

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 <u>https://blackboard.pace.edu/</u>.
- 2. Enter your Pace credentials and click "Login".

Username:		
Password:		
	Login	

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

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Acadtech@pace.edu <u>www.pace.edu/digitaltoolkit</u> 914 773-3333 (ITS Help Desk) 914 773-3664 (Office)



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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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he Kaltura CaptureSpace Desktop Recorder					
The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal					
 Windows 7,8.8.1 or 10 32/64 bit 	 OS X 10.8 and up 				
.NET Framework 4.0+					
Visual Studio runtime tools					
	Microsoft PowerPoint 2011				
 Microsoft PowerPoint 2007 32 bit 	Microsoft PowerPoint 2016				
Microsoft PowerPoint 2010 32/64 bit					
Microsoft PowerPoint 2013 32/64 bit					
A Download for Windows	A Download for Mac				

- 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:

	RECORD LIBRARY	SETTINGS HELP	
Record your whole screen or part of your screen	SCREEN	SCREEN & WEBCAM	 Record your webcan along with your screen in one shoot
Tell your story			 Create a podcast using the audio only option

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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11. 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.

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R		My Resource Page	Courses	Community
Course Work				
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 Academic Technology (academic-tech) 	Build Content ✔ Asse	ssments 🗸 Tools 🗸	Partner Cor	ntent 🗸 🔪
Staff Information				
Home Page	Create	New Page		
Announcements	Item	Content Folder		
Course Documents	File	Module Page		
Email	Audio	Mashups	wn Bro	wser
Blackboard Collaborate	Image	Flickr Photo		
Discussion Board	Video	SlideShare Presentation		
Course Work	Web Link	YouTube Video	k Down	Browser
Tools	Learning Module	Kaltura Media	Down	DIOWSEI
My Grades	Lesson Plan			
External Links	Syllabus		Daum	rouror
Assignments	Course Link		Jown	browser
New blog	Content Package (SCORM)			
Reflections				

13. Select the recording from your MyMedia list.

My Media Media Gallery Shared Rep	pository	⊕ Add New 🗸
Sort by Most Recent * View All S	tatuses * View All Media * View Media I Own * Q Search Media	= =
	EScreen Capture - 2016 May 25 10:03:40 From Brian Gregory A moment ago 0 🎓 00:08	Select



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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 Ite	m	
* Indicates a required field.		Back Submit
✤ Title Color of Name	Title Black	
ADD KALTURA MEDIA COM	NTENT TO COURSE	

My Notes: