WEBCAM RECORDING IN KALTURA AND BLACKBOARD

The Blackboard text editor includes an option to record from your webcam. If you need to insert a recording, make sure you have a webcam and microphone on your computer. The video will be uploaded to our Kaltura video server.

http://www.help.pace.edu  PLV: 914 773 3338  NYC: 212 346 1583

1. Navigate to the discussion board and create a forum. Add a subject title. Inside the message area, click Mashups and choose Kaltura Media.
2. Click **Add New** and choose **Webcam recording**.

3. Click **Allow**. It may take a few moments to connect to the Webcam.
4. Right click inside of the video box (Ctrl-click on Mac computers) and click on **Settings**.
5. Then click the **microphone icon** to select your mic from the drop-down menu and set your microphone level, and then click **Close**.

6. Next, click anywhere to start recording, then click anywhere again to stop recording and fill out the details as prompted.
7. When finished recording, click the **Save** button as shown below.

![Save button](image)

8. Click **Back to Browse and Embed**.

![Back to Browse and Embed](image)

9. Click **Select** next to the appropriate video.

![Select button](image)

10. Click **Embed**.
11. Click **Submit**.

**My Notes:**