

Kaltura Hands-on Studio: Installing and Using Kaltura Capture via Blackboard Learn

What is Kaltura?

Kaltura is a video storage and streaming platform that integrates within our **Blackboard Learn** Management System (LMS) or can be used separately through NIC's Mediaspace.

Kaltura Capture is a piece of software that you install on your computer. It allows you to record audio, video, and/or your screen to create videos to use in your **Blackboard Learn** courses.

What Tools and Processes Are Included in this Handout?

- Downloading **Kaltura Capture**
- Using **Kaltura Capture**
- **My Media** and **Media Gallery**
- Details about video – how to get ready to publish
- Uploading video to **Blackboard Learn**
- Editing video

Kaltura Capture – Install from Blackboard Learn

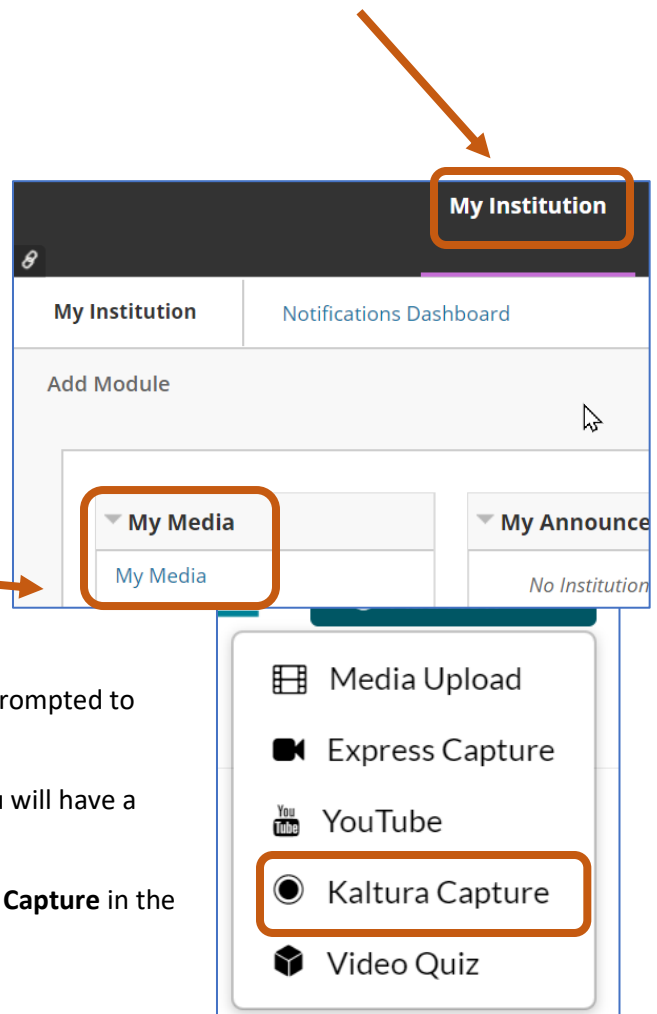
To install **Kaltura Capture**, first go to the **My Institution** link in **Blackboard Learn**; then click **My Media**.

Click **Add New** and choose **Kaltura Capture**.

If this is your first time using **Kaltura Capture** you will be prompted to download it.

