

How to use Kaltura Capture

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Dd: 18-03-2020

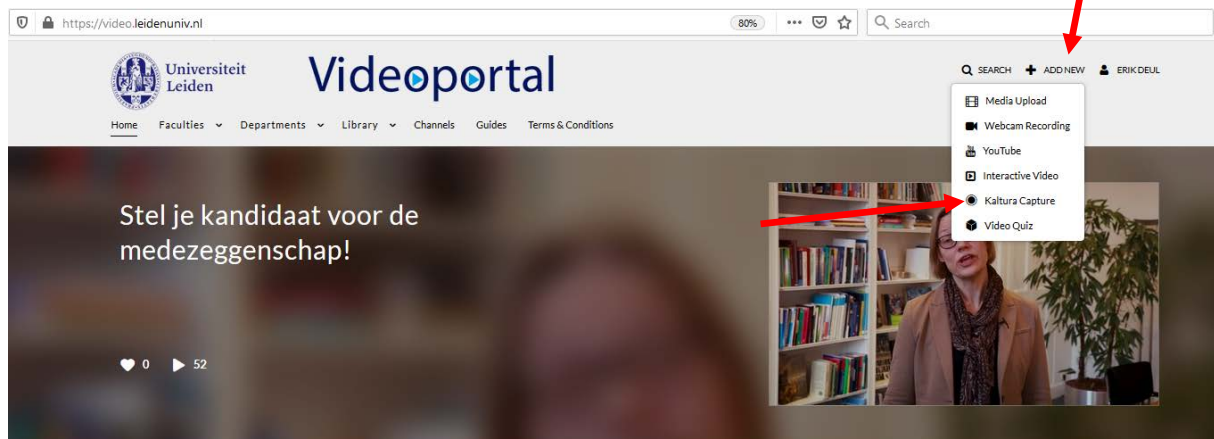
Introduction

Tutorial

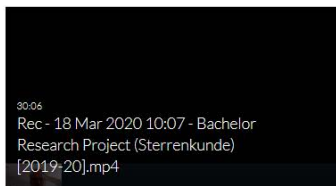
Download Kaltura Capture

Before you can start recording, you need to download the software to make the recording.

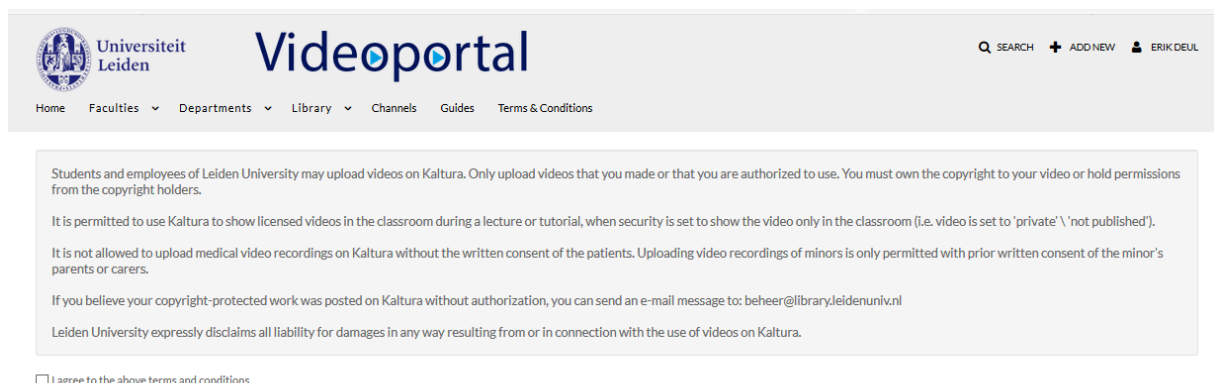
Navigate to the video portal (video.leidenuniv.nl) and log in. Click on the 'Add New' menu option on the top right side of the page to expand the menu.



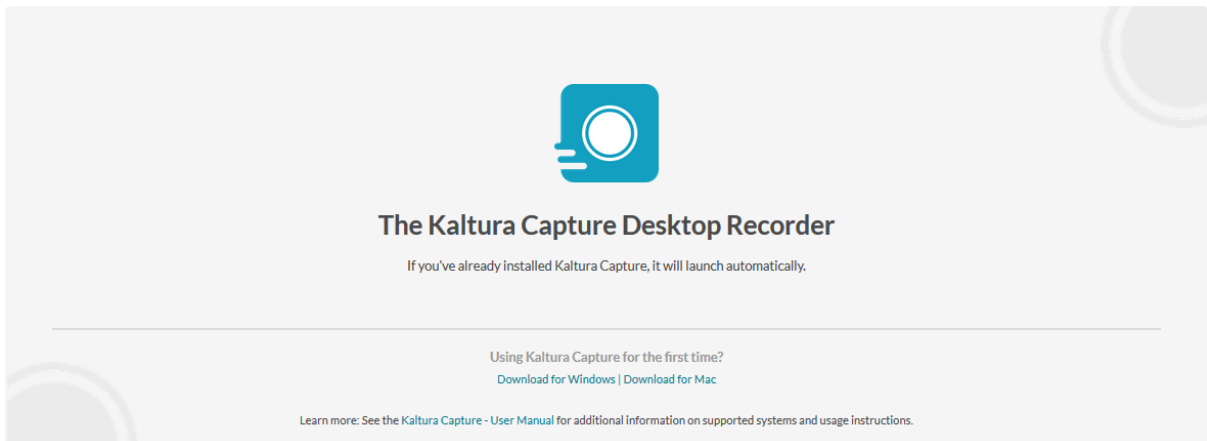
RECENTLY WATCHED >



And select 'Kaltura Capture'. You will get a consent request:

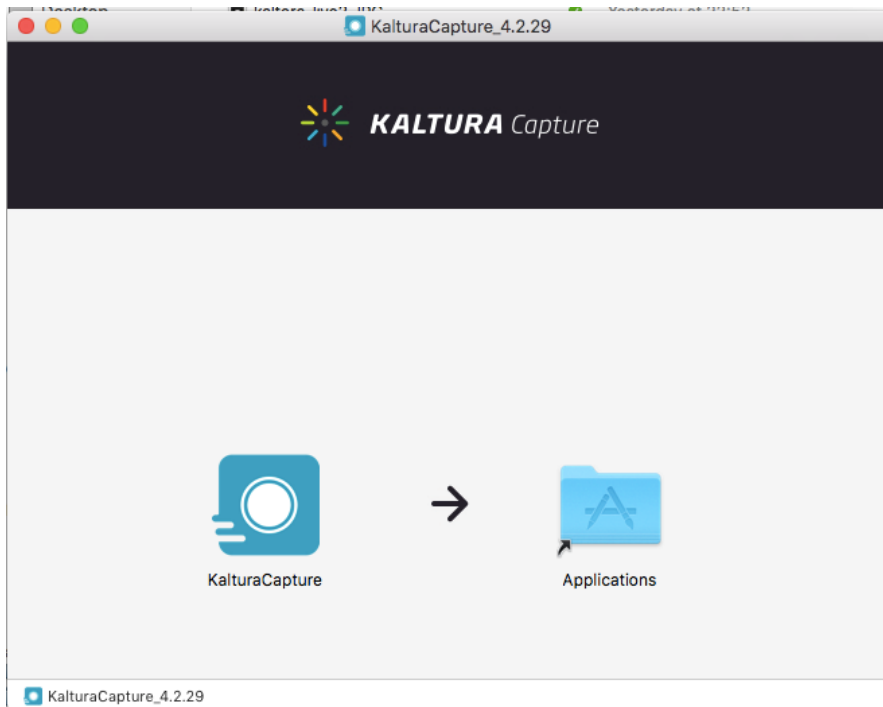


After agreeing you get an extra block

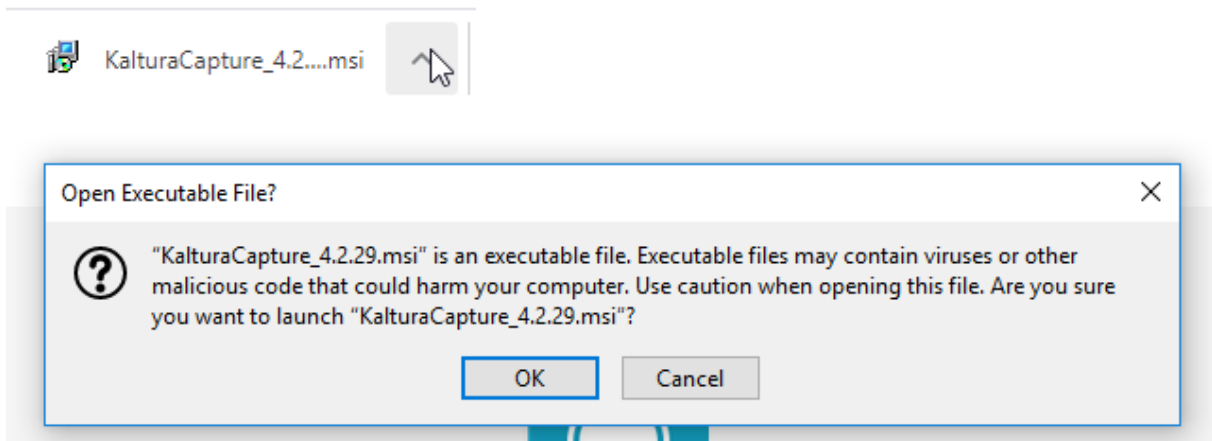


Allowing you to download the software for Windows or Mac.

