

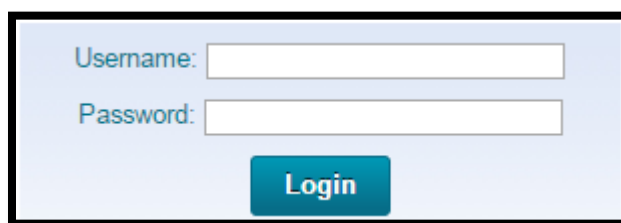
TUTORIAL

DO SCREEN RECORDING WITH
CAPTURESPACE LITE

If you would like to record a lecture so that your students can view your screen, follow this tutorial. The video management system that we use is called Kaltura.

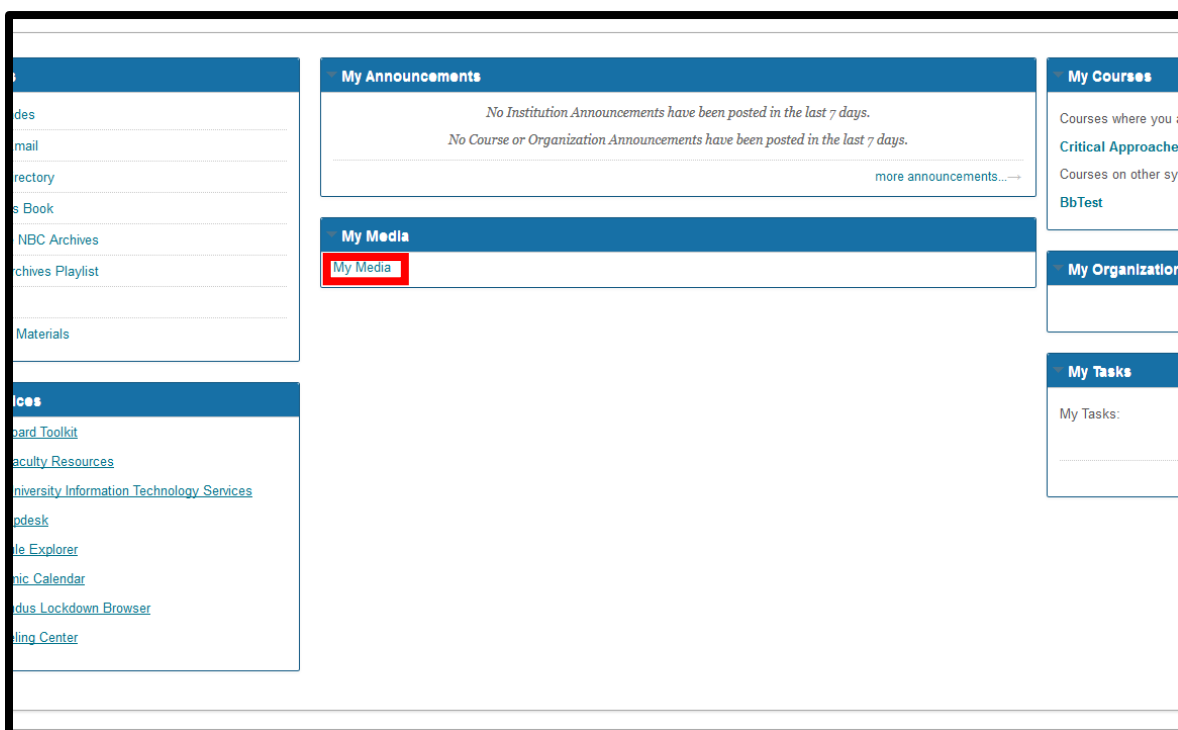
Please use Mozilla Firefox.

1. Go to <https://blackboard.pace.edu/>.
2. Enter your Pace credentials and **click “Login”**.



A screenshot of the Blackboard login interface. It features a light blue background with two input fields: 'Username:' and 'Password:'. Below the fields is a blue button labeled 'Login'.

