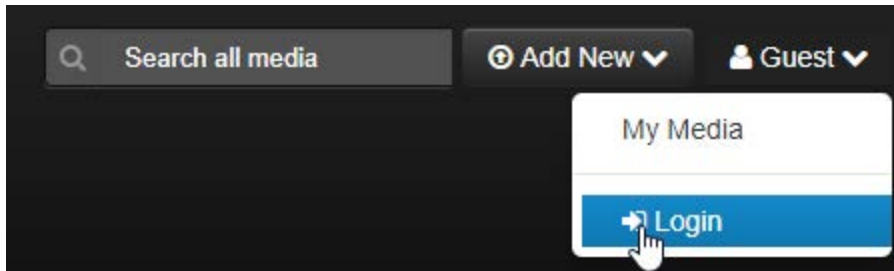
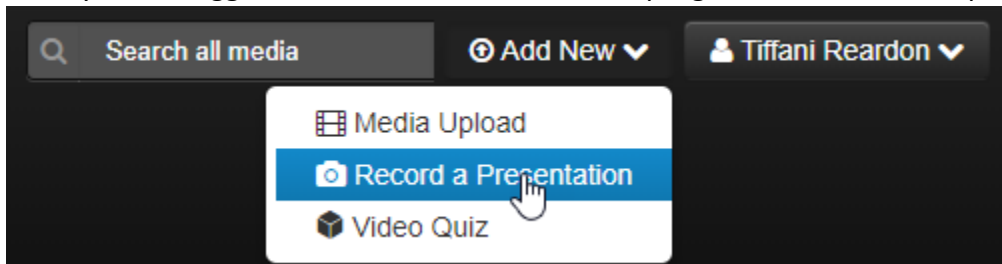


Recording Videos and Podcasts in MediaSpace

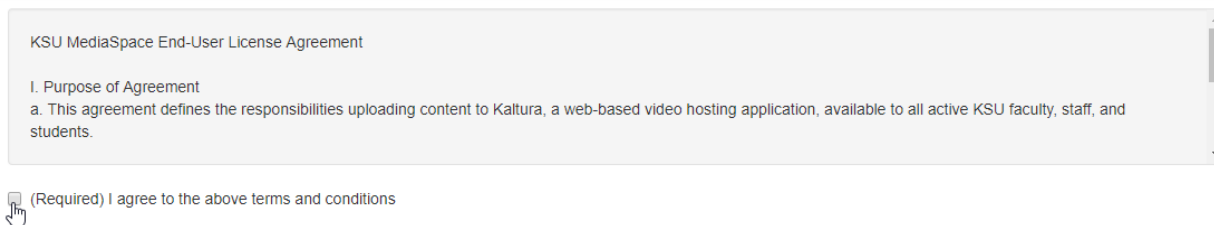
1. Log on to [MediaSpace](#) using your KSU netID and password by clicking the “Guest” button located in the upper right-hand corner of the screen. In the sub-menu, click “Login.”



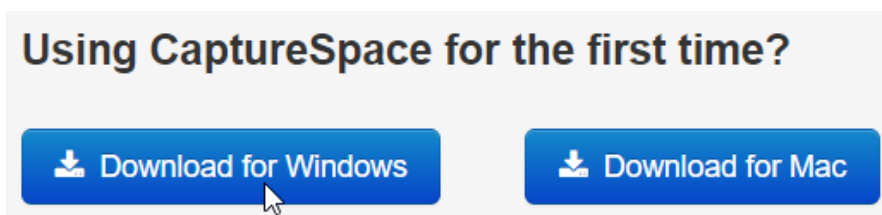
2. Once you are logged in, click “Add New” in the top-right corner. Click the option “Record a Presentation.”



