



## ▶ USING KALTURA TO RECORD IN A CAMERA EQUIPPED SPACE

**Overview:** Kaltura is a video recording tool that is available to all Rutgers faculty, staff, and students. It can be used to make video, screen, and audio recordings in camera-equipped spaces. Kaltura can be used within Canvas or via [kaltura.rutgers.edu](http://kaltura.rutgers.edu). Please follow the instructions below for each option

### Getting Started with Kaltura

- Go to [kaltura.rutgers.edu](http://kaltura.rutgers.edu).
- In the top right corner, click on **Guest**. In the pull-down menu that appears, click on **Login**.
- Login with your Rutgers NetID and password.
- In the top right portion of the screen, click on **Add New**. Select **Kaltura Capture**.

### Getting Started in Canvas

- Visit [canvas.rutgers.edu](http://canvas.rutgers.edu).
- Log in using either the NetID or Email login options.
- In the left column, select **Courses** and then select a course.
- In the second column, select **My Media**.
- In the top right corner, select **Add New**.
- In the pull down window that appears, select **Kaltura Personal Capture**.
- If you have not already installed Capture Space, follow the on-screen installation instructions and repeat these instructions from the beginning.

### Recording a Video in Kaltura Capture

#### Under Screen:

- If you would like to record everything on the computer screen, click on screen and select **Full Screen**.
- If you would like to record a portion of your screen, choose **Select Area**. Move and drag the borders of the window that appears to frame the area you wish to record.
- If you do not wish to capture your screen, click on the screen icon until it is gray and covered by a slash.

#### Under Camera:

- If you are using the room's camera, navigate to Rutgers Room Control. Under the Streaming tab, select your preferred camera setting.
- If you are not using a camera, click the camera icon until it is gray and covered by a slash.

#### Under audio:

- Locate the room's wireless microphone. It is typically found in the front drawer or document camera drawer.
- Hold down the button on top of the body pack to turn it on. The status light will turn green.
- Clip the microphone to your clothing, near your neck.
- If the status light is red, please replace the batteries. Press in the two clips on the sides of the mic pack and pull open the battery cover to access the batteries.
- If the microphone logo is grey and slashed, click on it to turn it blue.
- Press the large red button to begin recording.
- When finished, press the grey rectangle to end recording and confirm that you are finished recording.
- In the window that appears, press **Save & Upload**.
- The video will begin to upload. Do not close the application or log out of the system until uploading is complete.
- When uploading is complete, you can access, edit, and share the recording in the My Media section of Canvas or Ru-Stream.