

CaptureSpace | Screen, Webcam, Voice Recorder

Quick Start Guide

Explore Kaltura **CaptureSpace** for screencasting, webcam, and voice recording.

Desktop Application

CaptureSpace can be installed on a Mac or PC. Once installed, CaptureSpace opens like any other program on your computer.

CaptureSpace

Faculty only. Click the *Add New* button and pick *CaptureSpace* to download and install for recording presentations, screencasts, webcam recordings, and podcasts.

Screencasting

Record actions performed on a computer screen, such as Blackboard course overview, on-screen tutorials, and detailed feedback on student projects.

Webcam Recordings

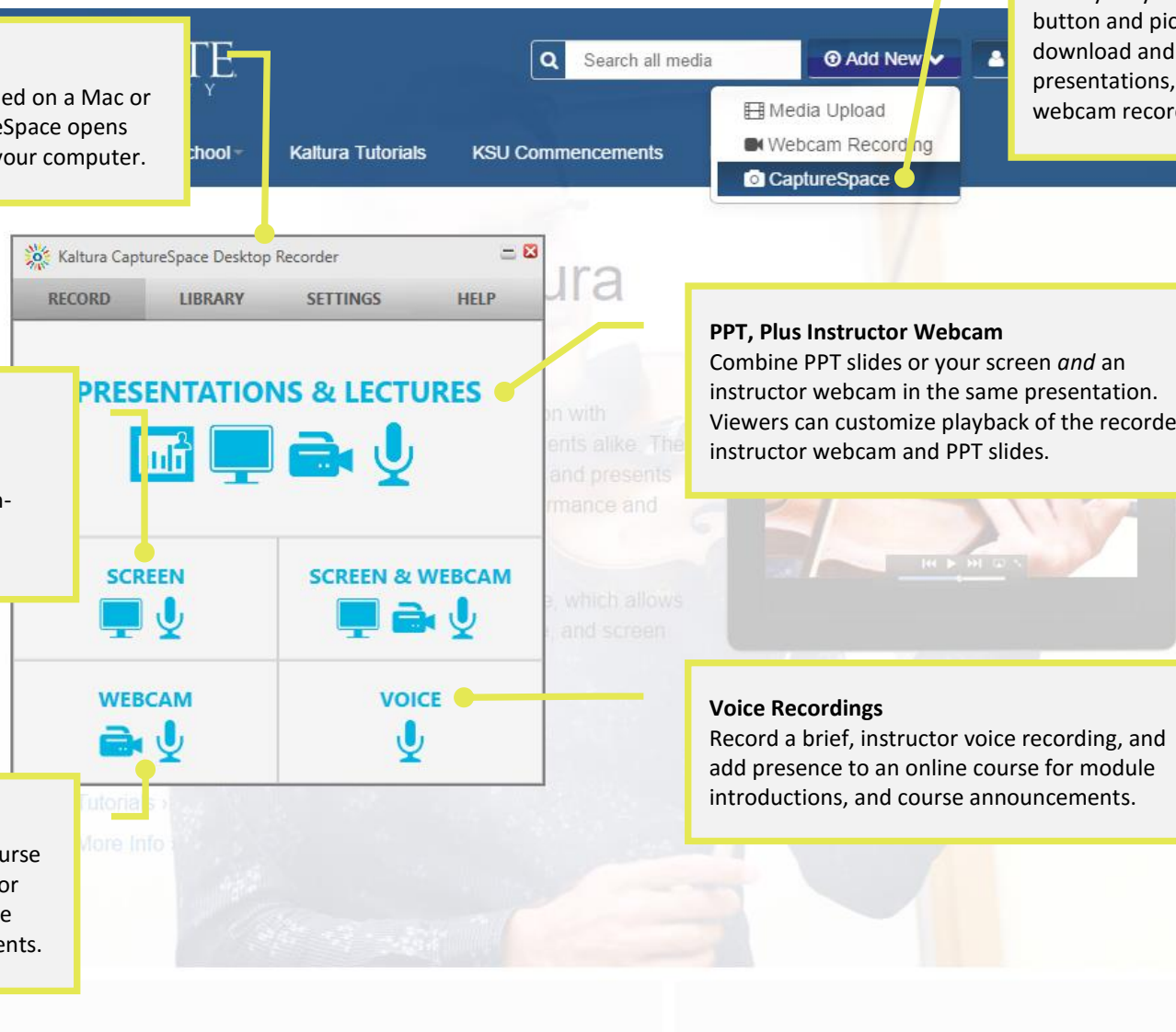
Add presence to your online course with brief webcam recordings for instructor introductions, module introductions, and announcements.

