

# Recording Candidate Presentations

1. In the History Center (SO 5074), open Chrome on the computer. Log on to <http://mediaspace.kennesaw.edu> using your KSU netID and password by clicking the “Login” 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.

### KSU MediaSpace Sign In

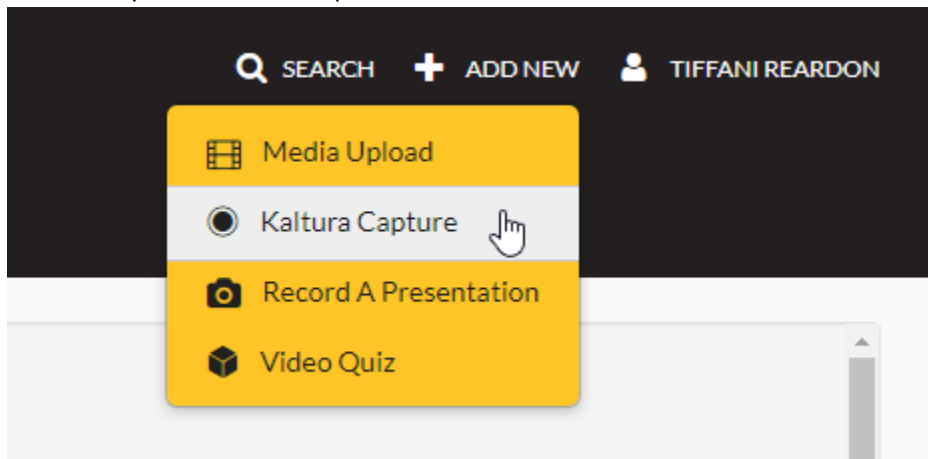
Use your KSU NetID and Password to login

[Forgot Password?](#)  
[Cancel](#)

3. Before you proceed with setting up the presentation, put the Vaddio lanyard around the speaker’s neck. This lanyard can be picked up in SO 5008 (it is helpful to reserve it in advance by emailing Tammy Powell at [tpowel25@kennesaw.edu](mailto:tpowel25@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 of seconds. Clip the Vaddio box to your clothing or carry it around in your hands.



4. 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 “Kaltura Capture.”



5. 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.

KSU MediaSpace End-User License Agreement

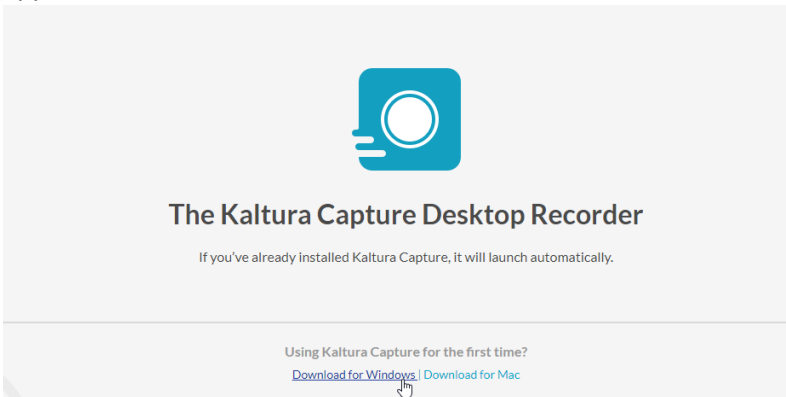
I. Purpose of Agreement  
a. This agreement defines the responsibilities uploading content to Kaltura, a web-based video hosting application, available to all active KSU faculty, staff, and students.

II. Responsibilities:  
a. I agree to:  
i. Use Kaltura within the normal requirements of legal and ethical behavior expected of Kennesaw State University students, faculty, and staff.  
ii. Abide by all university policies regarding the use of technology resources and, specifically, the prohibition on downloading, copying, installing, transmitting, or using copyrighted materials. <https://policy.kennesaw.edu/>

By clicking "I Agree," I affirm that the file I am uploading abides by the KSU Kaltura End-User License Agreement.

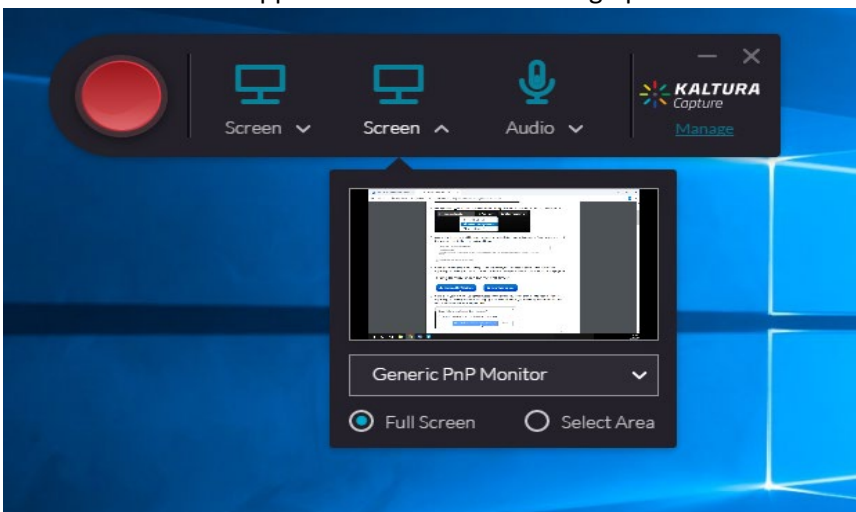
(Required) I agree to the above terms and conditions

6. If Kaltura Capture doesn't load within a minute, it means the computer has been re-imaged and the software needs to be re-installed. You will be prompted to download *The Kaltura Capture 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.



Once you have finished installing the software, repeat steps 4 and 5.

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

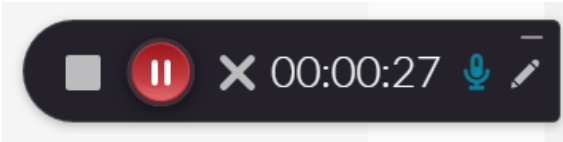


Make sure that the first icon is set to "Screen," the second is set to "WebCam," and the third is set to "Audio." Ensure that the correct microphone and webcam are selected for each option by clicking the down arrow below it.

8. 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.)



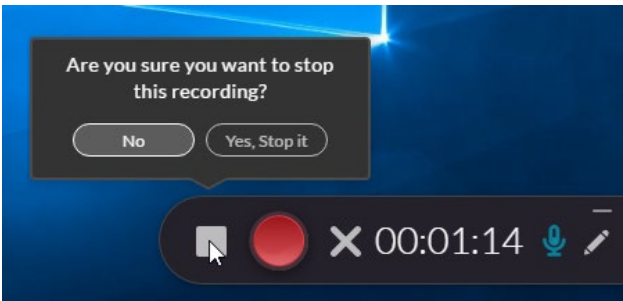
9. When you are ready, click the red record button. Once you have begun recording, there will first be a countdown, and then a new menu will appear. The new menu provides you with a pause button, a stop button, the current duration of your video, audio options, and an annotation button.



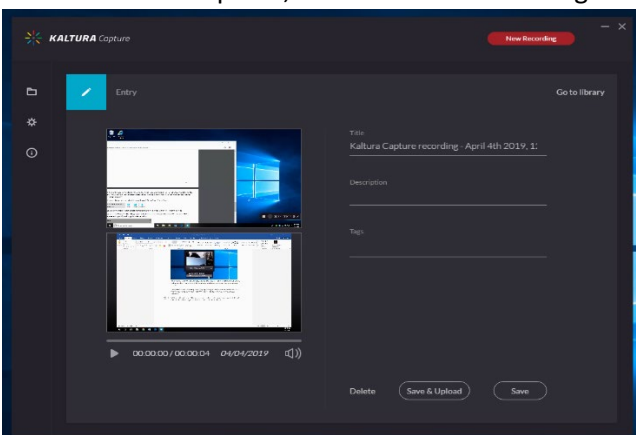
If the menu doesn't pop up, click the blue Kaltura icon at the bottom of the screen to open it up.