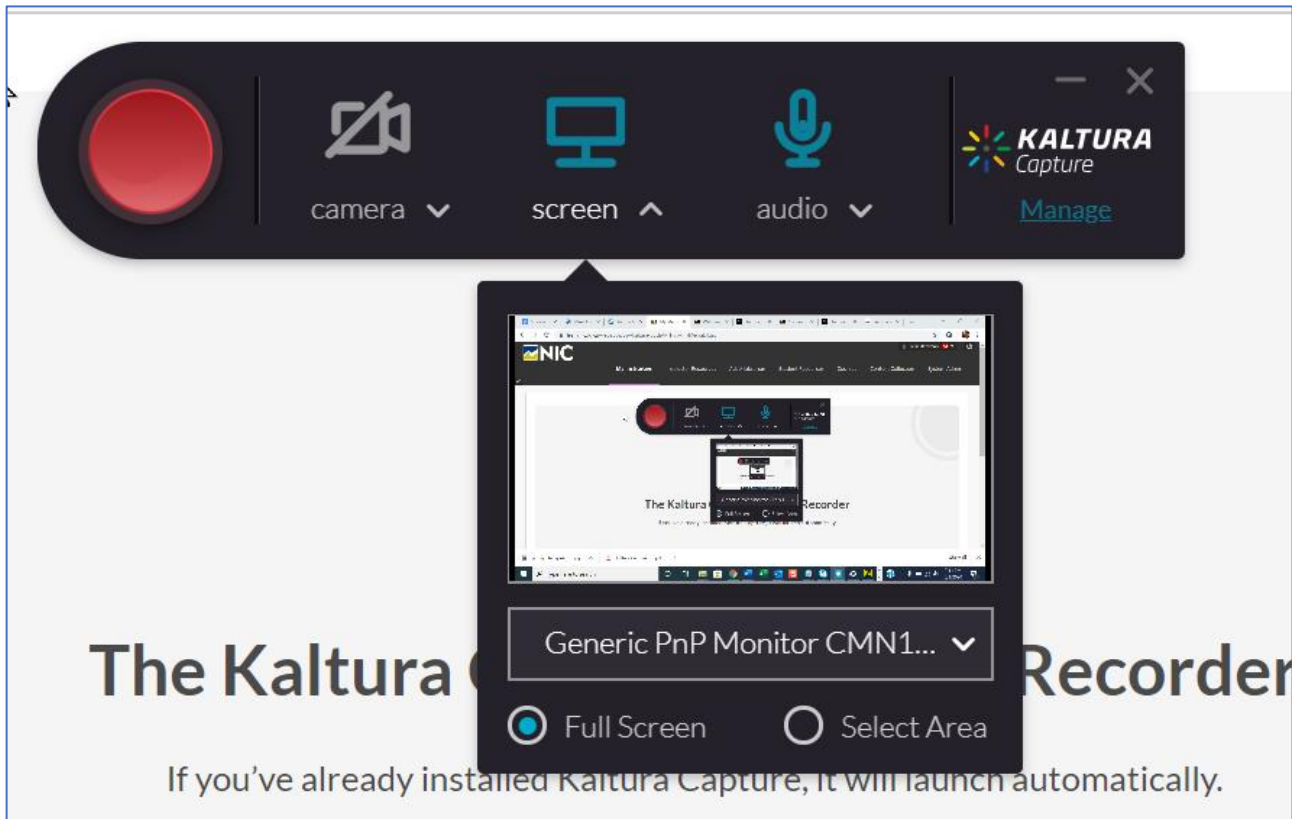
Once **Kaltura Capture** is installed onto your computer, you will have a pop-up window with a button to open **Kaltura Capture**.

You can find detailed documentation for installing **Kaltura Capture** in the **Instructor Resources** tab in **Blackboard Learn**.



Using Kaltura Capture

When you launch **Kaltura Capture** you will see the controls for creating your capture:

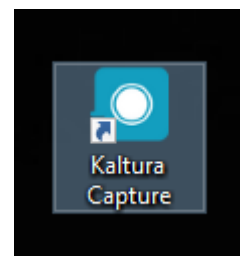


The large red button will start your recording. You will have a countdown of a few seconds before the recording starts.

You can choose what to record by toggling the buttons for camera, screen, and audio. If you choose all three, your recording will show your camera and your screen in separate windows.

You can also choose to record your full screen or just a portion of it.

You may also access Kaltura Capture from your desktop or your task bar if you have added the shortcut as follows:



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My Media and Media Gallery

My Media is a repository of all the videos you have recorded or uploaded with the **Kaltura** tools. **This is your complete video library.** You can access **My Media** from anywhere in **Blackboard Learn**. You can share the videos from your **My Media** to the **Media Gallery** in each of your courses.

Media Gallery is the place, within a course, where you can choose and post videos from your **My Media** collection for your students to view.

If you delete a video from **My Media**, it will be gone from your course. Much like if you delete something from your **Content Collection** it is gone from your course.

Details About Videos (Getting ready to publish)

Once you have recorded your video, open **My Media** to find it.

Before you can publish your video and share it, you must add some information.