PPT, Plus Instructor Webcam

Combine PPT slides or your screen *and* an instructor webcam in the same presentation. Viewers can customize playback of the recorded instructor webcam and PPT slides.

Voice Recordings

Record a brief, instructor voice recording, and add presence to an online course for module introductions, and course announcements.



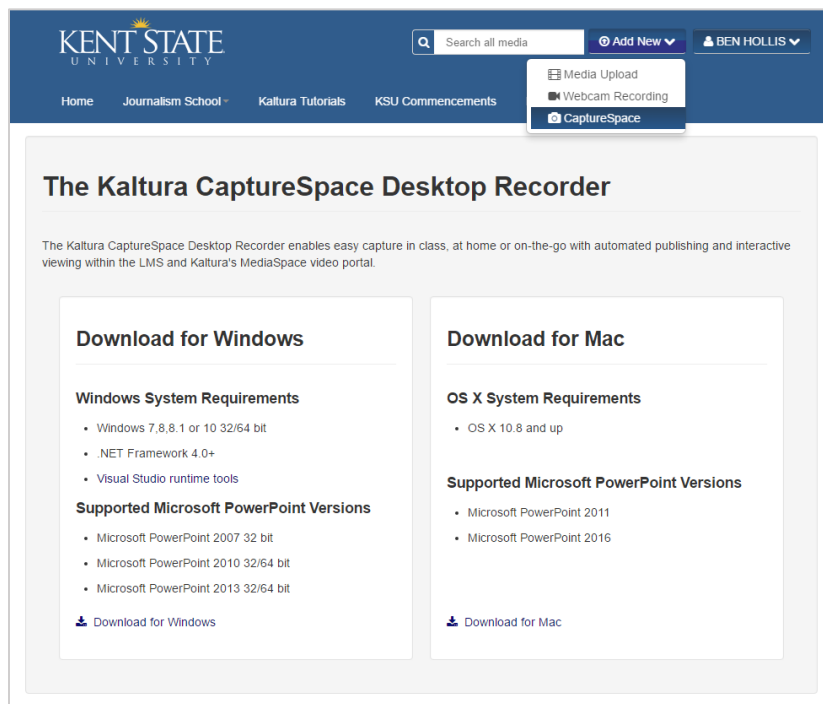
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Download & Install

FACULTY ONLY

To get started, you'll need to download and install CaptureSpace ..

1. Visit video.kent.edu, and login with your FlashLine username and password.
2. Click the **Add New** button and pick **CaptureSpace**.
3. Choose **Download for Windows** or **Download for Mac**.
4. Follow the prompts to install.



Recording Options

FIVE TOOLS IN ONE

1. **Presentations & Lectures:** record multiple video inputs at the same time, including your desktop or a PowerPoint presentation with webcam narration.
2. **Screen:** record and narrate actions on your screen.
3. **Screen & Webcam:** *not recommended*. Use Presentations & Lectures (more features).
4. **Webcam:** record webcam with audio.
5. **Voice:** record audio only.



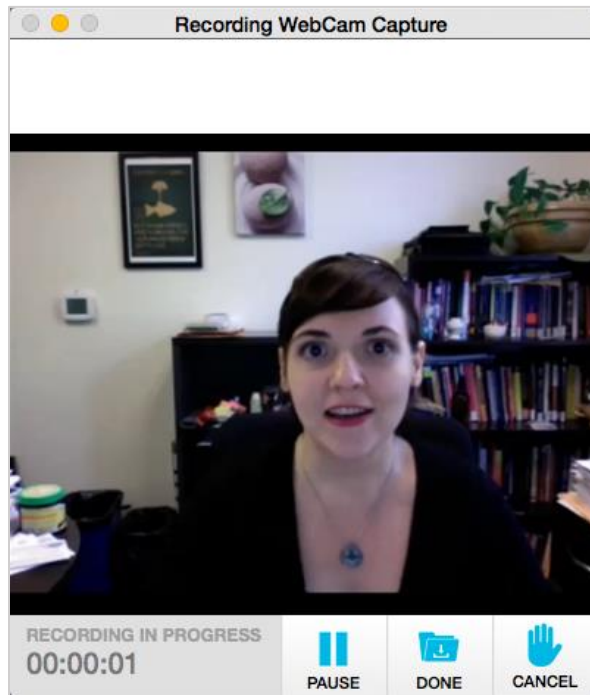
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Start a Recording

RECORDING IN .. 5 .. 4 .. 3 ..

Use CaptureSpace to easily record, edit, and publish your recordings in Blackboard.

1. Launch the Kaltura CaptureSpace Desktop Recorder from your computer.
2. Select the option (eg. Webcam) that best suits your recording need.
3. Click **RECORD** to begin your recording.
4. Conduct your recording.
5. Click **DONE** on the menu to finish the recording.

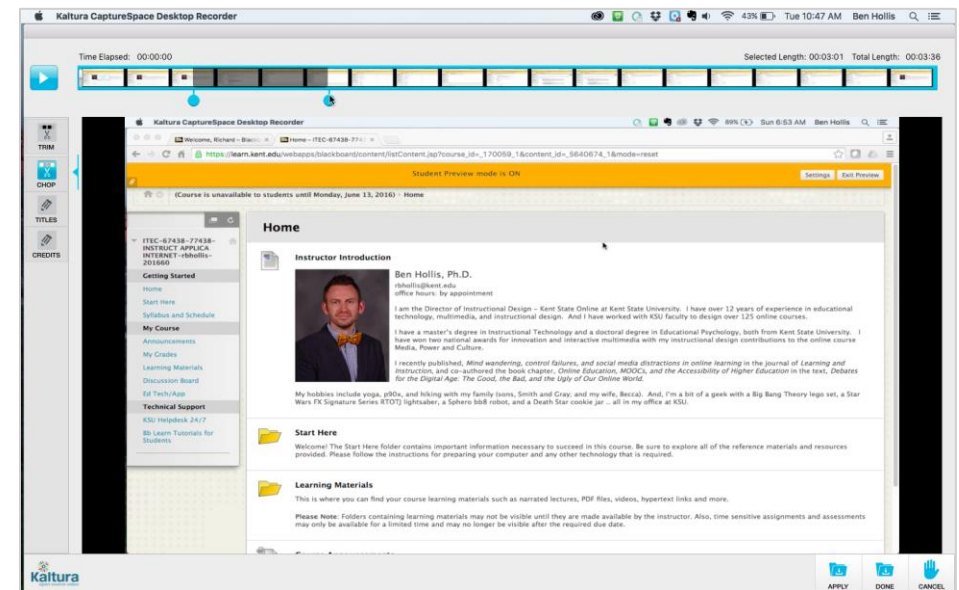


Edit a Recording

POST-PRODUCTION TOOLS

After completing a recording, CaptureSpace opens a window to preview and edit your video.

- **TRIM:** remove the beginning or ending of your recording.
- **CHOP:** remove selected/highlighted portions of your recording.
- **TITLES:** add an *Intro Title* screen before your video begins.
- **CREDITS:** place a credits screen at the end of your video.