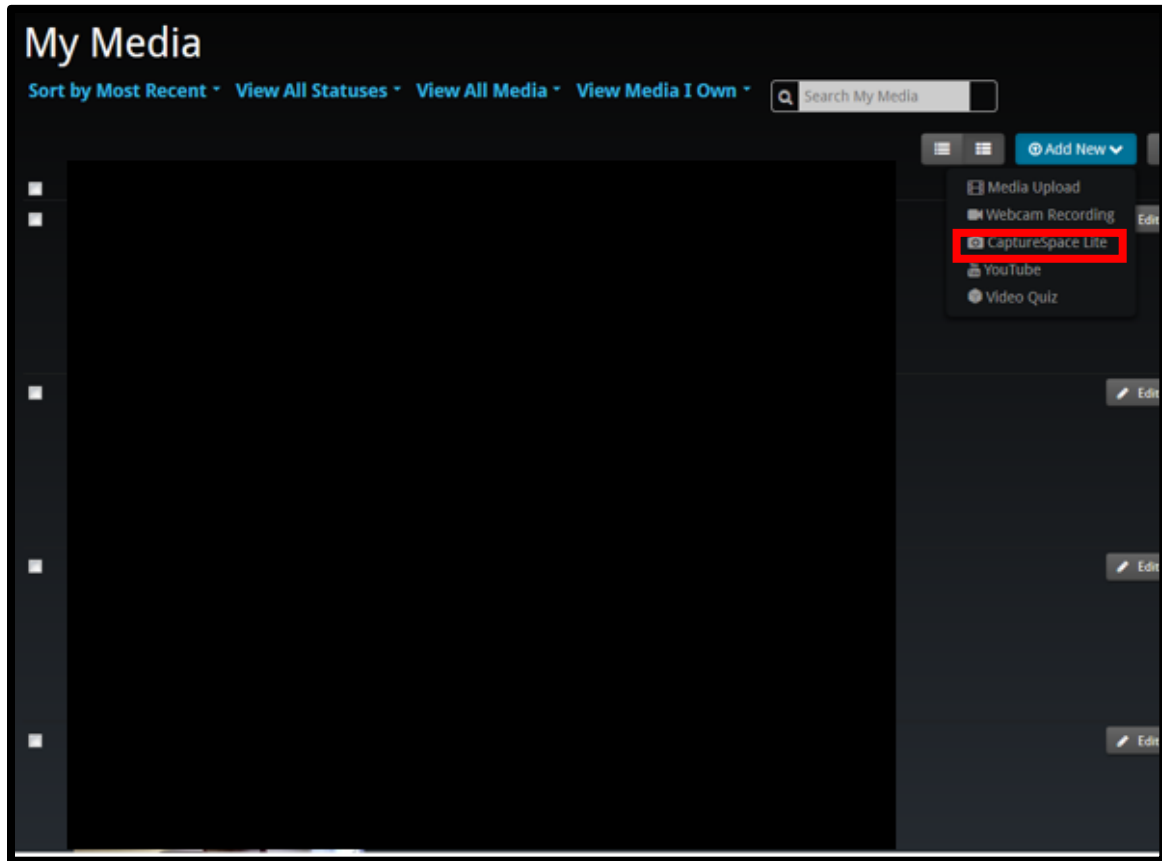
3. Go to your My Resource Page and then click **MyMedia**



A screenshot of the Blackboard My Resource Page. The page is divided into several sections. On the left, there is a sidebar with various links. The main content area is divided into three columns. The top row contains 'My Announcements', 'My Courses', and 'My Organization'. The middle row contains 'My Media' (highlighted with a red box) and 'My Tasks'. The bottom row contains 'My Tasks'.

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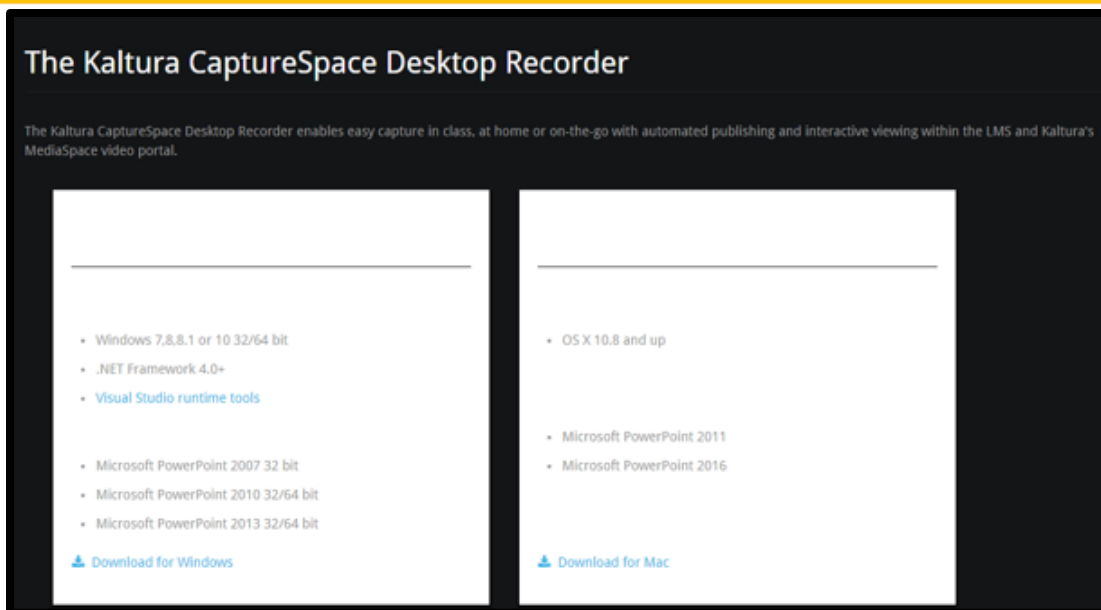
4. Click **Add New**, then **CaptureSpace Lite**



