Record a Screencast with Kaltura CaptureSpace

Kaltura is a videostreaming tool integrated with Canvas, and among its features are My Media, Media Gallery and CaptureSpace. CaptureSpace is an application that enables you to record your desktop, edit the video and upload it to Kaltura My Media as follows:

Install CaptureSpace

1. As an instructor in Canvas, click My Media or the Kaltura icon wherever you see it, such as in a Rich Content Editor Menu.
2. At top right of the My Media page, click +Add new.
3. In the drop-down menu, click CaptureSpace.
4. In CaptureSpace download page that displays, click the download button for your computer (Windows or Mac version).
5. Follow the prompts for installing CaptureSpace on your computer.
6. When you have finished installing CaptureSpace, return to Canvas in your web browser.

Record with CaptureSpace

1. Once you have CaptureSpace installed, go to your course menu and click My Media.
2. At top right of the My Media page, click +Add new.
3. In the drop-down menu, click CaptureSpace.
4. The CaptureSpace application will launch in a popup window. Click the RECORD tab.

In the menu that appears, click the type of screencast you want to record:

These instructions will describe recording desktop screen and audio.

a. Desktop screen and audio
b. Webcam video and audio
c. Webcam, desktop screen and audio
d. Audio only

4. When you have chosen your type of screencast, arrange your desktop to display what you want to record. For example, minimize your web browser and open your PowerPoint slides. Setup your slideshow to display in a window rather than full screen or presenter mode.
5. The Screen Capture Options window will appear on your desktop. It is set to record Full Screen by default.

   ![Your PowerPoint window](image1)
   ![Screen Capture Options window](image2)

   i. If you want to record just a portion of the screen, click Select Area.

   ii. At bottom of the Screen Capture Options, click SELECT AREA.

   ![SELECT AREA CANCEL](image3)

   iii. The desktop will darken. From the top right of what you want to capture, click and drag your mouse to the bottom right corner.

   iv. The countdown to record timer will appear. Proceed to record or click Cancel to reselect the area.

6. To record full screen, at bottom of the Screen Capture Options, click RECORD.

7. The countdown to record timer will appear. Proceed to record or click Cancel.

8. When finished, click 🌟 to get the control menu (Apple dashboard, Windows Start bar), and click Done. The recording will stop.

9. The recording will then appear in the Preview screen. The Preview screen allows you to trim the beginning and end of the clip, chop a portion out, add titles at the beginning and credits at the end.

   For example, click Trim. Drag the blue dot under the video strip to where you started your lecture. Again, click Trim. The portion of the video left of the blue dot is deleted.
10. When finished editing, at bottom right of the Preview screen, click **Done**.

11. In the Upload Options window that appears, enter a title for the recording, and optionally a description and tags or key words.

12. When finished, click the **UPLOAD**.

13. When the upload has finished, click **CLOSE**.

14. The Library tab of the CaptureSpace menu will list the new recording. Close the window.

15. Return to your course in Canvas and click **My Media**.

16. Your newly uploaded screencast will list in **My Media**. It will now be available for you to add to Media Gallery or to a content page using the Kaltura icon 🌟 in the Rich Content Menu which appears wherever you can edit text.

To learn more about Kaltura contact ctl.helpdesk@ubc.ca