Contents

Personal Capture Walkthrough Video

[Click here to watch a short video on Kaltura Capture](#)

Kaltura Capture Recording Tool

1. Recording Button – Press to record.
2. Screen Settings – Choose what screen to record.
3. Camera Settings – Choose what camera to record.
4. Audio Settings – Choose which microphone to record.
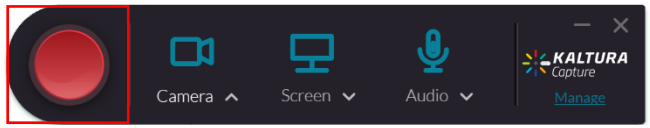5. Management Settings – View stored videos in library, and adjust settings.

Note: You can record two screens or cameras AND display full screen or sections, by clicking on the drop-down arrows next to each icon.

https://knowledge.kaltura.com/kaltura-personal-capture-recording-options

Note: Kaltura Capture supports AD HOC recording ONLY.

To Create a Recording

1. Click the **red button to START** recording.	2. Present content to be recorded.	3. Click **Stop** to end recording, then **Yes, Stop it** to confirm.	4. Then, **Save, Upload, or Delete** the recording.

Note: When the recording begins, the duration of your recording is displayed in the Recording Menu.

Recording Menu Icons

Stop Recording	
Pause/Resume Recording	
Cancel Recording	
Elapsed Time	00:01:23
Mute Microphone/Muted Microphone	
Click on pencil to turn on annotations Click on pencil to turn off annotations	

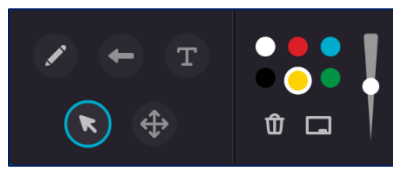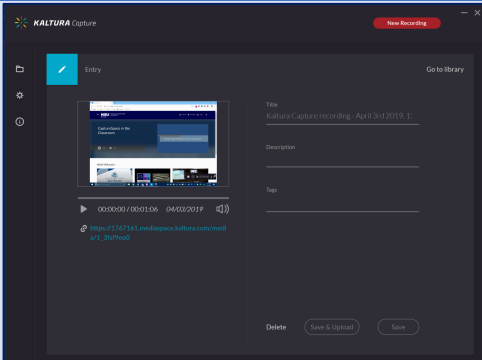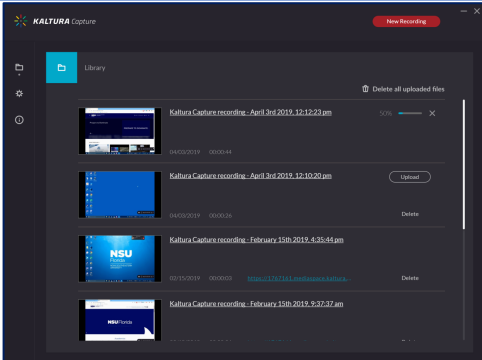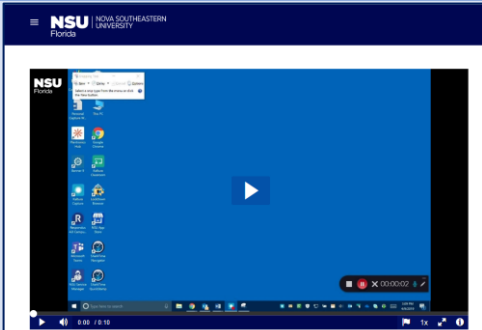## Annotations

Icon	Name	Action
	Arrow	• Use to draw an arrow to point out a specific element on your screen • Change scale • Change arrow color • Return to Cursor
	Pencil Stroke Size	Adjust the diameter of the pencil
	Clear	Clear annotations from the screen/whiteboard
	Color Palette	Use to select a pencil color
	Cursor	Use to draw attention to an area on the screen
	Draw	• Use to draw freely on screen • Change scale • Change pencil color • Return to cursor
	Select	Select an annotation element to manipulate
	Text	• Use to add text anywhere on your screen • Change size and color • Text maximum--- 500 chars • Special characters • Add Links • Different languages • Copy/paste text • Create multiple text boxes
	Whiteboard	Create an area to add annotations

Note: Annotations are available for Screen recordings only. Annotations are disabled if you are recording from your camera ONLY.

Complete Your Recording

Page Views
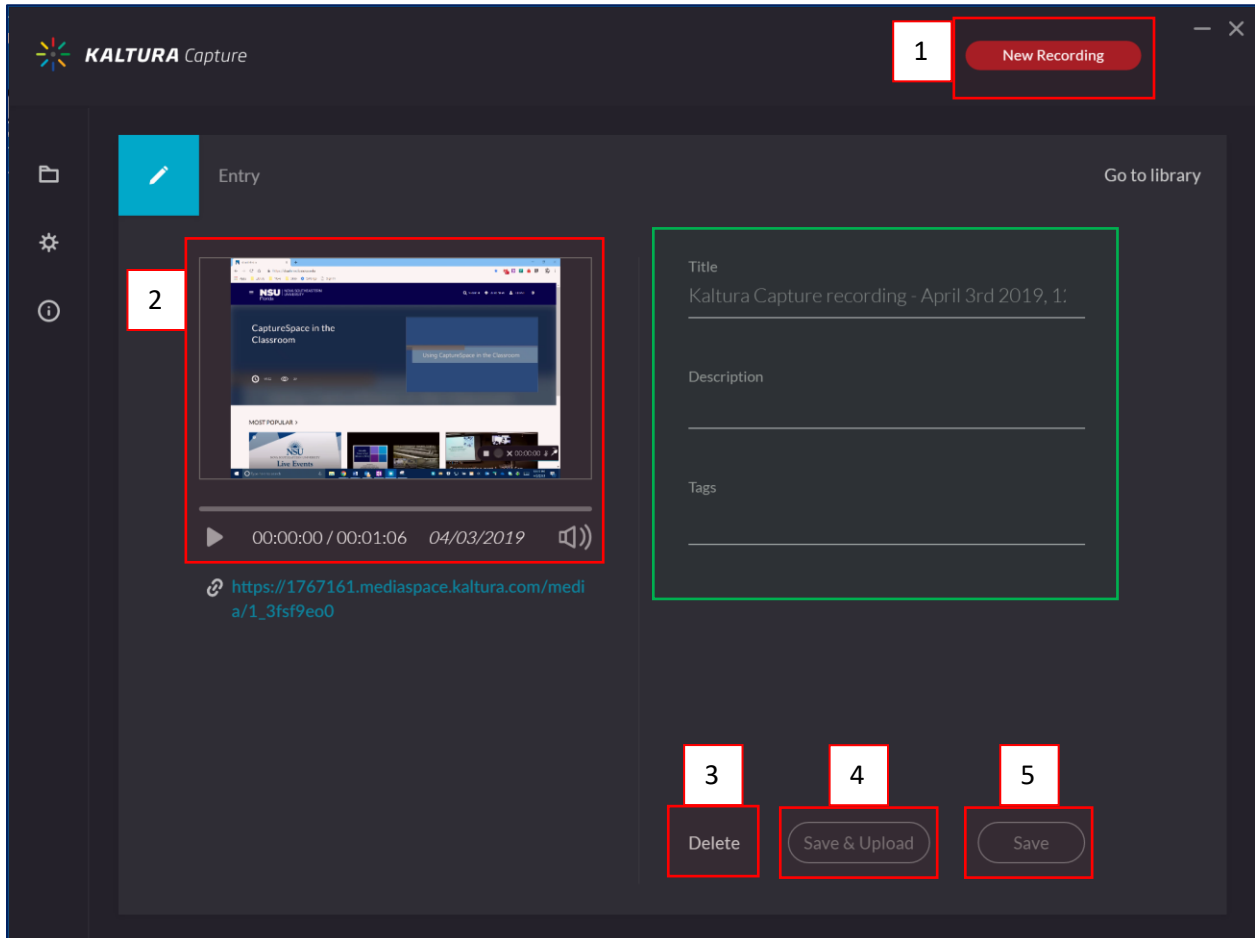
Page Name	Page Description	Page Screenshot
Entry Details Page	Save, upload or delete a recording.	
Library Page	Index/history of recordings.	
View Page	Preview the selected recording.	

Kaltura Capture

Entry Details View

After ending a recording, you will be redirected to the entry details view. From here, you can Save locally, Upload to SharkMedia, or permanently Delete your recording(s).

To Save a recording, enter a **Title, description and tags**, and click **Save.**

Select one of the following options:

1. **Start a new recording** - you will be prompted with a confirmation that you indeed want to leave.
2. **Playback** your recording.
3. **Delete** your entry.
4. **Save and Upload** to upload to SharkMedia.
5. **Save to your local Library ONLY**. You can upload later from your library.
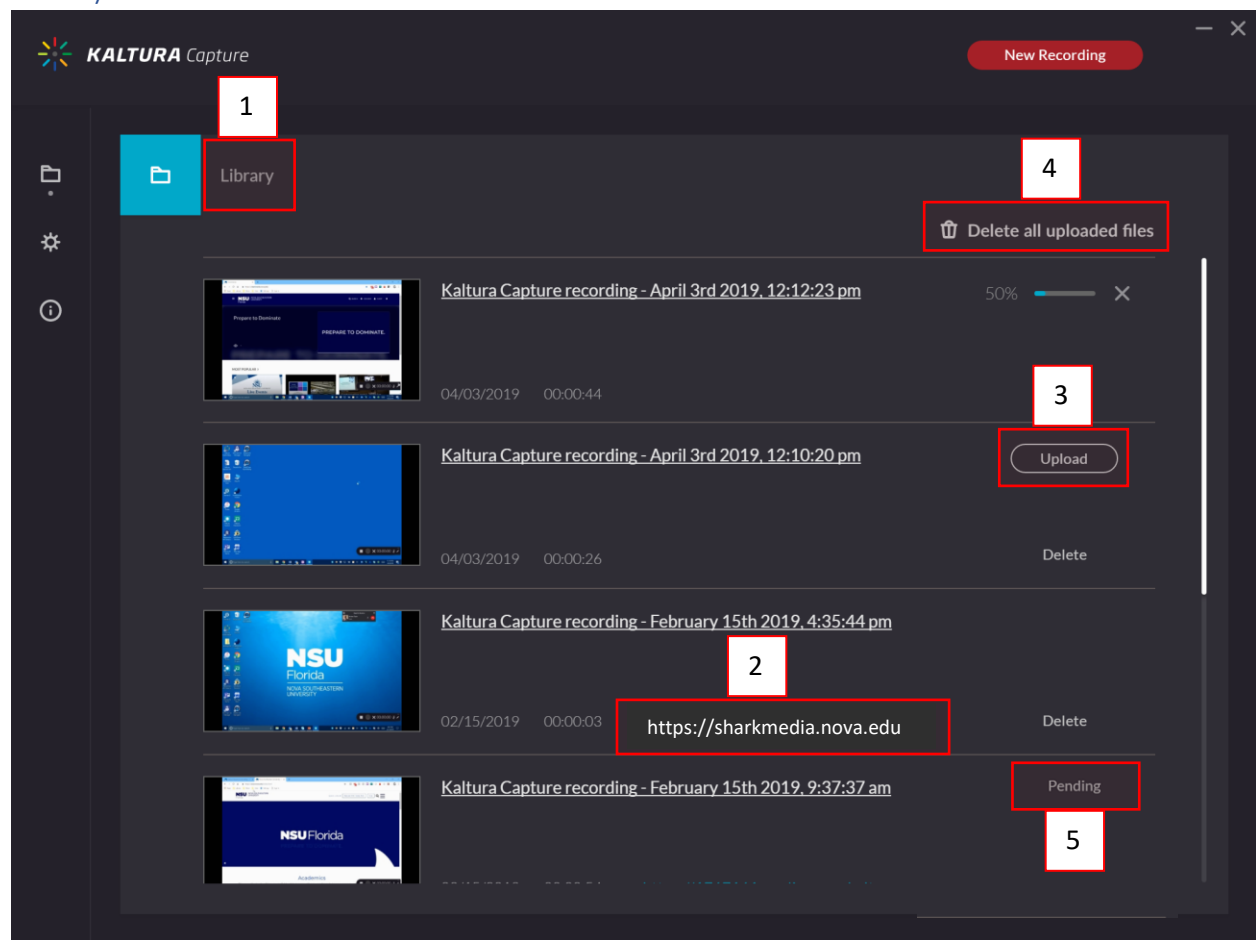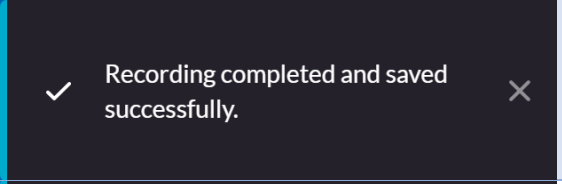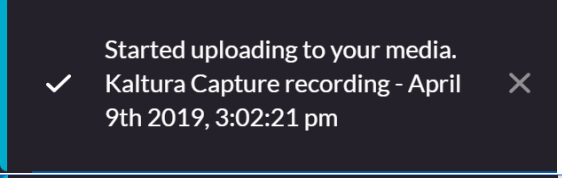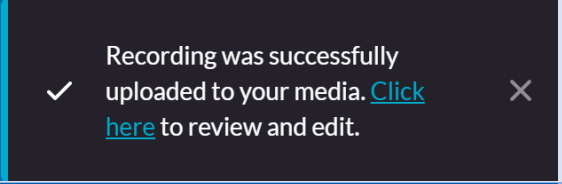
Library View

