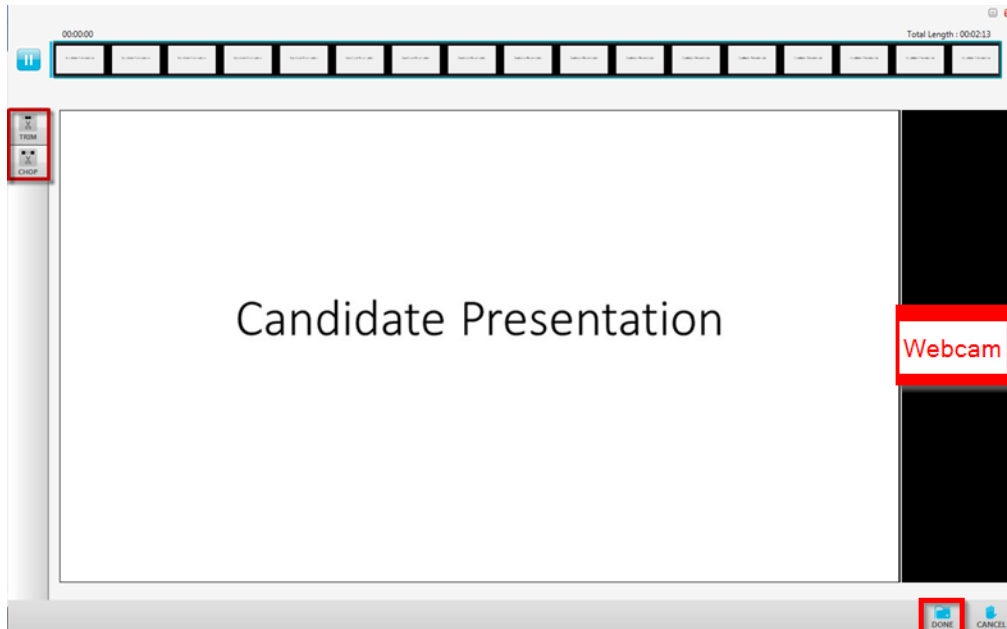


11. When you are ready, click the record button. Once you have begun recording, there will first be a countdown, and then a new menu will appear. The new menu provides you with the current duration of your video, a pause button, a done button, and a cancel button.

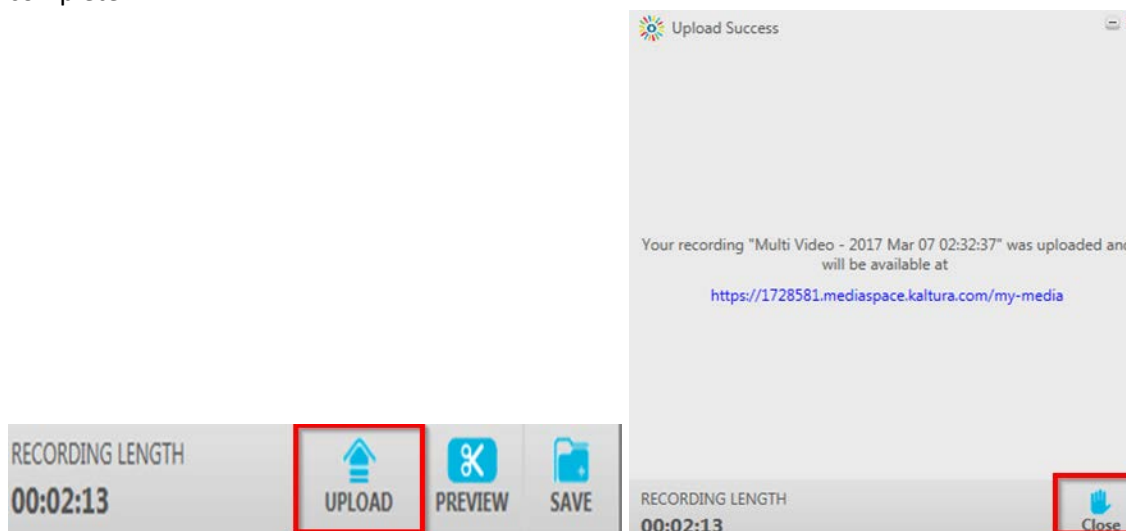


Click the “done” button at the bottom when you are finished recording the presentation. After recording, turn off the Vaddio and the display setting.

12. The next page allows you to “trim” and “chop” the presentation. After making any changes, click “done” at the bottom. You can now give your recording a title, and description.



13. Once you have provided your title and description, click the upload button. The upload bar will display your progress for uploading the video into MediaSpace. Click close, when your upload is complete.



14. Go back to your MediaSpace account. You can check the box next to it and click "actions," then "Publish."



15. Make your video unlisted. An unlisted video is a video that will not appear in public search results. Only people with the shared link can see the video. Click on "Save."

My Media

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.

Your video has been successfully published in MediaSpace now.

16. To have the video posted, go back to My Media and click the video. Click the "share" button below it. Copy the link and email it to Brett Fielder at bfielde1@kennesaw.edu, and inform him that it is a candidate presentation.