Video Transcript: How to make a screencast using Kaltura

Hello and welcome to this tutorial. In this video I will show you how to use Kaltura to record what is happening on your computer screen at the same time as recording your voice.

For this demonstration I'm using Google Chrome on a Windows PC and a YETI microphone but you can use any other type of microphone just as successfully.

So, to begin: The first step is to open Kaltura. Do this by logging into Blackboard; navigating to the 'Tools' menu (which, for me, is here in the top left but for you might be in a slightly different location); under the 'Tools' menu select 'My Media'; and then, over here on the right, click on 'Add New'; and select 'Record a presentation'.

Kaltura will then open.

From here, select 'Screen'. And you'll see that the 'Screen Capture Options' will now display. If you have more than one screen, you will be able to choose which one you would like to record by selecting the 'screen to capture'.

You are also able to choose whether you want to capture the whole screen, or just an area of it, by selecting either 'Full Screen' or 'Select Area'. For this video, I'm going to choose 'Full Screen'.

Then, all you need to do is press 'Record'.

A count down will then appear on your screen counting down the 5 seconds until recording will begin.

Just like I am doing in this video, do whatever it is that you wish to demonstrate, explaining as you go and Kaltura will record video footage of your computer screen as well as audio narration from your microphone.

When you have finished and want to stop recording use the keyboard shortcut 'ALT' and 'P' to simultaneously pause the recording and bring the Kaltura window back into view. So I'm going to press 'ALT' and 'P', and there it is.

Click 'Done'.

As you can see, the Kaltura video editor then opens full screen, allowing you to edit and preview your recording. There is separate guidance covering how to edit in Kaltura if you would like some help with this. But to continue, once you are happy with your recording, click 'Done' (which is here in the bottom right-hand corner).

And you'll see that the 'Upload Options' box appears. Give your video a title, description and tags that are meaningful and usable and choose to upload your video.

An 'Upload Progress' box then appears on your screen while your video uploads.

Once uploaded, your video will be available in your 'My Media' area on Blackboard. A direct link to this area is supplied here once your video has uploaded, or you can manually navigate to 'My Media' as you did when you were opening Kaltura earlier. I'm going to click on the link, and you might find that you have to log in to Blackboard again. And here is the video that I've just made.

All uploaded videos are set to 'private' by default, so your screencast can only be viewed by you unless, or until, you publish the video to a specific module site on Blackboard.

Further help, for example guidance on how to edit your recordings and how to publish your video to Blackboard, is available separately so please visit the Learning Innovation Unit website or contact us directly if you would like further support.

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