

How to Add and Record Media in Kaltura

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Getting Started with Kaltura's "My Media" in Moodle

To access the "My Media" Dashboard in Moodle, please follow these steps:

- 1) Go to moodle.njit.edu and log in.
- 2) Find your **Navigation block** and click on "Dashboard" (see Image 1).
- 3) Then click on "My Media" (see Image 1).

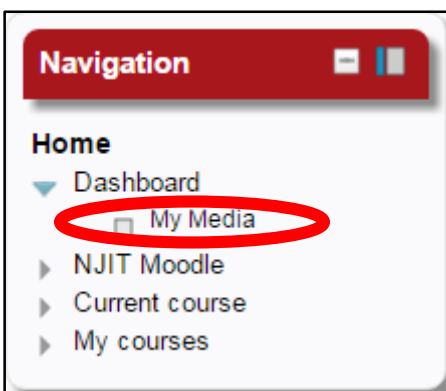


Image 1: *Navigation>Dashboard>My Media*

Adding New Media

- 1) Click on the "Add New" button for the dropdown media of selections.
- 2) There are four different ways to add new media (see Image 1):
 - [1. Media Upload](#)
 - [2. Webcam Recording](#)
 - [3. CaptureSpace Lite](#)
 - [4. Video Quiz](#) (Please see [Turning your Media into a Video Quiz tutorial](#))

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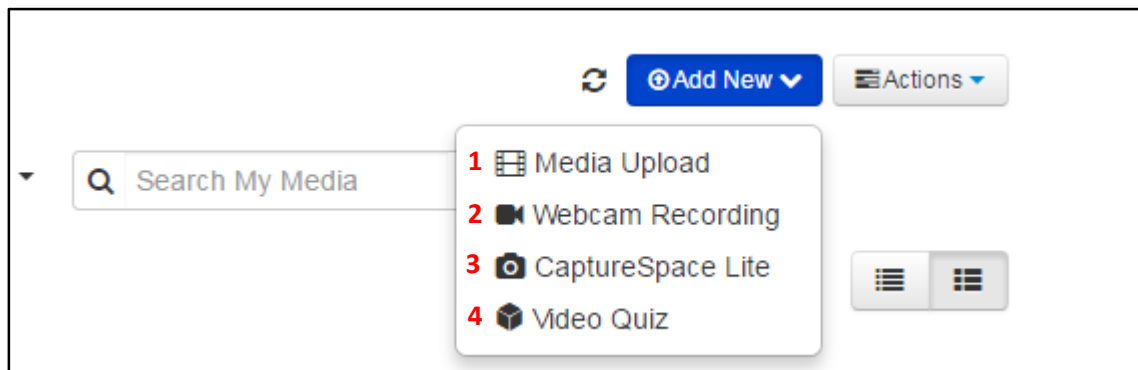


Image 1: Four ways to add new media to “My Media” dashboard.

Media Upload

- 1) Select “Media Upload” from the “Add New” menu (see Image 1).

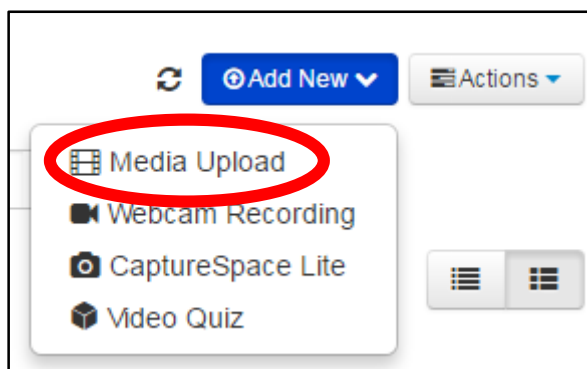


Image 1: Media Upload

- 2) Then, choose a file to upload by click the “Choose a file to upload” button (see Image 2).

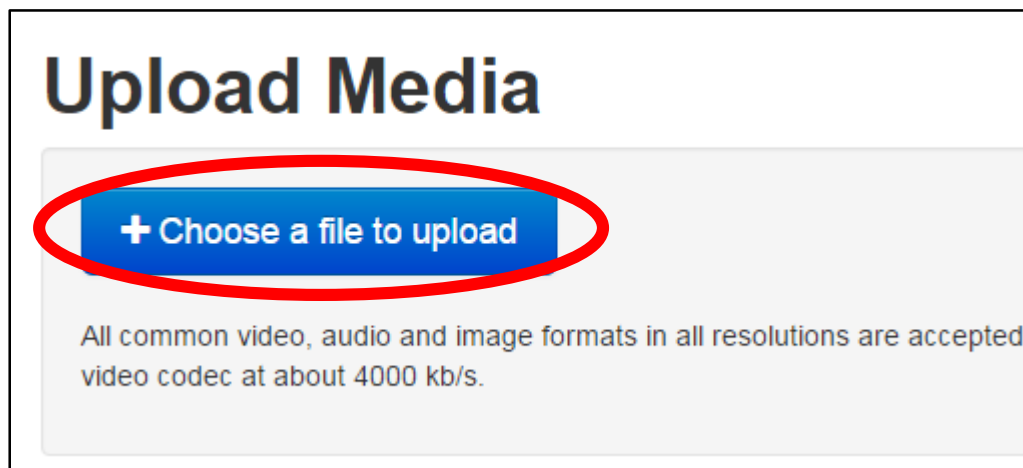


Image 2: Choose a file to upload button.

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3) A message will appear that your upload is complete (Image 3).

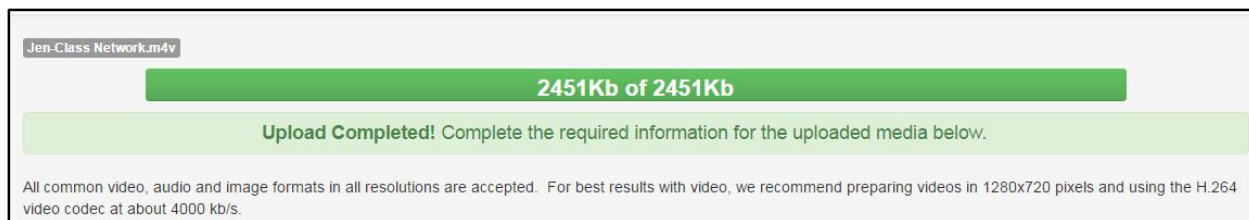


Image 3: Upload complete message.

4) Fill out detail fields (see Image 4):

- “Name” your video- Required field.
- “Description” of your video.
- “Tags”- By adding tags to your video, it can be easily found when sorting.

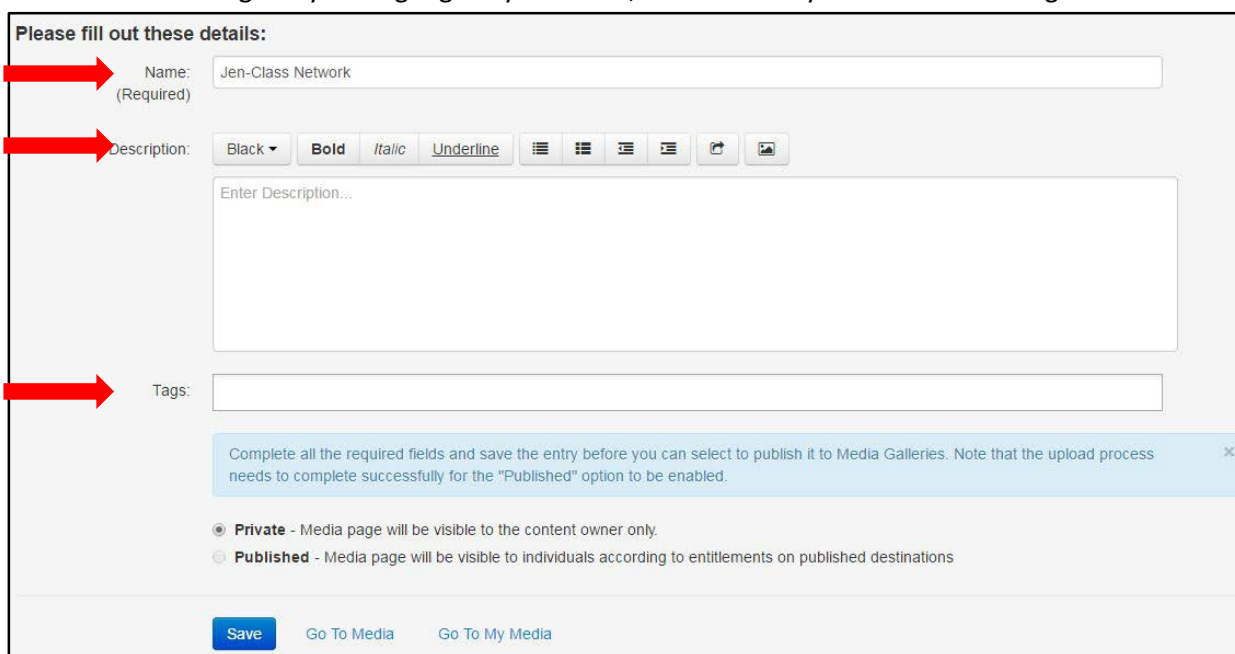
A screenshot of the Kaltura media detail form. The form is titled 'Please fill out these details:'. It contains three main input fields: 'Name: (Required)' with the value 'Jen-Class Network', 'Description:' with a rich text editor containing the placeholder 'Enter Description...', and 'Tags:'. Three red arrows point to these fields from the left. Below the input fields is a blue information box with a close button (X) that reads: 'Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.' At the bottom, there are two radio buttons for visibility: 'Private - Media page will be visible to the content owner only.' (which is selected) and 'Published - Media page will be visible to individuals according to entitlements on published destinations'. At the very bottom, there is a 'Save' button and two links: 'Go To Media' and 'Go To My Media'.

