

# SCREENCASTING BASICS

KALTURA



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LEARNING  
TECHNOLOGY

LEARNING AND TEACHING  
ENHANCEMENT

# SCREENCASTING WITH KALTURA

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## WHAT IS A SCREENCAST?

A screencast is a digital recording of computer screen output, also known as a video screen capture, often containing audio narration.

You will need a good microphone and webcam (latter is optional, depending on your intended use of screencast).

**NEW for 2016-17** – CaptureSpace Lite has replaced the original Kaltura screen recorder.



Please note that you should own the copyright or have permission before uploading any media to the Kaltura service. Any media uploaded must meet the Core regulations for the use of IT available on the Information Technology website.

**IMPORTANT:** All media in Kaltura is available for a finite period (at time of writing, 24 months) and is subject to Kaltura's Terms of use available [on Blackboard](#).

# SCREENCASTING WITH KALTURA

## HOW TO ACCESS CAPTURESPACE LITE



Before you launch Capturespace Lite please make sure you have plugged in any:

- Headsets and microphones
- Webcams

1. In Blackboard, select the global navigation menu at the top right of the window.

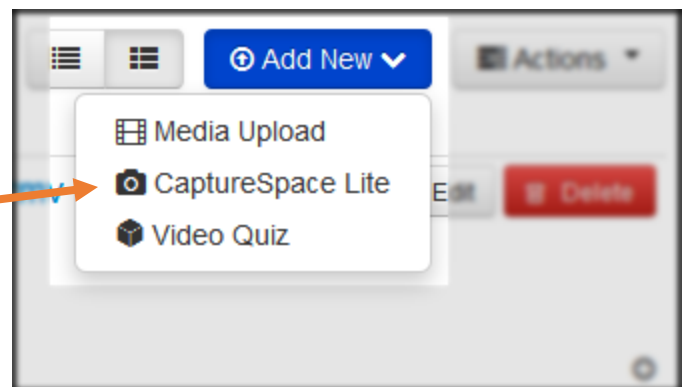


2. Now, select the **Links** option from the menu then choose **Kaltura – My Media**.

In the My Media window;

3. Click once on the blue **Add New** button in the top right of the screen.

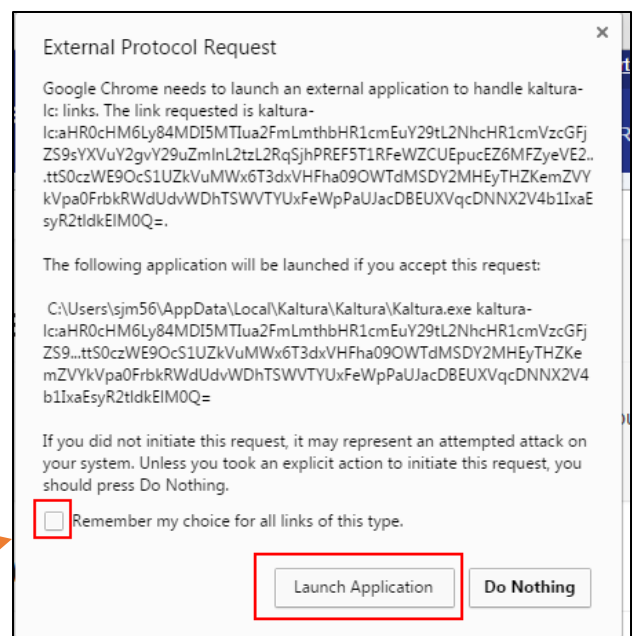
4. From the drop-down, select **CaptureSpace Lite**.



If you are on campus or have installed Capturespace Lite on your own computer already you may receive a pop up box that looks like the one on the right:

5. This is a security message, please click **Launch Application** to launch Capturespace Lite.

**Note:** To stop this pop up from appearing on the computer you are using click the **Remember my choice** box



Capturespace Lite will now launch. **Please note the software may take a few moments to appear on screen.**

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## INSTALLING CAPTURESPACE LITE ON YOUR PERSONAL MACHINE



Do not attempt to install Capturespace Lite on a University PC. This may affect your use of the software at a later date. If you find that Capturespace Lite is not installed on a University PC please call the I-Zone on **01227 782222** if you are a student or the IT Service Desk on **01227 782626** if you are a member of staff.

If Capturespace Lite is not installed, you will see the following box appear. Download the appropriate installer and follow the instructions.

### The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

#### Download for Windows

**Windows System Requirements**

- Windows 7,8,8.1 or 10 32/64 bit
- .NET Framework 4.0+
- [Visual Studio runtime tools](#)

**Supported Microsoft PowerPoint Versions**

- Microsoft PowerPoint 2007 32 bit
- Microsoft PowerPoint 2010 32/64 bit
- Microsoft PowerPoint 2013 32/64 bit

[Download for Windows](#)

#### Download for Mac

**OS X System Requirements**

- OS X 10.8 and up

**Supported Microsoft PowerPoint Versions**

- Microsoft PowerPoint 2011
- Microsoft PowerPoint 2016

[Download for Mac](#)

Once you have completed the installation then please follow the instructions on page 4 again and the software will then launch.

# SCREENCASTING WITH KALTURA

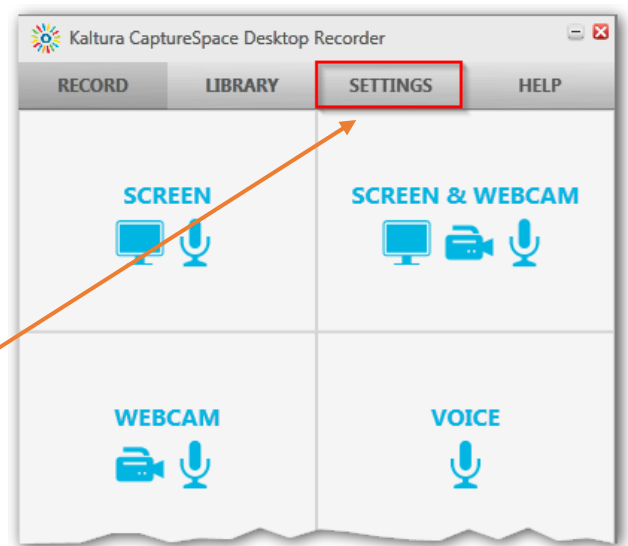
## CONFIGURING AND SET UP

Once CaptureSpace Lite has launched you will see the panel to the right.

There is a small amount of configuration to complete before you can record.

Note: This only needs to be completed once on the machine you are using and will stay saved on that machine.

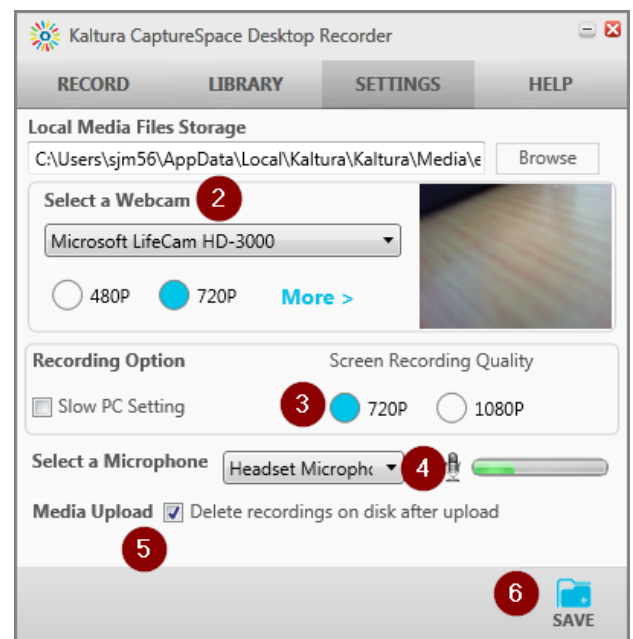
1. Press the **Settings** button.



2. Choose your webcam from the list.
3. Choose the screen recording you require (720P is usually sufficient)
4. Choose your Microphone (usually marked as Headset)
5. Select the box to delete recordings on disk after upload.

**NOTE:** This setting when activated makes sure that your computer's hard drive does not store old recordings that have already been uploaded to Kaltura.

6. Now click **Save**.



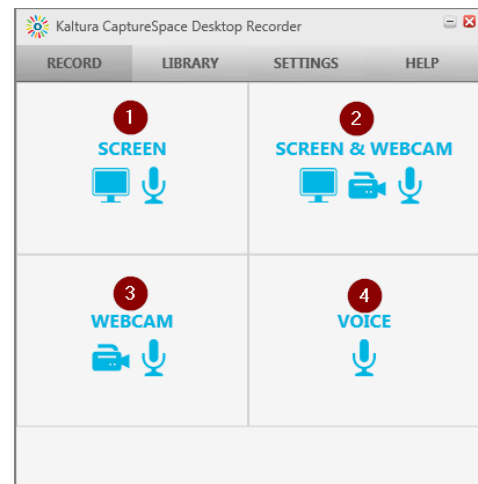
# SCREENCASTING WITH KALTURA

## CAPTURING ACTIVITY

Capturespace Lite gives you the option for four different types of capture

- 1) Screen & Voice
- 2) Screen, Webcam and Voice
- 3) Webcam & Voice
- 4) Voice only

Choose the option that applies best to what you wish to capture.

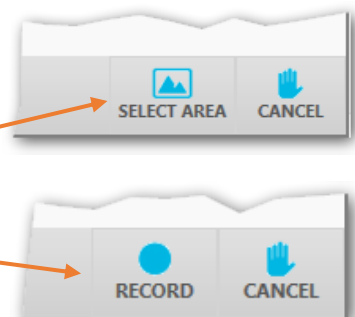


**Best practice:** Whenever you are capturing for the first time in a new location or with new equipment, complete a 30 second test to make sure everything is working correctly.

### FOR OPTIONS 1 (SCREEN AND VOICE) & 2 (SCREEN AND WEBCAM)

Once you have chosen to capture the screen and/or webcam you will be asked to select the screen (if you have more than one) to capture.

1. Select the screen to capture
2. Select if you would like to capture the full screen or select an area.
- 3a. If you have requested to select an area click the **select area** button and then drag the mouse over the area you wish to record with your mouse and then release to begin recording.
- 3b. If you have selected to record the full screen, then click the **record** button.



A 5 second countdown will commence prior to recording starting.

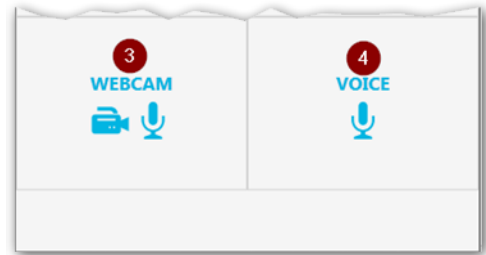
**IMPORTANT:** If you are capturing your webcam make sure the webcam image is positioned inside the recording area. The recording area will either be your full screen or if you have only selected an area to be recorded it will be outlined with a blue box.



# SCREENCASTING WITH KALTURA

## FOR OPTIONS 3 & 4 (WEBCAM OR VOICE)

As soon as you click the webcam or voice buttons a 5 second countdown will appear on screen. After this your recording session will start.



## DURING RECORDING

There are a few options that Capturespace Lite offers during a recording.

