KALTURA LECTURE CAPTURE GUIDE

EQUIPMENT SETUP

To begin, log-in to THE Studio Mac Computer with your uNID and Password and grab the Blue Nessie USB Microphone out of the equipment cabinet. Plug the Blue Nessie USB cable into the microphone and the Mac.

If you wish to use one of the shotgun or lapel microphones follow the equipment setup process in the podcast guide and then move on to the software setup.

At this time only the Mac webcam can be used to record video along with presentation slides or screen capture.

SOFTWARE SETUP

We recommend using the Kaltura CaptureSpace software which integrates into the University of Utah’s Media Space and Canvas systems to do lecture capture. However, there are other free softwares such as Ink2Go or Jing that can be used. This guide will walk you through the process of using Kaltura CaptureSpace and Media Space for your lectures.

1. Navigate to https://mediaspace.utah.edu/ and login with your uNID & password.
2. To start a new lecture capture select “Webcam & Screen Capture” under the “Add New” button on the top right of the screen. (Figure 1)
3. Tick the “I agree to the above terms and conditions” box and click the “Open Link” or “Launch Application” button depending on which web browser you are using. This will launch the Kaltura CaptureSpace Desktop Recorder. (Figure 2)
4. You should see a black bar with a red record button, screen, camera, and a microphone icon. There will also be “Manage” link. Click on it. (Figure 3)

5. Click on the (i) icon and make sure the connected user is your uNID. Otherwise, the files will be uploaded to a different Mediaspace account. Click “Sign out” and launch the program again to re-connect. (Figure 4)
6. Click “New Recording” to return back to the recording bar. You have the option to record **Audio**, **Webcam**, and **Screen**. When the icons are illuminated **blue** they are armed to record. Click on the blue icon in order to disable recording. If both Webcam and Screen are selected both will record simultaneously and appear as embedded videos after recording.

We recommend you always keep the microphone armed and to utilize one of the shotgun microphones for the best sounding recording. Plug-in the cable that is wrapped around one of the grey, fuzzy microphones and bring it down to the desk to use.

Make sure “Scarlett 2i2” is selected on the drop-down menu.

![Figure 5](https://mediaspacespace.utah.edu/kaltura/mediaspaceimage/1009109560)

**Figure 5**
7. When recording the Screen, you have the option to record either full screen or a selection of the screen.
   a. When recording a PowerPoint presentation it may be easiest to: open the presentation, begin recording in full screen, and launch the PowerPoint.

8. While recording your screen capture you have the option to annotate the screen with arrows, text, and a free-form draw tool. Click on the Pencil icon next to the microphone in the recording status bar.
9. When you are finished recording, click on the “Stop” icon. You will be able to add a Title, Description, and some tags to your video before you Save and/or Upload the video. When you click Save & Upload the video is uploaded automatically to https://mediaspace.utah.edu/ (we recommend you do this.)

10. Navigate back to https://mediaspace.utah.edu/ and click “My Media” underneath your name. You’ll be able to find your videos here and easily import them into Canvas if you’re an instructor. Turn on downloads for your video by clicking the pencil “Edit” icon, clicking the Downloads tab, and turn on the format you’re interested in. Source File is ideal for most scenarios.