Getting Started with Kaltura
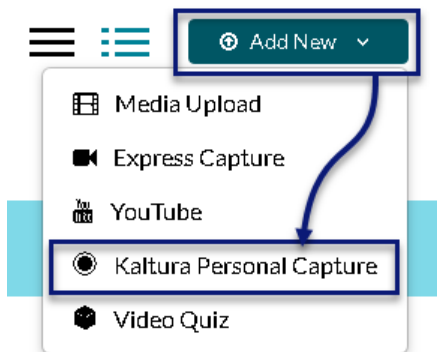
Creating a Video using Kaltura Personal Capture

1. Log in to Blackboard.

2. Go to the **My Media** section and click on **My Media**. If **My Media** is not visible, select **Add Module** from the top of the page and add **My Media**.

3. Click on the **Add New** button to open the dropdown menu. Click on **Kaltura Personal Capture.**


4. Download the software for your operating system.

   - For Windows, double-click on the **KalturaCapture** icon once it loads onto your computer and follow the installation instructions. When done, you will see a **Kaltura Capture** icon on your desktop.

   - If you are using a Mac, launch the installer from your browser window. Follow the instructions to install. When done, you will see a **Kaltura Capture** icon on your desktop.

5. Launch **Kaltura Capture**. Click the back button in your browser so that you go back to the screen with the **Add New** menu, then select **Kaltura Personal Capture**. Follow the prompts to open **Kaltura Capture**. After you have done this step the first time, you can open **Kaltura Capture** by launching the icon directly from your desktop.

6. Select the type of recording you want to do.

When Kaltura Capture opens, you will see the control bar shown below. The control bar shows the possible inputs: screen, audio, and either a camera or second screen option, depending on your configuration. Inputs that are set to record appear blue-green in the bar; input sources that are turned off are grey and have a slash through them. To toggle a source on/off, click on the icon. To see a thumbnail of what is being recorded, or to change the source input, click on the name of the source and select the option you want from the dropdown menu.
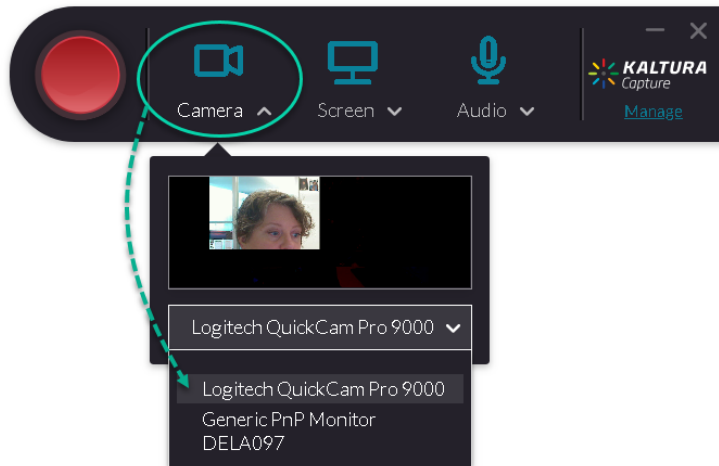

If you are using a screen reader, the software refers to the icons as buttons and identifies first the icon, then repeats the icon name immediately after. When you hear the icon name repeated, this indicates the dropdown menu for that input source's options. The screen reader will announce that a device is enabled or disabled; change the state by hitting **Enter**.