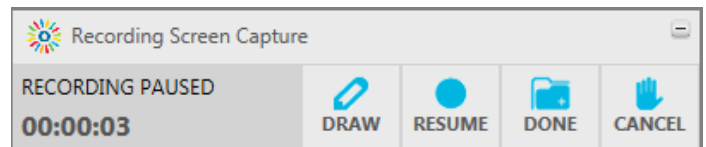
### FOR ALL OPTIONS

To pause the recording and bring up the recording menu:

- Press ALT-P on your keyboard

To continue recording:

- Select the **Resume** icon or press ALT-P again



To cancel the recording:

- Press the **Cancel** button and confirm you wish to abandon the recording

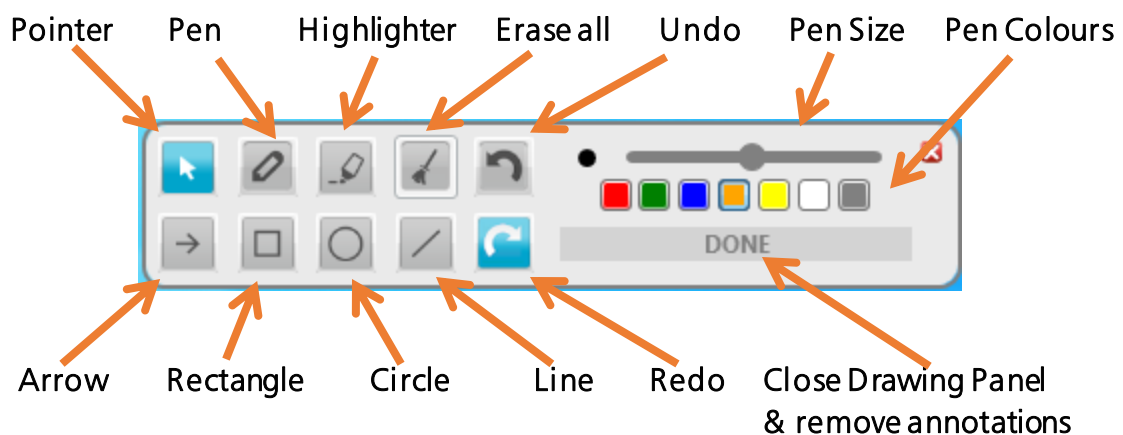
### FOR OPTIONS 1 (SCREEN & VOICE) & 2 (SCREEN AND WEBCAM) ONLY

During a screen recording you have the option to provide annotations using drawing tools.

To open the drawing panel during a live recording or in pause mode:

- Press **Alt-D**

The following panel will appear. Descriptions for the buttons are shown below.





