Centre for Technology Enhanced Learning

Using Kaltura Personal Capture

CONTENTS

INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Kaltura Personal Capture is a desktop application that helps you record presentations and screencast using any combination of voice, device video cameras, screen action, and PowerPoint slides. Recordings created in Personal Capture can be uploaded and managed in KEATS (My Media and Media Gallery) or Kaltura Media Space (KMS).

This document covers:

- How to download and install Kaltura Capture.
- How to use the Kaltura Capture Recording Tool.
- How to share the capture.

Important information

1. To use Kaltura Capture you must have the application installed on your device (for Apple Mac please contact IT).
2. The Kaltura mobile application 'KMS Go' does not currently work with KEATS (still in testing phase, see 'Record to Kaltura using your phone/tablet').

Accessibility considerations

Kaltura offers the user the option of adding transcription and captions to the media added. Please note that the automatic captions generated will have an 80% (maximum) accuracy.
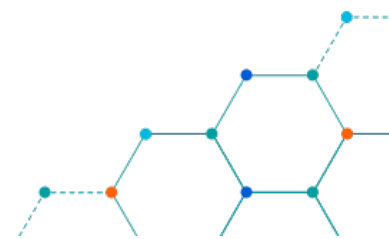
QUICK GUIDE

Download and Install application.

1. Download and install application on device
2. Click on Mac or PC downloads

Launch Application from KEATS.

1. Access KEATS course, select My Media from profile menu
2. Select Kaltura Capture from menu then launch application

Kaltura Recording Tool and recording media.

1. Select inputs and set up recording preferences
2. Start recording
3. Use the Recording monitor and tools for the capture
4. Cancel or stop recording
5. Modify captured media details and save.

## Record to Kaltura using your phone.

1. Access KEATS through your mobile device browser, select My Media from profile menu
2. Select the Media Upload from 'Add New' menu
3. Choose 'Take Photo or Video' or Choose an action
4. Start recording
5. Stop recording and press 'Use Video'
6. Rename video changing the title and then wait for the media to be processed
7. Click Save when media processing complete

The Recording Filename and exiting the application.

1. Change and update file name as needed
2. Exit the application or hide it.

Save and upload to My Media.

1. Go to your KEATS My Media and upload to course required
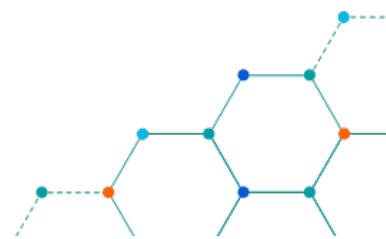
DETAILED GUIDE

Download and Install Application

1. Use the Windows menu search to access the King's Software Center, to download the Kaltura Capture Application, search for the application.
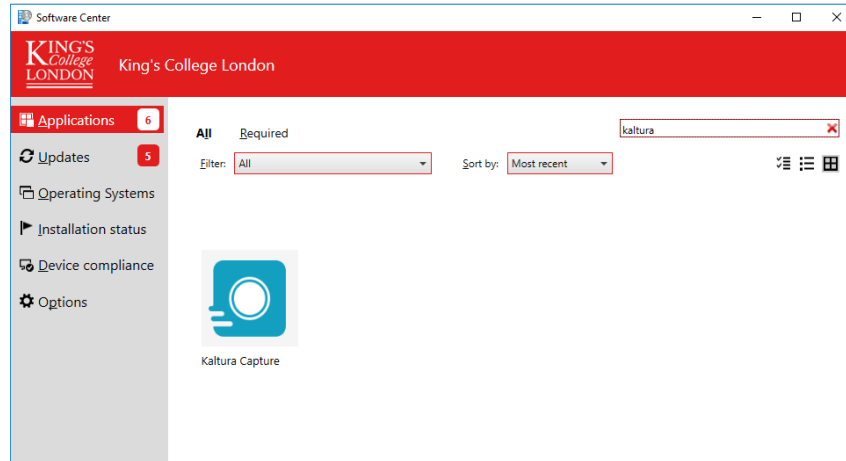

Figure 1: Kaltura Capture in the Software Center
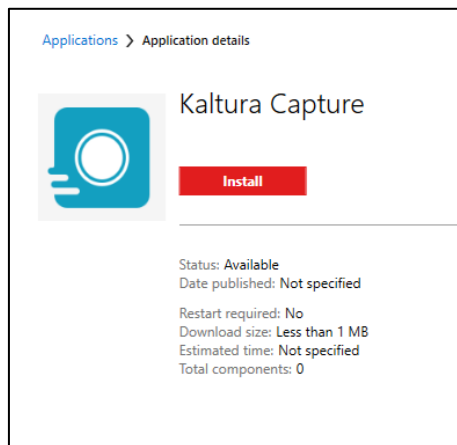
2. Install the Kaltura Capture Application.

