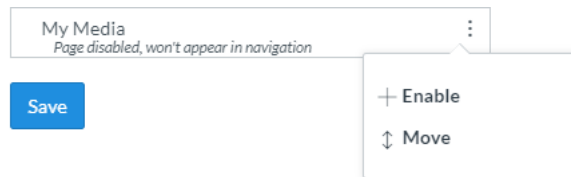


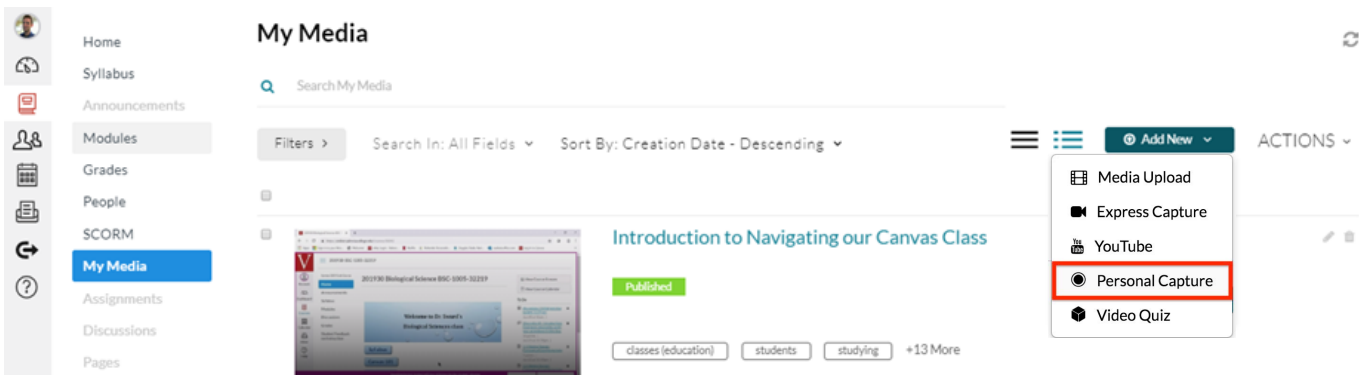
# Kaltura Capture User Guide

Feel free to view this [supplemental video guide](#) if you prefer.

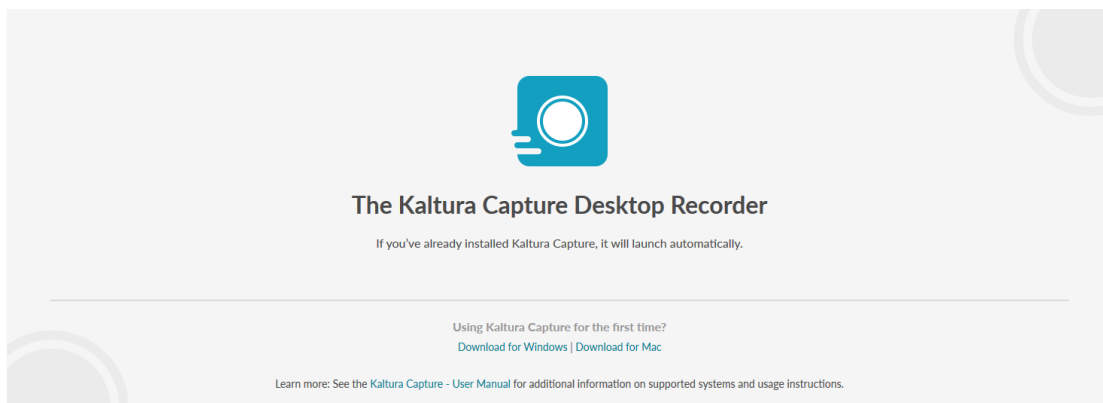
1. Sign into Canvas, and access a course with the My Media page enabled. If you do not have the My Media page enabled, select "Settings," "Navigation," and locate "My Media." Click on the 3 dots, and select "+Enable" to activate this page. Finally, save changes.



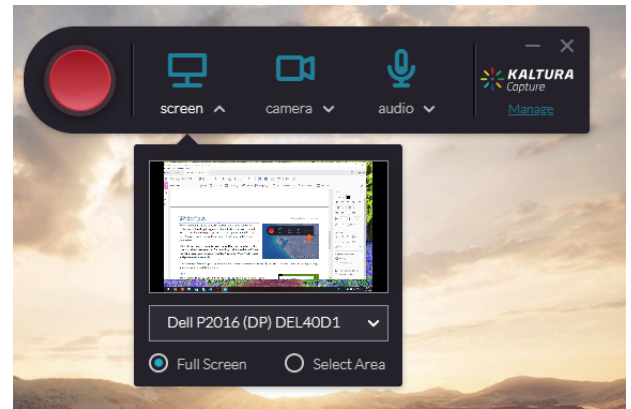
2. From the My Media page, click on "+ Add New" and select "Personal Capture" from the dropdown list.



3. If you have not already, download the program for your computer operating system and follow the installation instructions. If you have already downloaded and installed the software, it will open automatically. If it prompts you to open the webpage in your course, return to the personal capture page below.



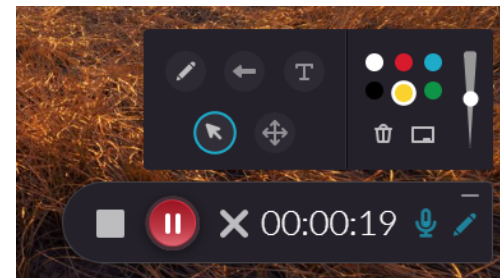
4. When you open Kaltura Capture, you will see the toolbar, which includes a red record button as well as dropdown menus for selecting the screen you'd like to record and the webcam and the microphone you'd like to use. You can disable any of these inputs by clicking on the icons themselves.



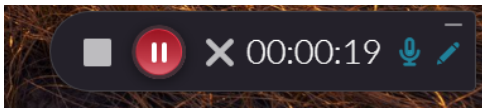
**NOTE: If you have a computer with more than one monitor, make sure that the screen selected for recording is the one that will have the full presentation window, not the "Presenter View" with notes and presentation controls.**

5. The "Manage" link will open up a menu where you can view your previously recorded videos, adjust recording settings, and view your installation details.

6. When you're ready to record, click the large red record button, start your recording. Any annotations you make on the recording space on your monitor using the pen or brush tool will be recorded as well.



7. When you're finished recording, click the square gray "stop" button.



**NOTE:** You can also pause the recording with the red pause button. You may cancel the recording with the gray X. The microphone icon will mute and unmute your microphone, and the pencil icon opens up annotation tools.

8. After you've finished recording title your video "Title" field. You may enter a brief description in the "Description" field, and the use your course number or video topic in the "Tags" field. Then click Save & Upload.

9. Your video will process in your My Media page in Canvas.

