

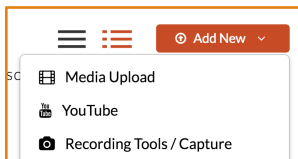
Quick Reference - How to Create Media in Canvas (Students)

Note: This document focuses on how to use Kaltura Capture but students can also use mobile devices to record video and then upload the video to Canvas. If a student has recorded a video without using Kaltura, they can access My Media in Canvas, then select Add New-> Media Upload to upload videos directly to Canvas.

Record Media

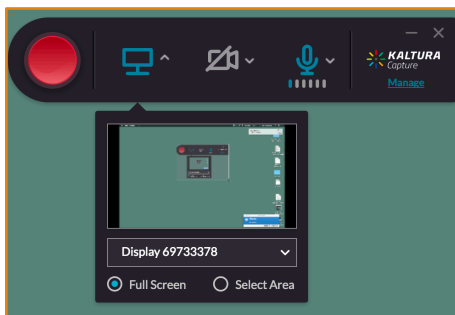
Use Kaltura to create a screen capture, narrated presentation, webcam video, or audio recording.

1. From the main menu at the left of Canvas, select 'My Media'.
2. Select the 'Add New' dropdown menu and then 'Recording Tools / Capture'. Review and agree to the terms, then open the Capture program. **During Fall 2018, there will be two options for Recording Tools, select 'Capture' to use the most updated version.**

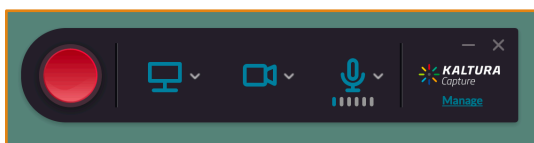


(First time only) Select and download the Kaltura Capture installer for Mac or Windows, then run the downloaded file. After the installation is complete, go back into Canvas, select 'My Media', select 'Recording Tools / Capture'.

3. Choose inputs from the drop down menus and select an audio input. Mute the unused inputs by clicking on top of them. For example: To create a narrated presentation, select the computer screen as one input, mute one input, select an audio input.



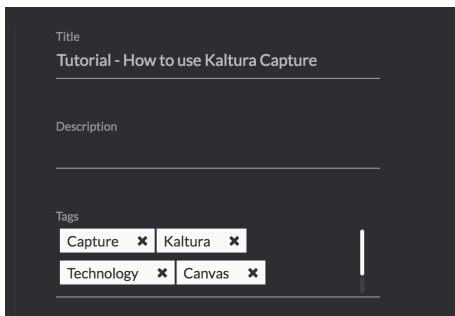
4. Select the recording button (red circle) to begin recording.



5. Wait for the countdown and then record. During the recording, you have the option to Stop, Pause, or Cancel the recording.



6. Select Stop to stop a recording.
7. Give the recording a Title, a brief Description, and/or Tags.



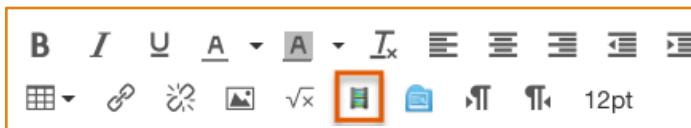
8. Select 'Save & Upload'.

Preview a Recording in Canvas

1. To preview a recording, access My Media within the Canvas course menu and select the video.

Share Media in Canvas (in an Assignment or Discussion)

1. To add a saved recording to any area in Canvas, select the Embed Kaltura Media Icon within the rich text editor.



2. Click on Select next to a recording to select it to embed.

Support

Additional tutorials about Kaltura can be found at <https://learn.oregonstate.edu/kaltura>.