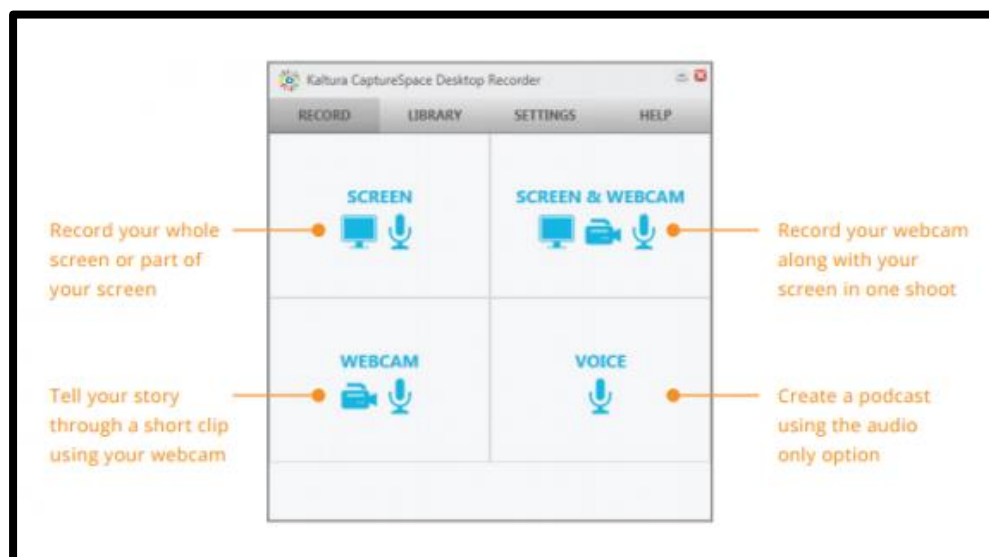
Please note:

- The first time you use **CaptureSpace Lite**, you will have to download the program to your computer your operating system (Windows or Mac).

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5. Go back to the **Add New menu** and select **CaptureSpace Lite** again. The website will automatically identify that you already installed the application and launch it.
 - a. After installing **CaptureSpace Lite**, you can launch it directly from your computer or through MyMedia in Blackboard.
6. After the program opens on your computer, you can choose from four recording options:



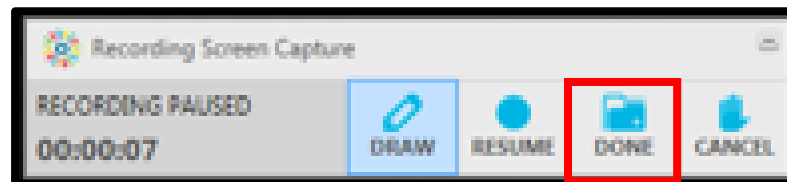
7. Click to begin recording. You will see a countdown and the recording will start.

While recording you can draw on your screen by clicking CaptureSpace Lite in your toolbar and selecting **Draw**.

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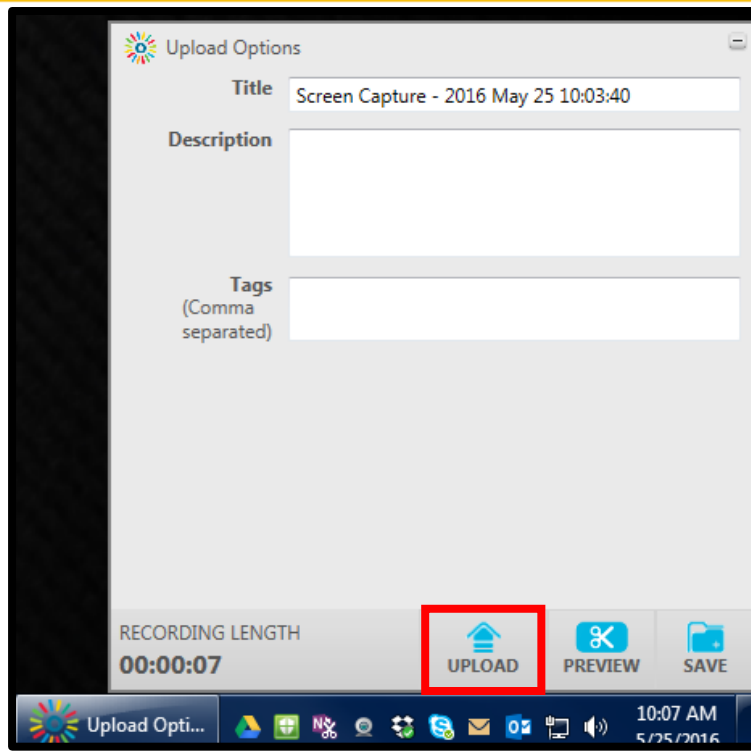


