

How to make a screencast using Kaltura

Before you start

You will need to spend 5 minutes installing Kaltura CaptureSpace Desktop Recorder. Guidance for this task:

Written guidance produced by the LIU

Video guidance produced by the LIU

[Installing CaptureSpace](#) – UWE’s online guidance for staff

Essential information

To make a ‘screen cast’ (or a ‘screen capture’) means to record what is happening on your computer screen at the same time as recording your voice. This type of video can be a really useful resource for your students and can capture anything from a lecture delivered from your desk to a demonstration of any kind of digital task.

Instructions: How to make screencast

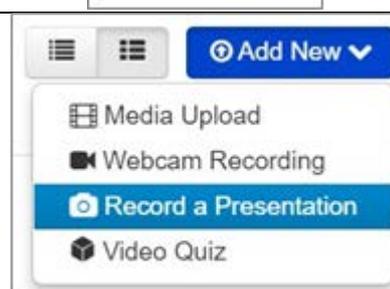
- 1 Open Google Chrome and log into Blackboard using your UWE staff or student ID <https://blackboard.uwe.ac.uk/>



- 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; Click on ‘Record a Presentation’.



- 4 Select 'Screen'. You will notice that this button shows the icons for a computer screen and a microphone so you will be able to record your voice at the same time as capturing what you are doing on your computer.



- 5 The 'Screen Capture Options' will now display. If you have more than one screen, select which one you would like to record, then choose to either capture the full screen or an area within it by selecting 'Full Screen' or 'Select Area'.



Full screen proceed to step 6
Select Area proceed to step 9

- 6 **Full screen**
 Click on the 'Record' button in the bottom right of the window.



- 7
- 8 A dialogue box featuring a 5 second count down appears. (If you cannot see it, it might have appeared on your second screen.) Note the keyboard shortcuts it highlights:

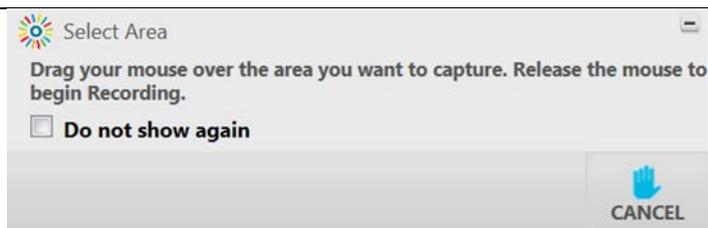


Alt+P to pause and resume recording, and Alt+D to draw on the screen (this can be useful for adding emphasis).

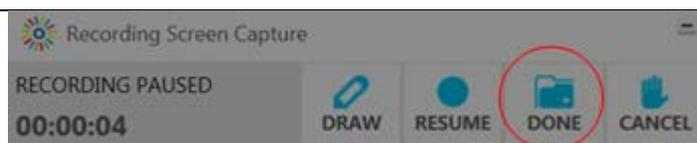
- 9 **Part of the screen**
 To only capture part of your screen, click on the 'Select Area' button in the bottom right of the window.



- 10 The following dialogue box appears containing instructions for how to select the area you want to capture. Note that as soon as you release the mouse, recording will begin.



- 11 When you have finished recording
The keyboard shortcut Alt+P (described above) not only pauses recording but also brings Kaltura back into view on your screen as below.
Click 'Done'.



- 12 The Kaltura video editor will now open full screen.

For help with how to edit your recordings please see the separate guide 'How to edit your Kaltura recording'.

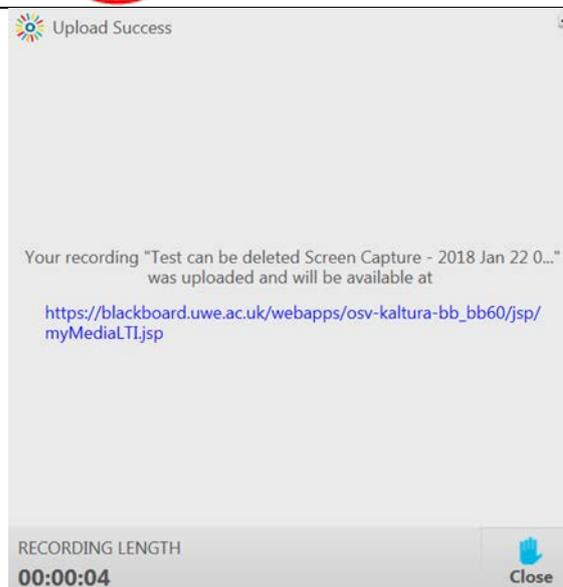
- 13 Once you are happy with your recording, click 'Done'.



- 14 The 'Upload Options' box appears. Give your video a meaningful title, description and tags (if applicable), then choose to upload your video.



- 15 Your video will be uploaded to your 'My Media' area on Blackboard and an 'Upload Success' box appears on your screen with a direct link to the recording.



- 16 Remember, you can access you 'My Media' area via this route: Blackboard Welcome page > Tools menu > 'My Media'

Next Steps

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

[How to install Kaltura CaptureSpace Desktop Recorder \(staff/student\)](#)

[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](#)

