

How to record a screen capture, lecture, or PPT presentation using Kaltura Capture

1. **Open Kaltura Capture** from your Desktop
2. **Open the Document/PPT** that you want to record
3. **Unselect Webcam option by clicking on the Camera button** (if you don't want to use the Webcam). When the camera is off it will look like the image below (Figure 1)

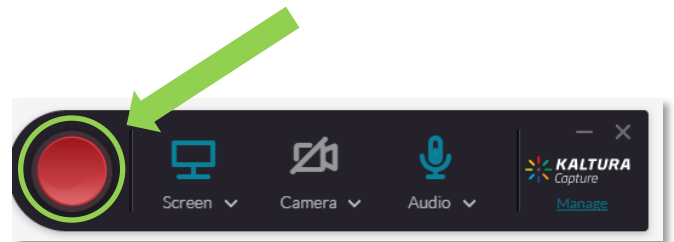


FIGURE 1

4. **Click Red button** to start recording. (Figure 1)
5. Click the pencil icon to use recording features such as whiteboard or drawing/pointing tools (Figure 2).
6. Once done recording and the recording has stopped, **click Save and Upload** (this will upload it into your **MyMedia** which you can access by logging into mediaspace.ccsu.edu) (Figure 3)

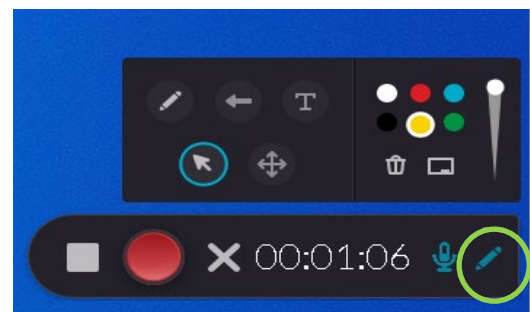


FIGURE 2

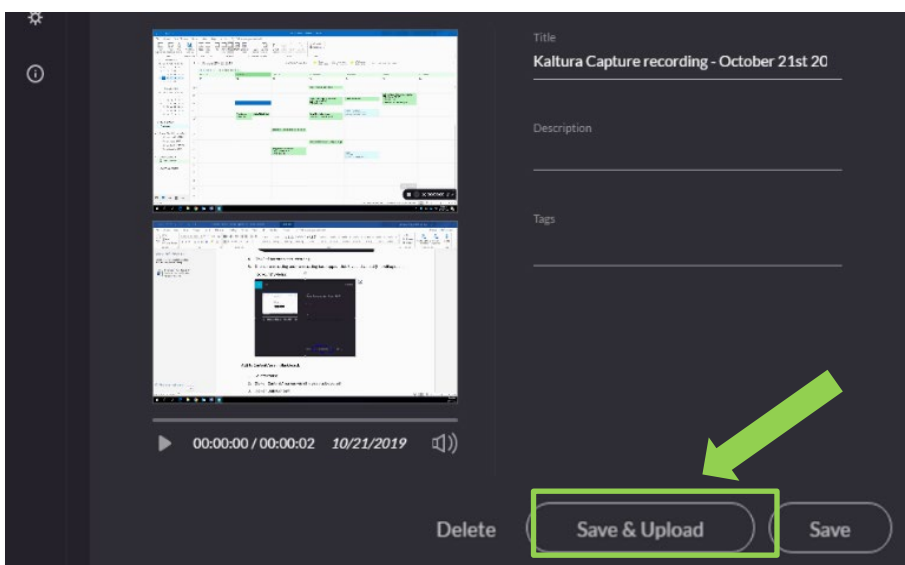


FIGURE 3