

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.

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Home Administration Workspace Course Sandbox KF Sandbox KF

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)

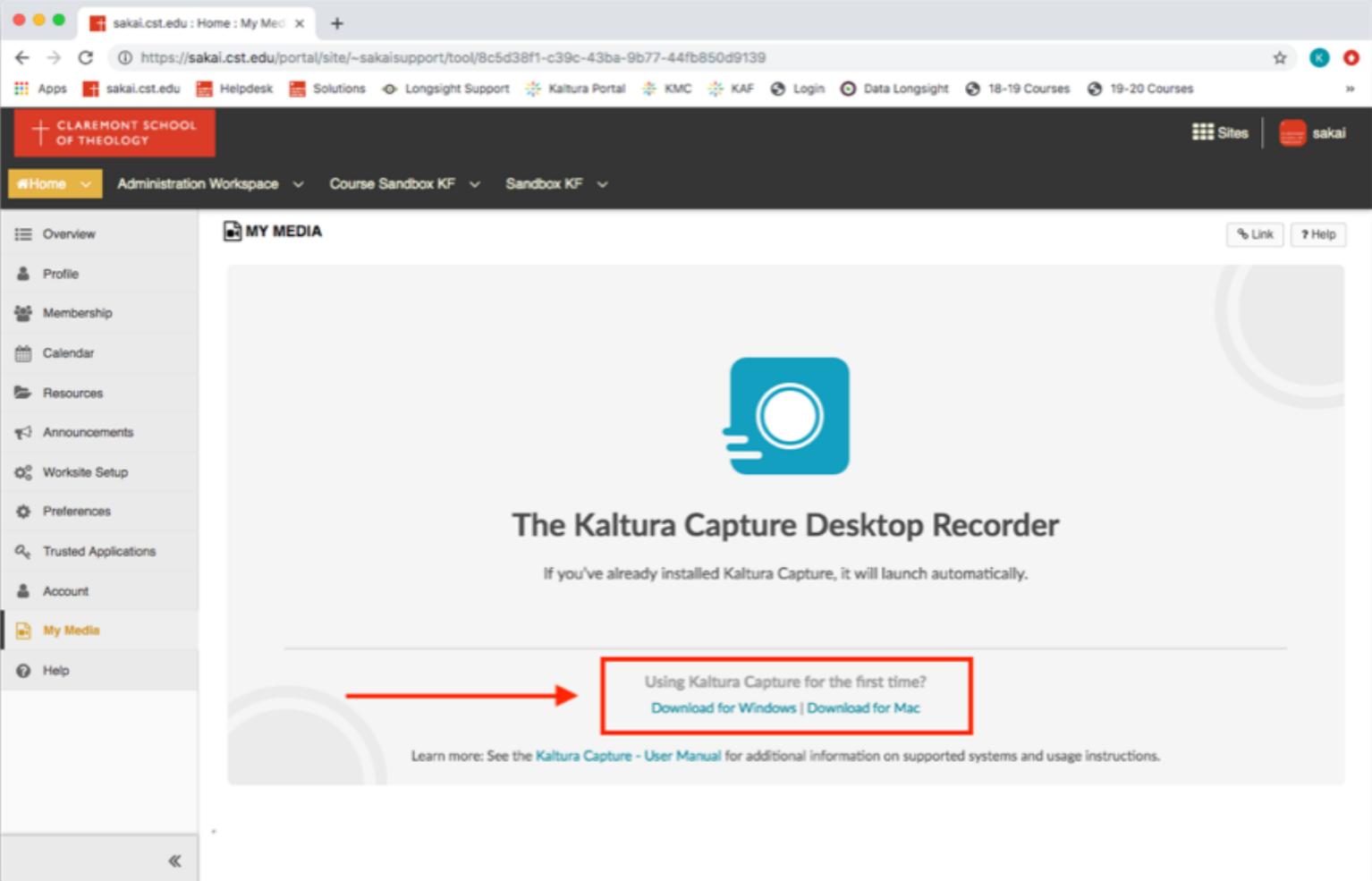
View All

There are currently no announcements at this location.

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

The screenshot displays the Sakai LMS interface for a user's 'My Media' page. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page header includes the Claremont School of Theology logo and navigation links for 'Administration Workspace', 'Course Sandbox KF', and 'Sandbox KF'. A left sidebar contains navigation options like 'Overview', 'Profile', 'Membership', 'Calendar', 'Resources', 'Announcements', 'Worksite Setup', 'Preferences', 'Trusted Applications', 'Account', 'My Media', and 'Help'. The main content area is titled 'MY MEDIA' and features a search bar, filters, and sorting options. A red arrow points to the 'Add New' dropdown menu, which is open and shows three options: 'Media Upload', 'Kaltura Capture', and 'Video Quiz'. The 'Kaltura Capture' option is highlighted with a red box. Below the menu, two media items are visible: 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm' and 'Example with Deepak'.

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



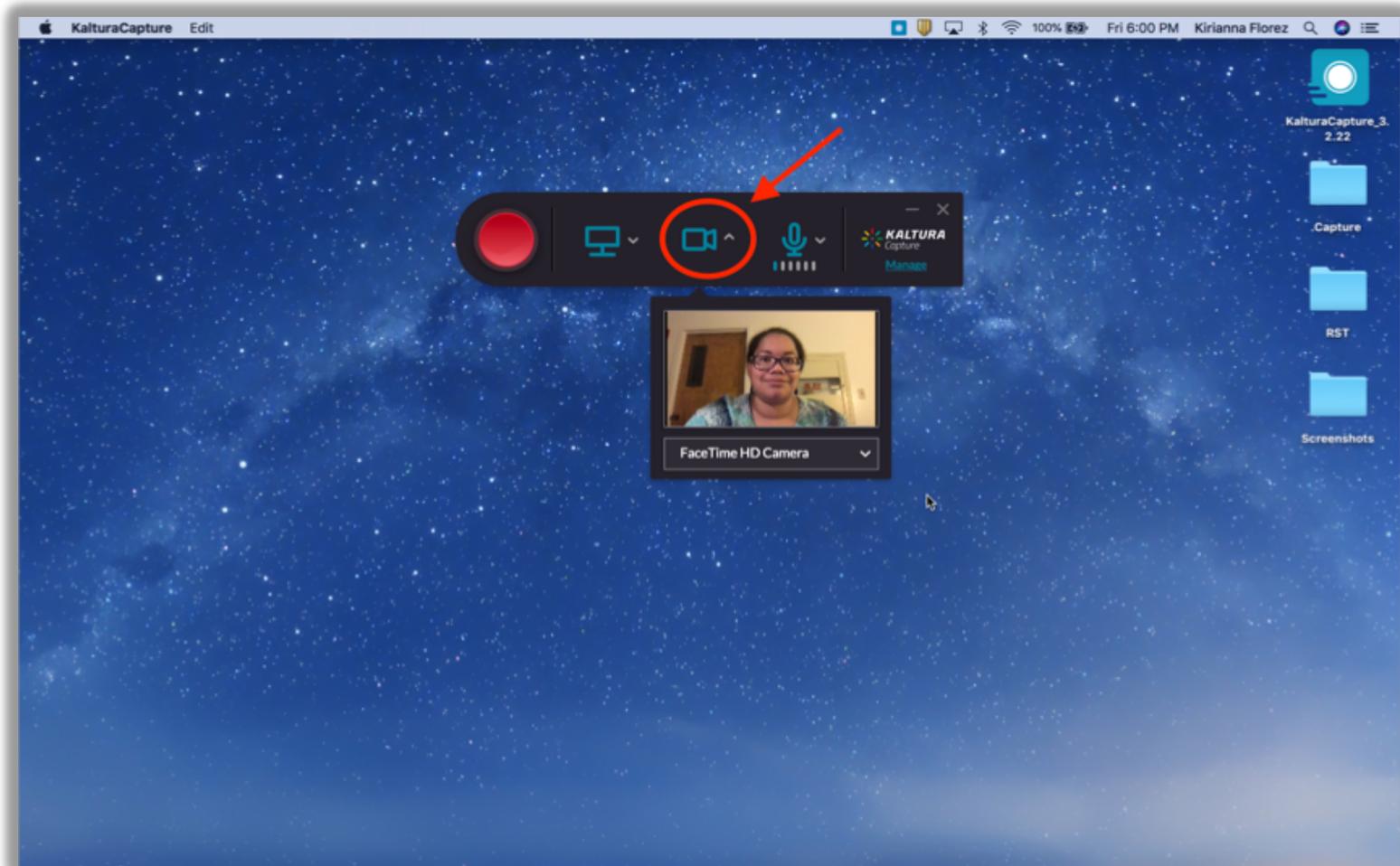
The screenshot shows a web browser window displaying the Sakai LMS interface. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page header includes the Claremont School of Theology logo and navigation links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main content area is titled "MY MEDIA" and features a large blue icon of a hand holding a camera. Below the icon, the text reads "The Kaltura Capture Desktop Recorder" and "If you've already installed Kaltura Capture, it will launch automatically." A red arrow points to a red-bordered box containing the text "Using Kaltura Capture for the first time?" and two links: "Download for Windows" and "Download for Mac". At the bottom, there is a link to the "Kaltura Capture - User Manual".