Figure 2: Install the Kaltura Capture application in Windows

3. If accessing through KEATS (you see this screen when clicking the Kaltura Capture option when select it from 'Add New' in My Media) on a non-King's device use the options as shown below.
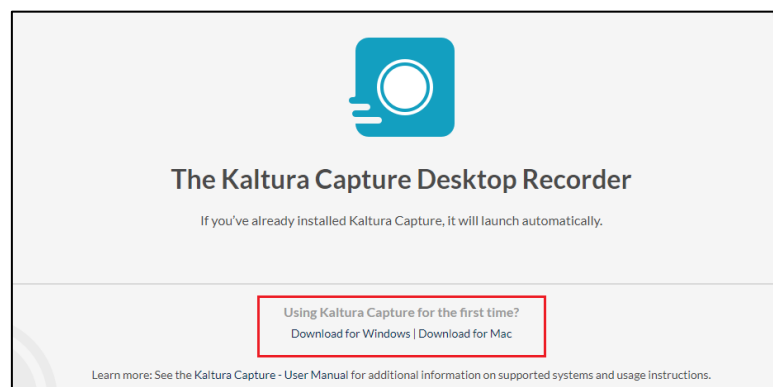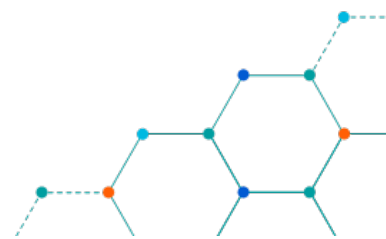

Figure 3: The Kaltura Capture download for Windows and Mac

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NOTE: If you have administration permissions on your device you can download Kaltura Capture directly:

- PC download (direct link)
- Mac download (direct link)

Launch Application

1. To launch the Kaltura Capture Application from KEATS, navigate to KEATS, click on your name at the top righthand side and click on My Media.

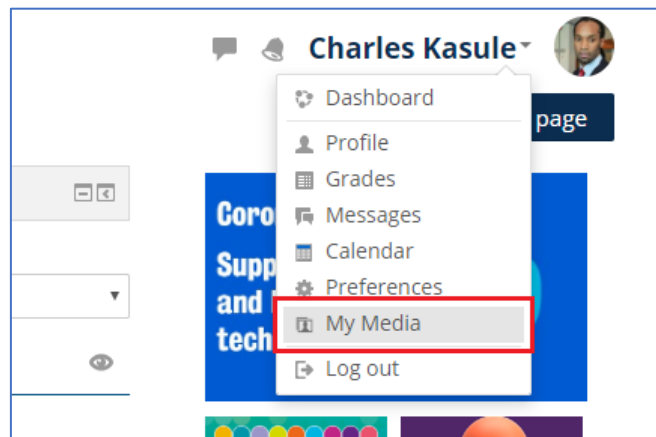*Figure 4: My Media selection from profile options*

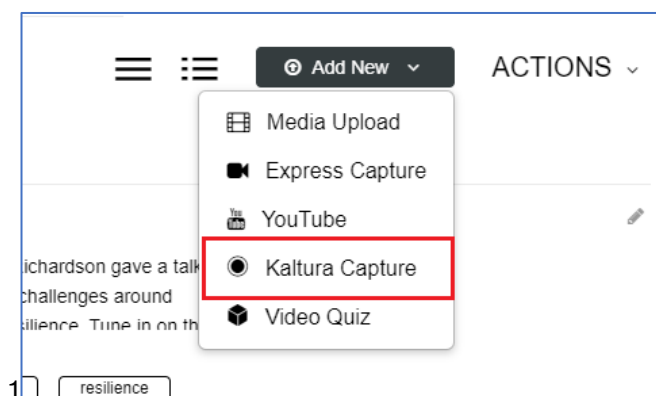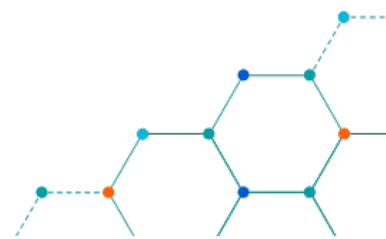2. In the My Media page click on the 'Add New' button and select Kaltura Capture.

Figure 5: Kaltura Capture option
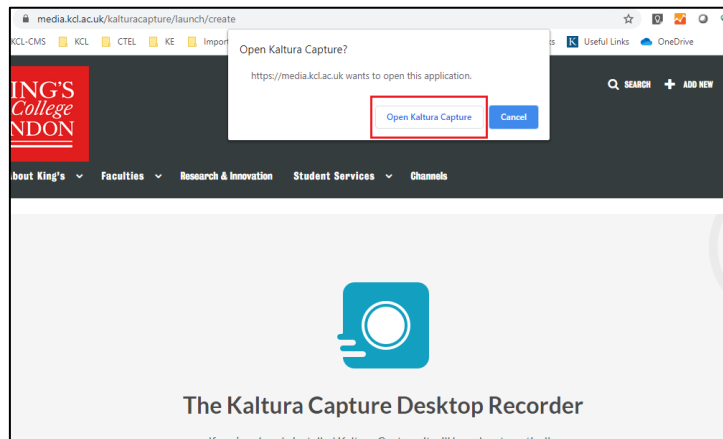
3. Click the 'Open Kaltura Capture' button.

Figure 6: Open Kaltura Capture

Kaltura Recording Tool and Recording media

The Kaltura Capture Recording Tool including the following:

- Recording Button – Press to record.
- Screen Setting (choose between all active screens)
- Camera Setting (this can be turned off or on - only use the camera at the start)
- Audio Setting
- Management Settings

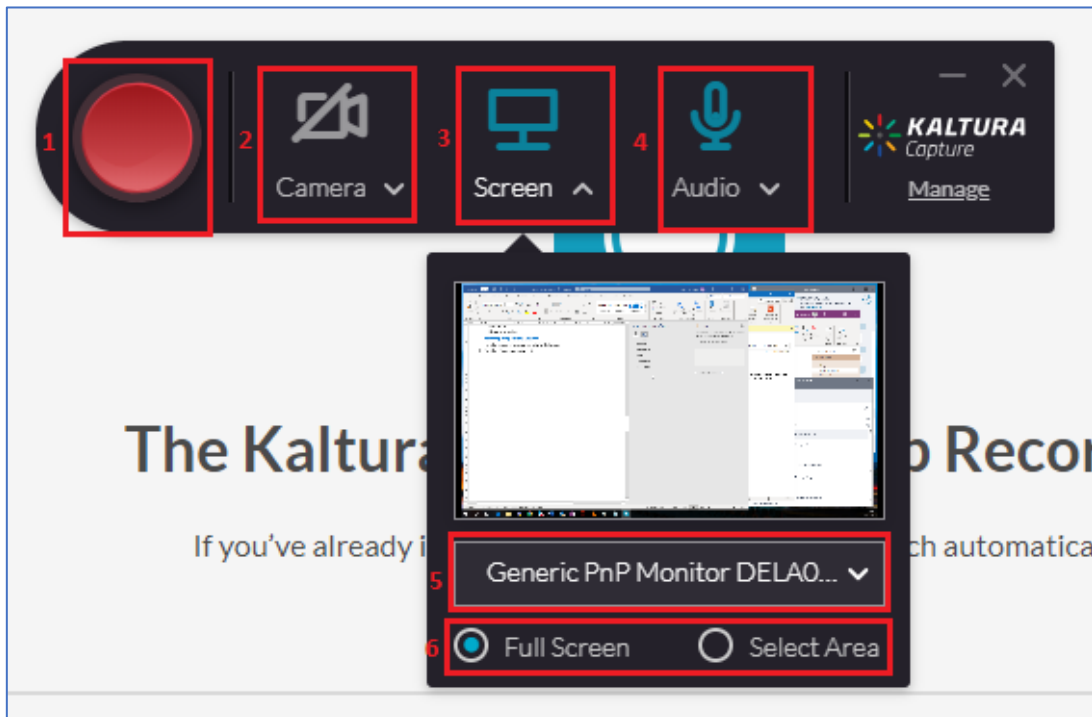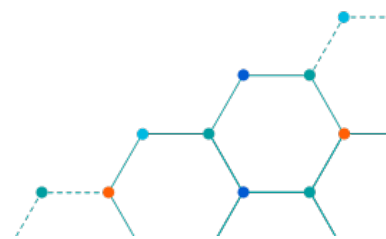1. The Kaltura Capture app is displayed:

Figure 7: Kaltura Capture launched interface

1. Red button to start recording button

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2. Enable camera options, including other connected devices (disabled above)

3. Screen options

4. Select/change Audio options

5. Select/change screen recorded

6. Select between Full Screen or Selected area

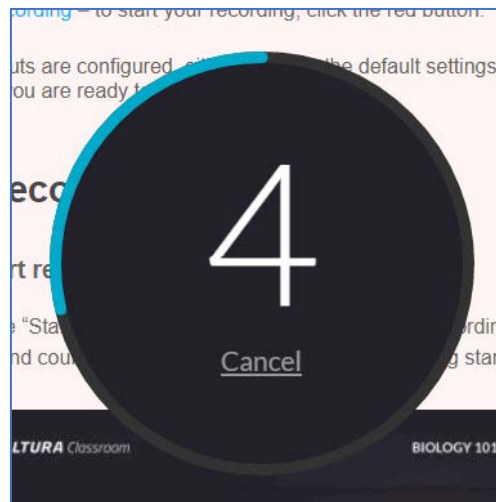2. After selecting the inputs click on the Red button to start recording. A countdown window is displayed.

Figure 8: Countdown timer

If you decide to cancel your recording during the 5 second countdown, click Cancel.

3. When the recording begins, the duration of your recording is displayed in the Recording Monitor.

Figure 9: Kaltura Capture Recording Monitor

The minimized application includes:

- Stop recording button - complete the recording- (white square) - Press to stop the recording.

- You will be prompted with a confirmation box.

- Pause/Resume recording button-

- Cancel recording button - discard recording

- Elapsed time

- Minimize icon.

- Pencil icon to open the whiteboard.

- Microphone

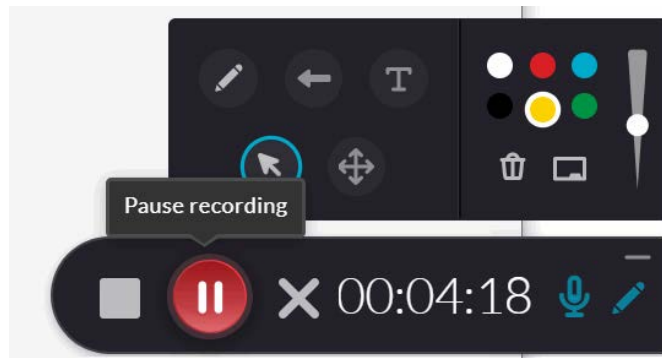- Pause button - (red circle) Press to Pause.

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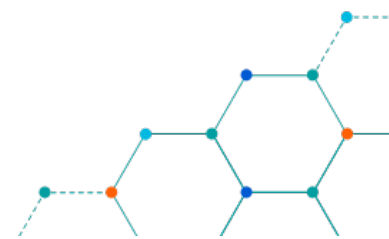
Figure 10: Kaltura Capture Recording Monitor tools

4. Cancel Recording - (grey x) - Press to cancel the recording. You will be prompted with a confirmation box.
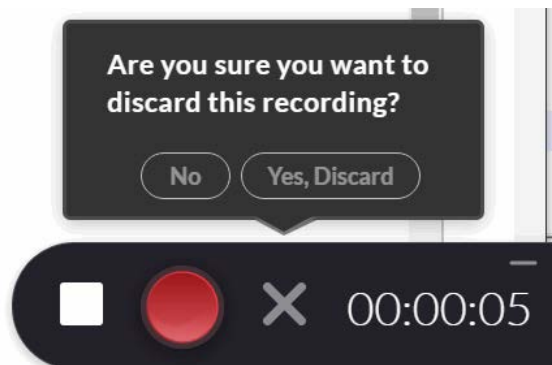