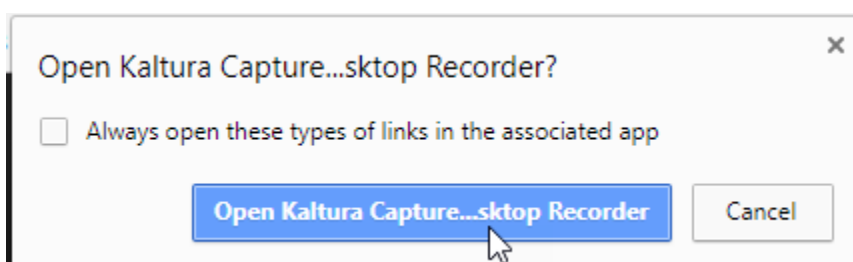
3. On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.



4. If this is your first time using MediaSpace on this device, you will need to download and install the CaptureSpace Desktop Recorder. Click the button that corresponds to your device and install the program.



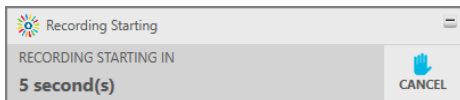
5. If this is not your first time using MediaSpace on this device, you will be prompted to open the Kaltura CaptureSpace Desktop Recorder. This pop-up may look different to you depending on your browser and device. However you are prompted, open it.



6. A small window will appear with various recording options.

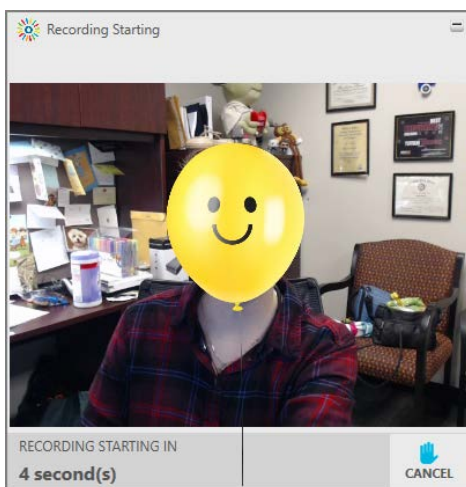
- a. To record a **podcast** with no visual, click "Voice." Please note that there must be a microphone connected to the computer for this and all other options.

A small recording box will pop up with a countdown running. When the countdown reaches zero, you can start recording your podcast.



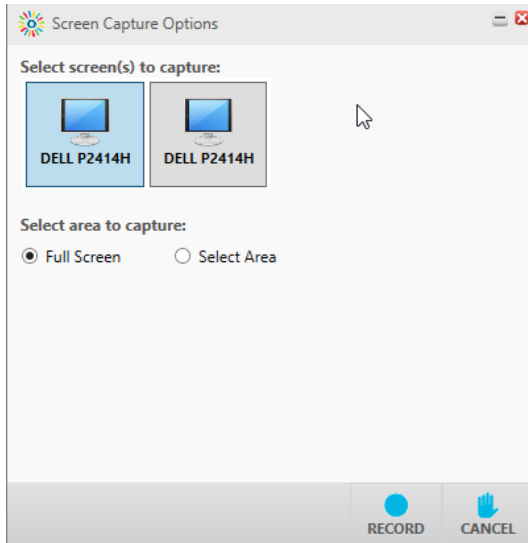
- b. To record a **webcam recording**, click "Webcam." Please note that there must be a microphone and a webcam connected to the computer for this and all other webcam options.

A small recording box will pop up with a countdown running. When the countdown reaches zero, you can start recording your webcam video.



- c. To record a **screen recording**, click “Screen.” Please note that there must be a microphone connected to the computer for this and all other options.

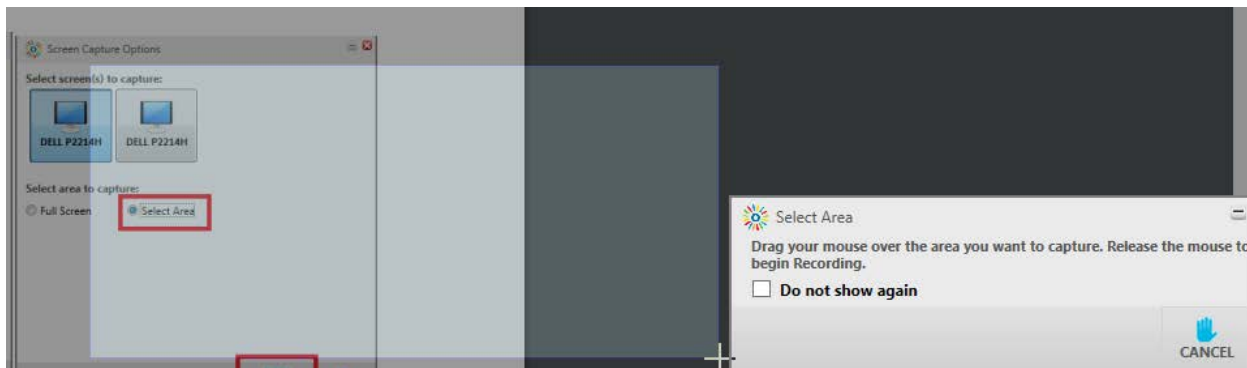
A window will pop up with some options. If you have multiple screens connected to your computer, you can select which screen you want to record. It will also ask if you want to record the full screen or select a specific area to record.



If you choose full screen, it will do just that. Record the full screen. If you choose to select area, the record button at the bottom turns into a “Select Area” button. Click that to select your area.



The screen will gray out and the program will give you a selection mouse (it looks like a plus sign +). Click and drag your mouse over the area you want to capture. Release the mouse to begin recording.



- d. To record a **screen recording with a webcam box**, click “Screen and Webcam.” Please note that there must be a microphone and a webcam connected to the computer for this and all other webcam options.

Follow the instructions for step c above. The only difference is that you will also have a webcam box while recording.

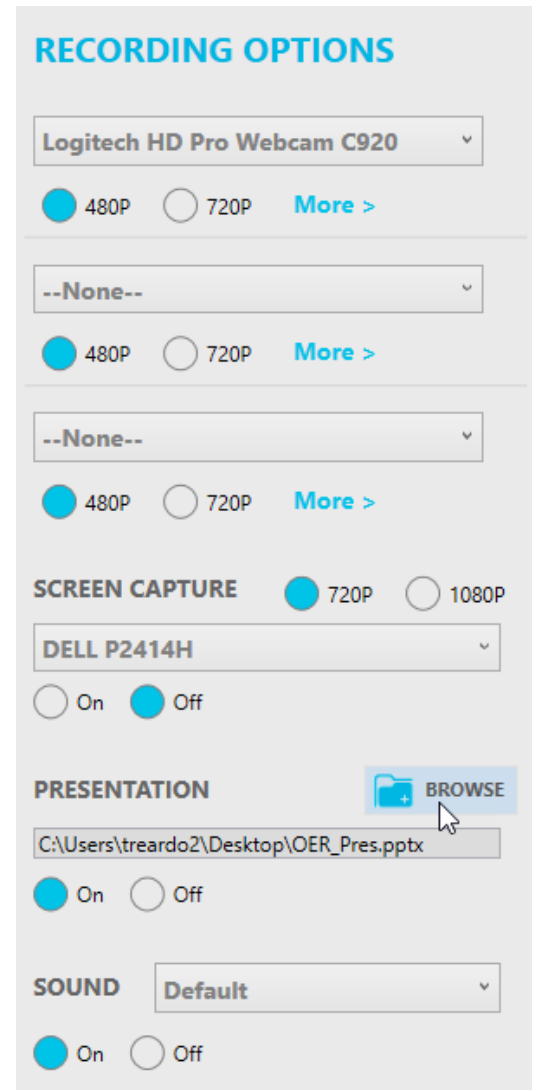
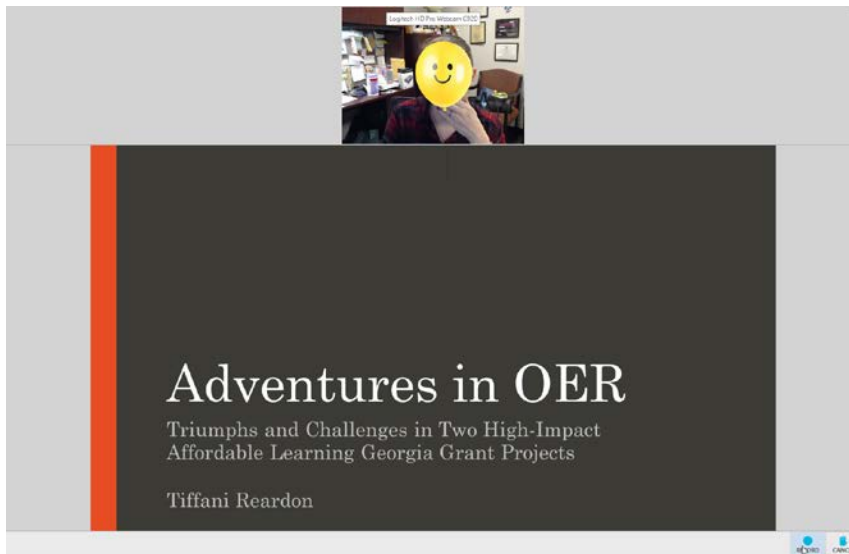
- e. Finally, to record a **presentation or lecture**, click “Presentations and Lectures.”

A window will pop up that gives you some options, including all of the options explained in the steps above. On the left-hand side, you can choose a webcam (or select none to record without the webcam), choose between screen capture and presentation, and set up your audio.

To record a PowerPoint presentation, click “On” under “Presentation,” then click “Browse” next to it.

Find your PPT and click “Open.”

Your PPT should appear in the main box on the screen. To start recording, click “Record” in the bottom right corner of the screen.



You will be given a countdown, just as with the other options. While recording your PPT, you will want to make sure to click once on the PPT before trying to use the space bar or a clicker to move through slides.

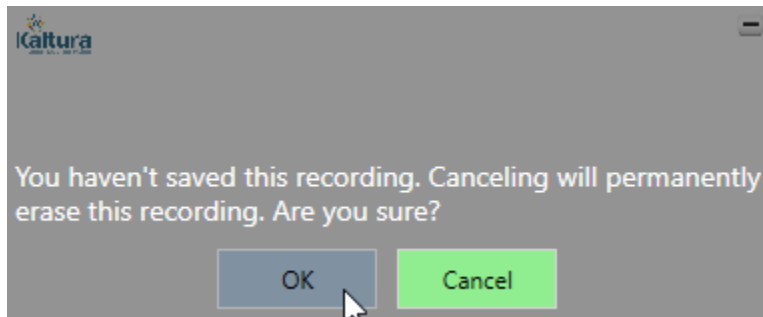
7. While recording with any of the options previously described, you are given a small window of controls for the video. If you don't see it in the bottom corner of your screen, click the Kaltura icon on your computer menu bar—it should appear.

With any of the options, you should have a “Pause,” “Done,” and “Cancel” button.



If you click the “Pause” button, recording is paused and the button turns into a “Resume” button.