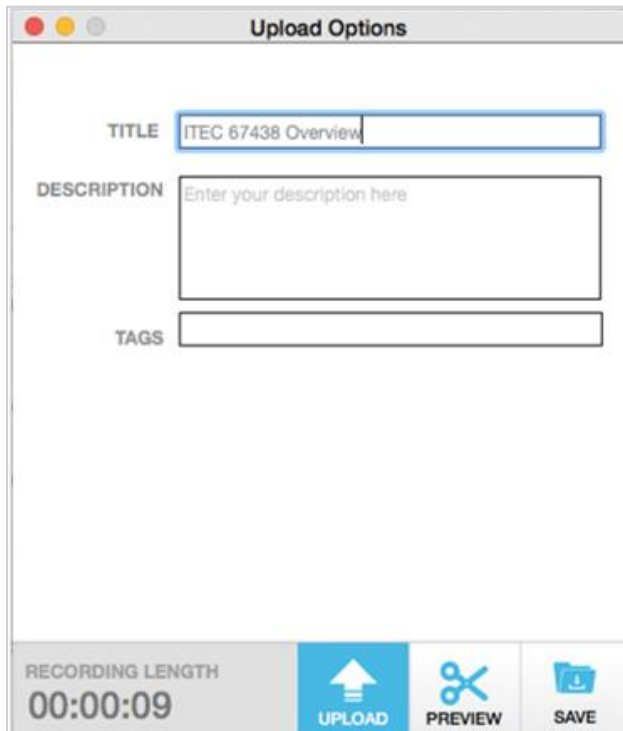


Upload a Recording

ADD TO MY MEDIA GALLERY

When you finish editing your video, you can upload directly to your Kaltura My Media Gallery from CaptureSpace.

1. When finished editing, click **DONE**.
2. Add a descriptive title (eg. *ITEC 67444 Overview*) with a description and/or tags (optional).
3. Click **UPLOAD** to add the video to your Kaltura My Media gallery.



Upload Options

TITLE ITEC 67438 Overview

DESCRIPTION Enter your description here

TAGS

RECORDING LENGTH 00:00:09

UPLOAD PREVIEW SAVE

Best Practices

A FEW THINGS TO CONSIDER

Script Writing: Writing a script prior to recording a screencast will help you organize your presentation. If you need to edit or modify the recording at a later date or encounter a technical problem, you can easily adjust the script and re-record a presentation. Scripts also benefit Universal Design, the concept of creating instructional materials that benefit all learners.

Accessibility & Quality Matters: Standard 8.2: Federal law requires multimedia content to be compliant with Section 508 of the Rehabilitation Act. Essentially, this means that text transcripts should be made available for any enrolled students. Additionally, accessible course content is a requirement of Quality Matters Rubric standard 8.2. Therefore, it's a good idea to write out your script word for word so you'll have a transcript already prepared when you're done recording.

Plan your Recording: Consider reusability (avoid dates, term info); create an outline; write a script.

Prepare the Recording Environment: Find a quiet place; stage your screen (close unnecessary applications, open/sequence screens that will be displayed).

Set Yourself Up for Success: Be mindful of your voice (tone, rate of speech); be prepared with your script nearby; record a brief, test screencast to practice.

Record a Practice Run: Record for 30 seconds. Stop and preview your recording. Adjust if needed, before completing full recordings.

Pause and Use Drawing Tools: During a recording, press ALT+P to pause and ALT+D to use the drawing tools; use markers, pens, and shapes to emphasize key points.

Timelines: After you upload a recording, visit video.kent.edu. Locate your recording in your *My Media* gallery, and click *Edit*. Then click the *Timelines* tab. Use the *Timelines* feature to add chapters, and create navigation to key points in your video.

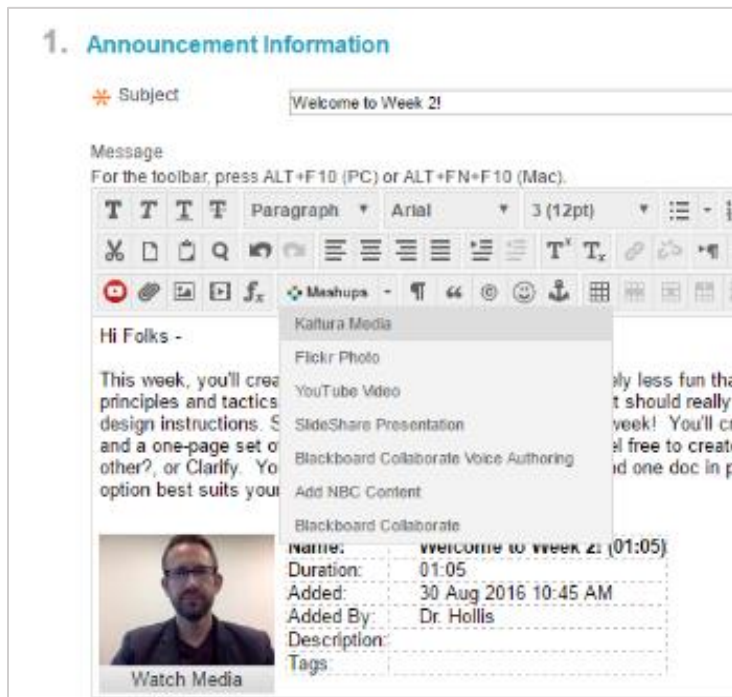
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CaptureSpace and Blackboard

TEXT EDITOR

You can easily access and add your CaptureSpace videos to your Blackboard course!

1. Within any Blackboard text editor, click **Mashups** (third row of the editor).
2. Choose **Kaltura Media**.
3. Browse your Kaltura My Media gallery, select, and embed a video within your message!

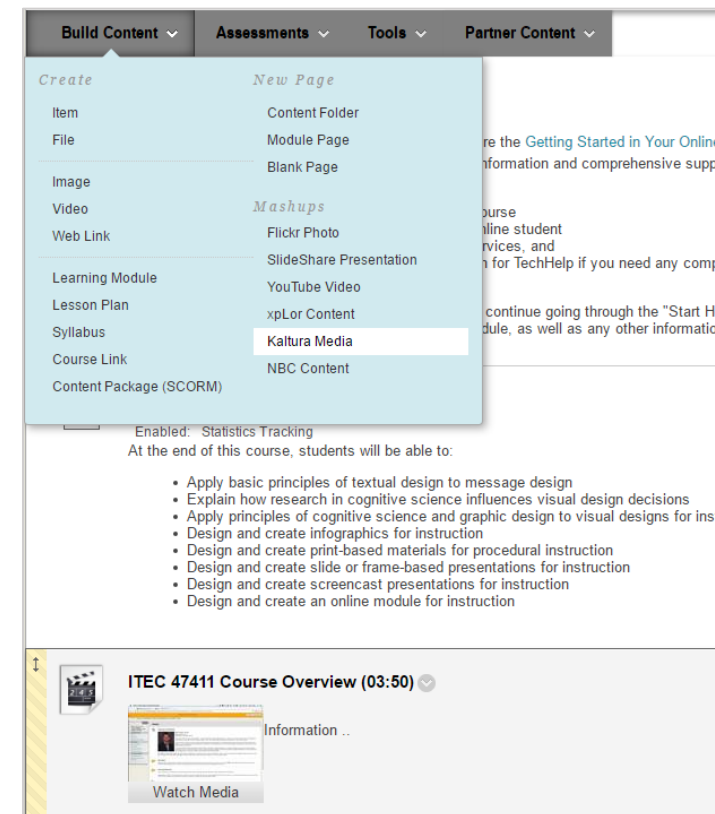


Or ..

CONTENT AREA OR FOLDER

Navigate to a folder or content area within your Blackboard course.

1. Click **Build Content**.
2. Choose **Kaltura Media**.
3. Browse your Kaltura My Media gallery, select, and embed a video within your course!



Training & Support

QUESTIONS?

Tutorials and answers to FAQ's are available by visiting video.kent.edu, and accessing **Kaltura Tutorials** and/or **Help**.

You can also review the Technology Workshops from Information Services, and sign up for *ET Apps: Dropbox, Kaltura, and Presenter* on training.kent.edu.

NEED MORE ASSISTANCE?

Articles and other documentation can be found at support.kent.edu and search on **Kaltura**.

For more assistance or problem solving, please submit a ticket to our Helpdesk at support.kent.edu. You may also contact the Educational Technologies support staff at etsupport@kent.edu.

Faculty Workshops

VIEW SESSIONS AND REGISTER

[Kent State Online](#) offers a variety of in-person presentations and workshops, webinars, and self-paced online workshops that support and extend the [Kent State Online Framework](#) for designing, developing, and teaching high quality online courses.

[Sessions](#) are available to all university faculty, graduate teaching assistants, and staff, and can also be requested for any college, campus, or unit.

ONLINE TEACHING LISTSERV

Sign-up for the Online Teaching Listserv to be notified when new sessions are available. Our listserv includes news, resources, tips, and best practices for online instructors.

[Online Teaching Listserv Sign-Up Form](#)