8. When you are finished recording, click **Done**.

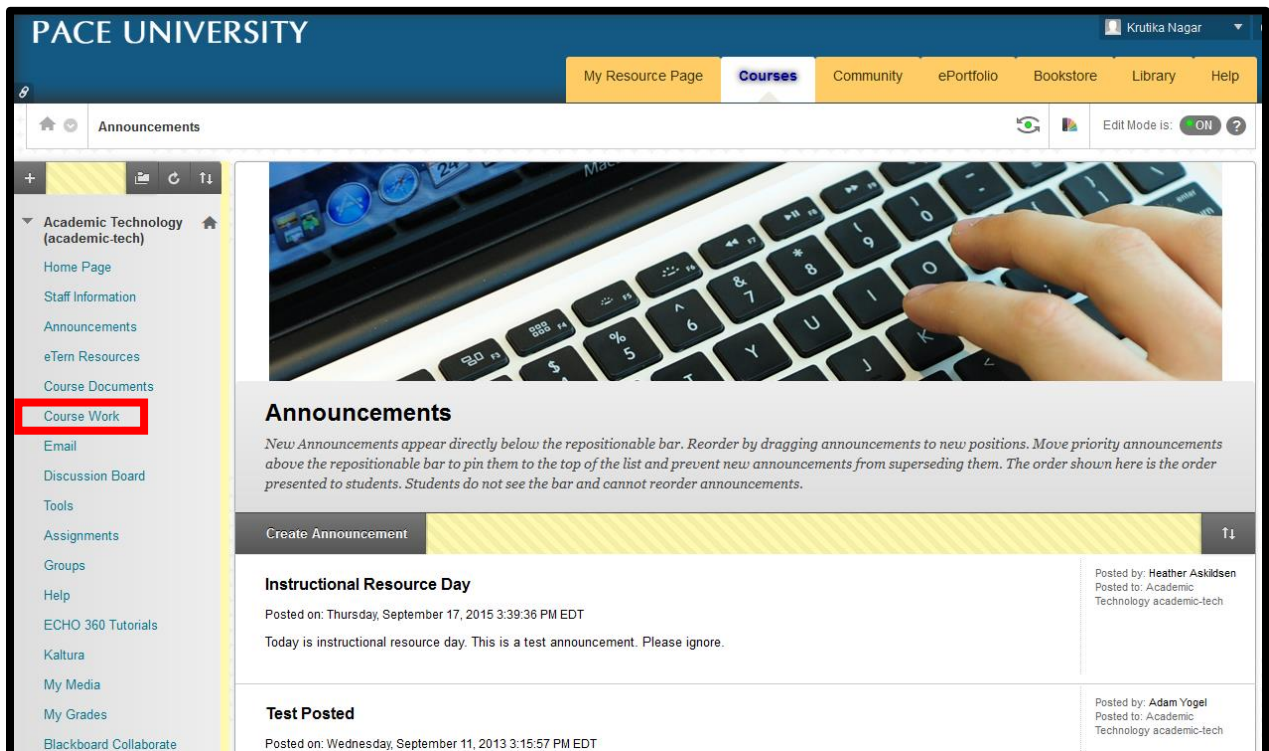


9. On the next screen, you can edit your recording by trimming the beginning or end, chopping a piece in the middle, or by adding title and credits.
10. To finalize the recording, click **Done**. Add a **Title, Description, and Tags** to your Recording. Click **upload**. **The recording will be placed in your MyMedia.**