Image 4: Red arrows pointed to detail fields.

5) Click the “Save” button (see Image 5).

- By default, your media is set to “Private”.
 - *See the **Publishing your media** tutorial for more details about making your digital media available for others to view.

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Image 5: "Save" button.

- 6) Click the "Go to My Media" button to return to the dashboard.
- 7) Click the "Refresh" icon to update the list of your media (see Image 6).



Image 6: Refresh icon.

Webcam Recording

- 1) When you select "Webcam Recording", you will be prompted to "Allow" access to your camera and microphone on your device (see Image 1).



Image 1: "Allow" button for Camera and Microphone Access.

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- 2) Click anywhere in the camera area to start your recording (see Image 2).

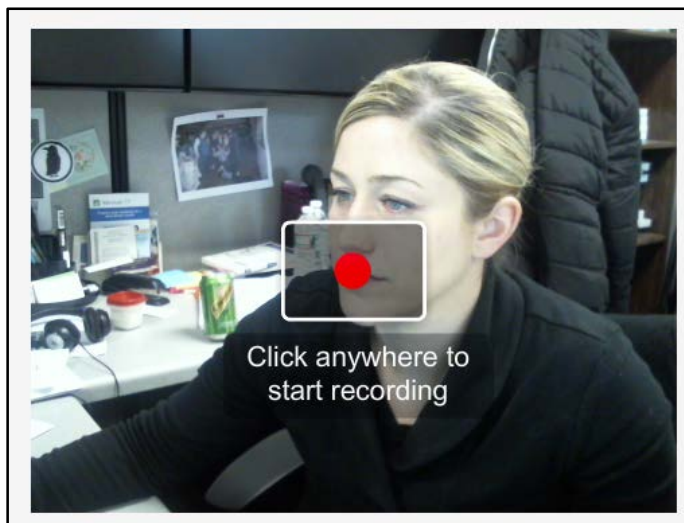


Image 2: Red recording button to start recording your video.

- 3) When you are finished with your recording, or if you need to start over, click anywhere in the camera area to stop the recording (see image 3).
- If you are finished, "Save" your recording (see image 4).
 - If you would like to start over, click the re-record icon (see image 4).