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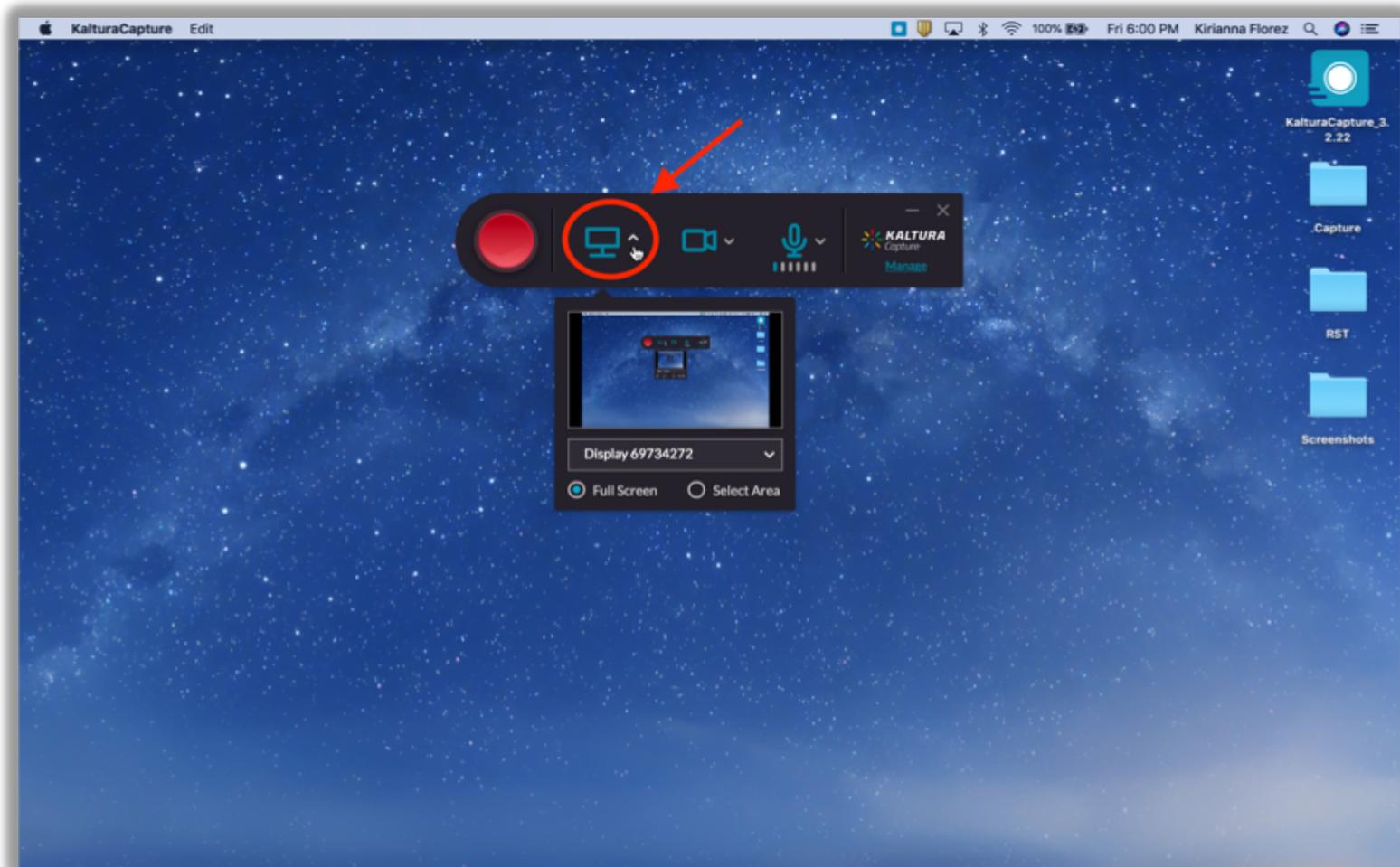
3b. If Kaltura Capture is installed, you can choose to “Open KalturaCapture”.

The screenshot shows a web browser window displaying the Sakai LMS interface. A dialog box titled "Open KalturaCapture?" is overlaid on the page. The dialog box contains a checkbox labeled "Always open these types of links in the associated app" which is currently unchecked. Below the checkbox are two buttons: "Cancel" and "Open KalturaCapture". A red arrow points from the "Open KalturaCapture" button in the dialog box to the "MY MEDIA" section of the page. The "MY MEDIA" section features a blue Kaltura logo and the text "The Kaltura Capture Desktop Recorder". Below this, it states "If you've already installed Kaltura Capture, it will launch automatically." At the bottom of the "MY MEDIA" section, there are links for "Download for Windows" and "Download for Mac", and a link to the "Kaltura Capture - User Manual". The left sidebar of the Sakai interface is visible, showing various navigation options like Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media, and Help. The top navigation bar includes the Claremont School of Theology logo and links for Home, Administration Workspace, and Course Sandbox KF.

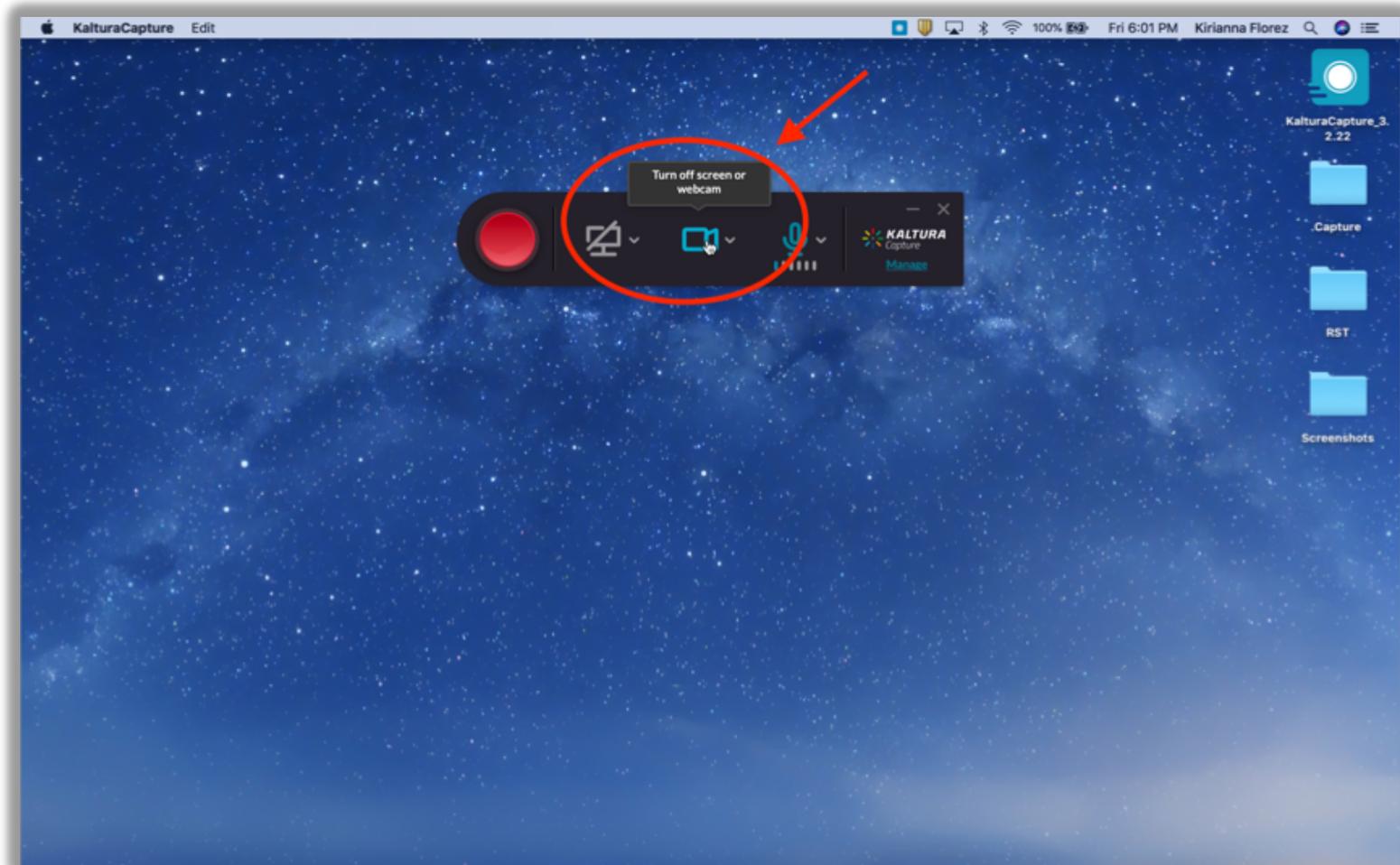
4a. You can record with the webcam.



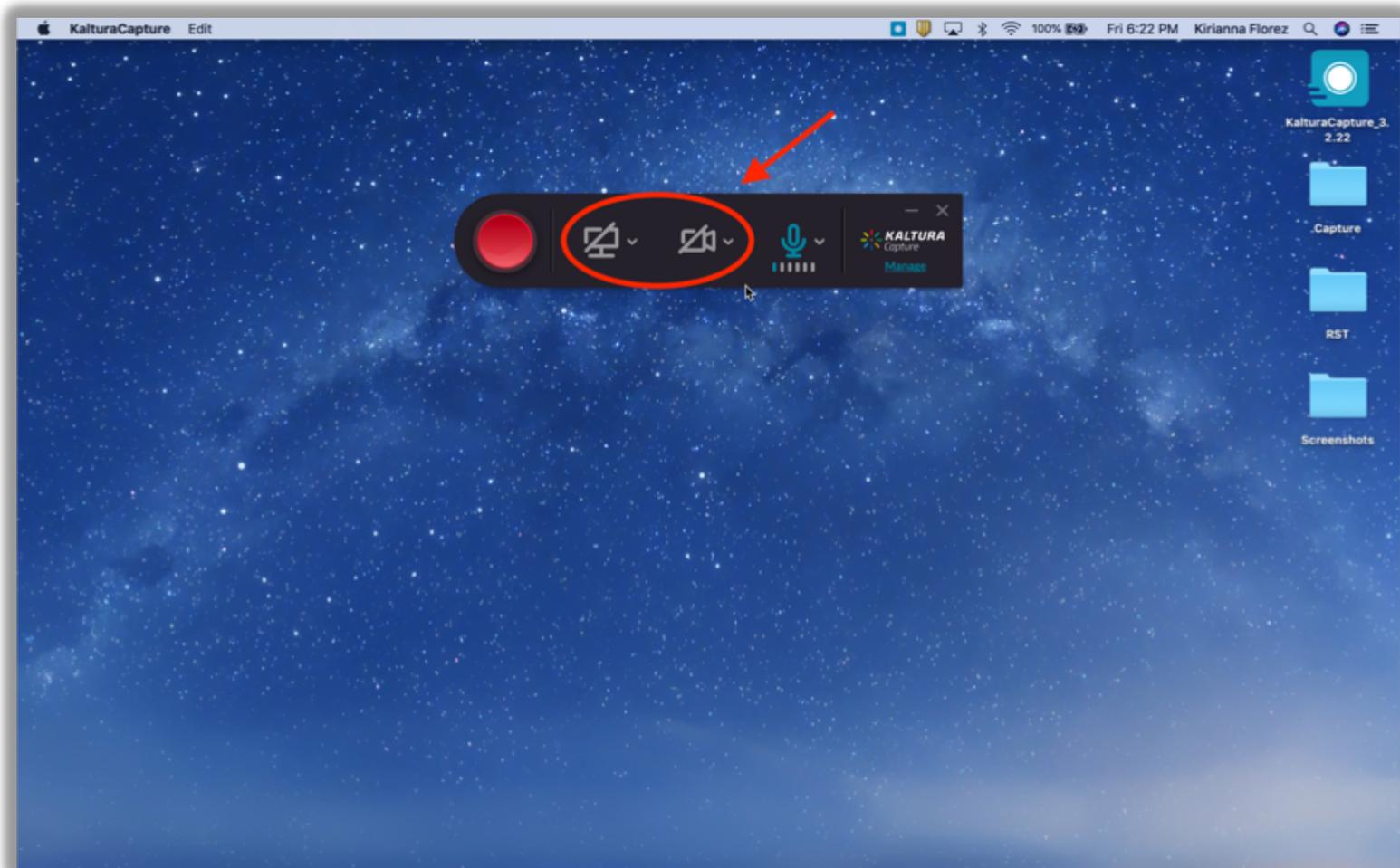
4b. You can also record the screen.



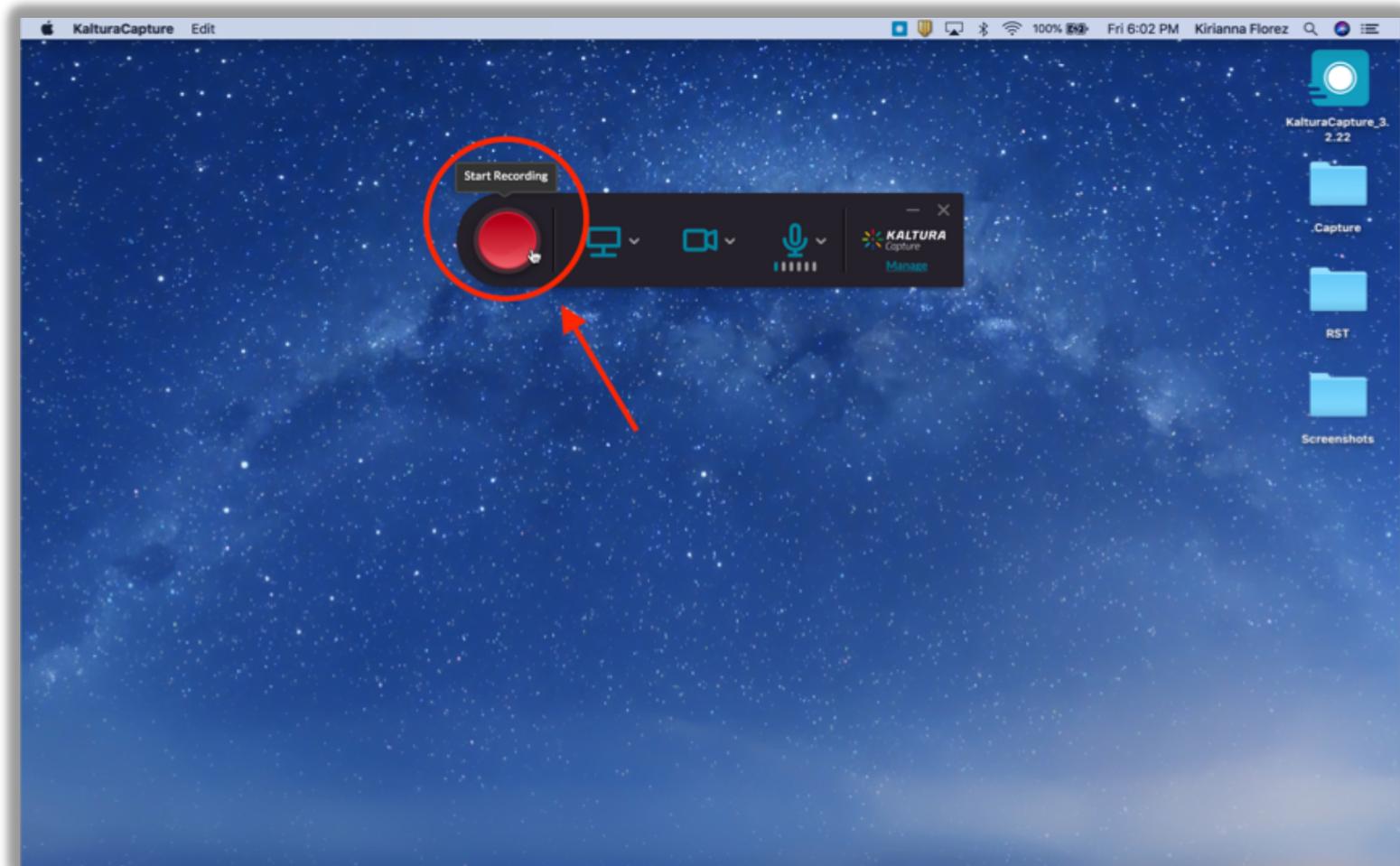
4c. You can choose not to record either the webcam or the screen.



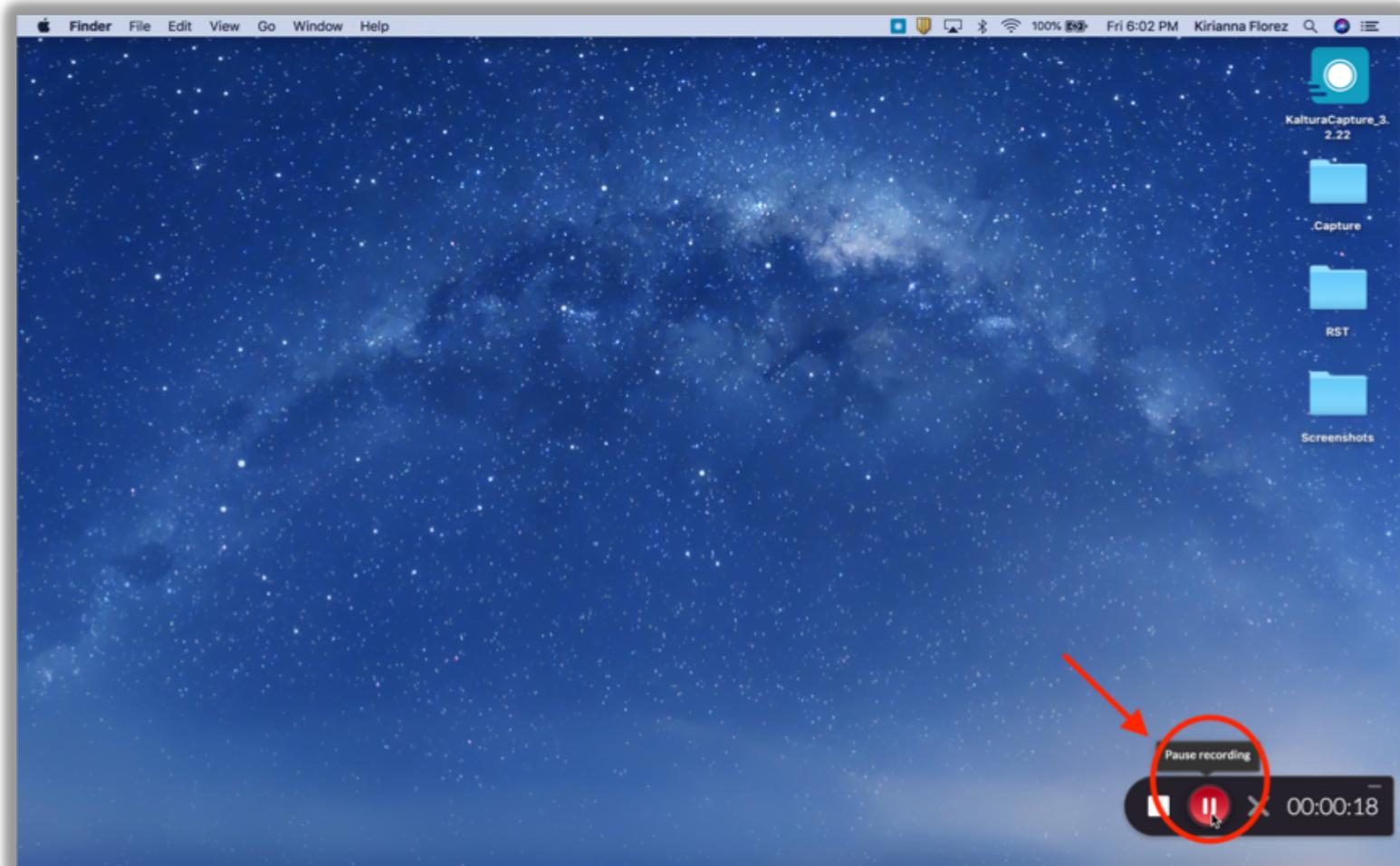
4d. You can choose to record only your voice by turning off both the webcam and the screen.



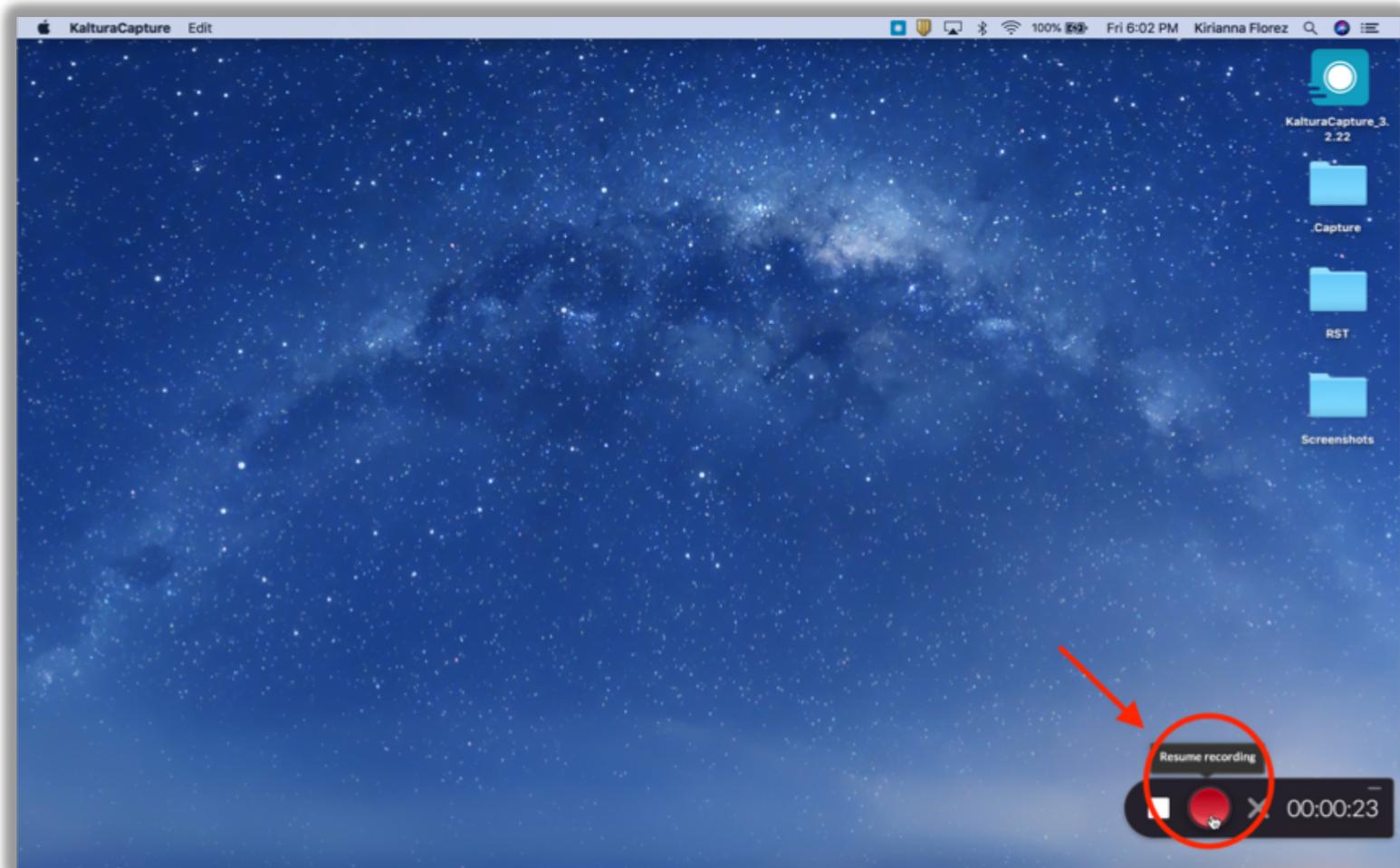
5. When you are ready, press the red “Record” icon to start recording.



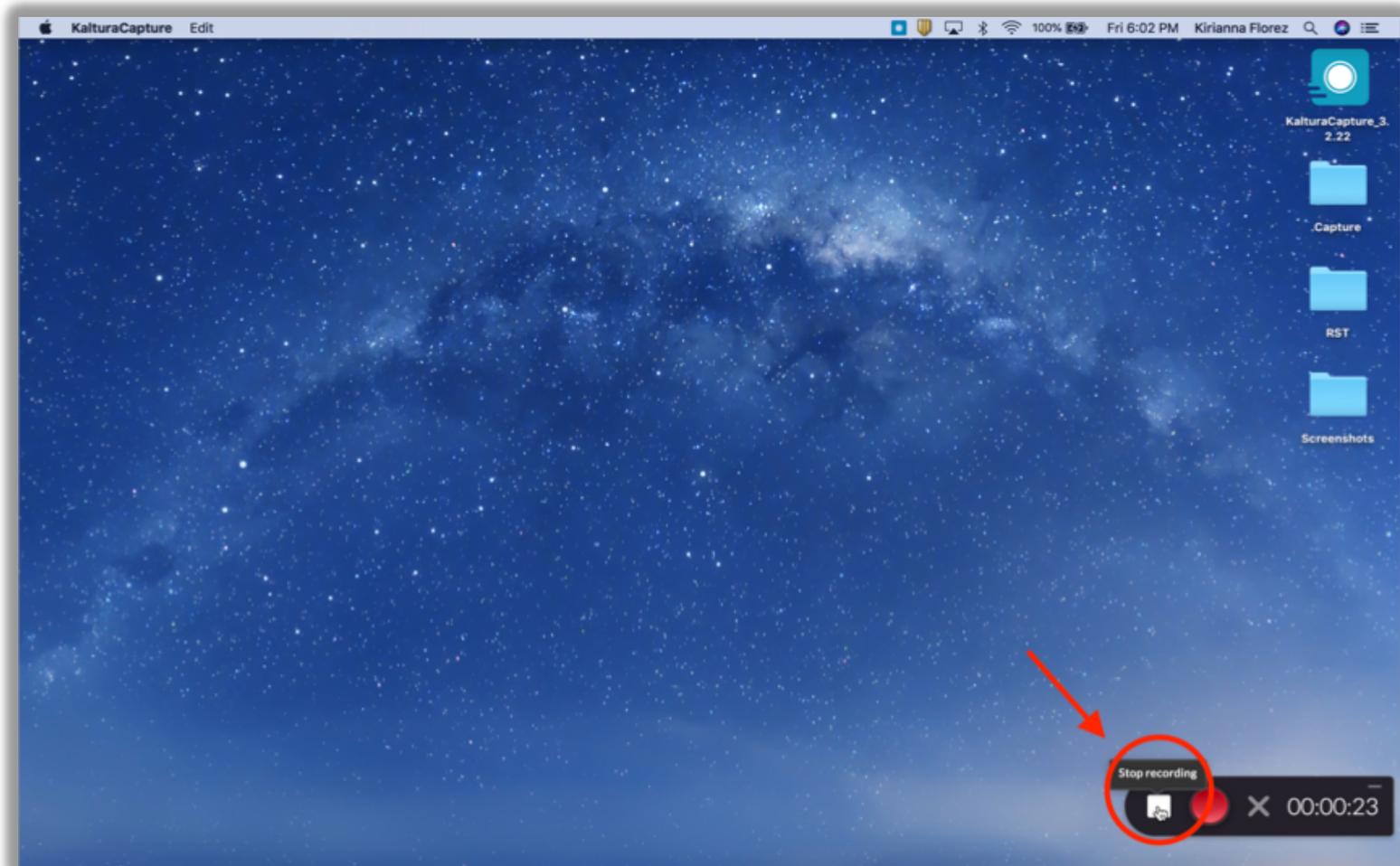
6a. While you are recording, you can press the “Pause” icon to pause recording.



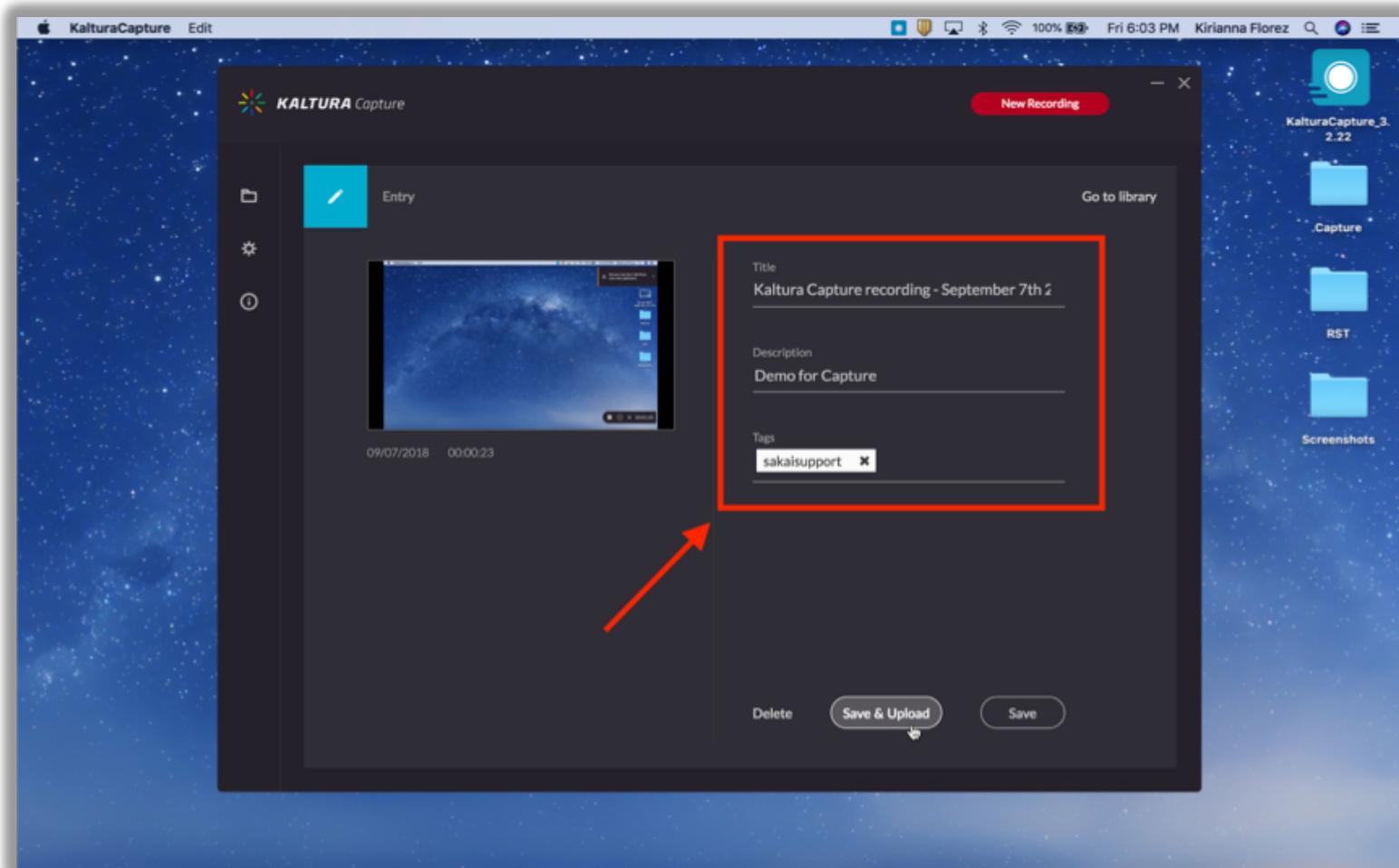
6b. To resume after pausing, press the “Record” icon to begin recording again.



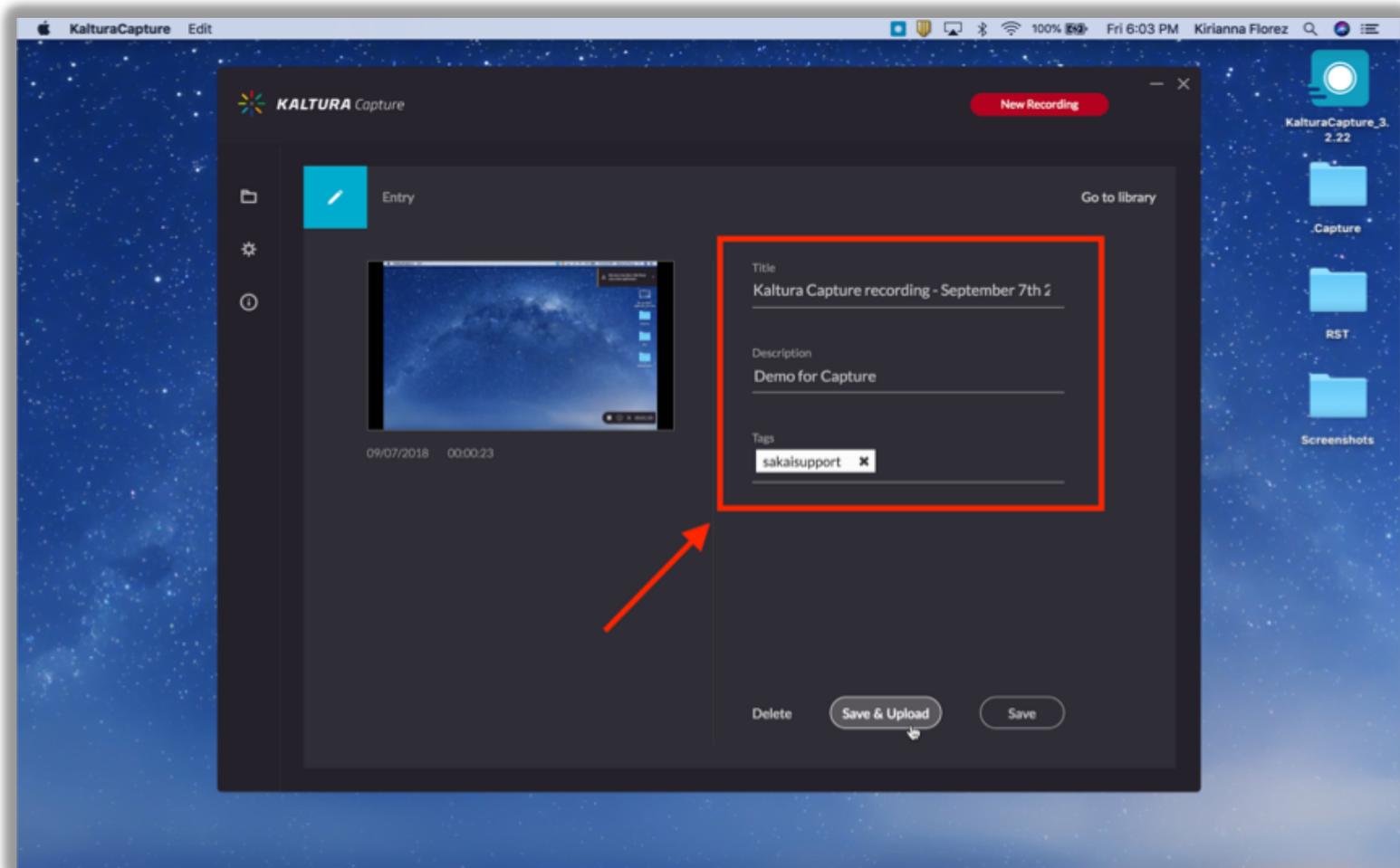
7. When you are finished recording, press the “Stop” icon to stop recording.



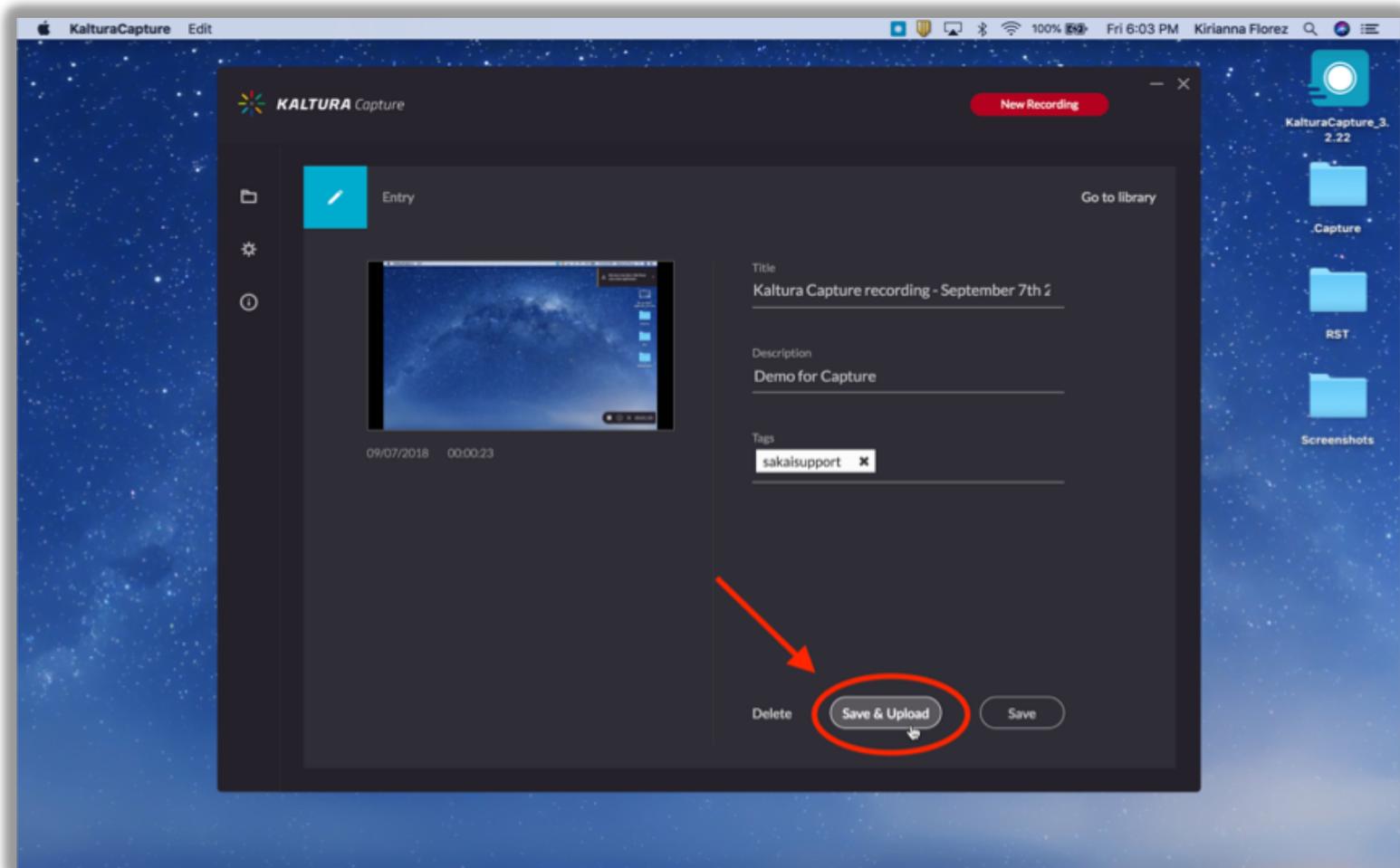
8a. You may now edit the information for your video, including “Title” & “Summary.”



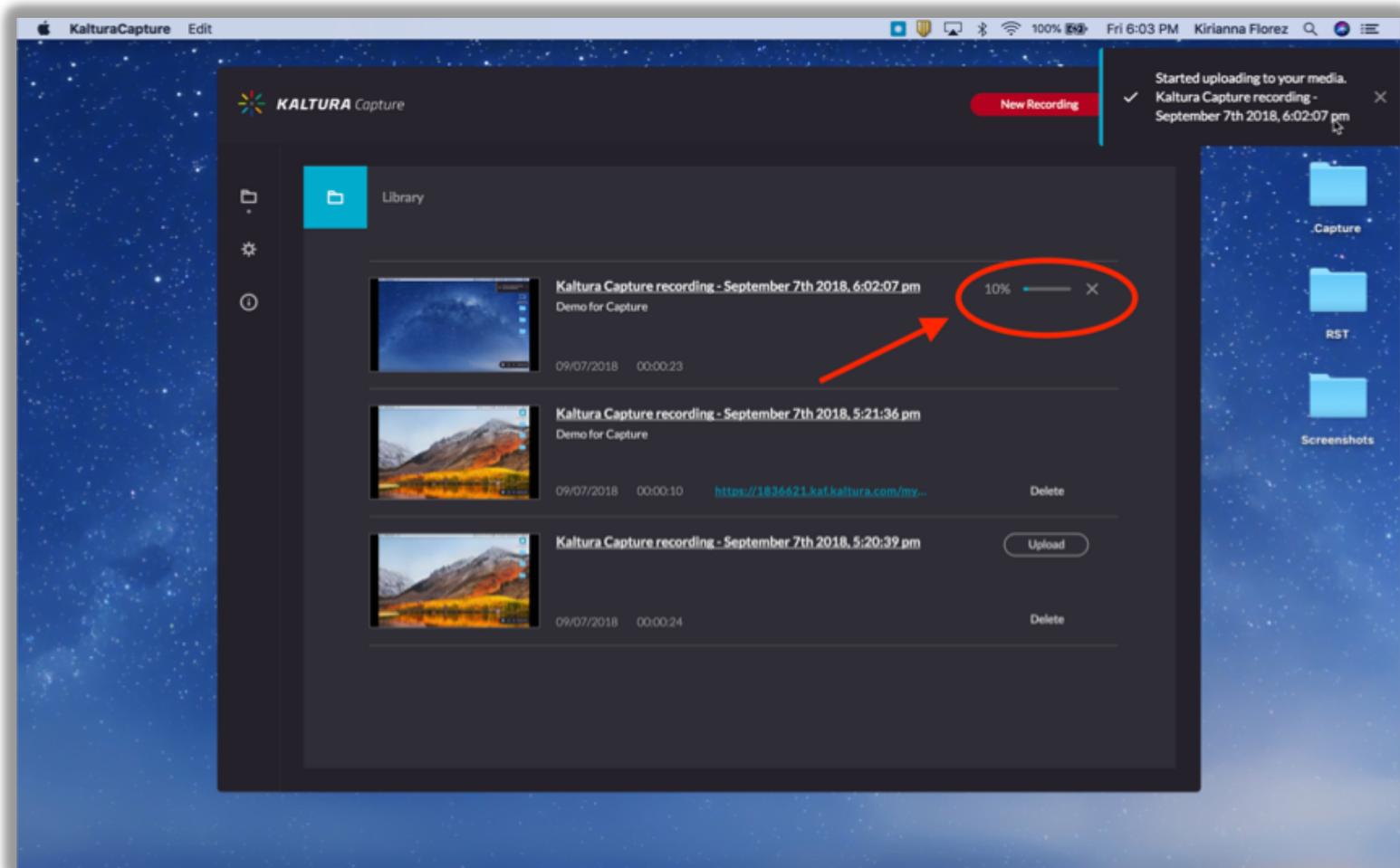
8b. Remember, you must include a **tag** with your **Sakai Username**.



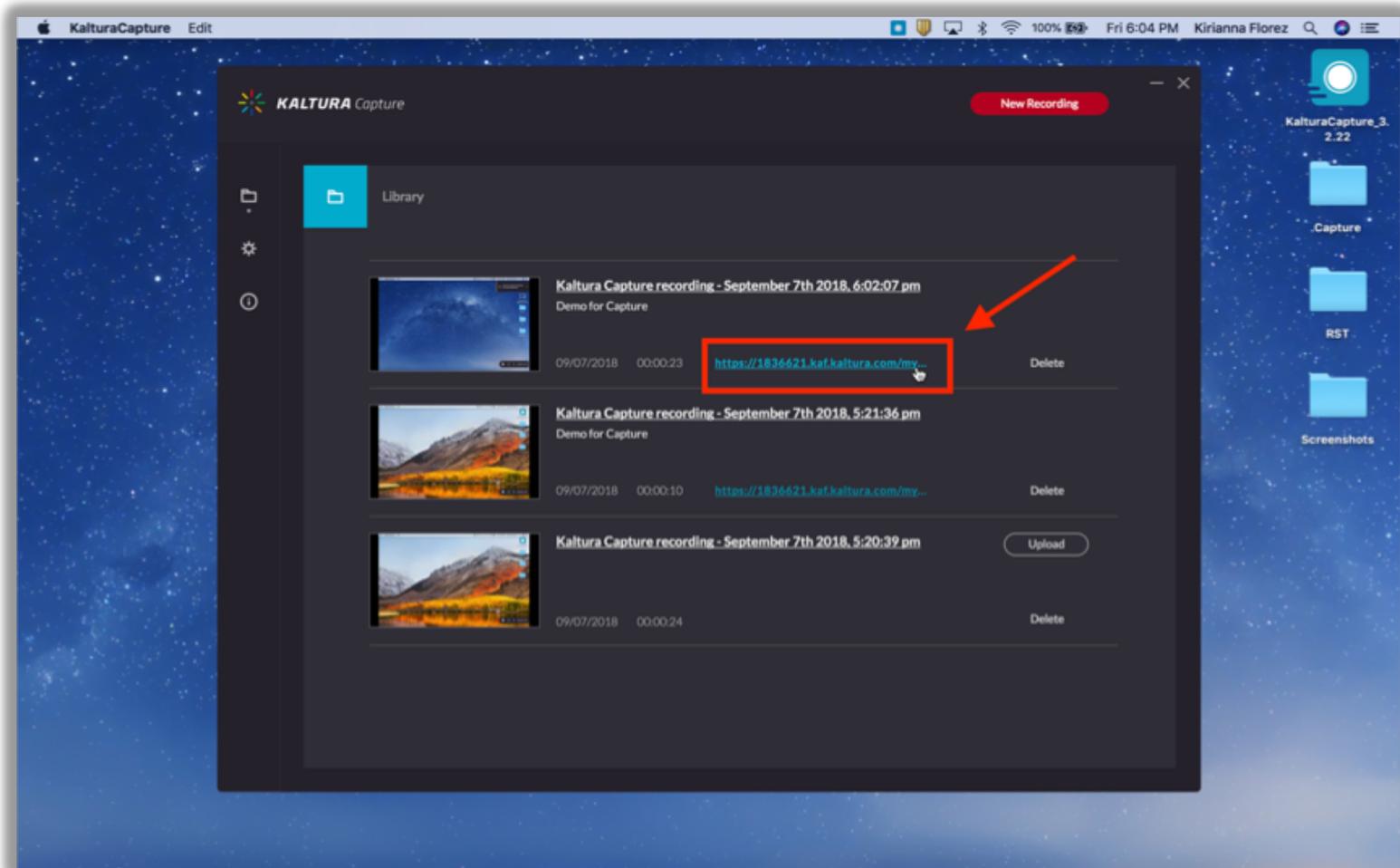
9a. Once you've updated the information, you can click the "Save & Upload" button.



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.



10. Click on the “Actions” button and choose “Publish”.

The screenshot shows a web browser window with a video player. The video player is titled "Example Video for Jan 9th" and is currently paused at 0:00. Below the video player, there is a navigation bar with "Details" and "Share" buttons. To the right of the navigation bar is an "ACTIONS" dropdown menu. The dropdown menu is open, showing a list of options: "Edit", "Publish", "Analytics", "Launch Editor", and "Delete". A red arrow points to the "Publish" option. The "Publish" option is highlighted with a mouse cursor. The "Actions" dropdown menu is enclosed in a red rectangular box.

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

The screenshot shows a web browser window with a video player. The video is titled "Example Video for Jan 9th" and is from "sakal support 3 Days ago". Below the video player, there is a "Details" tab and a "Share" button. A light blue notification bar states: "You can publish the media to multiple media galleries." Below this, there are two radio button options: "Private - Media page will be visible to the content owner only." (which is selected) and "Published - Media page will be visible to individuals according to entitlements on published destinations". At the bottom left, there are two buttons: "Save" (highlighted with a red circle and a red arrow) and "Cancel".

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

The screenshot displays the Sakai LMS interface for the 'My Media' tool. 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 the Claremont School of Theology logo, 'Sites', and 'sakai'. Below this, there are navigation tabs for 'Home', 'Administration Workspace', 'Course Sandbox KF', and 'Sandbox KF'. A left-hand sidebar contains a menu with items: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The main content area is titled 'MY MEDIA' and features a search bar, filters, and sorting options. The current filters are 'Search In: All Fields' and 'Sort By: Creation Date - Descending'. A blue 'Add New' button is visible. The media list contains two items:

- Example Video for Jan 9th**: A video thumbnail showing a blue sky with clouds. The title is 'Example Video for Jan 9th' and the description is 'For the Kaltura update...'. The uploader is 'sakaisupport' and it was uploaded '3 Days ago'. The video is marked as 'Private'.
- Kaltura Capture recording - April 15th 2019, 3:28:25 pm**: A video thumbnail showing a Kaltura capture recording interface. The title is 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm'. The video is marked as 'Private'.

At the bottom of the media list, there are tags for 'gallery', 'media', 'size', and '+17 More'.

Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology