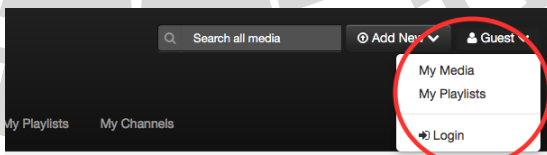


Overview

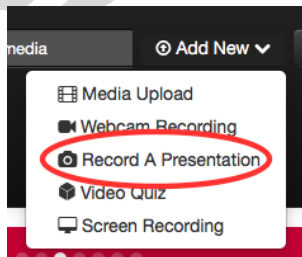
Kaltura is a video recording tool that is available to all Rutgers faculty, staff, and students. It can be used to make videos outside of the class that supplement in-class learning. It may also be used to record in-class lectures for future use by students.

Recording a Video

- Go to ru-stream.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 **Record a Presentation**.



- If you have not already installed Capture Space, follow the on-screen installation instructions and repeat these instructions from the beginning.
- When the CaptureSpace application opens, select **Presentations & Lectures**.
- In the window that appears:
 - If capturing video from a camera, select the camera you will use. If you are not using a camera, select **None**.
 - Under Screen Capture, select **On** if you would like to record everything on the computer screen.
 - Under Presentation, select **On** to record PowerPoint slides.

- Then, click on **Browse** to locate that presentation file on your computer.
- To record voice audio, under Sound click **On** and choose your microphone from the pull down list.
- In the bottom right corner of the Kaltura window, click on **Record**.
- The recording will prepare. If you are recording a PowerPoint presentation, the presentation will open in presentation mode. A countdown will appear, after which the recording will begin.
- When finished recording, press **Done** in the bottom right corner.
- After the video has processed, a window will appear and your video will begin playing.
- If you wish to remove portions from the beginning or end of the video:
 - Click on **Trim**.
 - On the top scroll bar, click and drag on the blue circles at the beginning and end of the bar.
- Press **Done**.
- The Upload Options window will appear. Enter a title for the video, add a description, and enter any tags users can use to search for the video. Press **Upload**.
- In a few seconds, your recording will be uploaded and available for use at ru-stream.rutgers.edu or Sakai.

The DCS Help Desk and Campus Staff are available for assistance whenever classes are in session.

Digital Classroom Services

Using a Kaltura Video in Sakai

Sakai has Kaltura-related tools that enable you to access and use Kaltura videos within Sakai. To get started:

- Login to Sakai and navigate to the course for which you wish to use the video.
- If you have not already, add the Kaltura tools to your Sakai page:
 - Select **Site Info** from the left side bar.
 - Select **Edit Tools**.
 - Under Content Sharing Tools, select both **Kaltura Media Gallery** and **Kaltura My Media**. Kaltura My Media contains all of your Kaltura media. Kaltura Media Gallery includes the media files you wish to use in this specific course.
- In order to use a Kaltura video in a course, you need to put it into the course's Kaltura Media Gallery:
 - Click on **Kaltura Media Gallery** in the left side bar.
 - Click the **Add Media** button.
 - Select the checkbox next to the videos you wish to use in this course.
 - Select **Publish**.
- The selected videos are now available for use anywhere in the Sakai course page that you can add or edit text and images. In any page editing window, click on the Kaltura icon to insert your video.



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Digital Classroom Services

Tillett Hall - Room 112 • 848-445-3612 • website: dcs.rutgers.edu • email: dcs@rutgers.edu