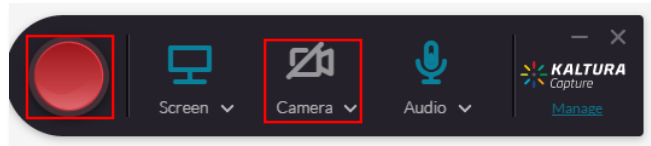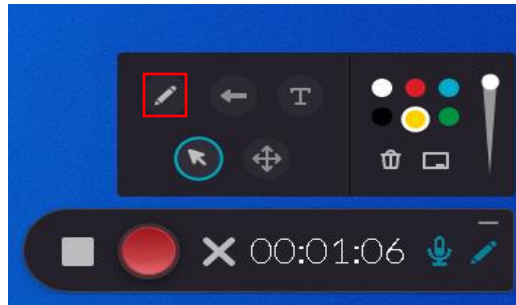# How to Record a Screen Capture, Lecture, or PPT Presentation using Kaltura Capture
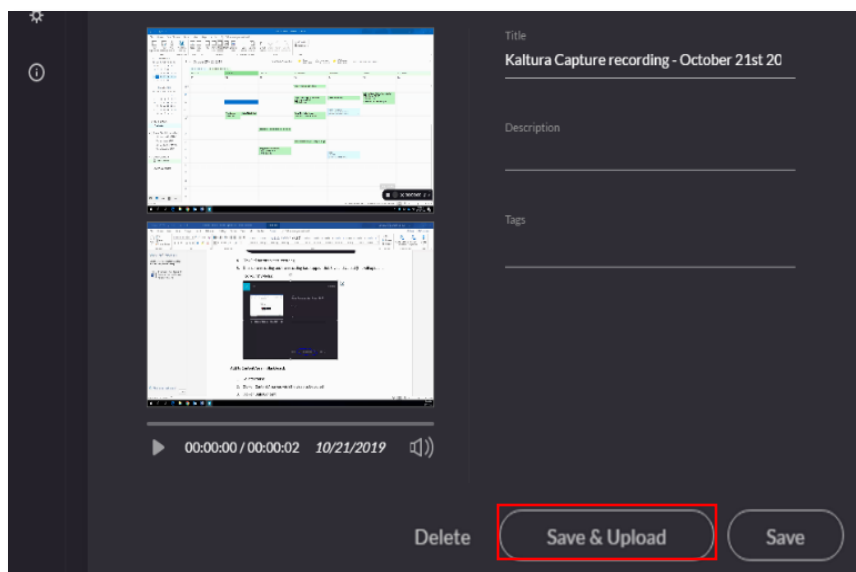
1. **Open Kaltura Capture** from your Computer.
2. **Open the Document/PPT** that you want to **record**
3. **Unselect Webcam** option by **clicking** on the **Camera button** (if you **DO NOT** want to use the **Webcam**).
   a. When the **camera is off** it will look like the image below.
   b. **Click Red button** to **start** recording.

   c. Click the **Pencil icon** to use recording features such as **whiteboard** or **drawing/pointing tools**.

4. Once you are **DONE** recording and the recording has **STOPPED**, click **Save and Upload.**

   a. Once you have completed this last step. it will upload it into your **My Media.**
   b. You can then access **My Medi**a by **logging into** mediaspace.ccsu.edu.