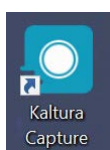
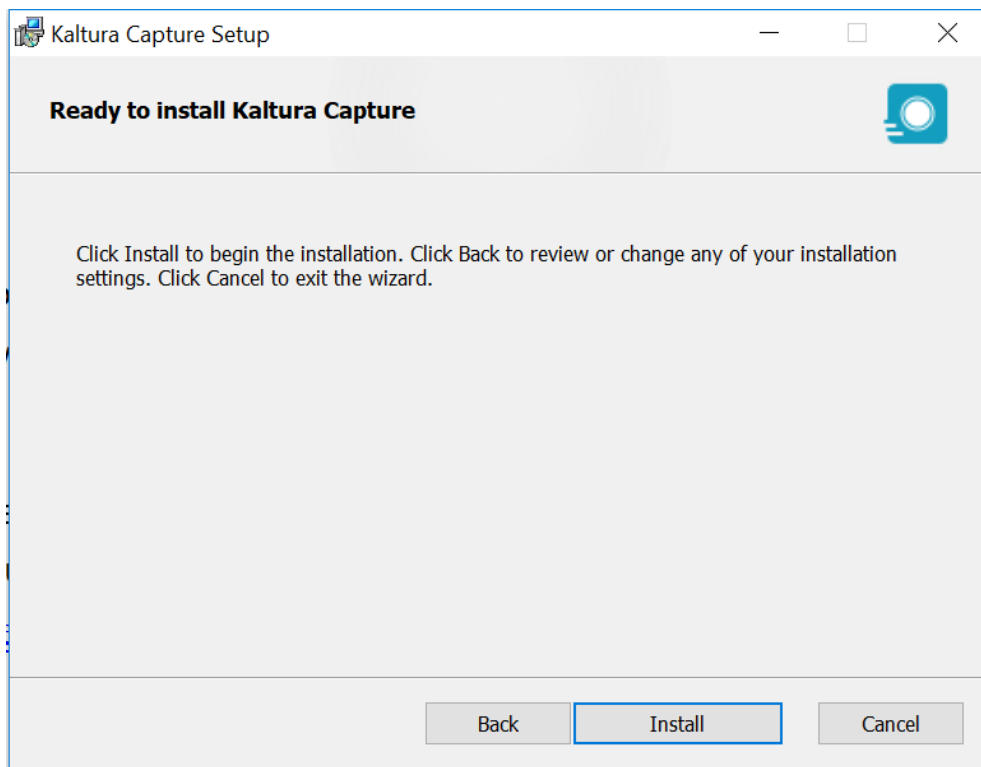
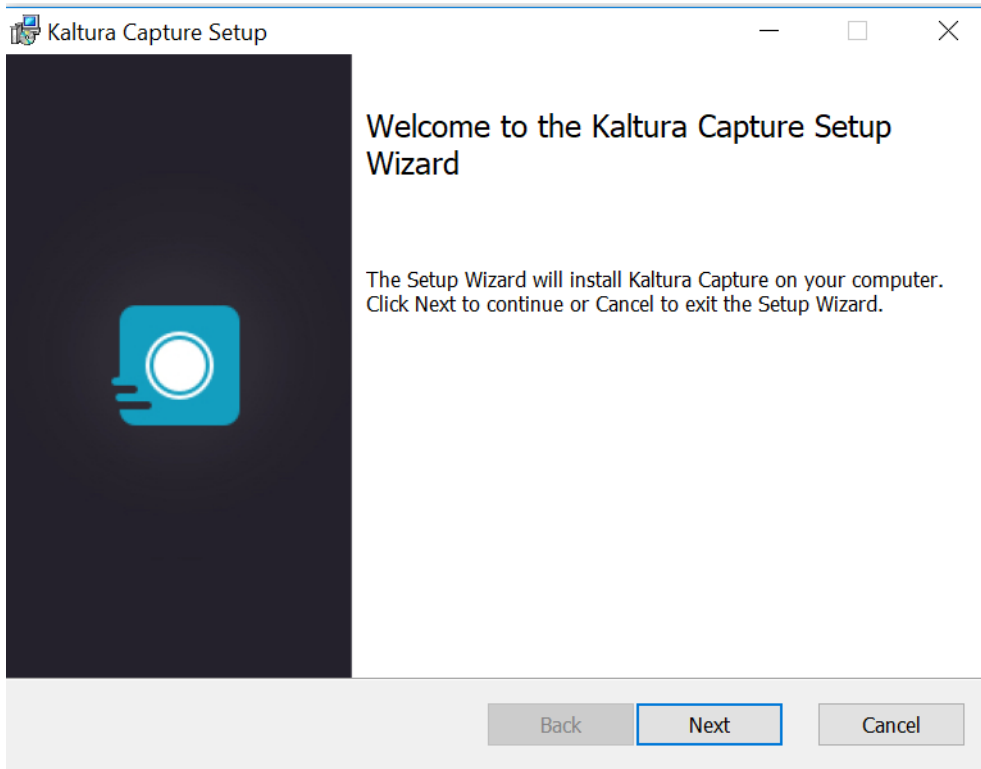
Perform the actual download and open the downloaded file (for Mac):



Or Windows:



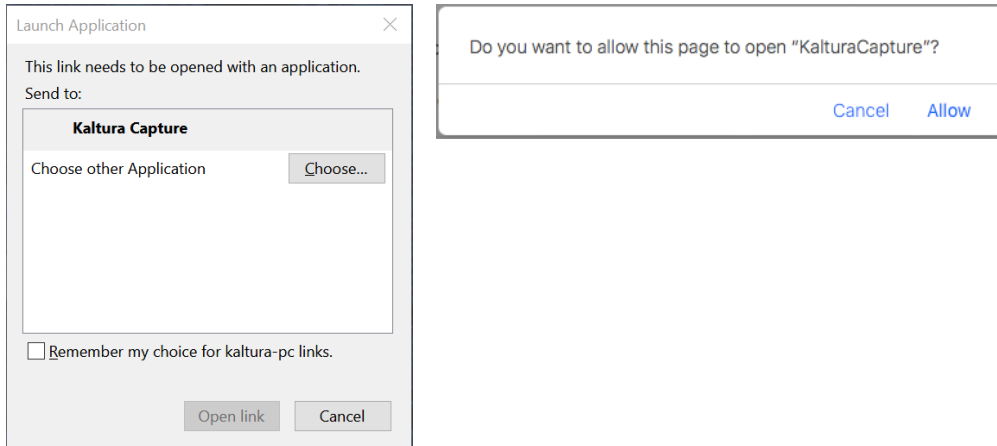
And approve executing the install script. And perform the installation.



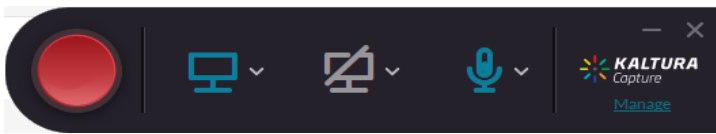
Once installed you will find a Kaltura Capture icon on your desktop, or for MacOS you have to move the application to the Applications directory.

Using Kaltura Capture

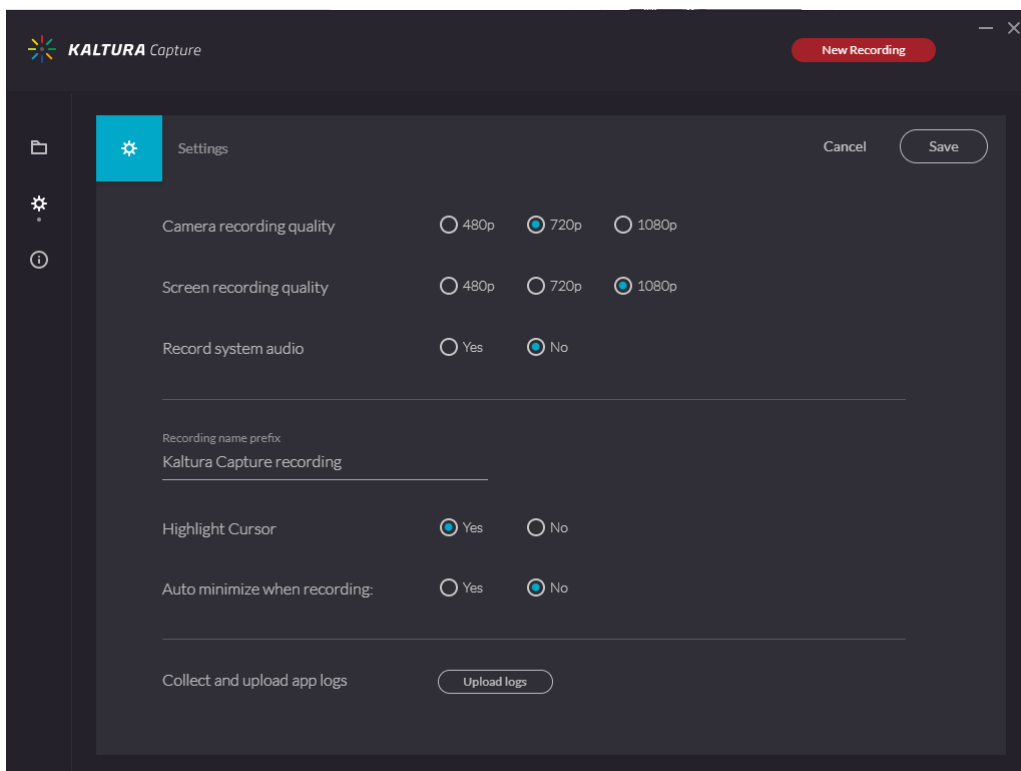
You have to direct the startup of your locally installed Kaltura Capture code from the video.leidenuniv.nl website. So go back to your web browser and click 'Add New'. Now you should see a popup on your desktop:



Having confirmed you will be presented the application menu:

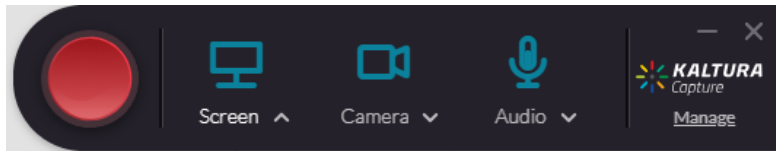


Before you start doing anything in Capture, make sure you have the correct settings. To access the setting, click on Manage and choose the settings icon from the left menu (second from top). This opens the setting window.

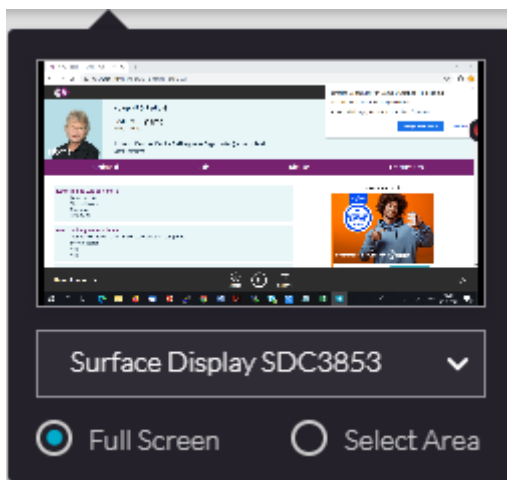


You should not have a too high recoding quality as it only there to record you talking. The screen capture resolution should indeed be set to the high value as you probably weant smaller details in your presentation to be well represented. System audio should be off, you don't want the noises from your OS on top of your audio. With the option "Auto minimize when recording" enabled the Big Red Record Button will automatically hide itself whenever a recording starts. This will allow you to make a recording without also having the Big Red Button in the recording. The option is turned on by default. Once done, click Save.

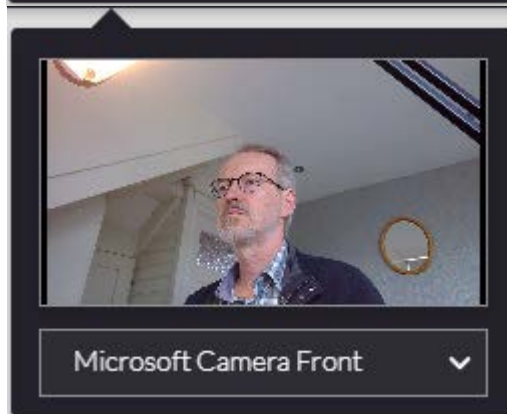
You are now ready for recording. First identify what you want to record:



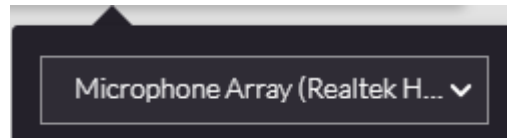
Here you see that we have selected to record both the screen, the camera and the audio. In fact the most preferred setting.



For the screen you can select the full screen or just a section. If you click the arrow caret, you are presented the selection criteria. You can select from multiple displays, or switch to the camera here.



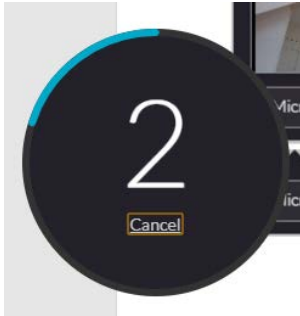
For the camera you can do something similar. If you have multiple camera's select the desired one, switch this to the other screen if you want/have that.



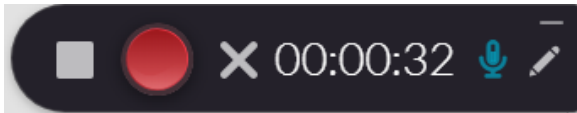
And also for audio:

Start Recording

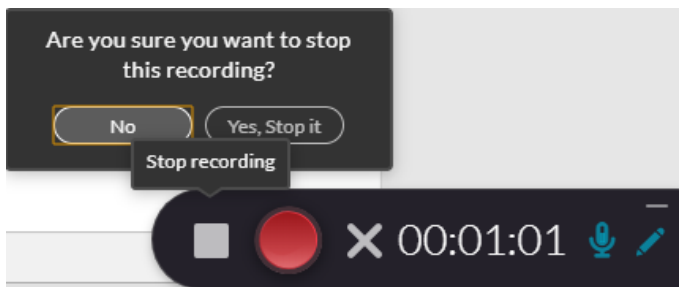
Now you can start recording, whatever you were planning to record. Setup your power point presentation and click the Big Red Button. It will show a countdown before the actual start of the recording.



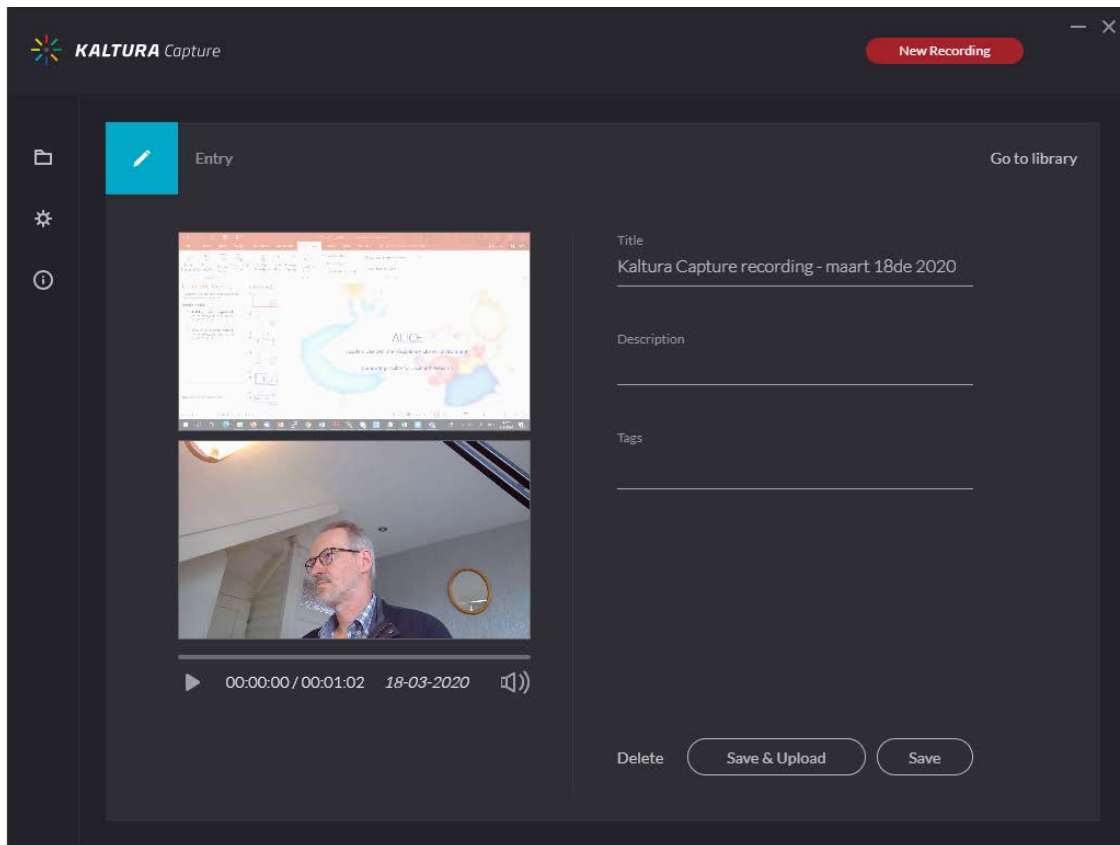
The application interface does hide itself and you have the full screen and camera recording. If you need to access the control box, use ALT-TAB on your Windows to switch back to the Capture application and show the controls (here stopped in pause mode):



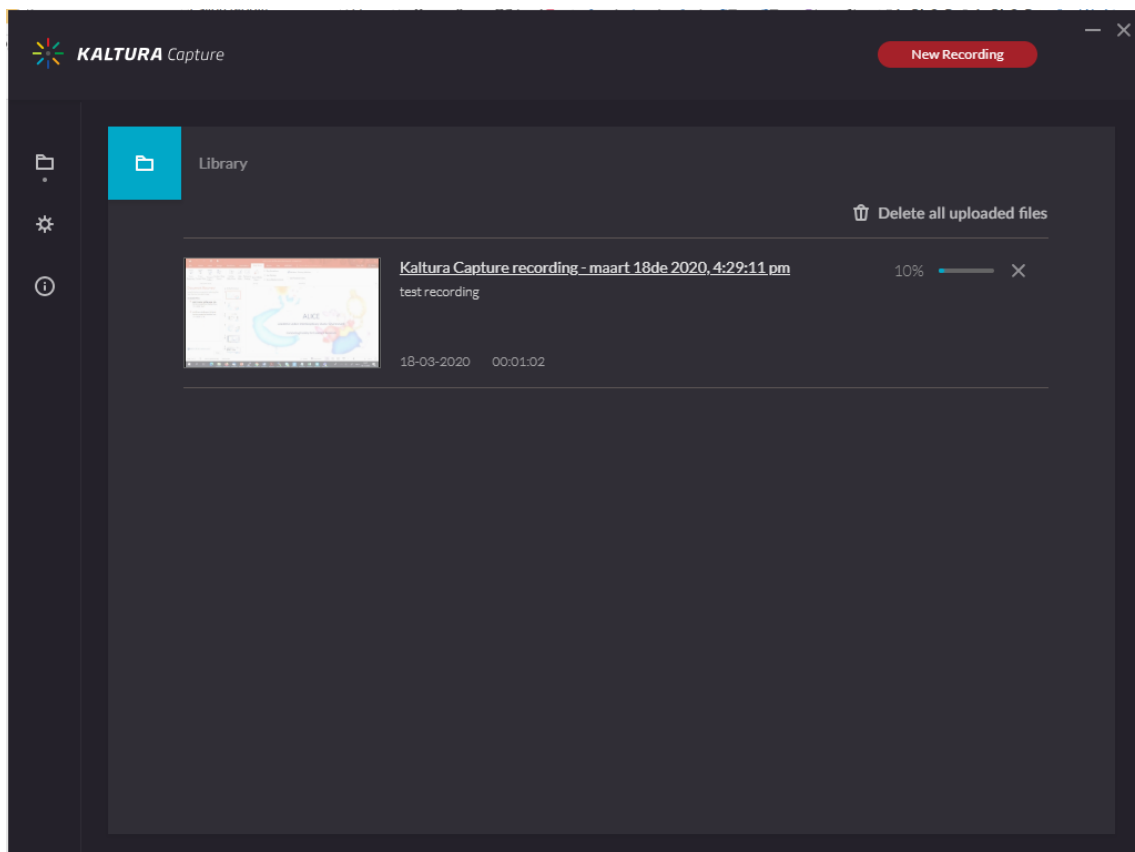
You can pause at any moment, and continue further using these controls. You can stop recording:



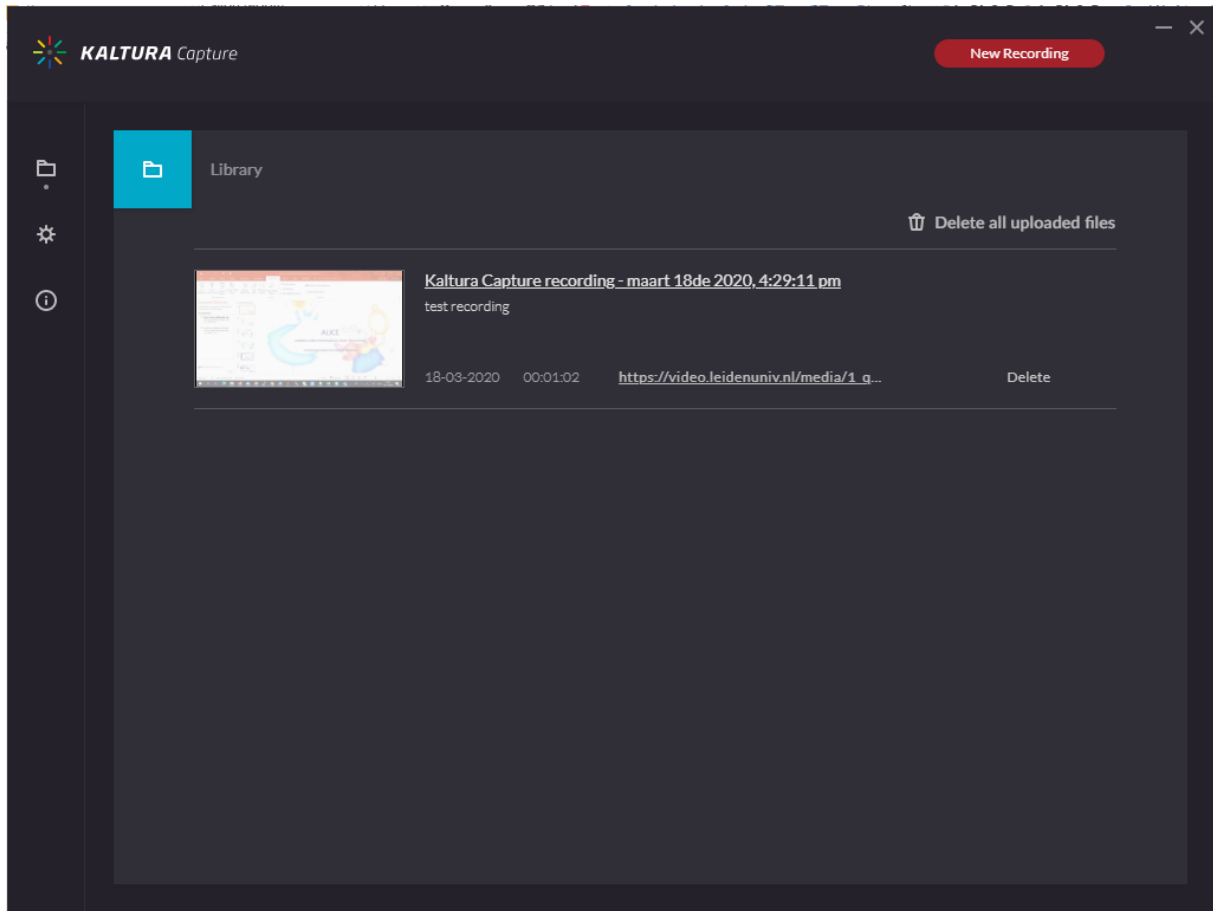
Once you confirm recording stop, you are presented the Capture window for saving your recordings to your media area on video.leidenuniv.nl.



Edit the fields to identify your recording. You do now also see that there are two videostream, one for the presentation and on for the camera. After editing the entries in the form you want to upload the recording. So click 'Save & Upload' and uploading starts. Duration is size dependent!



After successful upload your file is on the server:



After successful upload you will receive an email from the system confirming the upload:

Kaltura notification: Your entry named 'Kaltura Capture re... imap://mail.strw.leidenuniv.nl:993/fetch>UID>/INBOX>...

Subject: Kaltura notification: Your entry named 'Kaltura Capture recording - maart 18de 2020, 4:29:11 pm' is available in your MyMedia

From: Kaltura Automated Response <customer_service@kaltura.com>

Date: 18-3-2020 16:40

To: "Deul E.R. Universiteit Leiden" <e.r.deul@umail.leidenuniv.nl>

Hello!

A new entry is waiting for you in your My Media.

Click [here](#) to go directly to your media. Or [here](#) to go directly to your My Media.