Open the presentation and present as usual. Do not close Kaltura.

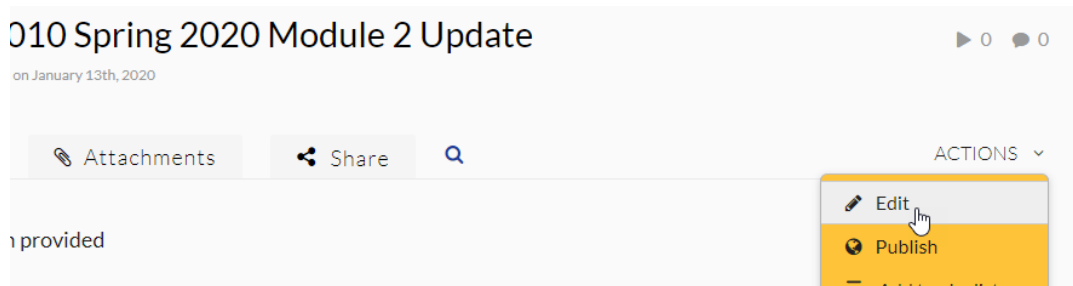
10. Click the stop button (square) on the menu when you are finished recording the presentation. A pop-up icon will ask “Are you sure you want to stop this recording?” Click “Yes, Stop it.” On the next screen, you can preview your recording.



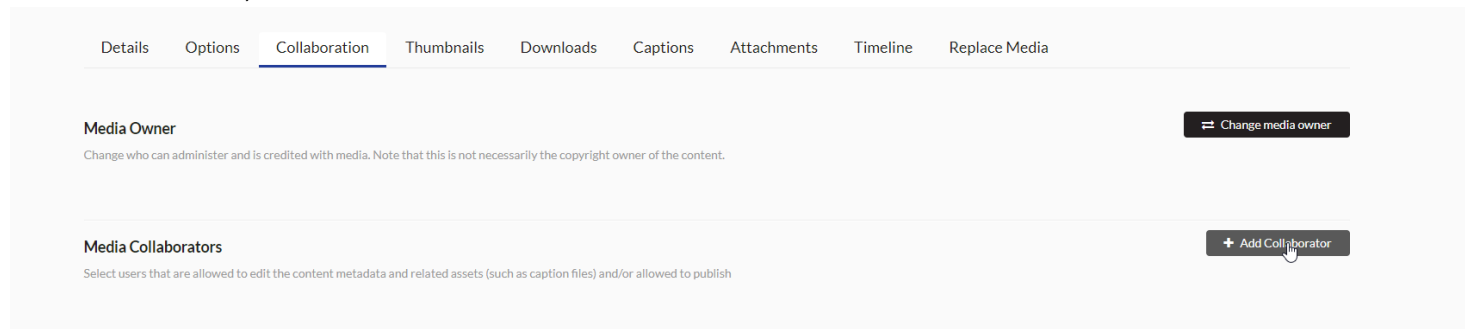
11. In the new window, you have the option to add a title, description, and tags. On this screen, you can “Save” the video for later or “Save & Upload,” which will send it straight to MediaSpace.



- 12. After recording, turn off the Vaddio and the display setting.
- 13. To share the video with specific people and require login to view, go back to <https://mediaspace.kennesaw.edu> and click on "My Media."
- 14. Click on the video.
- 15. Click "Actions," and "Edit."



- 16. Click "Collaboration," then "Add Collaborator."



- 17. Type the person's netID, select "Co-Viewer," and then select "Add."

