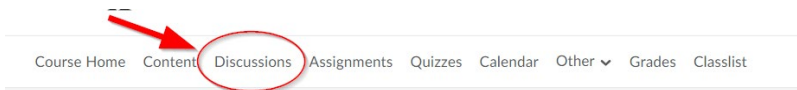
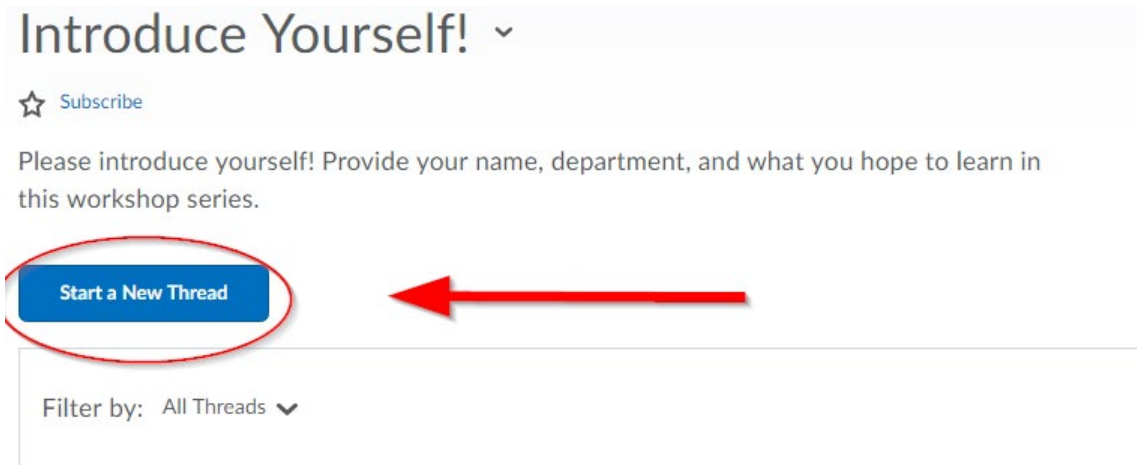


MediaSpace Student Guide

1. Go to your course and click “Discussions” in the navigation bar.



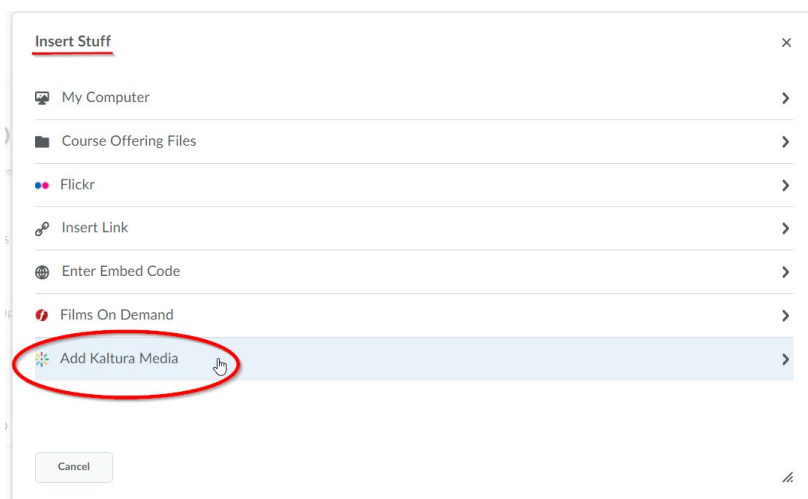
2. Click the topic you are working in. Select “Start a New Thread.”