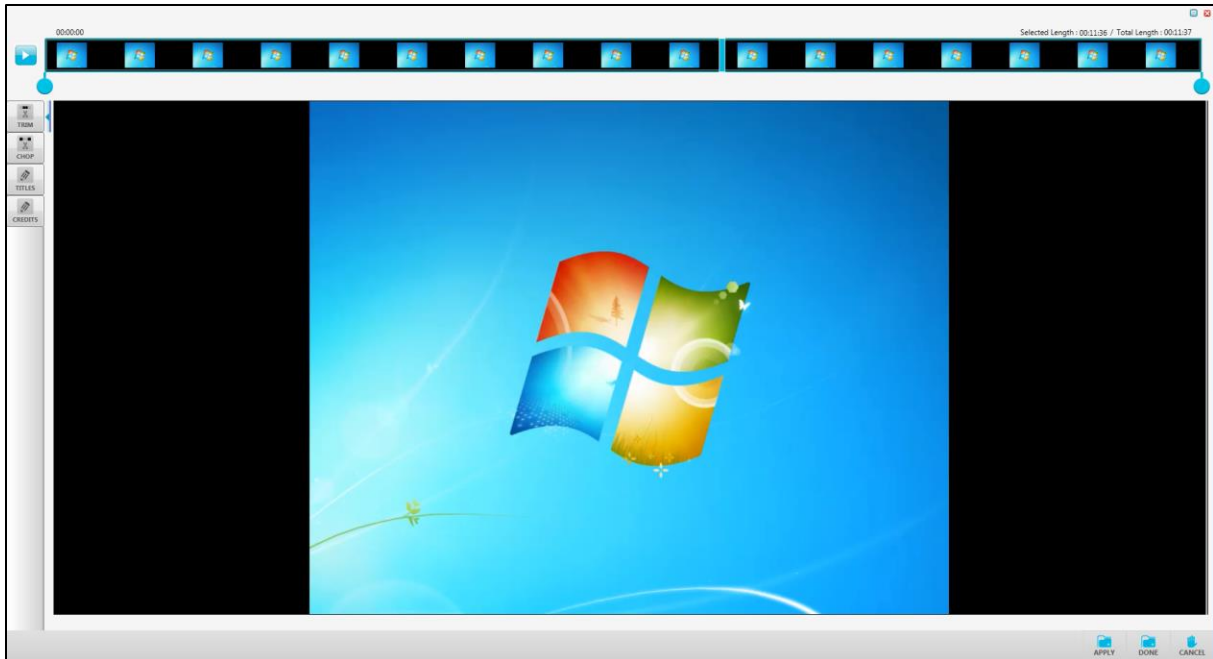
# SCREENCASTING WITH KALTURA

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## COMPLETING THE RECORDING

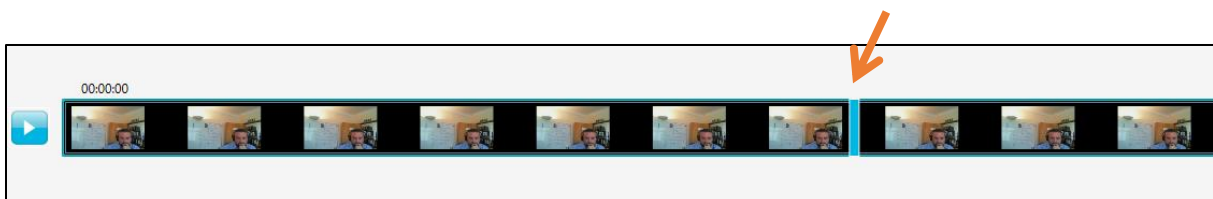
Press ALT – P on your keyboard to pause and then click Done to finish recording.

Once **Done** has been selected on any of the options, the following window (**Preview mode**) is displayed and what you have recorded will begin playing:



## NAVIGATING YOUR RECORDING

To navigate to a certain place in the recording just click on the timeline:



## EDITING YOUR RECORDING

Capturespace Lite gives the option dependent on the type of recording to:

- 1) Trim
- 2) Chop
- 3) Add Titles (not available with voice only recordings)
- 4) Add Credits (not available with voice only)

# SCREENCASTING WITH KALTURA

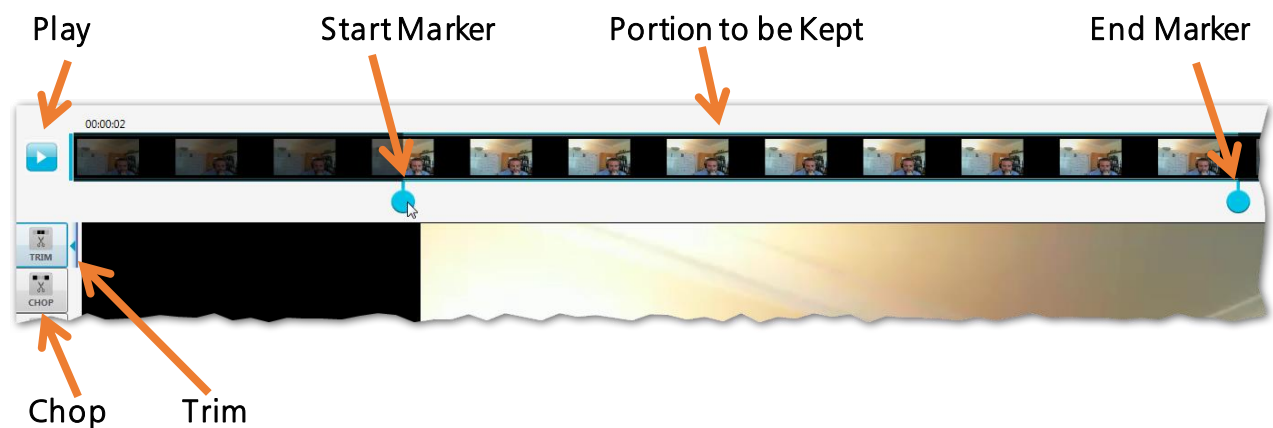
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## TRIMMING AND CHOPPING YOUR RECORDING

Capturespace Lite allows for minor editing in preview mode. If you use the Trim function then you can cut the recording at the beginning or end. If you use the Chop function this will allow you to cut out video or audio from within.

Drag the start and end markers along the timeline to set out what you want to trim or chop.

A good tip when using these tools is that the lighter part of the recording will be kept as shown below and the greyed out portion discarded.



When you have completed your edits click the **Apply** button in the bottom right corner.

## ADDING A TITLE OR CREDITS

In Preview Mode, click the **Titles** button to add one or more titles to the beginning of the recording. Choose the title of your choice from the selection and edit the text. Click **Apply** when you have finished adding the title.

To add credits to a video, click the **Credits** button. Choose the credits screen of your choice from the selection and edit the text. Click **Apply** in the bottom right to save the changes.

## READY TO UPLOAD?

In preview mode once you have completed any edits and added any titles or credits click the **Done** button to proceed to the Upload screen

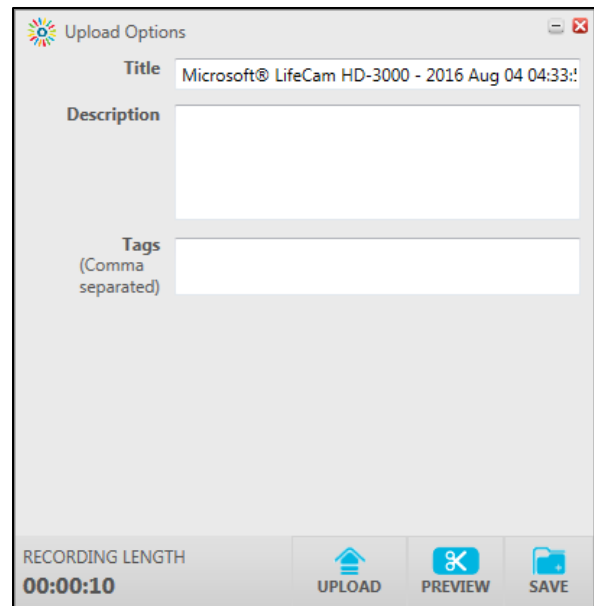
## UPLOADING YOUR RECORDING TO KALTURA

Once you have applied your edits to the recording you will be taken to the last step of the process, the Upload Options Screen shown on the right.

- 1) Enter a Title.
- 2) Enter any description and tags.
- 3) Click **Upload**.

Your video will now be uploaded to the Kaltura service at Canterbury Christ Church University.

NOTE: This may take some time especially if the recording is quite large.



**Once the upload is complete it will be available from within your My Media in Blackboard.**

If this is your only recording then you can close Capturespace Lite by clicking the red cross in the top right hand corner of the program.

## RETRIEVING YOUR RECORDING

Once the recording is uploaded:

- Select the **My Media** link from the **Global navigation menu**:

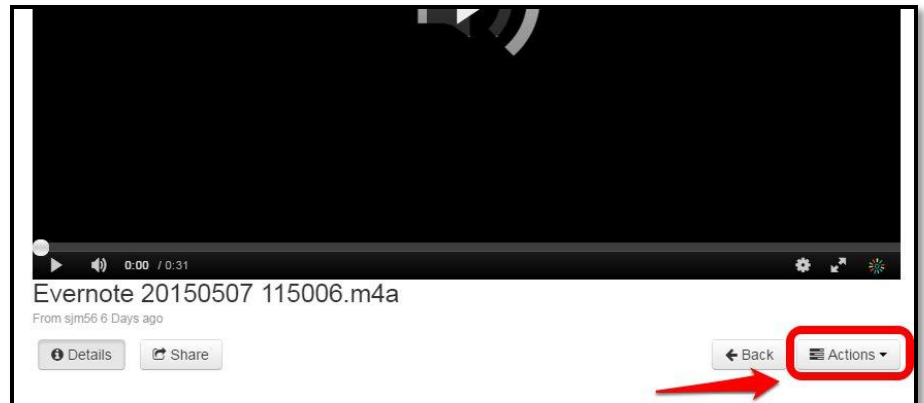
The **My Media** gallery is accessible only to you, and can also be accessed through any Blackboard course you are an Instructor on. **My Media** contains the collection of all videos that you have added to Blackboard, in any of your courses. **My Media** also allows you to upload video content and perform basic editing before assigning it to a particular course.

# SCREENCASTING WITH KALTURA

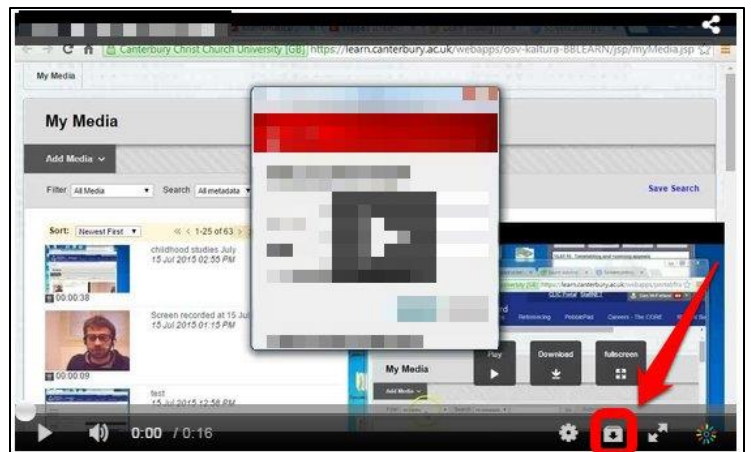
## DOWNLOADING YOUR SCREENCAST

It is possible to download any screencast that you upload to Kaltura, if you have not kept a copy of the file. However it is not possible for any other user to download your screencast file using the Kaltura system.

To download click on the media entry in **My Media** that you wish to download from Kaltura and in the next screen click the **Actions** button and choose **Edit**.



An edit screen will now appear. Locate the preview of your video and **click the download media button** as shown to the right. Once clicked the video will shortly begin downloading to your machine.



## DELETING YOUR SCREENCAST

Within **My Media** locate the media you wish to delete. Click the **Delete** button next to the video. You will now see a confirmation message asking you to confirm that you wish to delete the media file. Click **Delete** again to complete deletion.

**NOTE:** This action cannot be undone.

## FURTHER INFORMATION ON EDITING AND PUBLISHING YOUR MEDIA

Once a screencast is created Kaltura treats a screencast as any other type of media uploaded to it. For further information on how to edit (including trimming and clipping) and publishing your screencast to a Blackboard course, please see the guide titled Streaming Media Basics available from the Help tab in Blackboard.

## SCREENCASTING TIPS

- ✓ Keep it short! If your screencast is too long, consider breaking it down into smaller parts.
- ✓ Know your audience and create the screencast from their point of view. (e.g. for a student screencast, do not start in StaffNET).
- ✓ Don't get caught out, close down any unnecessary programs, especially those which have items that may pop up during your recording (e.g. Outlook or Skype).
- ✓ If using narration,
  - first draft a storyboard or create a bullet-point list or outline of what you want to say
  - Speak clearly and check your speed – neither too fast or too slow
  - Vary your tone, avoid monotony
- ✓ If you make a mistake, just correct yourself, it is ok
- ✓ Don't whizz the mouse around, move it only when necessary and not too quickly
- ✓ Use **Alt+P** (or the **Pause** icon) for a rest!
- ✓ Be 'Personal, informal and enthusiastic' (Donald Clark, Plan B).
- ✓ Be wary of background noises and overenthusiastic mouse clicking noises.

## WHERE TO GET FURTHER SUPPORT

**Staff** – Contact the IT Service Desk in the first instance on 01227 782626 or x 2626.

**Students** - Contact the i-zone on (01227) 782222 or x2222.

# LEARNING TECHNOLOGY

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