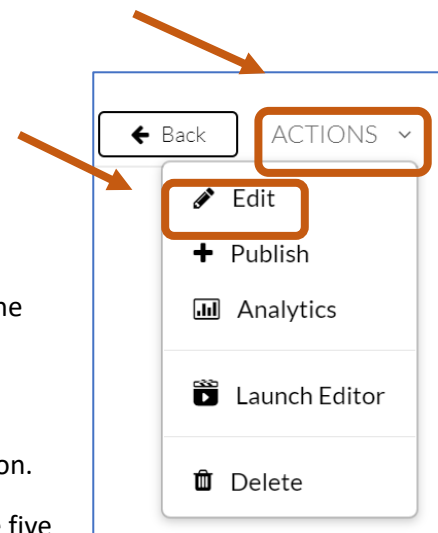
Click on the video in **My Media** and find the **Actions** menu just below the video player on the right.

From the **Actions** menu, choose **Edit**.

Here you can create a title for your video and add an optional description.

You will be required to select some meta data for your video. There are five fields with drop down menus. This data will help to manage and locate videos as more are created.

Click **Save** and then **Go to Media** to return to the **Actions** menu and **Publish** your video.

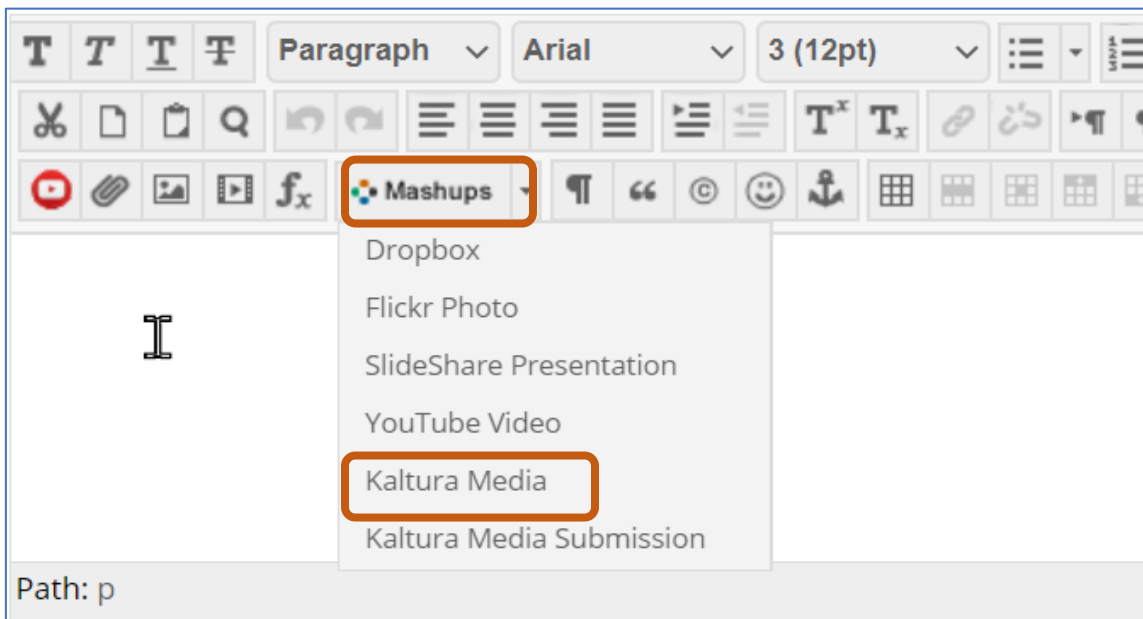


Uploading a Video to Blackboard Learn

When you click **Publish** you will see the option to make your video public. Once you have made your video public, you will be able to display it in your course.

To add a video to your course Media Gallery:

1. In your course, choose **Media Gallery** from the course menu under **Tool**.
2. Click **Add Media**.
3. The available videos in your **My Media** will be available to choose from. Be patient, it can take a little time to load.
4. Select the video, or videos you want to add to the course **Media Gallery**.
5. Click **Publish**.
6. Navigate to the **Content** area in your course where you want to display the video.
7. You can embed your video anywhere you can access a text editor. One way to share the video is to create an item, then choose **Mashups** from the tool bar and select **Kaltura Media**.



Resources

You can find detailed documentation for installing **Kaltura Capture** and using **Kaltura** under the **Instructor Resources** tab in **Blackboard Learn**.