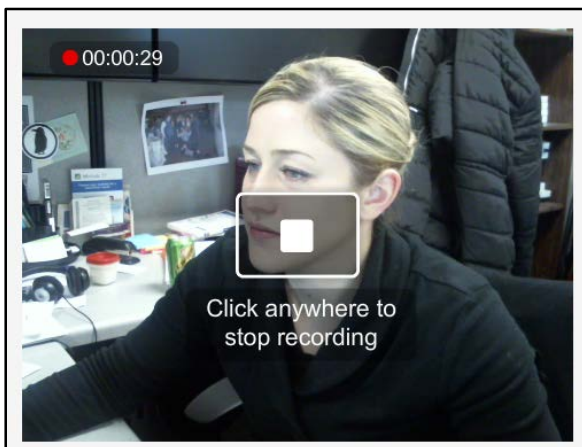


Image 3: Click on the screen to stop recording

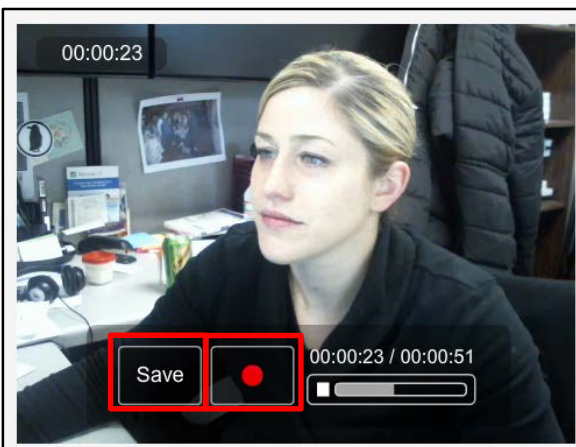


Image 4: "Save" button and re-record button.

- 4) When you click "Save", a message will be displayed that your recording upload has been completed and you are asked to fill out detail fields (see Image 5):
- "Name" your video- Required field.
 - "Description" of your video.
 - "Tags"- By adding tags to your video, it can be easily found when sorting.

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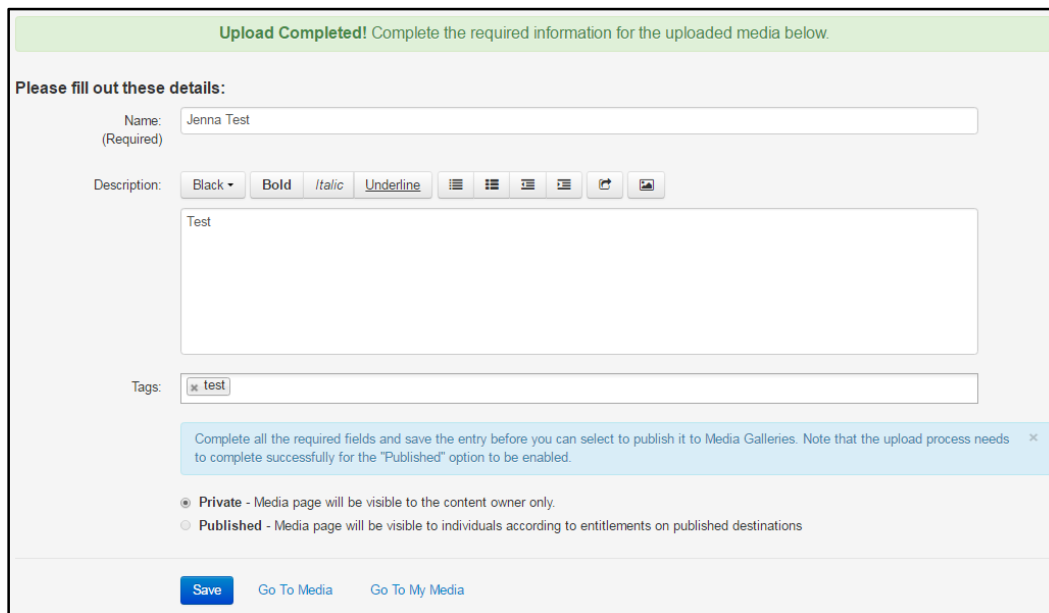


Image 5: Upload completed message at top, fill out detail fields for your recording.

- 5) Click the “Save” button (see Image 6).
 - By default, your media is set to “Private”.
 - i. *See the **Publishing your media** tutorial for more details about making your digital media available for others to view.