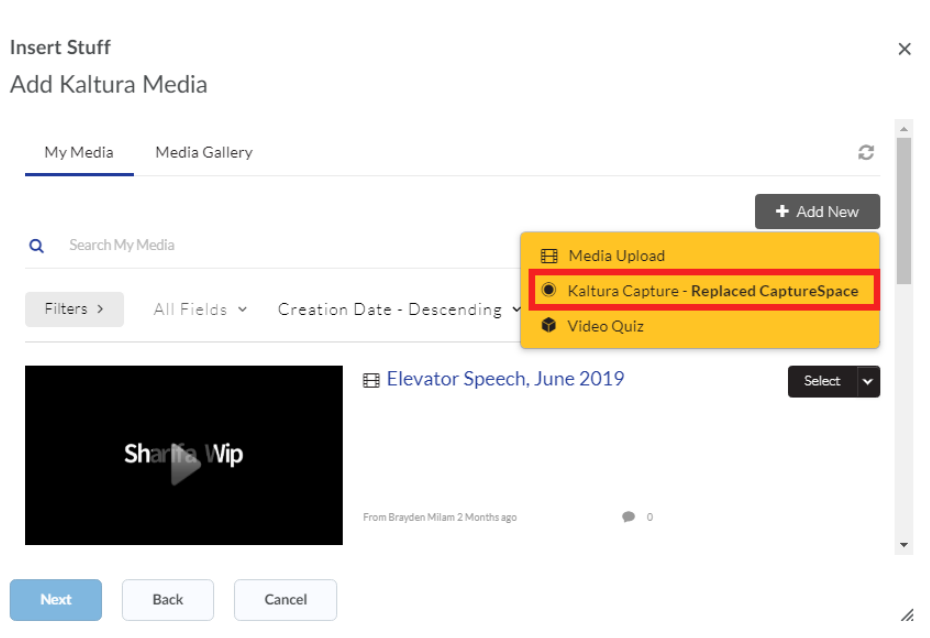
3. Once you have opened a new thread, fill in the subject box. At the top of the text box select the first icon with the play button in the center, called “Insert Stuff.”



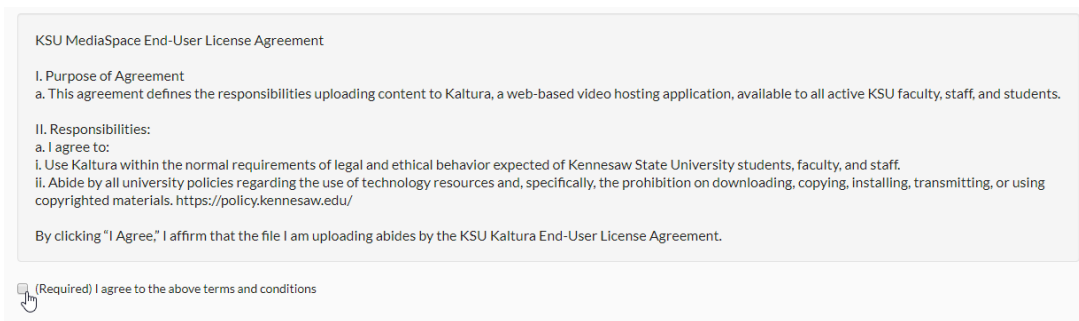
4. A new window will open with several options. Select the option that says “Add Kaltura Media” at the very bottom of the window.



5. Next, click the black “Add New” button and three options will appear: Media Upload, Kaltura Capture, and Video Quiz.



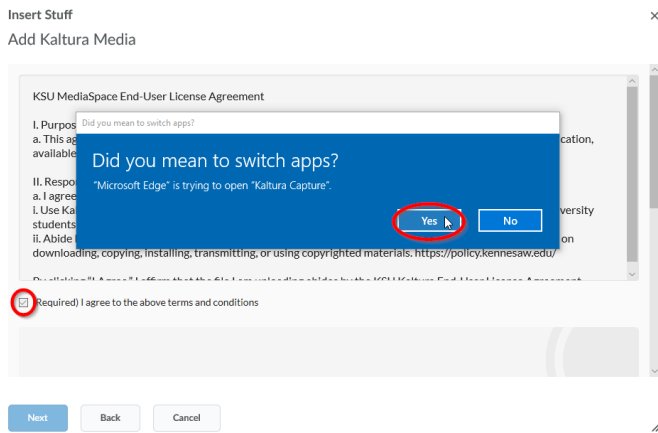
6. Select “Kaltura Capture.” Once you do this a license-agreement will pop-up. Check the required box below the license-agreement. (You will have to do this every time you select “Kaltura Capture”).



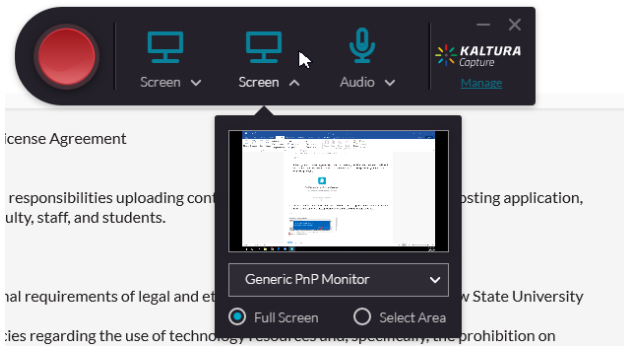
7. If this is your first time using Kaltura Capture on this device, you will need to download and install the Kaltura Capture Desktop Recorder. Click the button that corresponds to your device and install the program.



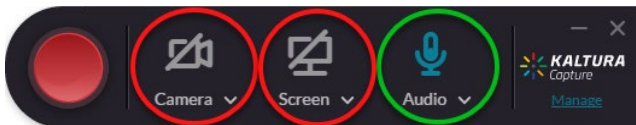
8. Once it is downloaded select “Add New” and then “Kaltura Capture.” If this isn’t your first time using Kaltura Capture, a message will prompt you to switch to Kaltura Capture.



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



a. To record an audio clip with no visual, click the icons to turn off the webcam and the screen, but leave the microphone on.



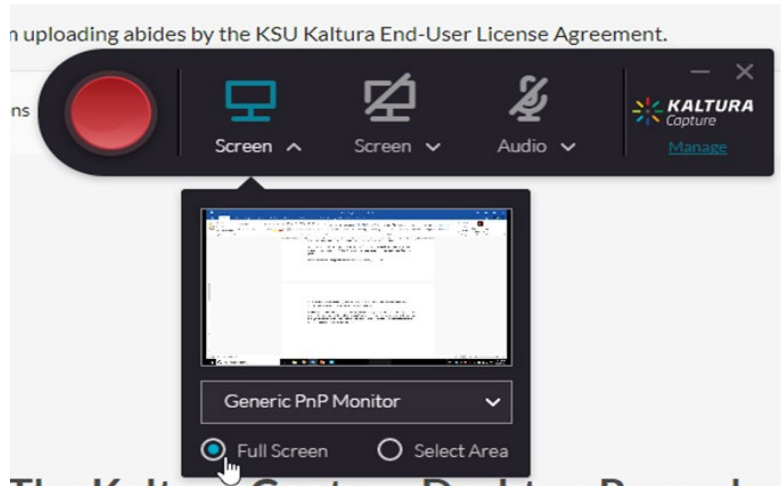
b. To record a video with your webcam, click the icons to turn on the webcam and the microphone, but leave the screen off. To select your webcam, select "Camera". In the drop-down, select the name of the webcam you are using.



c. To record a **screen recording**, click the icons to turn on the screen and the microphone, but turn off the webcam.

- i. If you have multiple screens connected to your computer, you can select which screen you want to record on. You can do this by clicking "Screen" to turn on the

screen you want to record. The screen you want to record will be highlighted in blue and the screen you are not using should be gray on the windows bar. It will also give you the option to record the full screen or select a specific area to record.

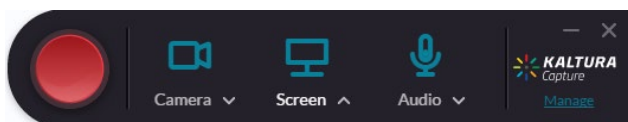


- ii. If you choose full screen, it will do just that. Record the full screen. If you choose to select area, the screen will gray out and custom guidelines will appear on the screen. These guidelines will allow you to customize the specific area you want to record. Click and drag your mouse over the area you want to capture. Once you select a specific area to record, click "Confirm."

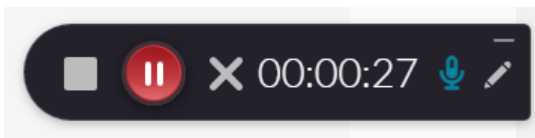


- d. To record a **screen recording with a webcam box**, click the icons to ensure that the camera, screen, and audio are all turned on. Select the devices to use by clicking "Screen," "Webcam," and "Audio."