Once you complete your recording and select one of the options to **DELETE**; **SAVE**; or **SAVE UPLOAD**, you will be directed to your **LIBRARY**, where it shows a **history** of your recordings.

Library View:
1. Displays **all recordings.**
2. Recordings have been **uploaded** and saved to **Media Gallery** (VIEW).
3. Recordings are **SAVED but NOT UPLOADED** to SharkMedia – **click UPLOAD** to send to your media gallery.
4. Bulk **delete all videos**. **Cannot be undone**.
5. During upload, a **pending status** is displayed, and a **successful upload message** appears upon completion.

Saving and Uploading Recording Messages

Description	Image Snapshot
After you Stop recording, the following message is displayed.	✓ Recording completed and saved successfully. ✕
The process of uploading your recording to SharkMedia is seamless.	✓ Started uploading to your media. Kaltura Capture recording - April 9th 2019, 3:02:21 pm ✕
The final message that your recording was saved successfully is displayed.	✓ Recording was successfully uploaded to your media. Click here to review and edit. ✕
You may close the application during an upload. The following warning message will be displayed: • Select No to close the confirmation popup. • Select Yes to quit and close the confirmation popup, exit the application, and stop the upload.	Some of your recordings are still uploading to your media, are you sure you want to quit? ⚠ No / Yes, Close it