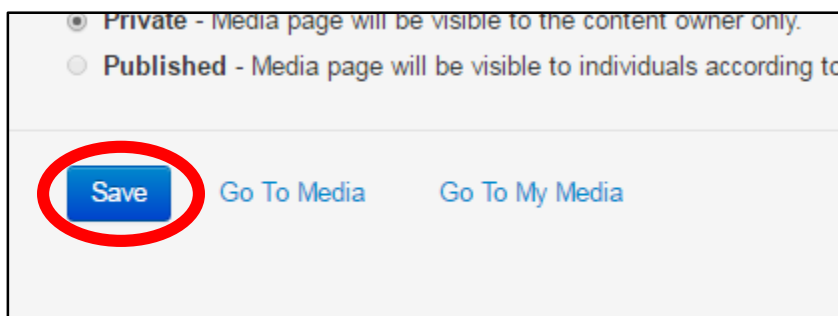
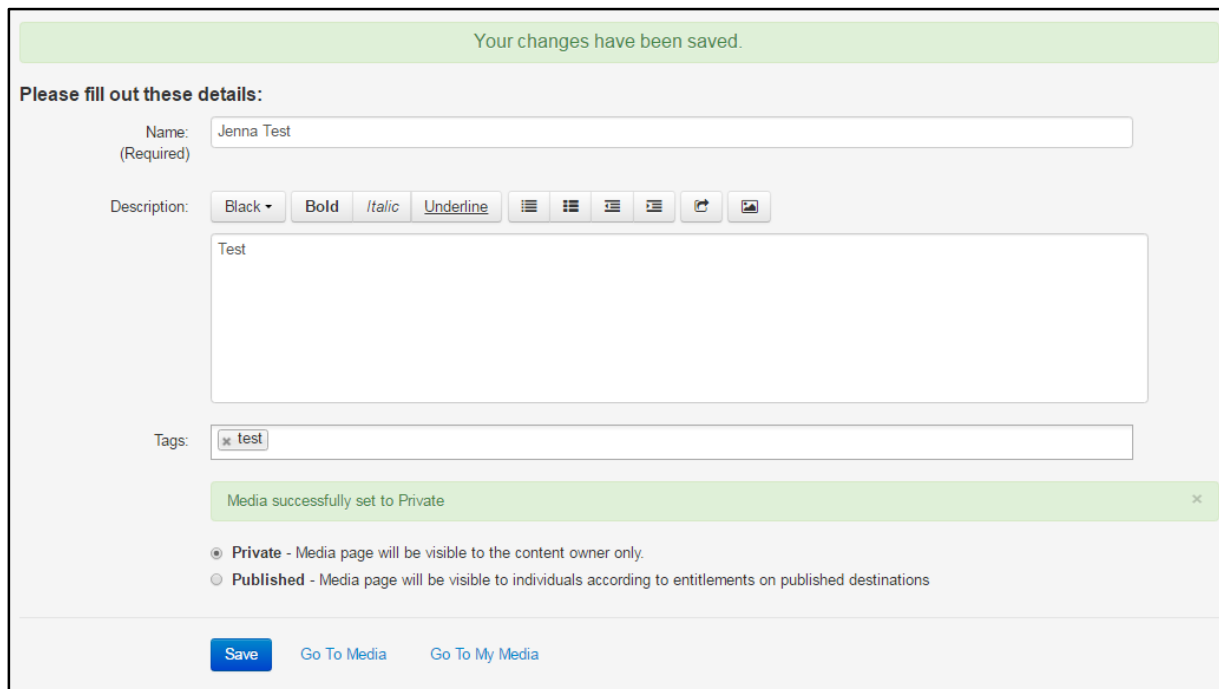


Image 6: “Save” button.

- 6) When you have successfully saved your media, a message will display (see image 7).

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Your changes have been saved.

Please fill out these details:

Name:
(Required)

Description:
Black **Bold** *Italic* Underline [List Icons]

Tags:

Media successfully set to Private

Private - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations

[Save](#) [Go To Media](#) [Go To My Media](#)

Image 7: Media details have been saved.

- 7) To return to your **My Media Dashboard**, click “Go To My Media” (see image 8).



Image 8: “Go To My Media” link.

- 8) Click the “Refresh” icon to update the list of your media (see Image 9).



Image 9: Refresh icon.

CaptureSpace Lite

This product is a Desktop Recorder created by Kaltura. Downloading the recorder is necessary. Depending on what operating system you are using will determine which recorder is necessary for download.

- 1) After determining which Desktop Recorder you need for you operating system, (see Image 1).

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The 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.

Download for Windows

Windows System Requirements

- Windows 7, 8, 8.1 or 10 32/64 bit
- .NET Framework 4.0+
- [Visual Studio runtime tools](#)

Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2007 32 bit
- Microsoft PowerPoint 2010 32/64 bit
- Microsoft PowerPoint 2013 32/64 bit

[Download for Windows](#)

Download for Mac

OS X System Requirements

- OS X 10.8 and up

Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2011
- Microsoft PowerPoint 2016

[Download for Mac](#)

Image 1: Download Kaltura Desktop Recorder for Windows or Mac

- 2) The software will be in your “Downloads” folder. In many browsers, it will attach to the bottom of the screen, click on the button to finish downloading the software (see image 2).