10. When you are ready to record, click the red button on your Kaltura toolbar.

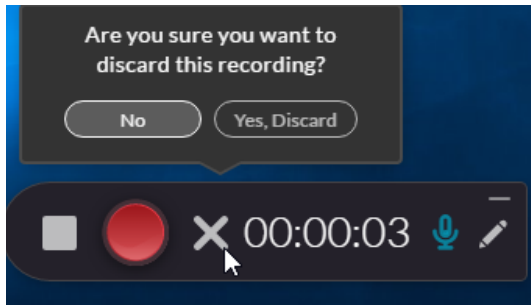


11. While recording with any of the options previously described, you are given a small window of controls for the video. The icon will appear while recording. With all the recording options, you should have a "Pause," "Done," and "Cancel" button.

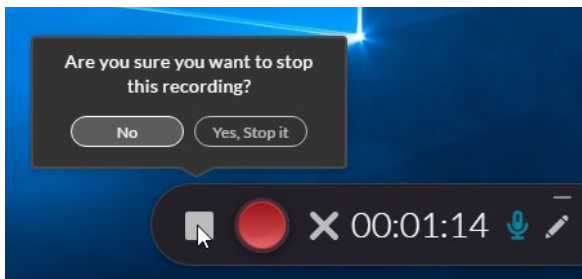


If you click the “Pause” button, the recording is paused. The button will return to the regular red button, so click this if you would like to resume your recording.

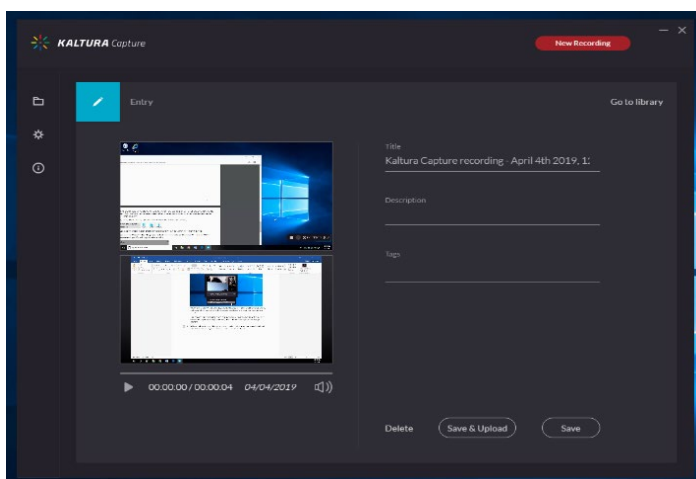
- a. If you click the grey “X” button, the program will ask “Are you sure you want to discard this recording?” If yes, select “Yes. Discard.” If no, select “No” to go back to recording.



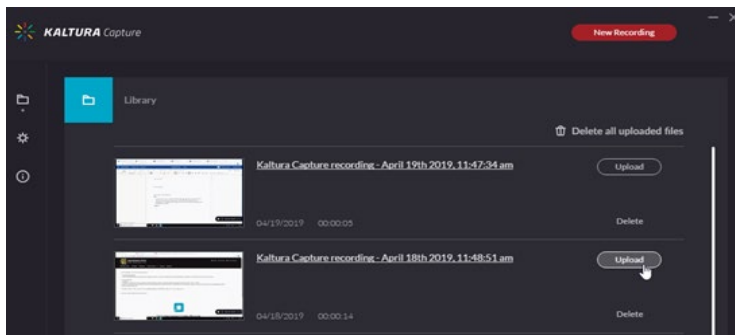
12. To save your recording, select the gray square. A pop-up icon will ask “Are you sure you want to stop this recording?” Click “Yes, Stop it.” On the next screen, you can preview your recording.