- **Record multiple screens with audio.** Turn on both screen icons and turn on the audio icon.
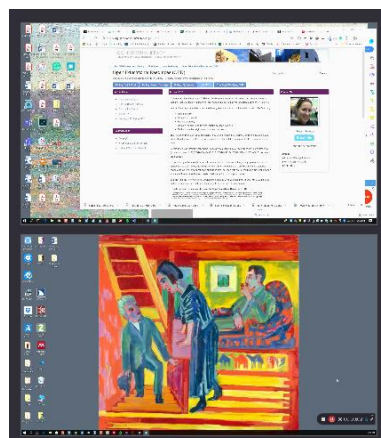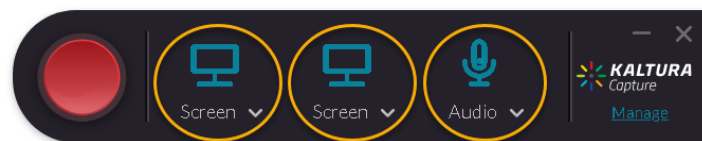
- **Record a single screen with audio.** Turn on one screen and turn off the camera or second screen. A screenshot below the screen option shows you what you will record. If you are using a screen reader, use the arrow keys to hear which screen is being recorded. You may need to try both icons to select the view you want.
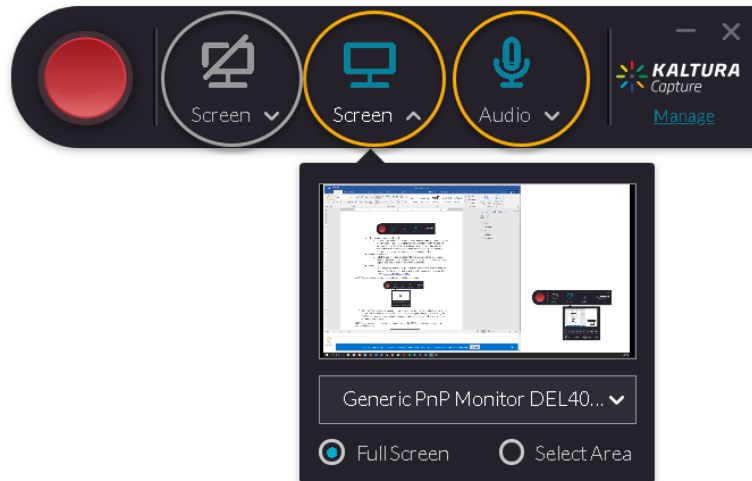

- **Record yourself using a webcam and audio.** Note that you will need an installed camera or webcam for this recording type. Once your webcam is installed, it should automatically run with Kaltura Capture. Turn on the camera and audio.
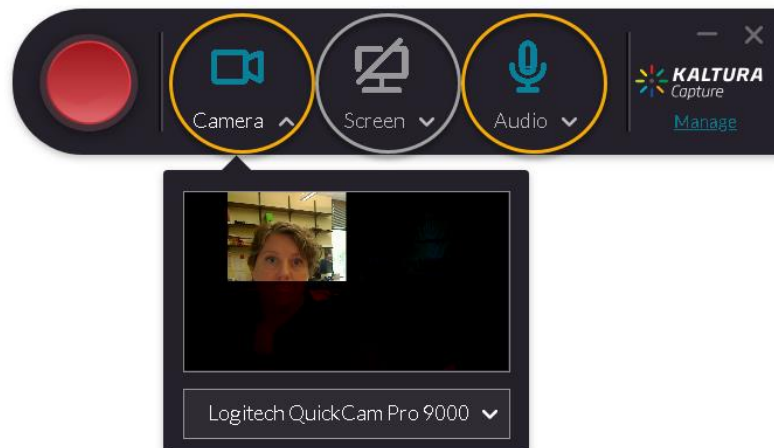

- **Record a single screen, plus yourself, with audio.** Turn on one screen, turn on the camera, and turn on audio.
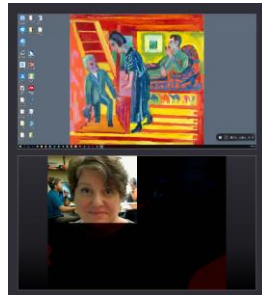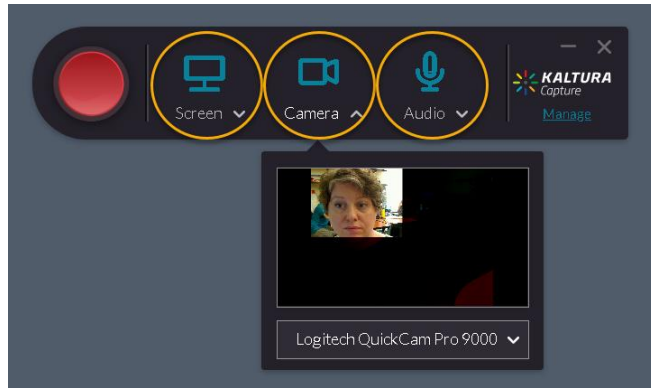
- **Record audio only.** Turn off the camera and/or screen; leave the audio on.
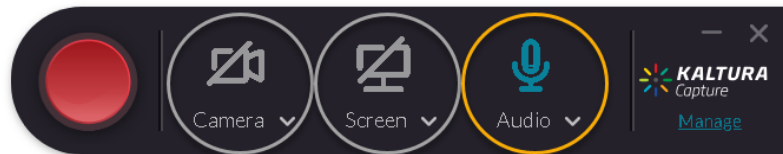
7. To start the recording, click on the red record button; if you are using a screen reader, tab to the **Start Recording Button**, then hit **Enter**. There will be a three-second countdown before the recording begins.

8. If you are recording your screen, you can use the annotation menu to draw on your screen. If the menu below is not visible, click on the pencil icon; click on the pencil icon again to cancel the annotation mode. Screen reader users will hear **Annotate Button** to open this menu.
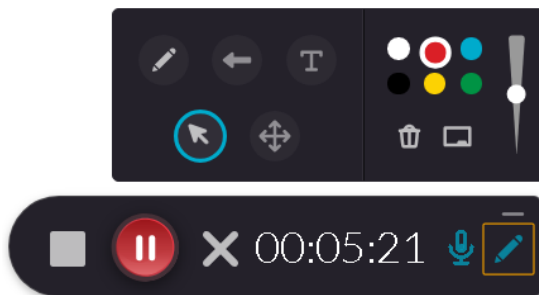
9. To stop the recording, click on the square grey stop button. Screen reader users will hear **Stop Recording Button**; once identified, hit the **Enter** key to stop the recording.

Once you have stopped the recording, you will be asked to confirm. Screen reader users will hear **Modal Dialog: Yes Stop It Button**.

10. An **Entry** screen will appear where you can add a title, description, and tags. Tag your video with UAA, your last name or username, and any relevant department or course tags, e.g., UAA dkhaff ART.

11. Once those have been set, click on the **Save and Upload** button. The video will now be uploaded to your **My Media** section of Blackboard.

Editing Your Video

1. From **My Media** in **Blackboard**, click on the title of the video. Click on **Actions** (or locate the **Actions Button Menu** and press **Enter**) to access the dropdown menu.

2. Select **Edit**.

3. Select **Launch Editor** (or **Launch Editor Button**).

4. For assistance, click on the **Help** icon (**Help Button**) on the far left side of the screen.

5. When you are satisfied, click **Save** (**Save Button**).

6. Allow the video to process. It will appear in **My Media** when finished.

Captioning Your Video with Kaltura

1. From **My Media** in **Blackboard**, click on the video title. Click on **Actions** (or locate the **Actions Button Menu** and press **Enter**) to open the dropdown menu.

2. Select **Caption Requests**.

3. Under **Order Captions**, select the appropriate options. In most cases, you can leave these set to the defaults of **Machine**, **English**, and **Captions**.

4. Click on the **Submit** button.

5. Check back to see the estimated time required to complete the captions on your video. Captions may take up to 24 hours to process.

Editing Captions with Kaltura

1. From **My Media** in **Blackboard**, click on the video title. Click on **Actions** (or locate the **Actions Button Menu** and press **Enter**) to open the dropdown menu.

2. Select **Caption Requests**.

3. When the captioning is finished, it will say **Completed** under **Captions requests**. Next to **Completed**, select the pencil icon (**Edit Caption Button** for screen reader users).

4. The **Closed Captions Editor** will open. On the left side of the screen, you will find the closed captions boxes for your video. The right side of the screen shows a video preview to help with captioning.

5. Selecting one of the text boxes will take you to that moment in the video. Press the play button under the video preview (screen reader users: the play button is titled **Unlabeled Zero Button**) and type any corrections into the text box.

6. Save often by clicking the **Save** button.

7. If you need to change the caption timing, select the timing and manually change it. This step is rarely needed.

8. Once all captions are accurate, save the video. To meet regulations for captioning, captions must be 99% accurate.

If you would like further training or assistance please contact Academic Innovations & eLearning at uaa_design@alaska.edu or 907-786-4496.