How to install Kaltura CaptureSpace Desktop Recorder onto your Windows PC using Chrome

Instructions
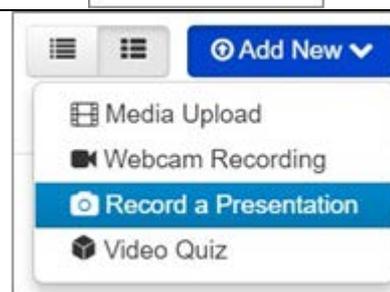
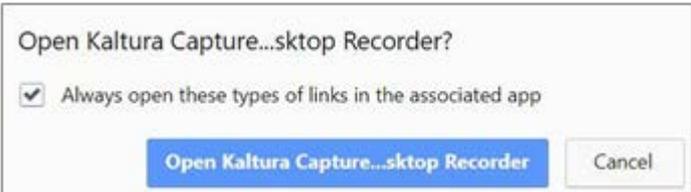| 1	Open Google Chrome and log into Blackboard using your UWE staff or student ID https://blackboard.uwe.ac.uk/	
2	The Blackboard 'home page' is the Blackboard 'Welcome' page. On this page, locate the 'Tools' menu and click on 'My Media'.	
3	This takes you to the 'My Media' page of Blackboard. On the right-hand side of this page you will find an 'Add New' button. Clicking on this button reveals a dropdown menu of 4 options: 'Media Upload', 'Webcam Recording', 'Record a Presentation' and 'Video Quiz'. Click on 'Record a Presentation'.	
4	This takes you to 'The Kaltura CaptureSpace Desktop Recorder' where you will have 2 options: to 'Download for Windows' or to 'Download for Mac'. For a Windows PC, click on 'Download for Windows'.	
5	A download bar will appear across the bottom of your screen showing a Kaltura '.exe' file. Double click on this downloaded file and installation will begin. Installation takes anything from a few seconds to a minute or 2.	
6	Once installation is complete, a dialogue box will appear on your screen saying: 'Please launch the Kaltura CaptureSpace Desktop Recorder from the 'Add New' menu on your website'. The 'Add New' menu referred to here is the blue 'Add New' button you used	

in step 3. Click 'OK' to close the dialogue box and return to the 'My Media' page containing the 'Add New' button.

6a	*The easiest way to do this is to navigate to the top-left of the Blackboard page and click on 'Welcome'. And, as you did in step 2, locate the 'Tools' menu on the 'Welcome' page and click on 'My Media', then the blue 'Add New' button, followed by 'Record a Presentation'.*	
7	This time, when the Kaltura page opens, you will have one final dialogue box to address before the process is complete. This dialogue box asks 'Open Kaltura CaptureSpace Desktop Recorder?'. What it is essentially asking is, do you want Kaltura to automatically open when you click 'Record a presentation'? The answer is yes, so put a tick in the box to 'Remember my choice' and then click the button 'Open Kaltura...'.	
8	Kaltura will then open on your screen and the process is complete.	
9	From this point on, when you navigate to 'Record a Presentation' (Blackboard Welcome page > Tools menu > 'My Media' > 'Add New' > 'Record a presentation'), Kaltura will open automatically.	

Next Steps

For help with the next steps the following guidance is available:

How to make a screencast using Kaltura (staff/student)

How to edit your Kaltura recording (staff/student)

How to publish your Kaltura video on your Blackboard module site (staff)

Select Kaltura from UWE's Staff Guidance homepage

A note from the LIU

We hope that this guide was helpful. If you require any further help or wish to discuss the best pedagogical use for this learning technology, please contact the Learning Innovation Unit by email (FET.LIU@uwe.ac.uk) or pay us a visit in 3Q64E. Feedback is also welcome using the contact details above.