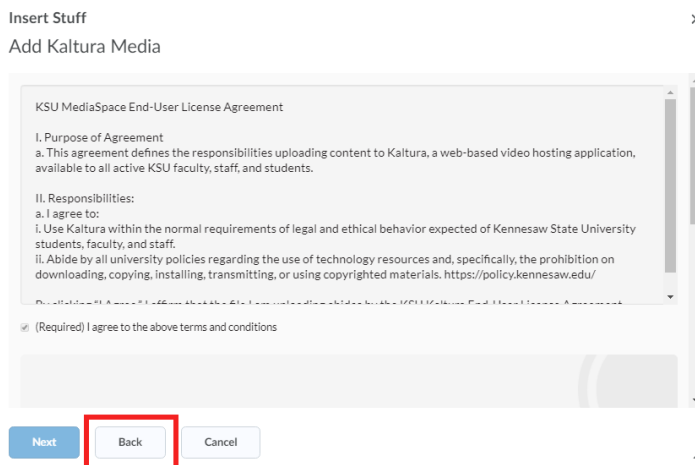
- a. In the new window, you have the option to add a title, description, and tags. On this screen, you can “Save” the video for later or “Save & Upload,” which will send it straight to your “My Media” within “Add Kaltura Media.”



- b. If you “Save” your video, you can later upload your document on to “My Media” within “Add Kaltura Media” by clicking “Upload” in your library.



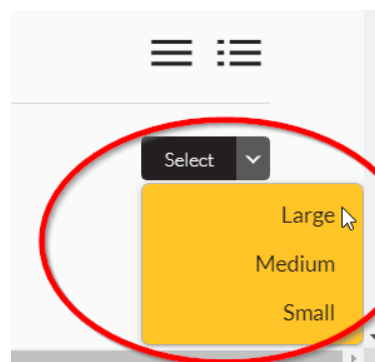
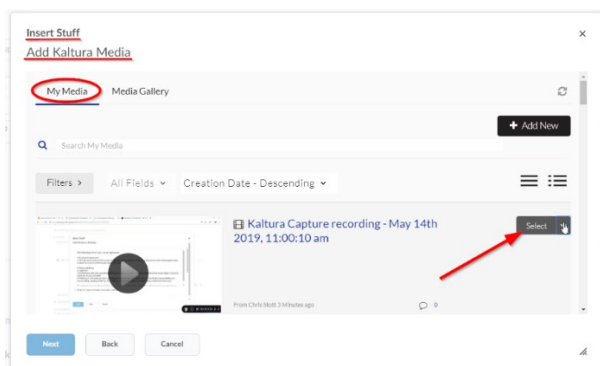
13. Once you have uploaded your video, click the in the top right corner to exit out of the Kaltura application. Navigate back to your D2L window. If the KSU MediaSpace End-User License Agreement is still open, click the **Back** button.



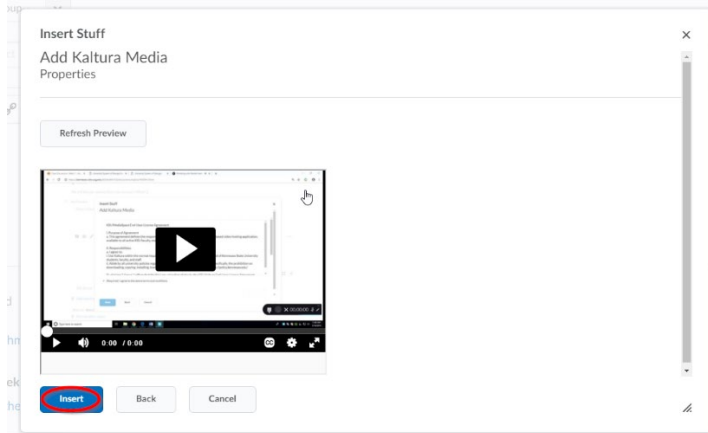
14. Click **Add Kaltura Media** again to see your uploaded content.



15. Finally, ensure you are on the **My Media** page. To add the video to the thread, click “Select”. (You may choose between “large”, “medium”, “small.” To alter the size of the video’s thumbnail in the thread.)



16. Finally, a preview window will open to review what you want to insert. When you are ready, click “Insert”, and the content will upload to the description box. Then click “Post” to finish the thread.



Created by Chris Stott, May 2019

Updated by Brayden Milam, August 2019