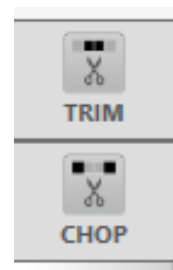
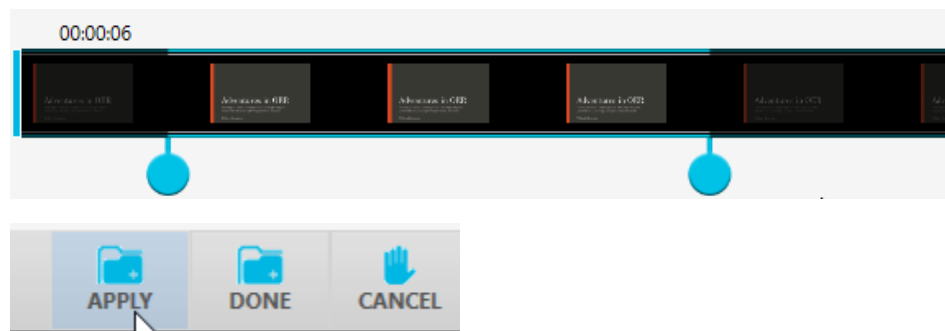
If you click the “Cancel” button, the program will ask you if you really want to cancel. You can click “OK” to cancel recording or “Cancel” to go back to recording.



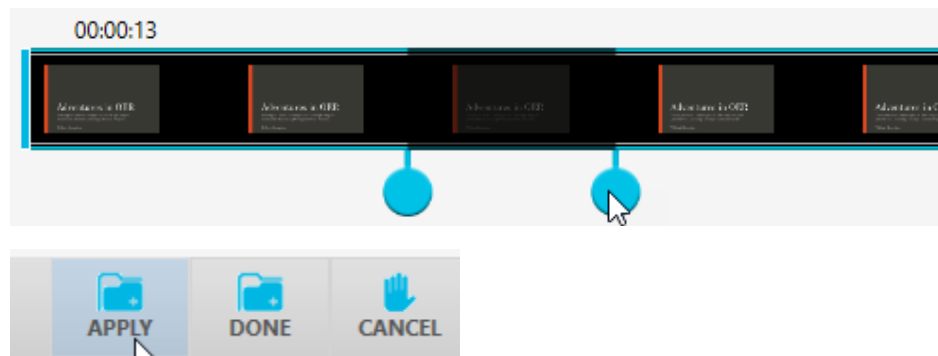
If you click the “Done” button, the recording will stop and a new screen will appear.

8. In the new window, you have some options.

- a. To **trim** your video, click “Trim.” This allows you to trim the edges off the video using the sliders at the top. Click “Apply” at the bottom of the screen when you are done.

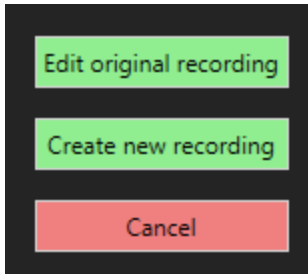
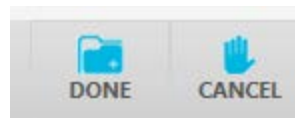


- b. To **chop** something out of your video, click “Chop.” This allows you to chop something out of your video by selecting the area you want to chop with the sliders at the top. Click “Apply” at the bottom of the screen when you are done.



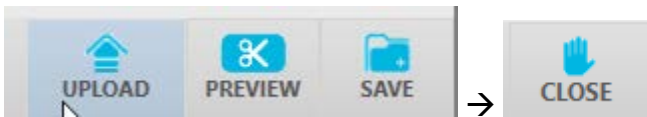
c. To **cancel editing** and move to the save screen, click “Cancel.”

d. To **finish editing** and move to the save screen, click “Done.”



If you made edits and clicked “Done,” you will be asked if you want to edit the original recording or create a new recording. “Edit original recording” means that the edited version of the video is the only version that will be kept. “Create new recording” means that Kaltura will keep both the original recording and the edited version.

9. You can now give your recording a title, description, and tags. Tags are an optional feature in Kaltura (like YouTube) that allows your video to be searched for with keywords. Separate different tags with a comma. Once you have provided your title, description, and tags, click the upload button. The upload bar will display your progress for uploading the video into MediaSpace. Click close when your upload is complete.



Tutorial by Tiffani Reardon, 2018