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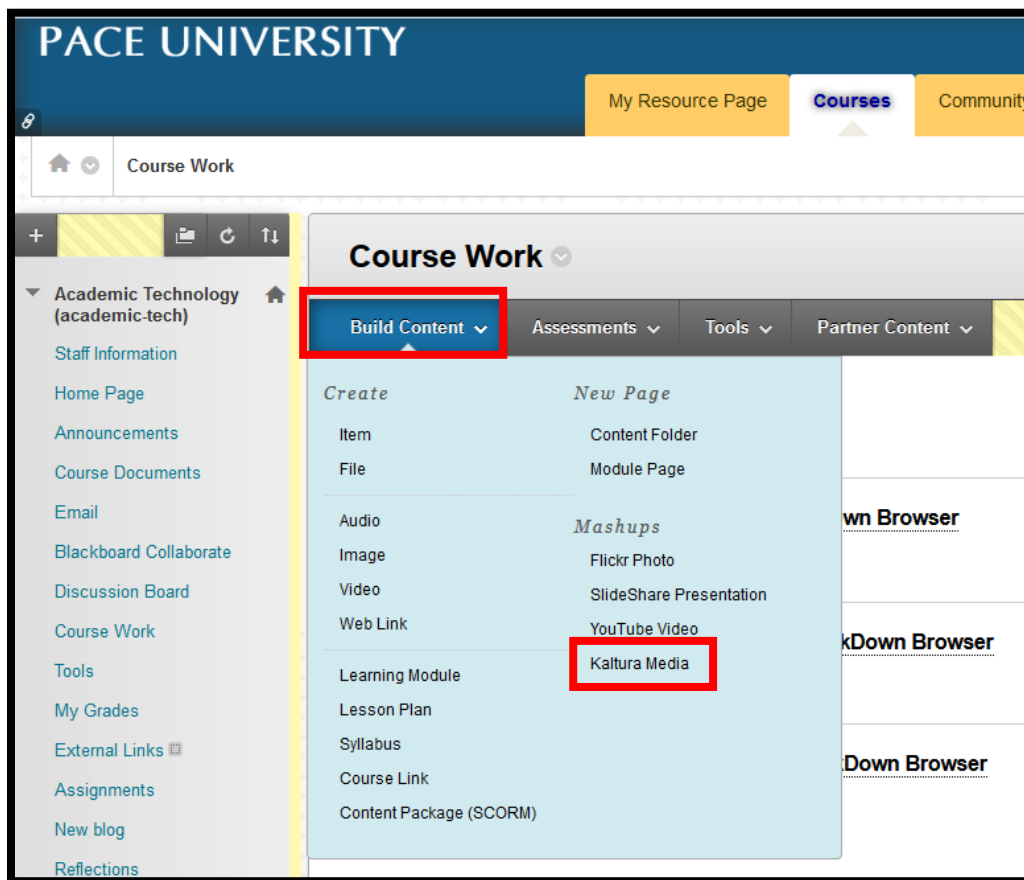


- Go to your course, click on **Course Work** or any content area where you want to create or post your screen recording.

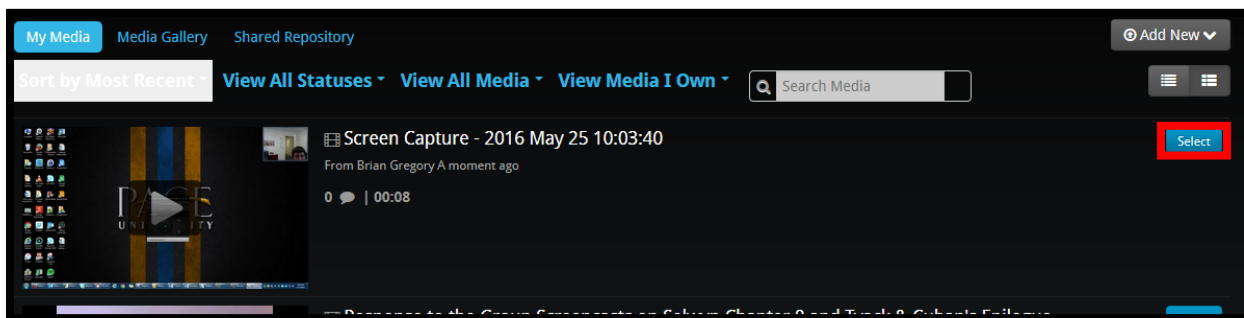


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12. Click **Build Content**, then **Kaltura Media**.



13. Select the recording from your MyMedia list.



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12. The recording will show up in your course. Add **a title** to your recording and customize the options. When you are done, click **Submit**.

Create Mashup Item

* Indicates a required field.

Back Submit

CONTENT INFORMATION

* Title

Color of Name Black

ADD KALTURA MEDIA CONTENT TO COURSE

My Notes: