

CLAREMONT
SCHOOL OF
THEOLOGY

How to Record and Upload Videos Using Kaltura Capture

Instructional Technology | Fall 2019 | Sakai 12.6

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How to Record and Upload with Capture

- You can use **Kaltura Capture** to record on your computer and upload directly to your **My Media** tool.
- Uploading media is a multistep process. Do not leave or close the upload window before the upload process is complete.
- **Kaltura Capture** can record:
 - **screen & voice**
 - **webcam & voice**
 - **screen, webcam, & voice**
 - **only voice**
- To help with troubleshooting technical issues, you are required to **tag** each of your media files with **your Sakai username**.

I. Go to your Home page and click on the “My Media” tool.

sakai.cst.edu : Home : Overview

https://sakai.cst.edu/portal/site/~sakaisupport

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login Data Longsight 18-19 Courses 19-20 Courses

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Home Administration Workspace Course Sandbox KF Sandbox KF

Overview

Profile Membership Calendar Resources Announcements Worksite Setup Preferences Trusted Applications Account

My Media Help

OVERVIEW

Message Of The Day

Options

Welcome to Sakai!

Sakai is the official learning management system of Claremont School of Theology. CST Instructors use this system to engage students and facilitate learning in traditional, face to face, intensive, hybrid, and online format courses.

First time logging in? Once your CST student profile is created, your Sakai logins will be automatically created for you. To log in for the first time, click **Forgot Password** link on the left-hand menu from the homepage, and submit your CST email. You can then check your CST email address (or other email address, if you are not a CST student) for your username and password.

System Announcements

No System Announcements

If you are experiencing any issues, please send a support ticket to the CST Help Desk at <http://csthelphdesk.freshdesk.com/support/home>.

Need support?

If you have forgotten your password or would like to reset it, use the **Forgot Password** link on the lefthand menu from the homepage. Check the email inbox connected with your Sakai account for password

Calendar

Options Publish (private)

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Recent Announcements

Announcements

(viewing announcements from the last 10 days)

View All

There are currently no announcements at this location.

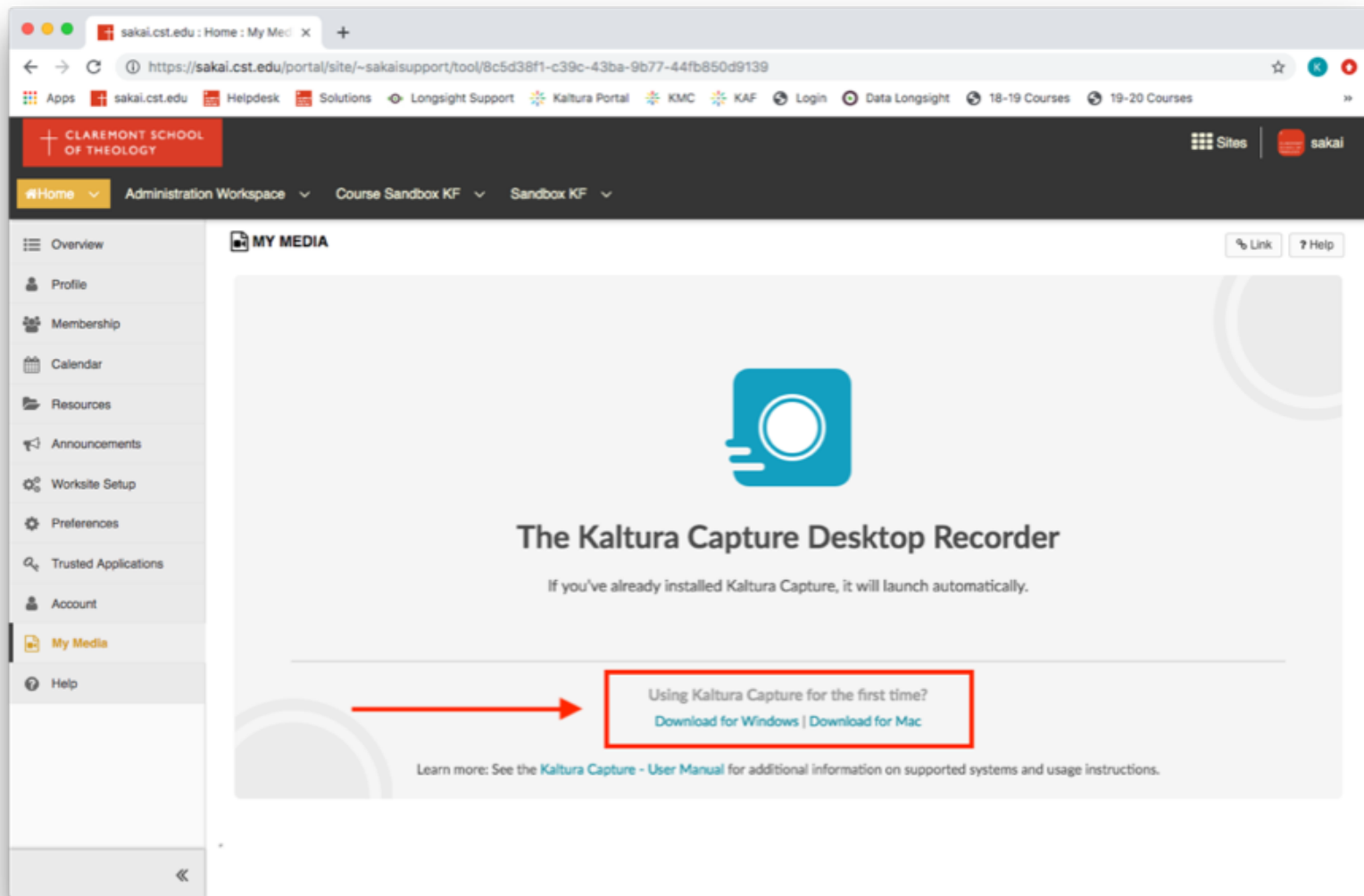
2. Click on the “Add New” button and choose “Kaltura Capture”.

The screenshot shows the Sakai My Media interface. On the left is a sidebar with navigation links: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (selected), and Help. The main content area is titled 'MY MEDIA' and 'My Media'. It includes a search bar, filters, and sorting options. A red arrow points to the 'Add New' button in the top right corner of the media list. A dropdown menu is open from this button, showing three options: 'Media Upload', 'Kaltura Capture', and 'Video Quiz'. The 'Kaltura Capture' option is highlighted. Below the menu, there are two media items listed: 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm' and 'Example with Deepak'.

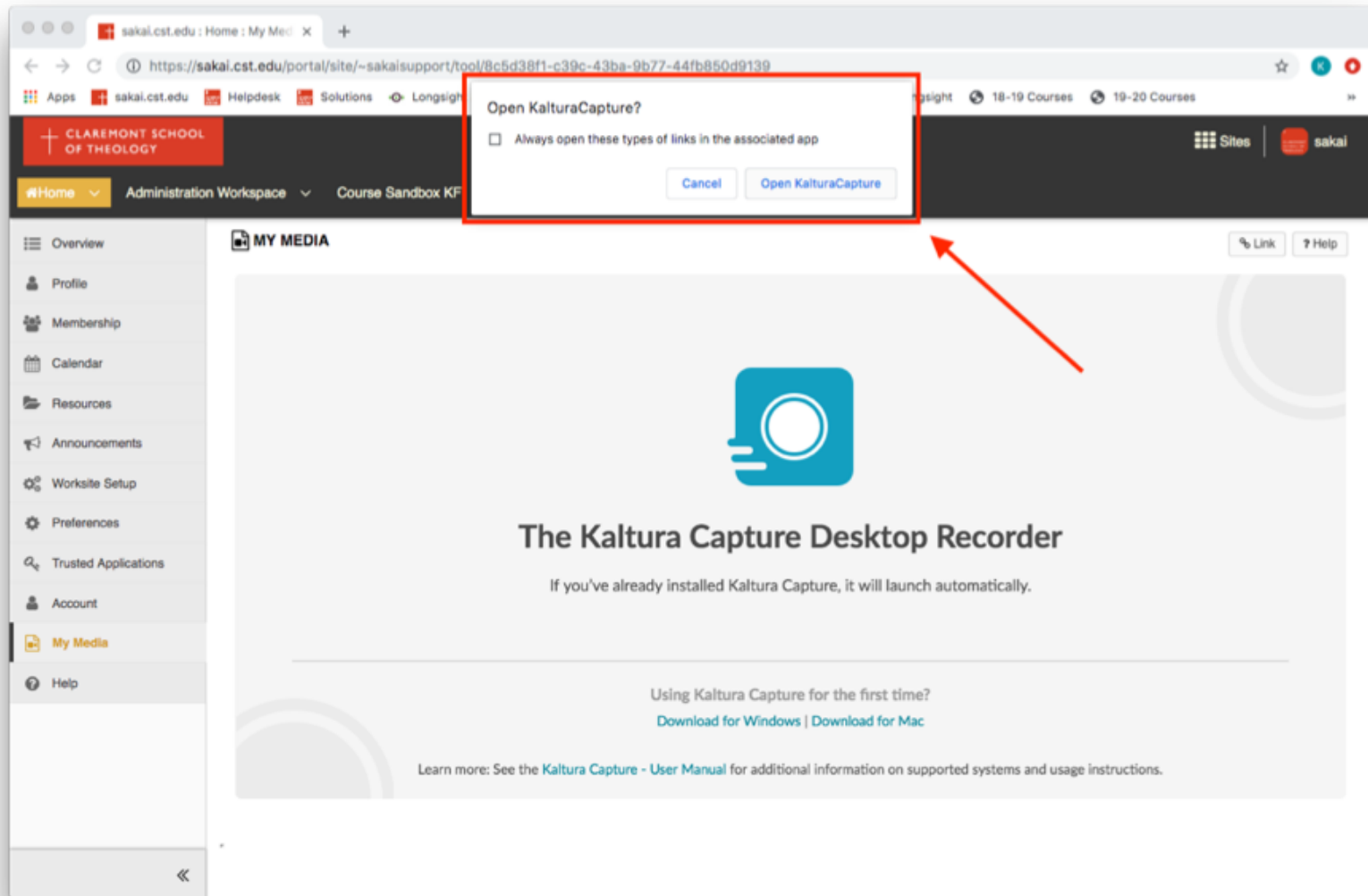
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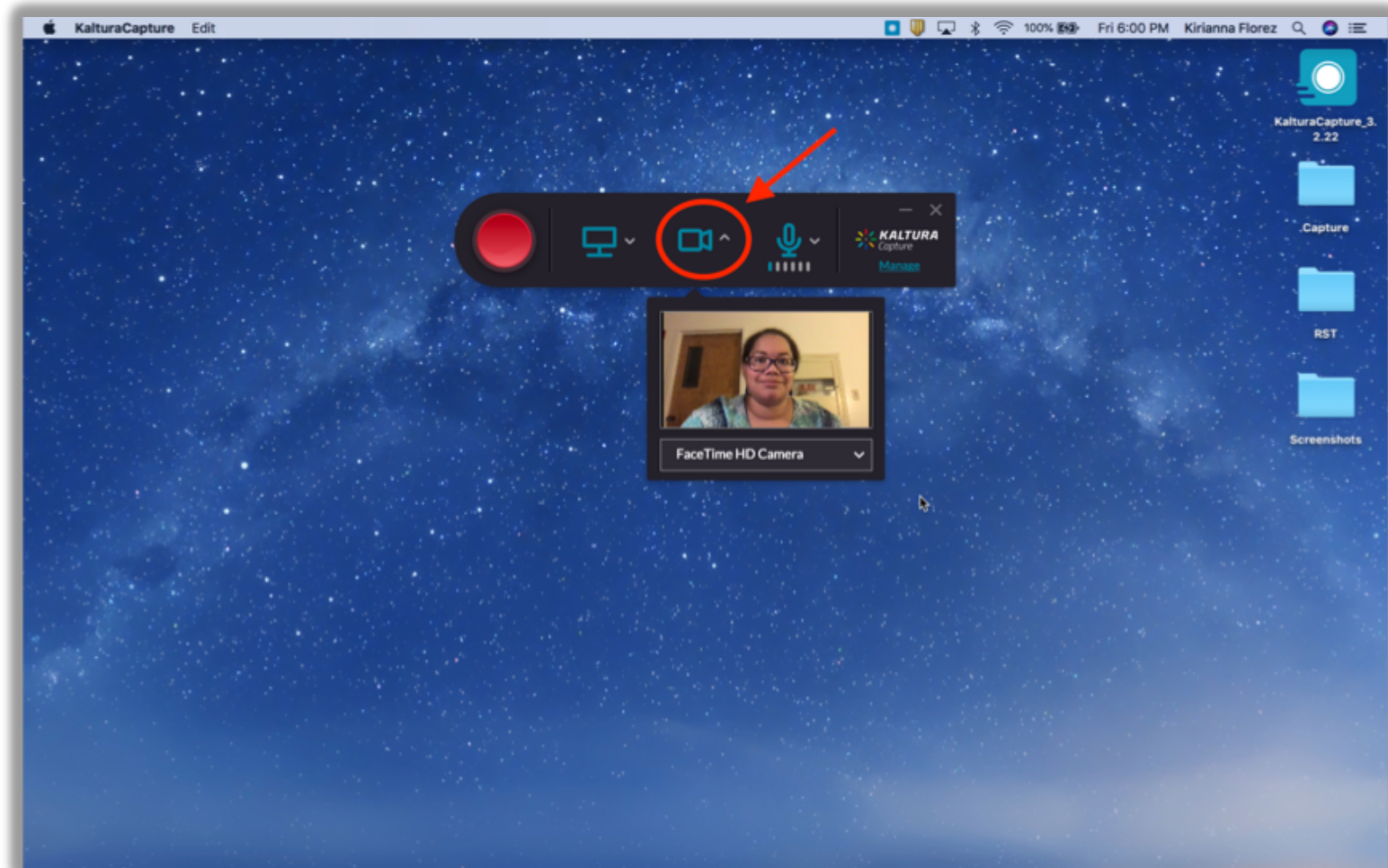
3a. If you have not used Kaltura Capture on your computer before, download and install the recorder.



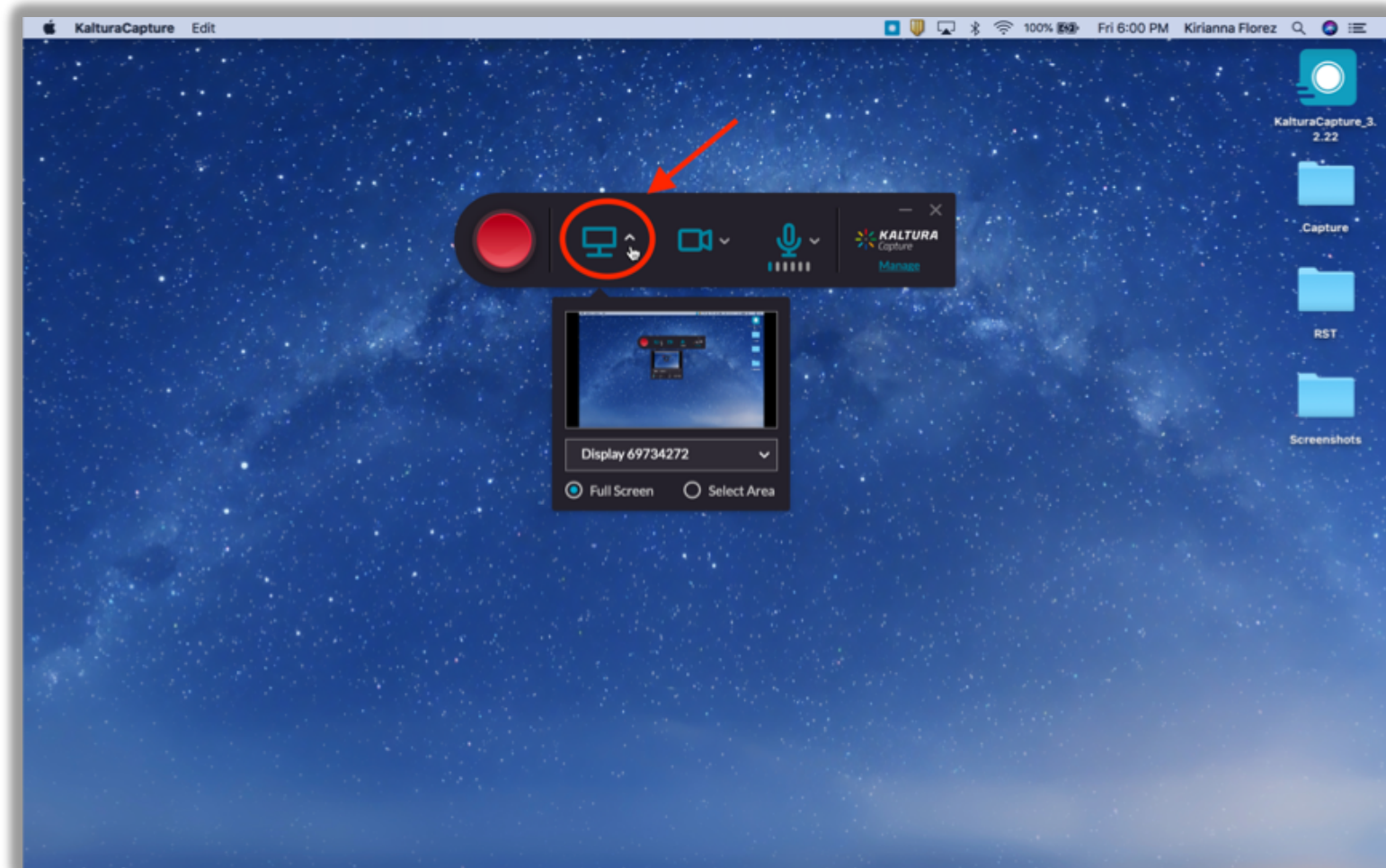
3b. If Kaltura Capture is installed, you can choose to “Open KalturaCapture”.



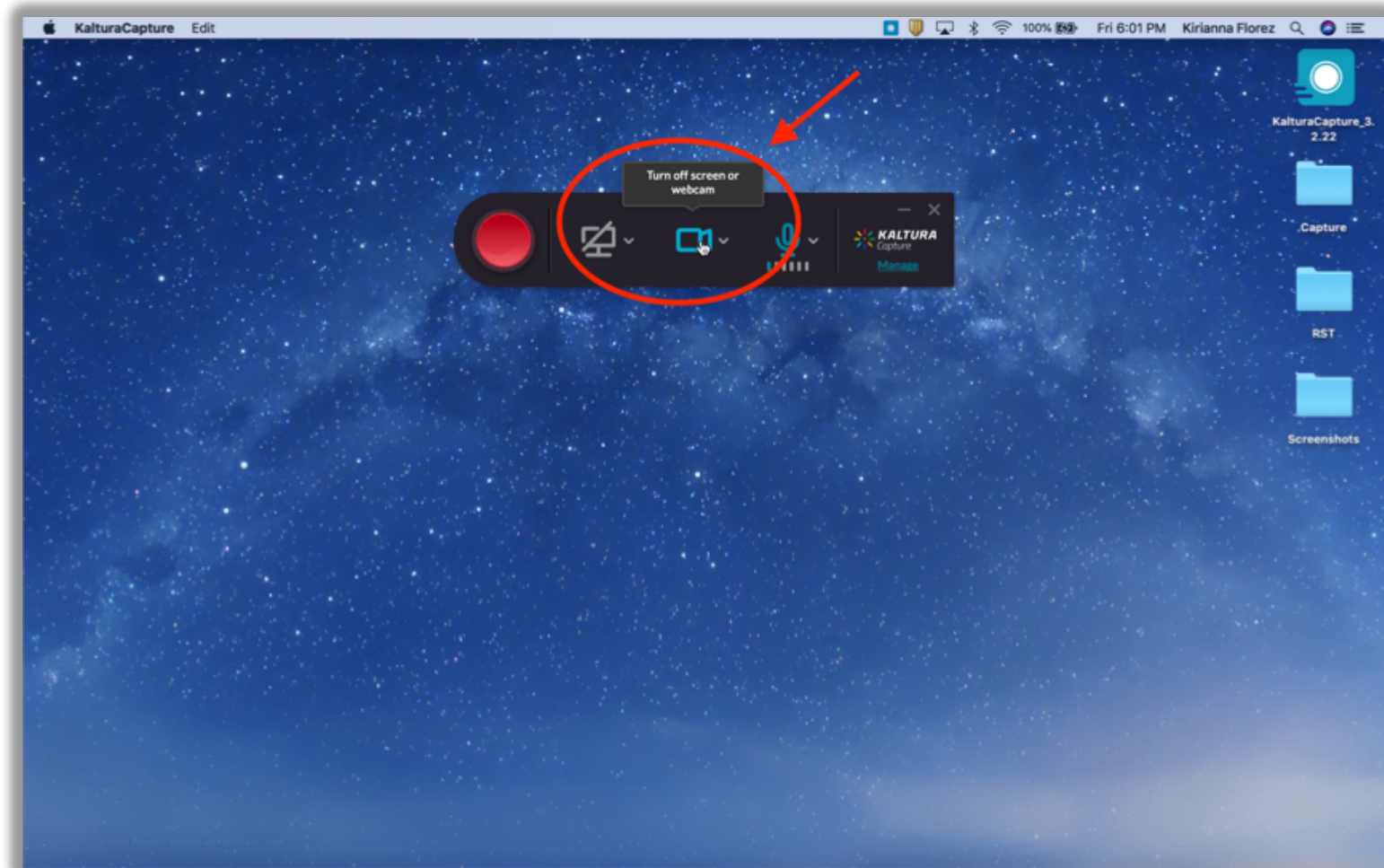
4a. You can record with the webcam.



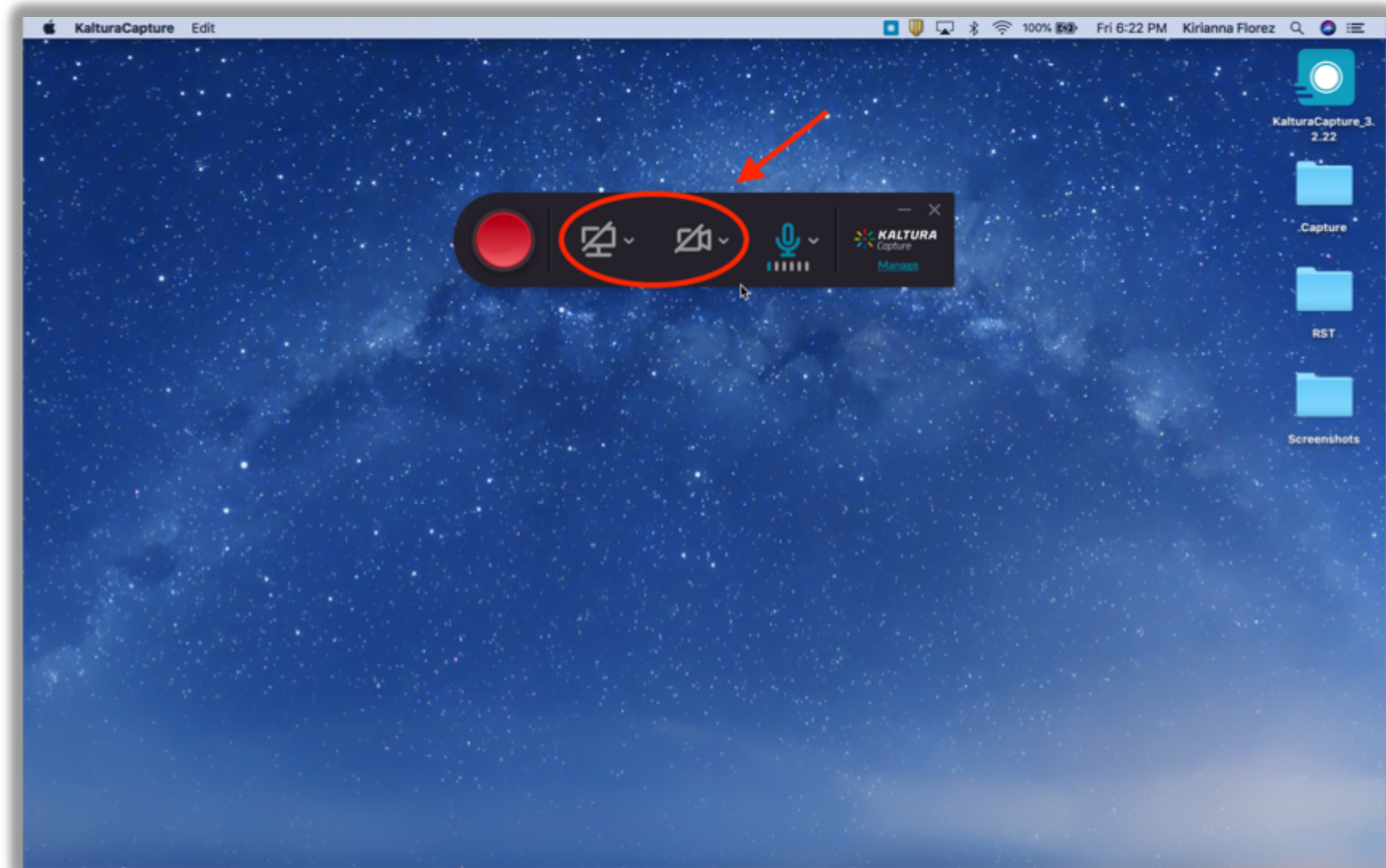
4b. You can also record the screen.



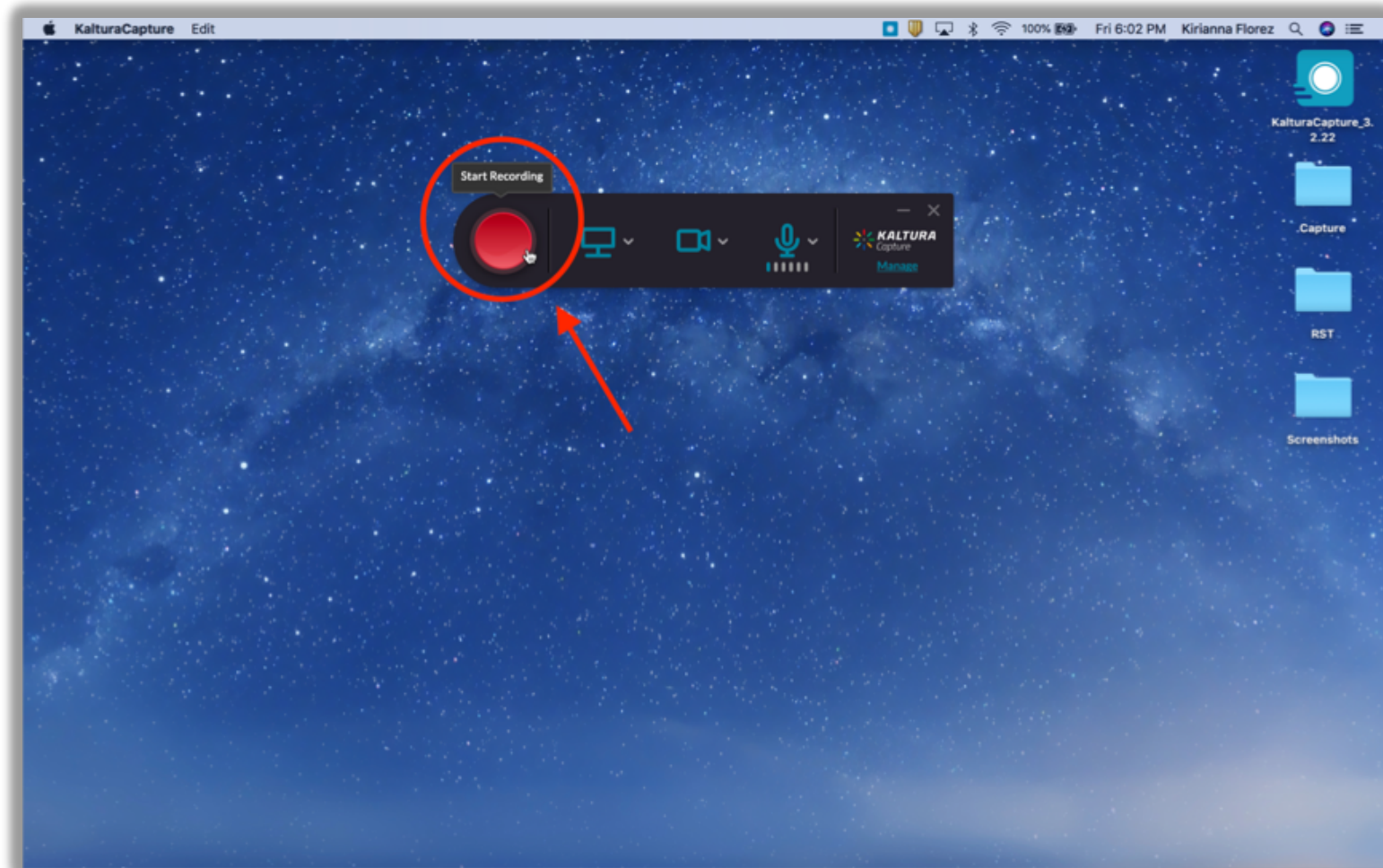
4c. You can choose not to record either the webcam or the screen.



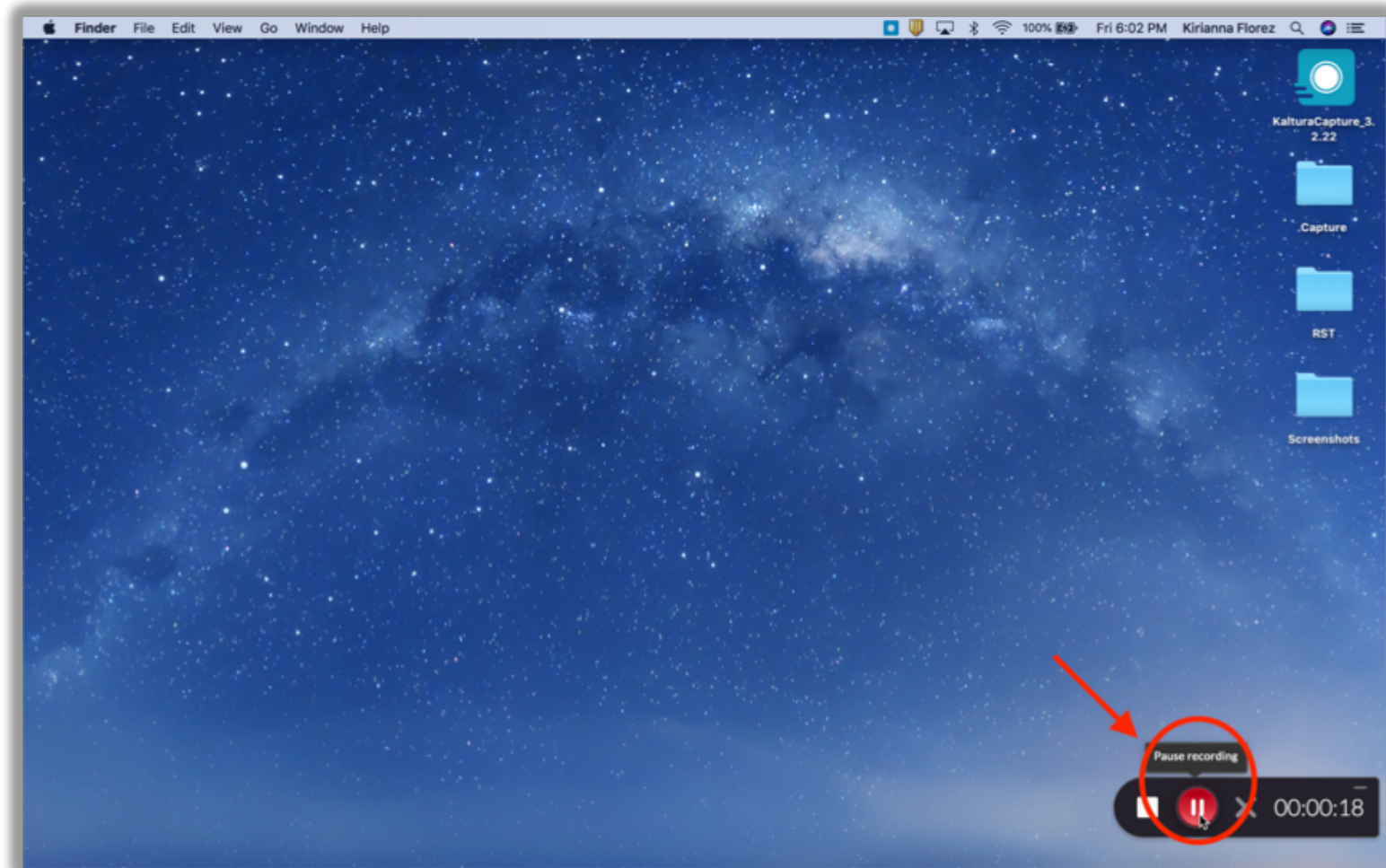
4d. You can choose to record only your voice by turning off both the webcam and the screen.



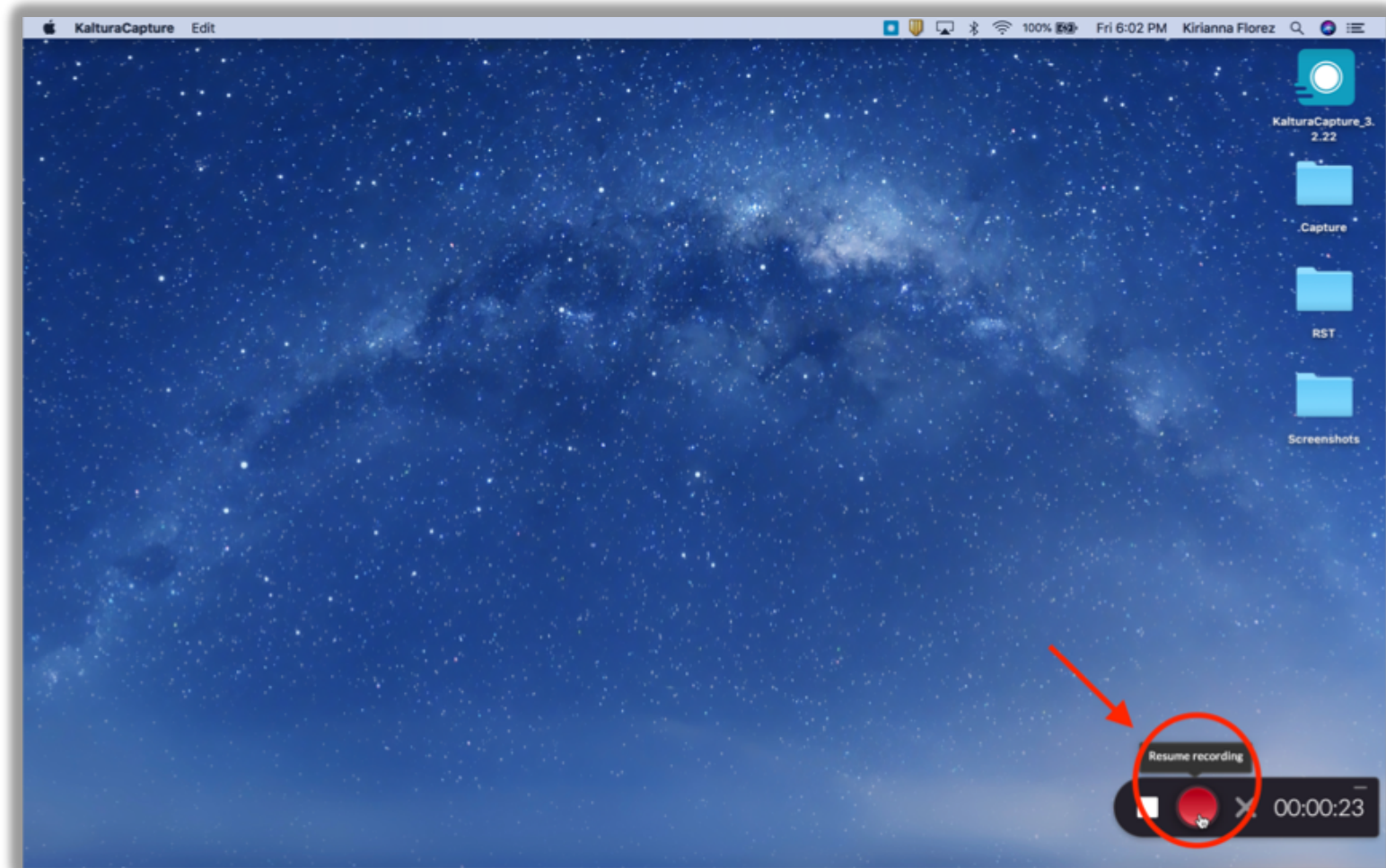
5. When you are ready, press the red “Record” icon to start recording.



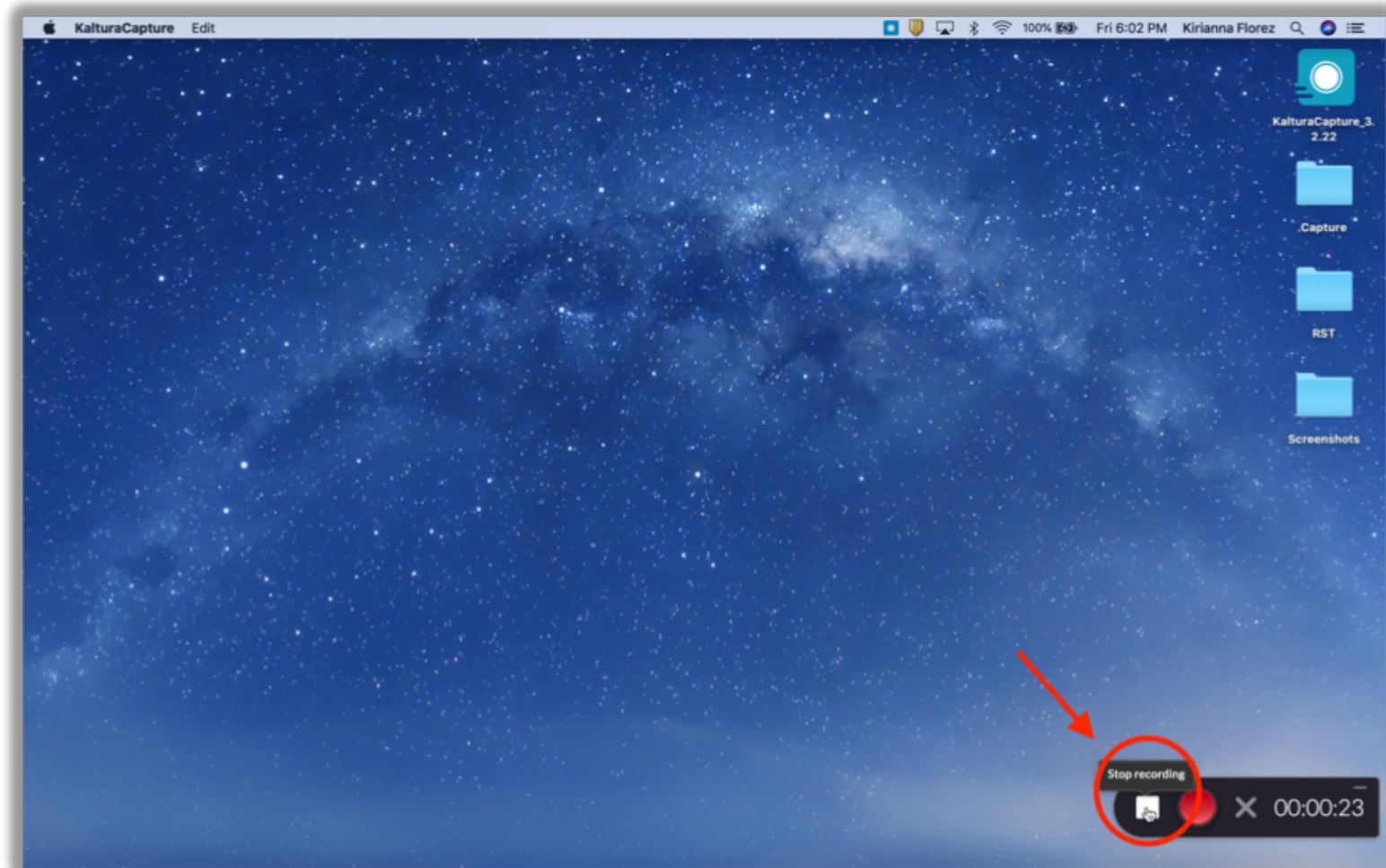
6a. While you are recording, you can press the “Pause” icon to pause recording.



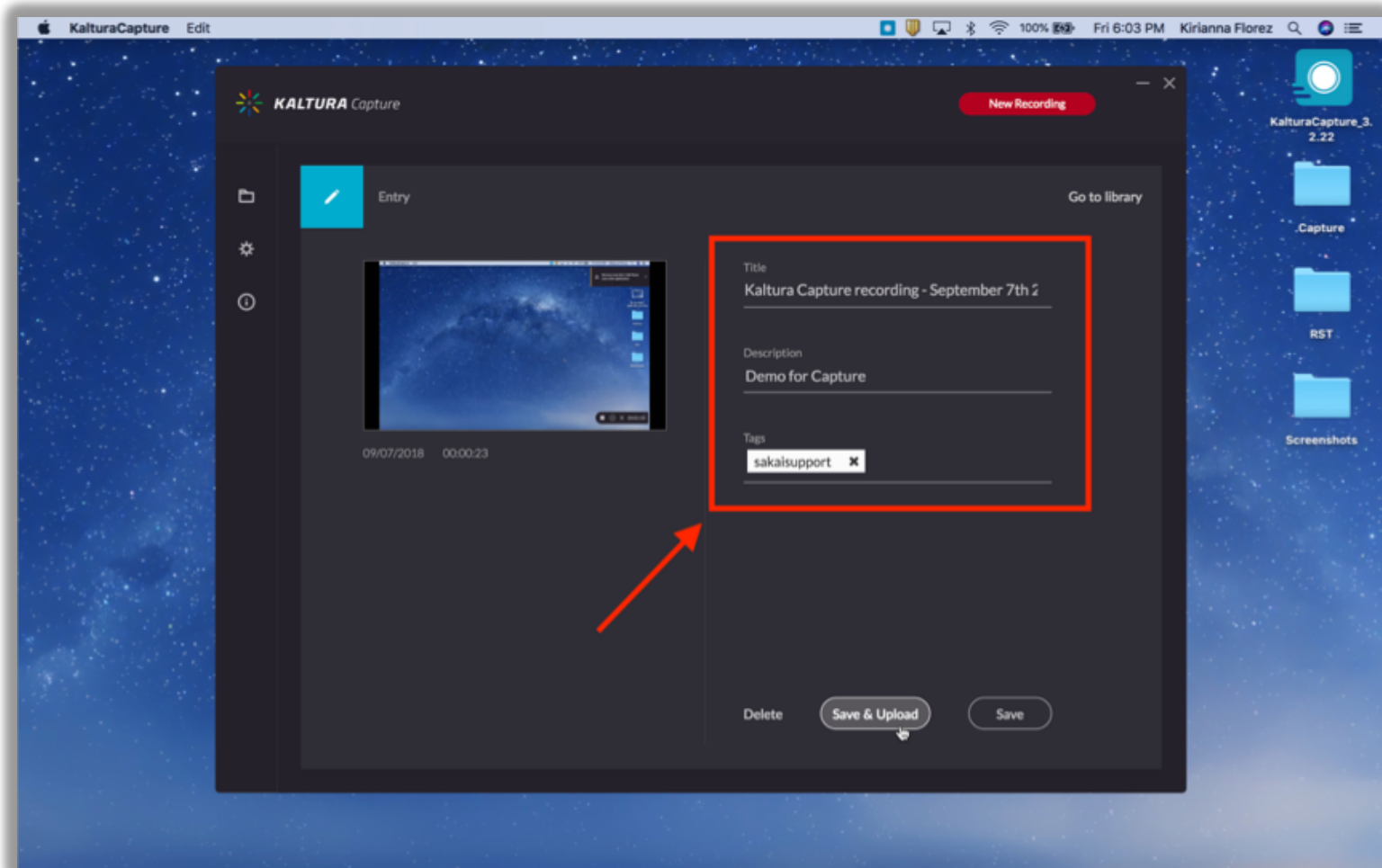
6b. To resume after pausing, press the “Record” icon to begin recording again.



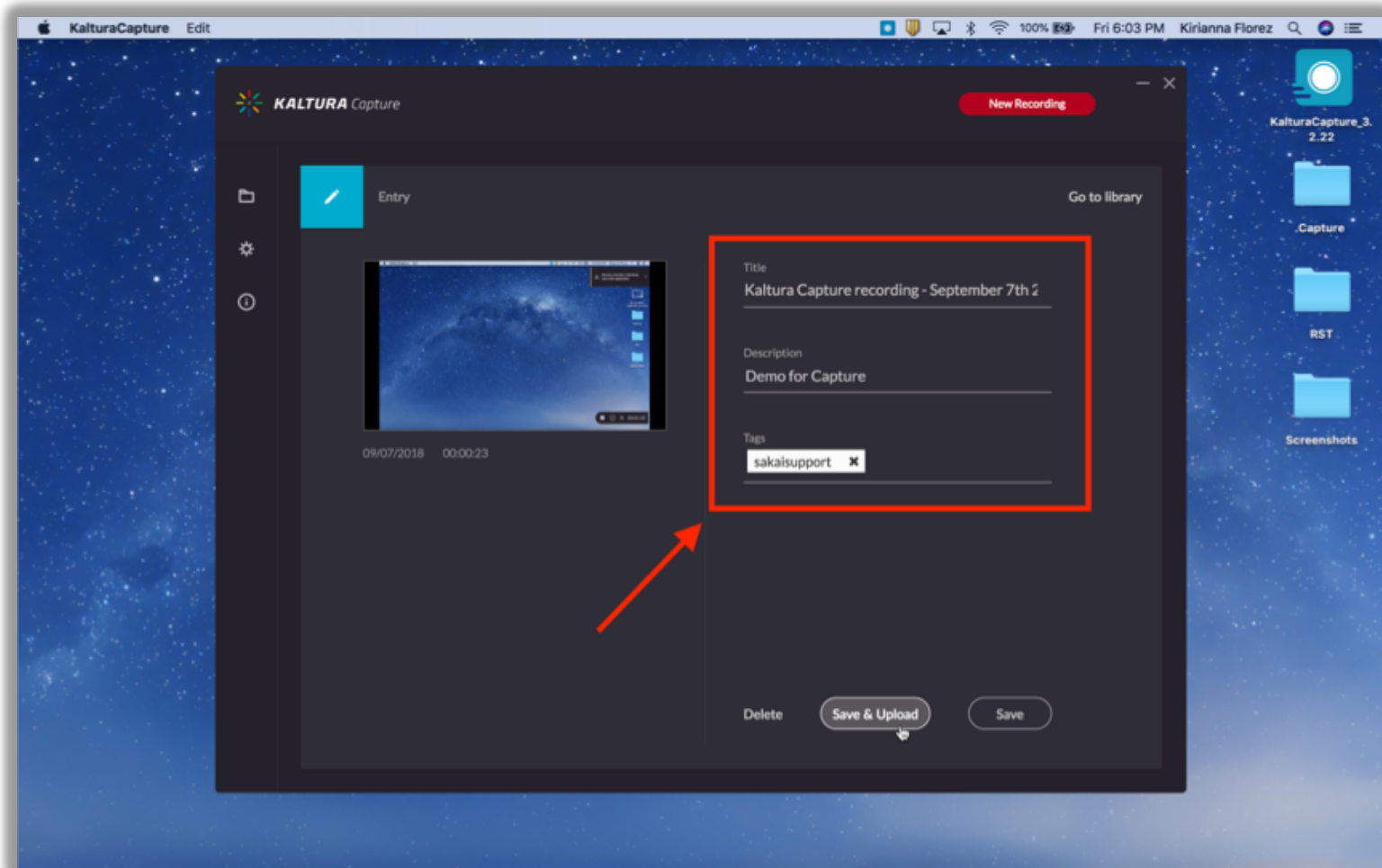
7. When you are finished recording, press the “Stop” icon to stop recording.



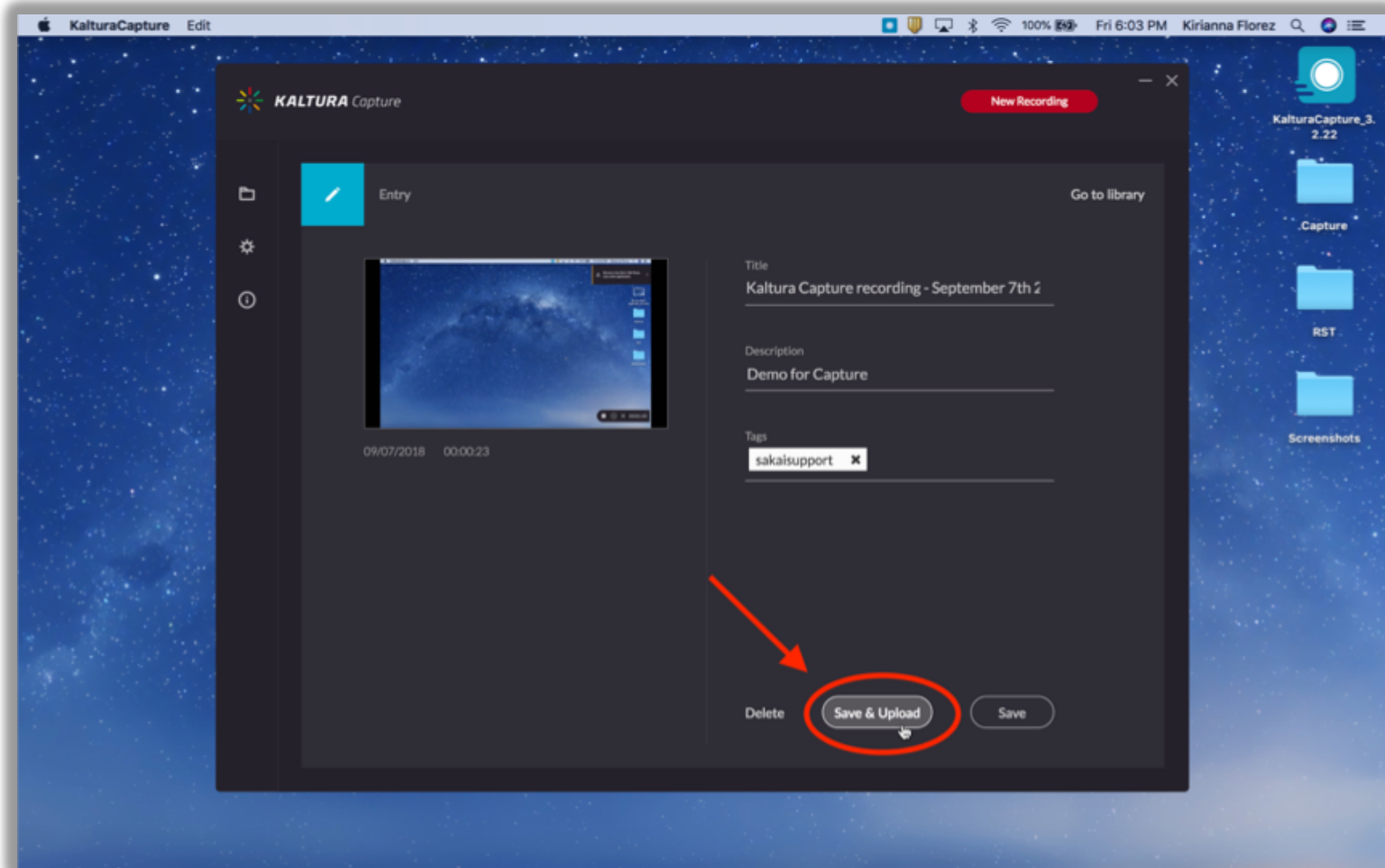
8a. You may now edit the information for your video, including “Title” & “Summary.”



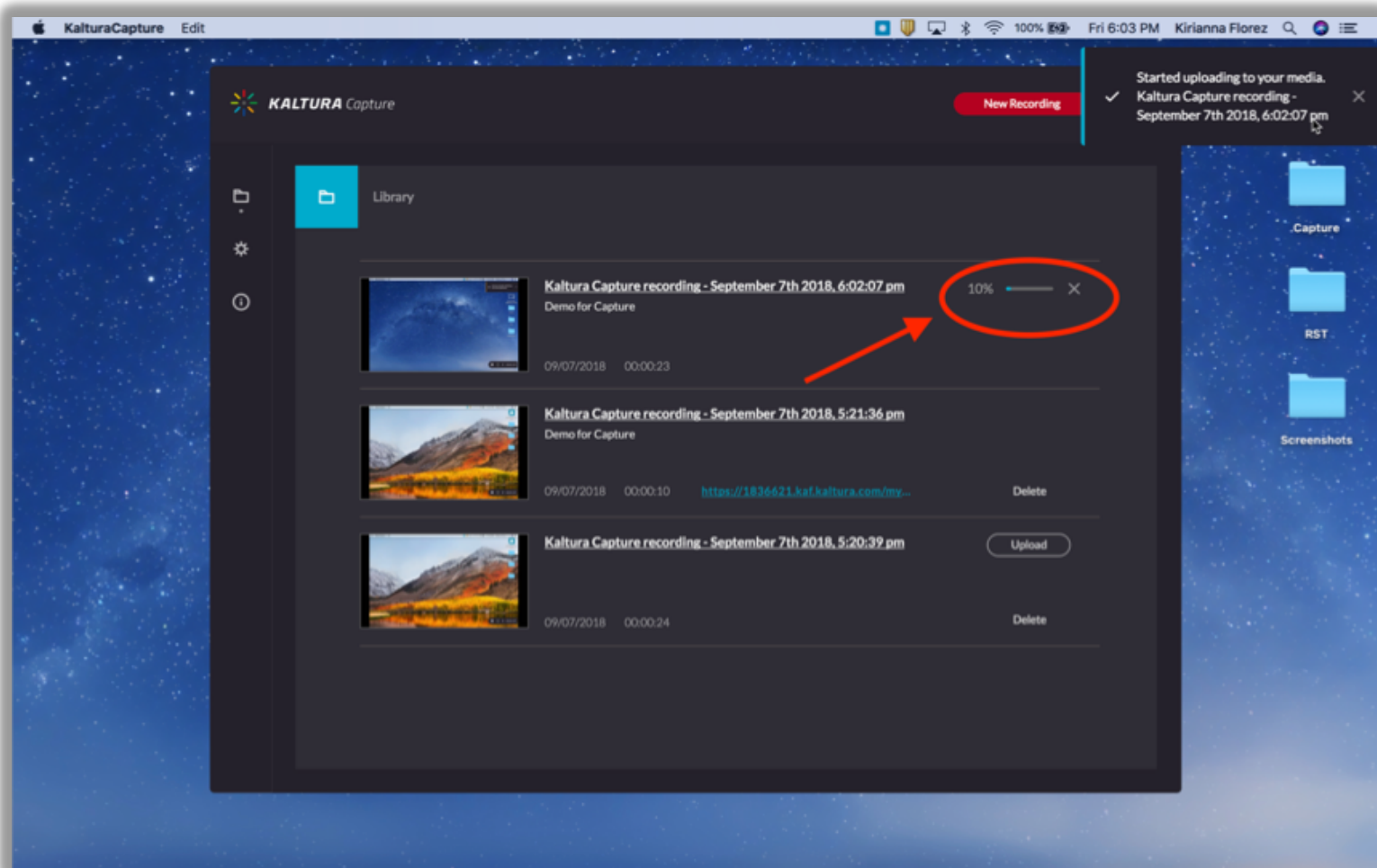
8b. Remember, you must include a **tag** with your **Sakai Username**.



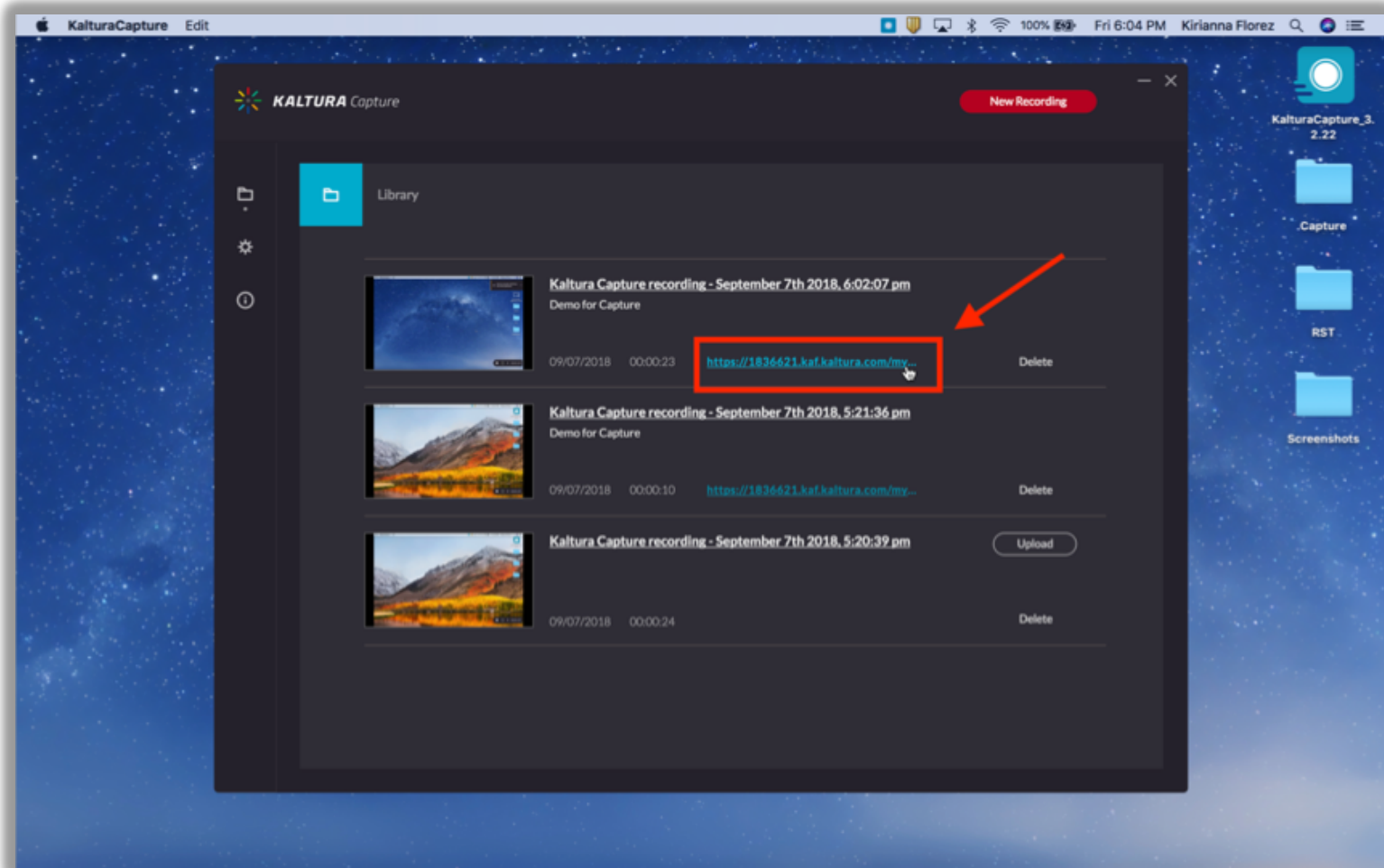
9a. Once you've updated the information, you can click the "Save & Upload" button.



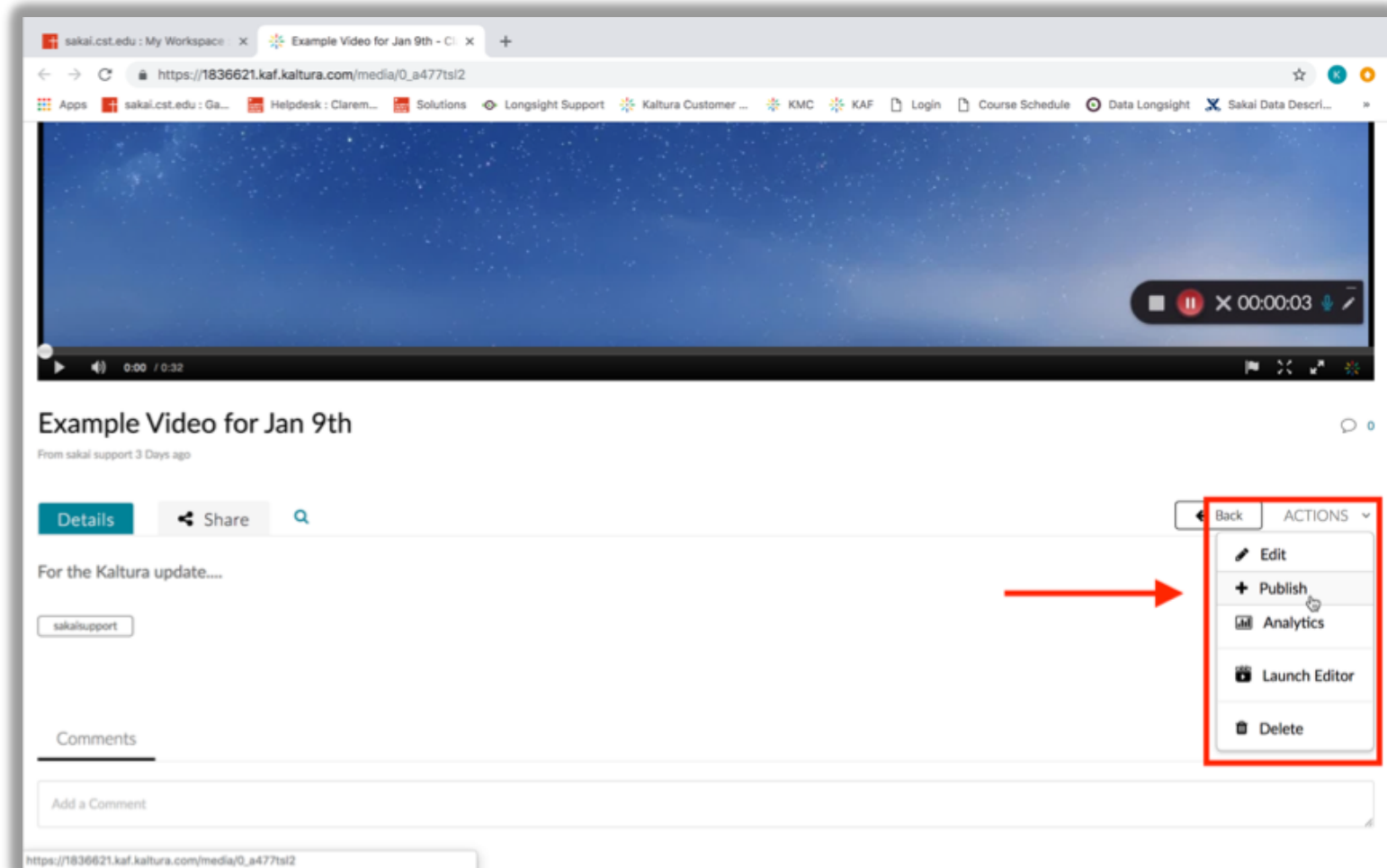
9b. Your video will begin to upload to Kaltura.



9c. When your video is fully uploaded, a link will appear. Click this link to be taken to your Kaltura page.



I 0. Click on the “Actions” button and choose “Publish”.



The screenshot shows a web browser window with the URL https://1836621.kaf.kaltura.com/media/0_a477tsl2. The page displays a video player for "Example Video for Jan 9th" with a duration of 0:00 / 0:32. Below the video player, there is a "Details" tab and a "Share" button. A red arrow points to the "ACTIONS" dropdown menu, which is open and shows the following options: Edit, Publish (highlighted), Analytics, Launch Editor, and Delete. The "Publish" option is the second item in the list, preceded by a plus sign icon.

11. Choose whether to make your video “Private” or “Published”, then click “Save” to finish.

The screenshot shows a web browser window with the URL https://1836621.kaf.kaltura.com/media/0_a477tsl2. The browser's address bar and tabs are visible at the top. Below the browser window, a video player displays a blue sky with white clouds. The video title is "Example Video for Jan 9th" and it is attributed to "From sakai support 3 Days ago". The video player controls show a progress bar at 0:00 / 0:32. Below the video player, there are tabs for "Details" and "Share". A red box highlights the "Private" radio button, which is selected. The "Published" radio button is also visible. Below the radio buttons, there are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

Example Video for Jan 9th

From sakai support 3 Days ago

Details Share

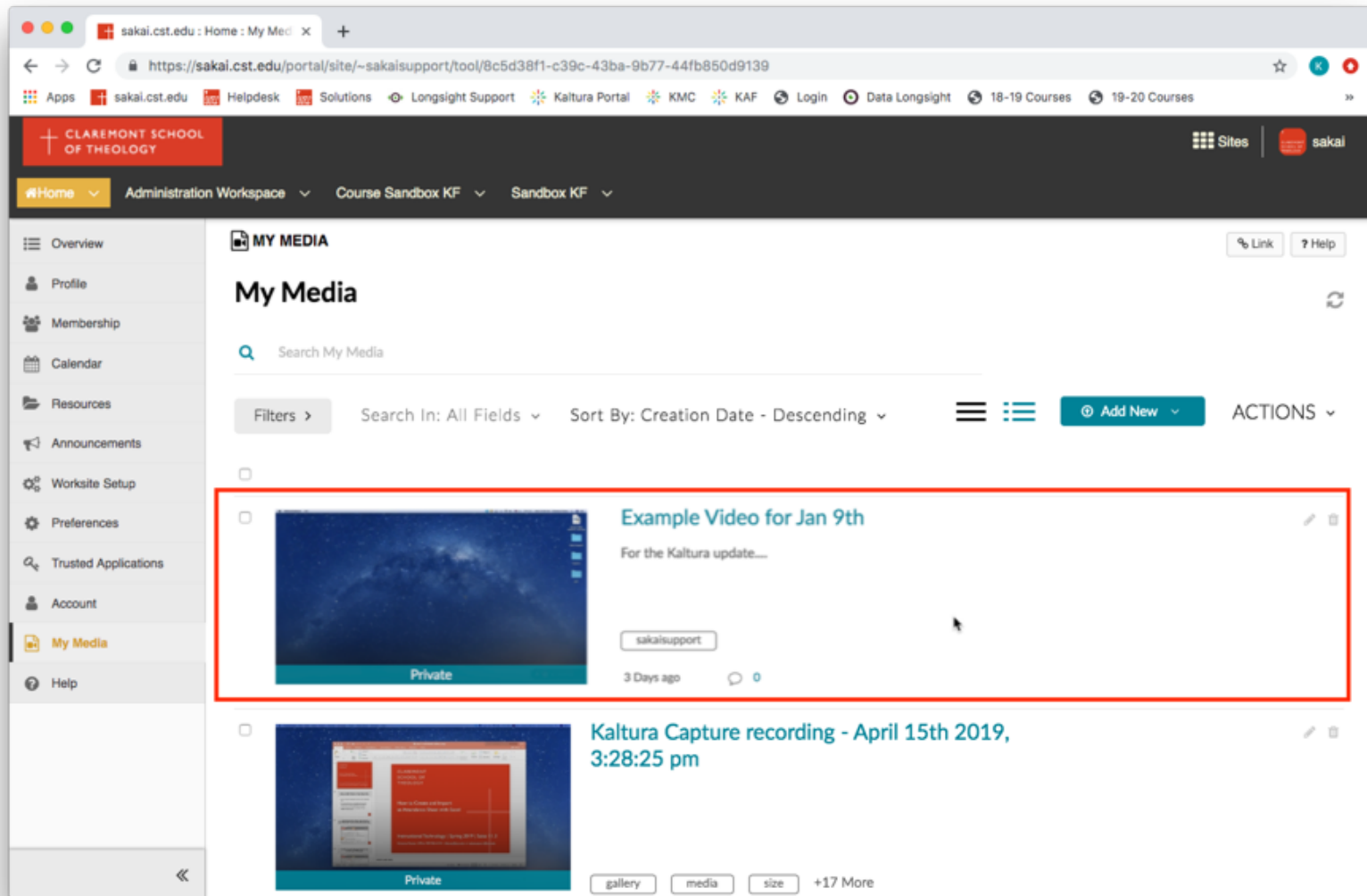
You can publish the media to multiple media galleries.

☒ Private - Media page will be visible to the content owner only.

☐ Published - Media page will be visible to individuals according to entitlements on published destinations

Save Cancel

12. Your new video is now in your “My Media” tool on Sakai.



The screenshot displays the Sakai 'My Media' tool interface. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The Claremont School of Theology logo is visible on the left. The main navigation menu on the left includes Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The 'MY MEDIA' section title is at the top of the main content area, with 'Link' and 'Help' buttons. Below the title is a search bar labeled 'Search My Media'. The media list includes filters, search scope ('Search In: All Fields'), sort order ('Sort By: Creation Date - Descending'), and an 'Add New' button. The first media item, 'Example Video for Jan 9th', is highlighted with a red box. It features a video thumbnail, the title 'Example Video for Jan 9th', a description 'For the Kaltura update...', the uploader 'sakaisupport', and a timestamp '3 Days ago'. The second media item, 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm', is also visible below it. At the bottom of the media list, there are buttons for 'gallery', 'media', 'size', and '+17 More'.

Thank you!

For assistance, please contact:

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Instructional Design

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