Figure 11: Cancel recording

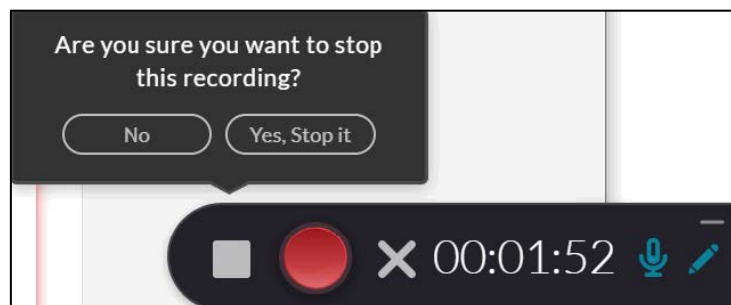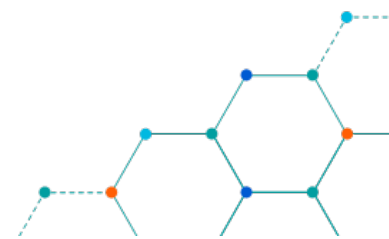5. To end the recording, click the stop button from the Recording Monitor.

Figure 12: Stop recording in Kaltura Capture

When you complete the Kaltura Capture Recording, a message is displayed that details for the entry are displayed on the Kaltura Capture Edit Entry page.
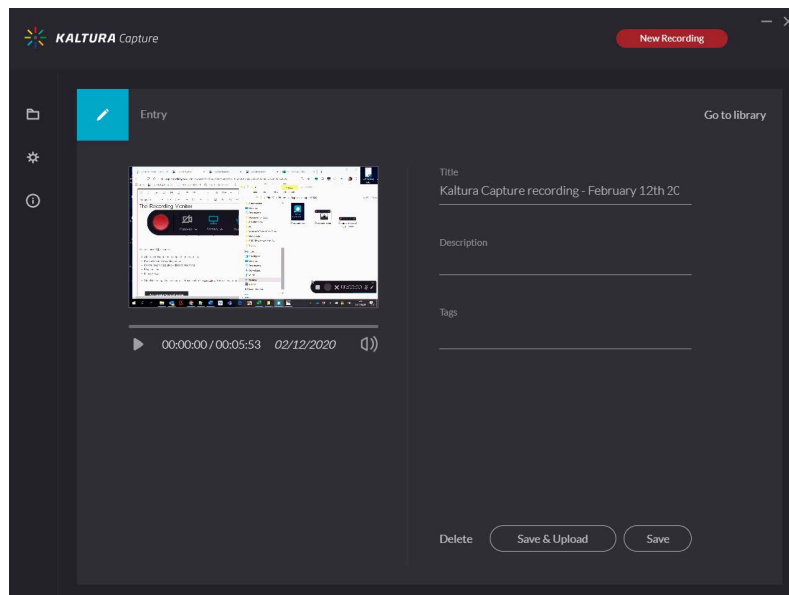
Figure 13: Kaltura Capture Edit Entry page

6. You can modify the Title and add a Description and Tags to the entry. Select one of the following options:

- Delete to delete your entry.

- Save and upload to your My Media in KEATS (Moodle).

- Save to save to your Library of entries. You will be able to Upload at a later time from your media library.

- Start a new recording - you will be prompted with a confirmation that you indeed want to leave.

When you Save a recording without uploading it, the Management window opens with the Edit

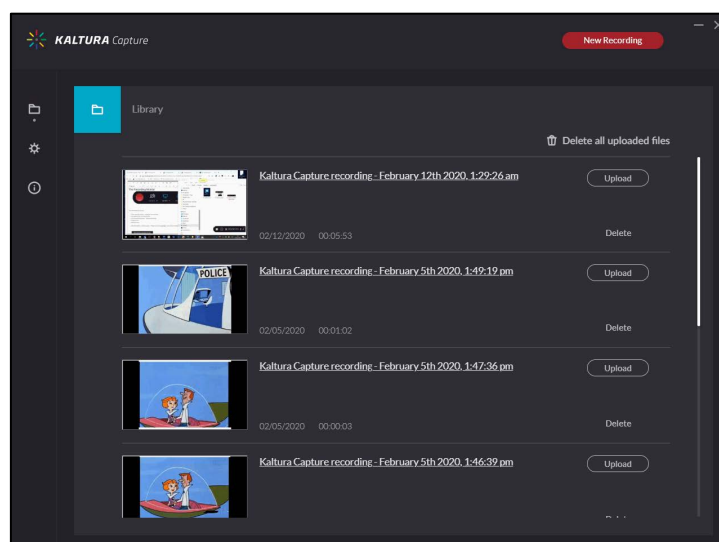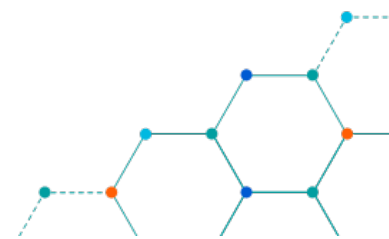tab and displays the options to Upload or delete your media.

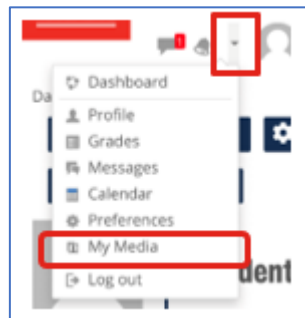*Figure 14: Kaltura Capture recording management screen*

Record to Kaltura using your phone

1. Log in to KEATS http://keats.kcl.ac.uk
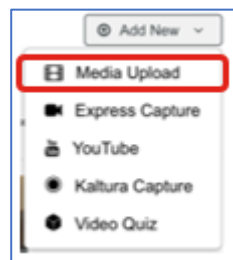2. Select the dropdown to the left of your profile photo.

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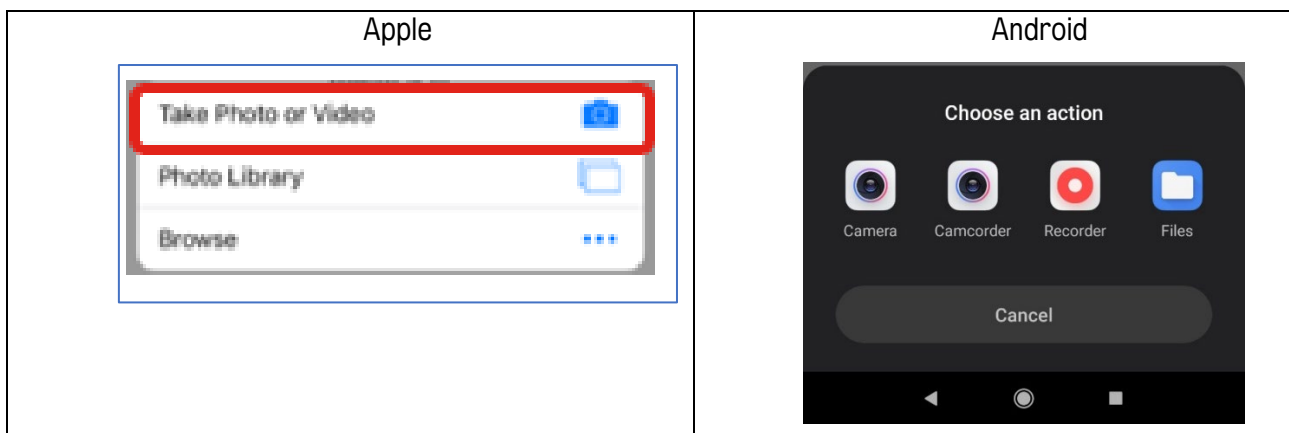
3. Select **My Media.**

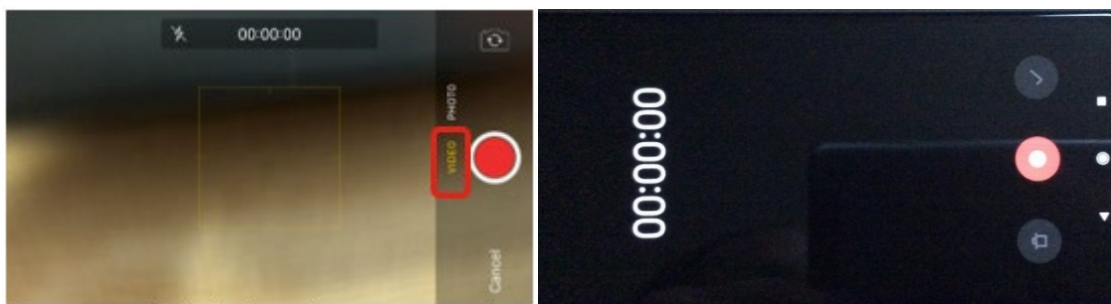4. Click on **Add New** dropdown and select **Media Upload.**

5. Click on **Choose File to upload.**
6. Select **Take Photo or Video** or **Choose an action** in Android devices (this varies across devices).
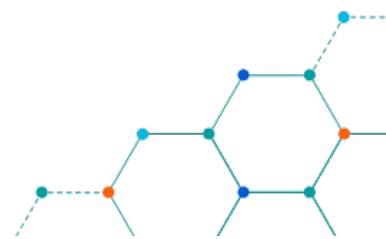
Apple	Android

7. Down the bottom of the screen, select **Video** and turn your phone to landscape **before** you start recording
8. Press the **red button** to start and stop the recording

9. Once you've finished recording, press **Use Video.**

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10. Rename the video by changing the title – don't worry about any other information at this time.

11. Provided the upload progress bar at the top has turned green, your video will be saved. Do not navigate away from this page until it has processed.

Media is being processed
Click Here to refresh
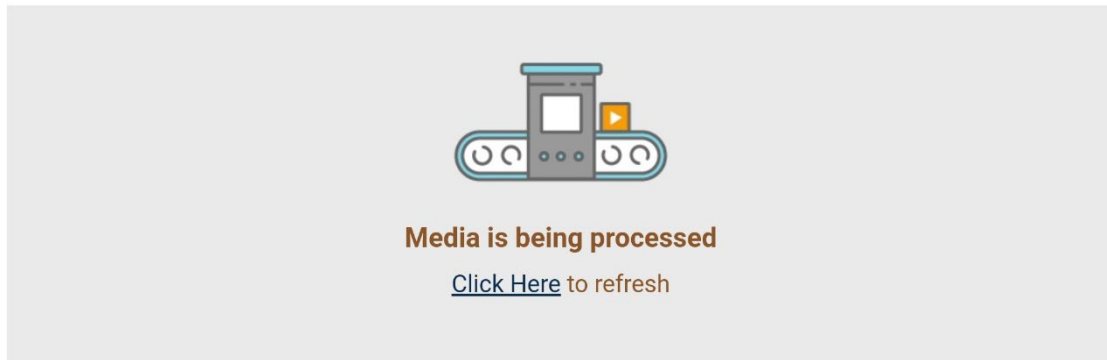
12. Then click **Save** down the bottom.

The Recording Filename and exiting the application

The default name for each recording's structure is:

- KalturaCapturemmddyyyyhhmm
- KalturaCapture (static text)
- month
- day
- year
- hour

To Exit the Kaltura Capture Application:

1. In your Taskbar and Navigation Properties box, right click on the Kaltura Personal Capture Application icon.
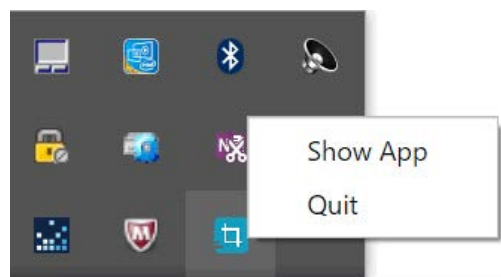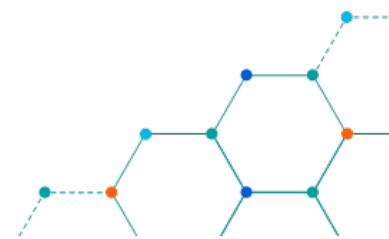
2. Select Quit to exit the application.

Figure 15: Exit or Quit Kaltura Capture

3. To hide or show the Kaltura Capture Application, right click on the Kaltura Capture icon and select Show or Hide.

Save and Uploading to My Media in KEATS

To upload your presentation:

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Go to your KEATS course and upload the file in the usual way (see [Get started with Kaltura](#) with uploading to a KEATS course options).