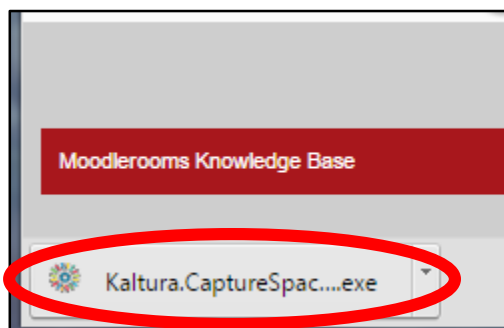


Image 2: Button to complete software download.

- 3) After the download is complete, click the “Run” button (see Image 3).

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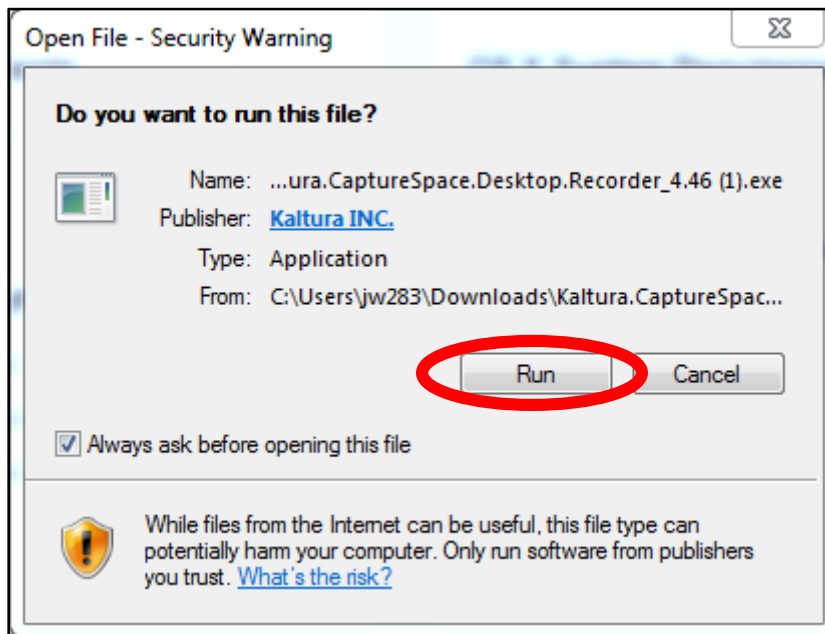


Image 3: Click "Run".

- 4) Return to the "Add new" menu in your "My Media" Dashboard in Moodle. Click the "OK" button (see image 4).

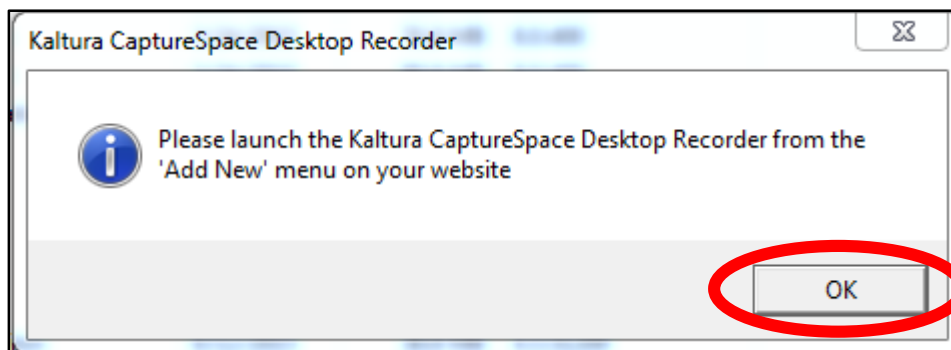


Image 4: Click "OK".

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- 5) To return to the main “My Media” page, click “My Media” in the *breadcrumb* at the top of the page (see Image 5).

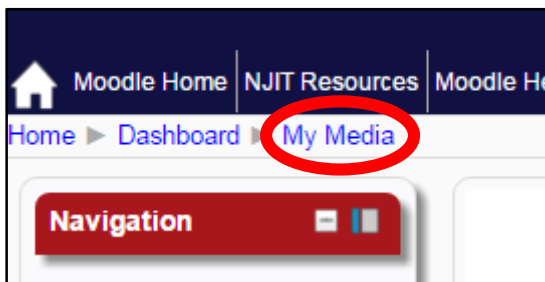


Image 5: “My Media” in *breadcrumb*.

- 6) Once you return to the main “My Media” page, click “CaptureSpace Lite” from the “Add new” menu (see Image 6).

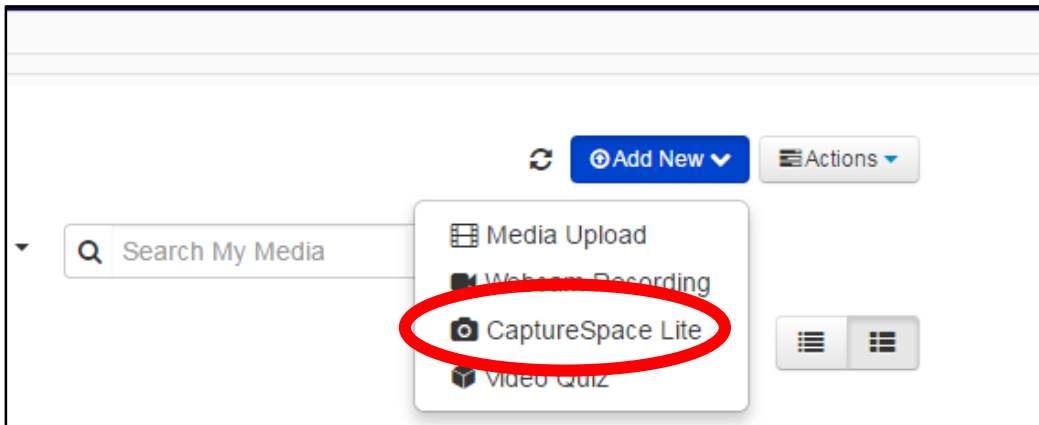


Image 6: “CaptureSpace Lite” from “Add new” menu.

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7) An “External Protocol Request” will appear, click the “Launch Application” button (see image 7).

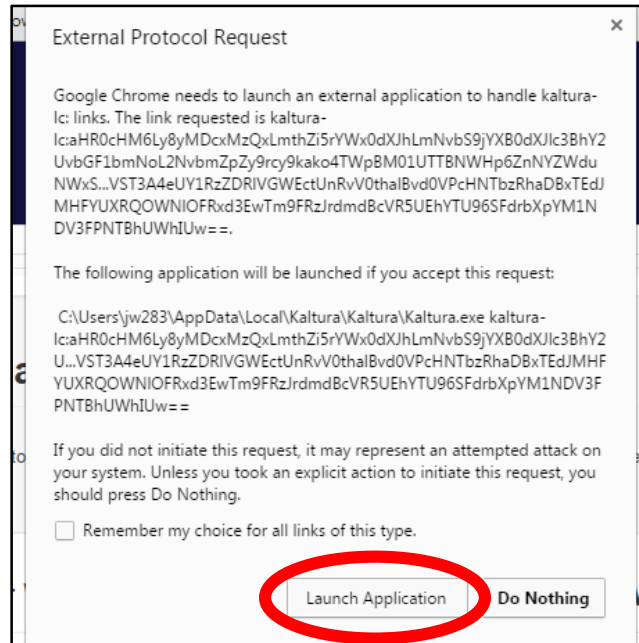


Image 7: “Launch Application” button circled.

8) The Kaltura CaptureSpace Desktop Recorder will open and you can start recording media using (see image 8):

- 1. Screen and Microphone.
- 2. Webcam and Microphone.
- 3. Screen, Webcam, and Microphone.
- 4. Microphone only.



Image 8: Types of media recordings offered from CaptureSpace Lite.

9) *Please see the *CaptureSpace Lite* tutorial to learn more about the types of recordings and tools.

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Questions?

If you are still in need of assistance, do not hesitate to contact the Help Desk.

You can reach the Help Desk from Monday to Friday 8am to 7pm.

Phone: (973)-596-2900

Location: Student Mall Room 48

Request Help Online: <http://ist.njit.edu/support/contactus.php>