Viewing Recordings in SharkMedia
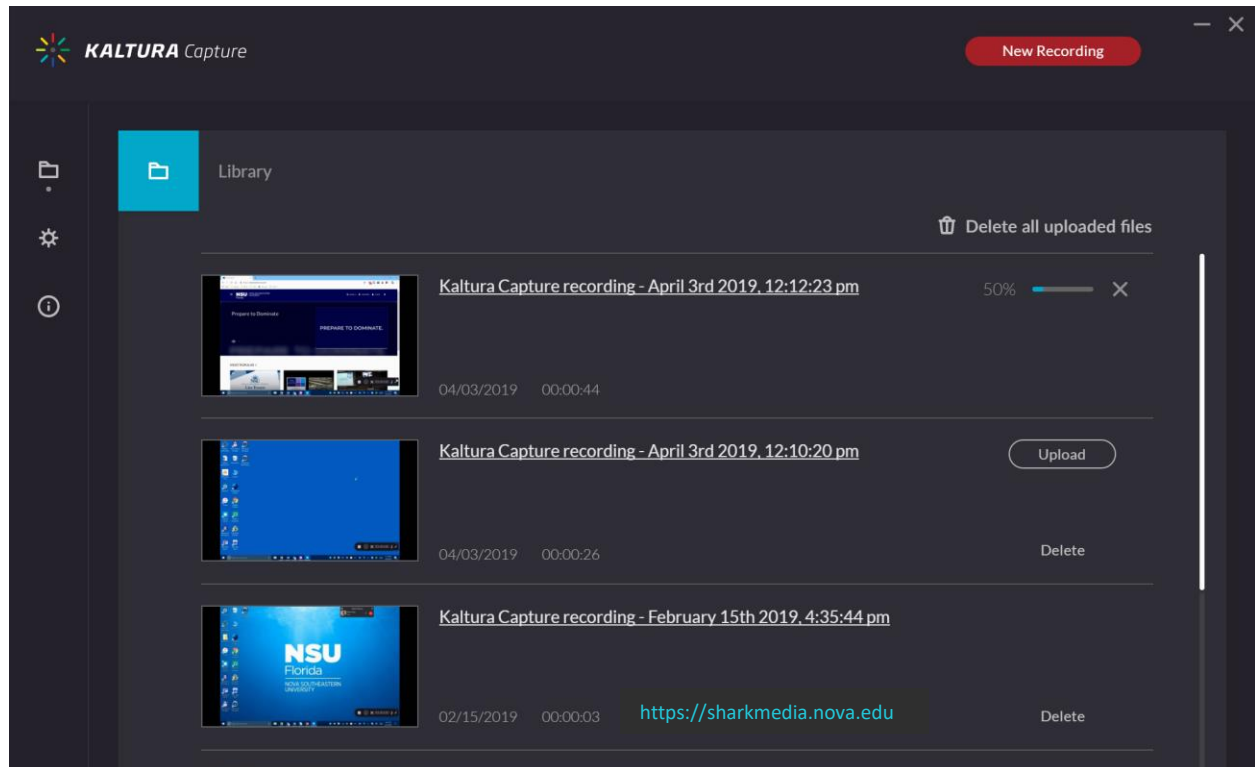
1. Click on the link that is displayed next to your media in the Management Window or go to your https://sharkmedia.nova.edu/ or canvas and select My Media.
2. The Kaltura Personal Capture recorded media thumbnail is displayed.
3. Click on the media and then press Play.
4. Use the Kaltura Player's rich media viewing options to take full advantage of the multiple interactive viewing options for your recording. See Viewing Rich Media in the Kaltura Player (https://knowledge.kaltura.com/node/1351) for more information.

Recording PowerPoint Slides

https://videos.kaltura.com/media/Personal+Capture+Walkthrough+Video/0_9dfagud1

Recording PowerPoint slides enables viewers to easily navigate through a video by jumping to a specific slide, or by searching for text in the slide.

- Admins can configure Kaltura Personal Capture to include automatic slide detection.
- Kaltura Personal Capture can record any displayed PowerPoint Slides during the recording.
- Slides are added as chapters with their time stamp as part of the recording.

To record PowerPoint Slides as part of the Kaltura Personal Capture Recording

1. Start Recording.
2. Open the PowerPoint presentation in Slide Show mode before or during the recording and present the slides.
3. End your recording.

> **Note:** When the recording is completed, the slides are uploaded as images and are set to chapters at their designated time stamps in the recording.

PPT Limitation

- When using multiple screens, slides are only captured and recorded from the screen being recorded.
- If PowerPoint is opened in Protected Mode, slides cannot be captured in the recording.
- PowerPoint Viewer is not supported in this release.

> **Note:** "PowerPoint is running in protected mode - no slides will be captured". You may click Enable Editing and create an identical PowerPoint presentation to use with Kaltura Personal Capture.

To view and edit PowerPoint slides recorded with Kaltura Lecture Capture

- Recorded slides are displayed in the menu on the player.
- Click on any chapter to jump to the specific time in the video the slide was presented.
- You can also use the Search box to search for specific words in slides.
- Chapters may be edited in the Timeline tab of Kaltura MediaSpace or your KAF application.

> **Note:** See The Kaltura Player- Editing/Deleting Chapters and Slides for additional information.