Note: Please do **not** reply to this email. This email was automatically generated by the Leiden University video portal - *developed by Kaltura*

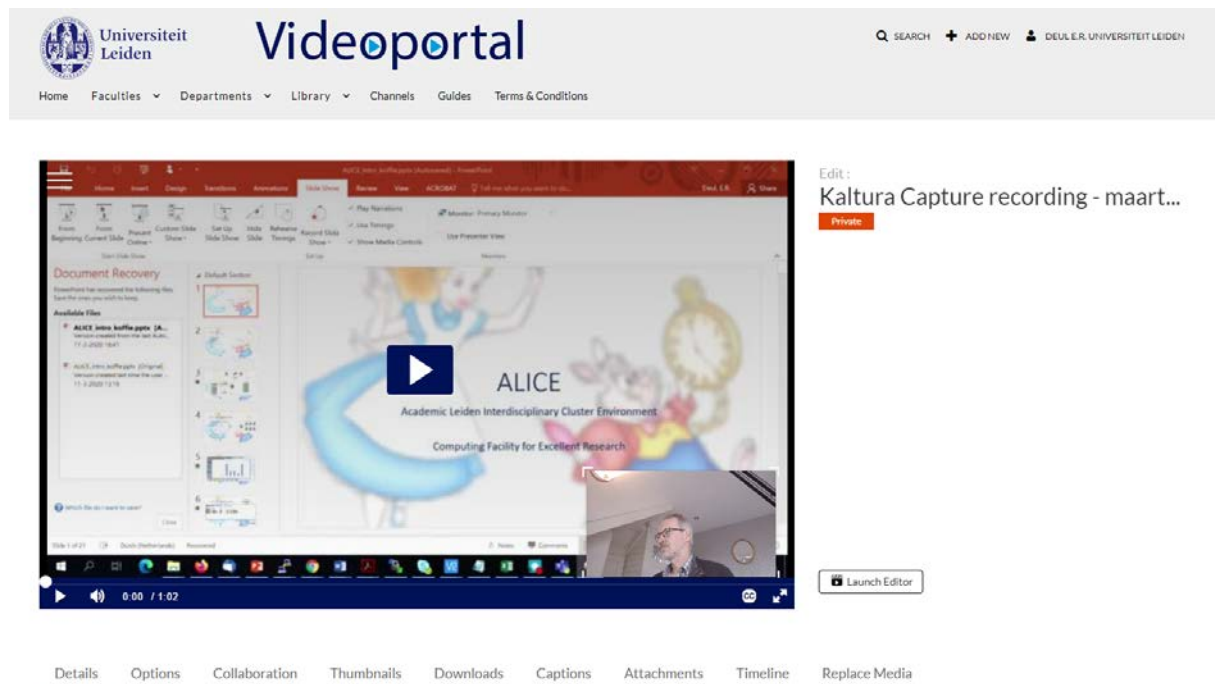
Open your browser with a page to video.leidenuniv.nl, log in and select My Media from the right menu:



This opens the My Media view in which you can find all media files you 'own', including the just uploaded recording.



Now you can modify some meta information and change the state of the recording from private to unlisted or published. Click the edit pencil to open the edit view:



You fill in some information, like below and save your editing.

ⓘ Click to add required metadata for shared repository

Faculty and Departments:

Language:

Creative Commons:
Go to <https://creativecommons.org/licenses/> for more information on Creative Common licences.

Other Copyright License:

Info: Fill in if you have other type of licence (other than Creative Commons). Leave blank if you have no licence or no idea.

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

You may even do video editing on the recording to cleanup flaws are correct whatever is necessary.

The screenshot displays a video editing interface. On the left, a 'Media' library contains a video titled 'Kaltura Capture recording - maart 1...' with a duration of 01:02. The main area is a video player showing a man speaking with a screen recording overlay. The bottom section features a timeline with a blue audio waveform and a yellow video track. A 'Total: 01:02.00' label is visible. On the right, there are 'Save' and 'Save a Copy' buttons.

After you are satisfied with the results you are ready for publishing. Select the recording you want to change from private to either unlisted or published state. Unlisted is the state where the recording is visible only if you know the URL to the recording:

My Media



Search My Media

Filters >

Search In: All Fields ▾

Sort By: Creation Date - Descending ▾

ACTIONS ▾

- + Caption & Enrich
- 🔍 Publish
- ➕ Add to playlist
- 🗑️ Delete

 **Kaltura Capture recording - maart 18de 2020, 4:29:11 pm**
test recording
Private
Owner • on March 18th, 2020

My Media

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

Save

Cancel

After saving your media file will have a URL which you can see by right clicking the Media name:

 **[Kaltura Capture recording - maart 18de 2020, 4:29:11 pm](#)**
test recording
Unlisted
Owner • on March 18th, 2020

In this case that results to https://video.leidenuniv.nl/media/t/1_qn9jqy0.

You can also publish your recording to a channel. This is out of the scope of this tutorial, but one can create personal channels that should be publically visible. And all recordings in that channel can be publicly visible or restricted.

My Media

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

Publish in Channel

Top Channels I Manage

STRW ED

More Channels

TestFGGA

Honours Academy

Save

Cancel