

Presentation Capture Tool available to use

- ❖ Kaltura capture space <https://blackboard.medaille.edu/>
- ❖ Screencast-O-Matic <https://screencast-o-matic.com/>

If you have a fully recorded presentation and need to upload the video follow [This Link](#) to avoid using YouTube.

Medaille College IT Dept. recommends using Kaltura CaptureSpace built into blackboard for full support.

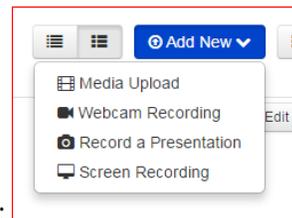
1. Log into Blackboard: <https://blackboard.medaille.edu/>



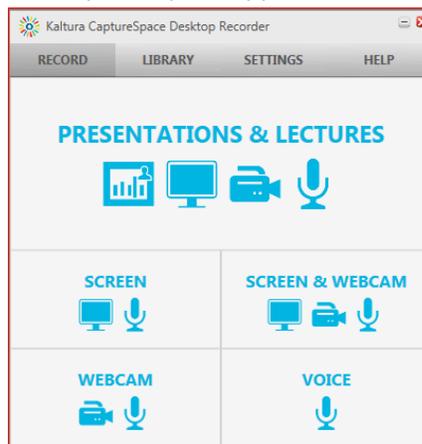
2. Go to Tech Support Tab :



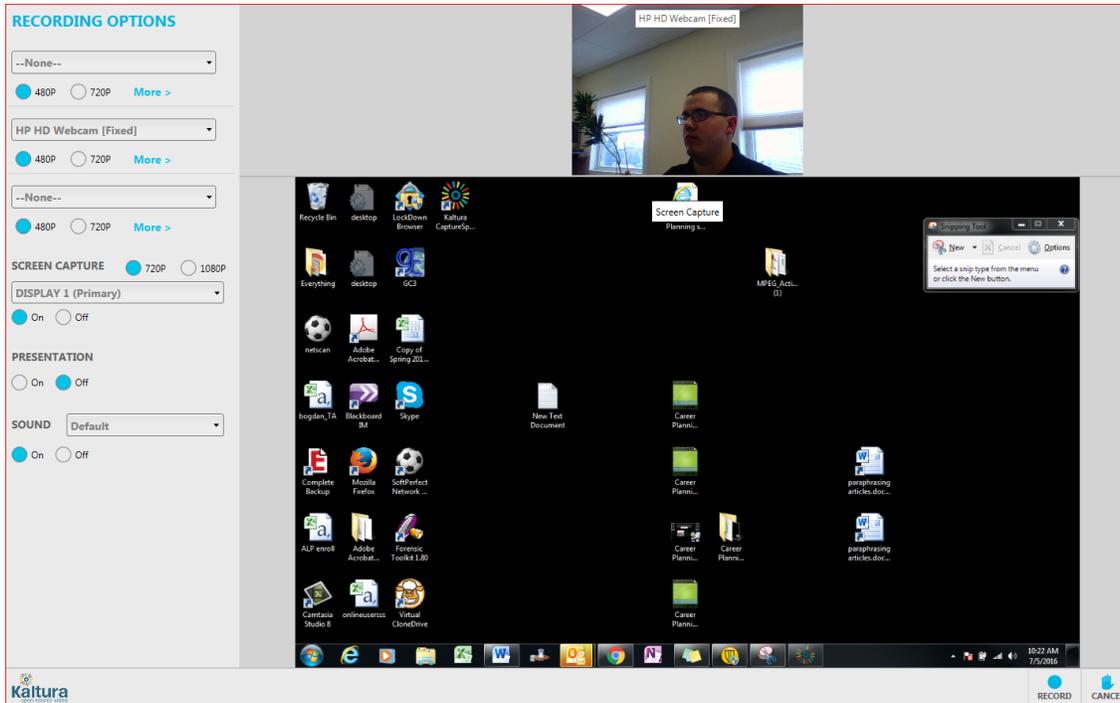
3. Go to Kaltura – My Media:



4. Select Add New dropdown menu and choose Record a Presentation:
5. Download recording tool appropriate for you platform: Windows or Mac
  - a. Once the installer has run it will ask you to repeat step 3 & 4
  - i. The capture space application will auto launch:

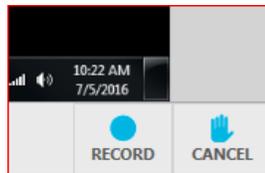


By selecting Presentations & Lecture icon you are presented with the Recording Options menu, you can upload your power point directly into the system or screen capture as seen below:

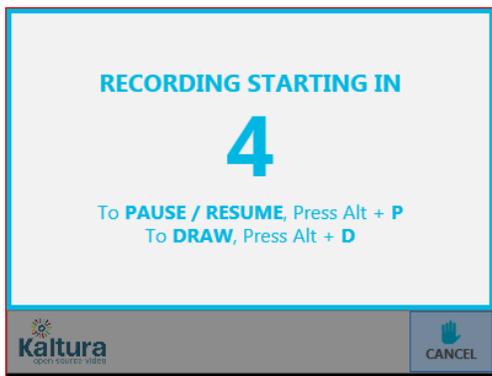


Note: The software allows up to three camera inputs to be selected but only one microphone use the toggle buttons or drop down menus for selecting options.

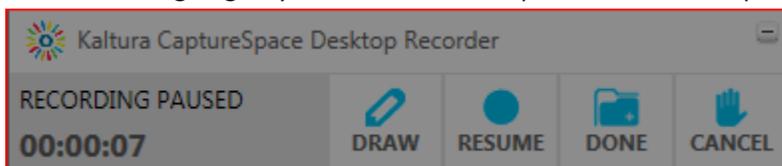
Select Record in the lower Right



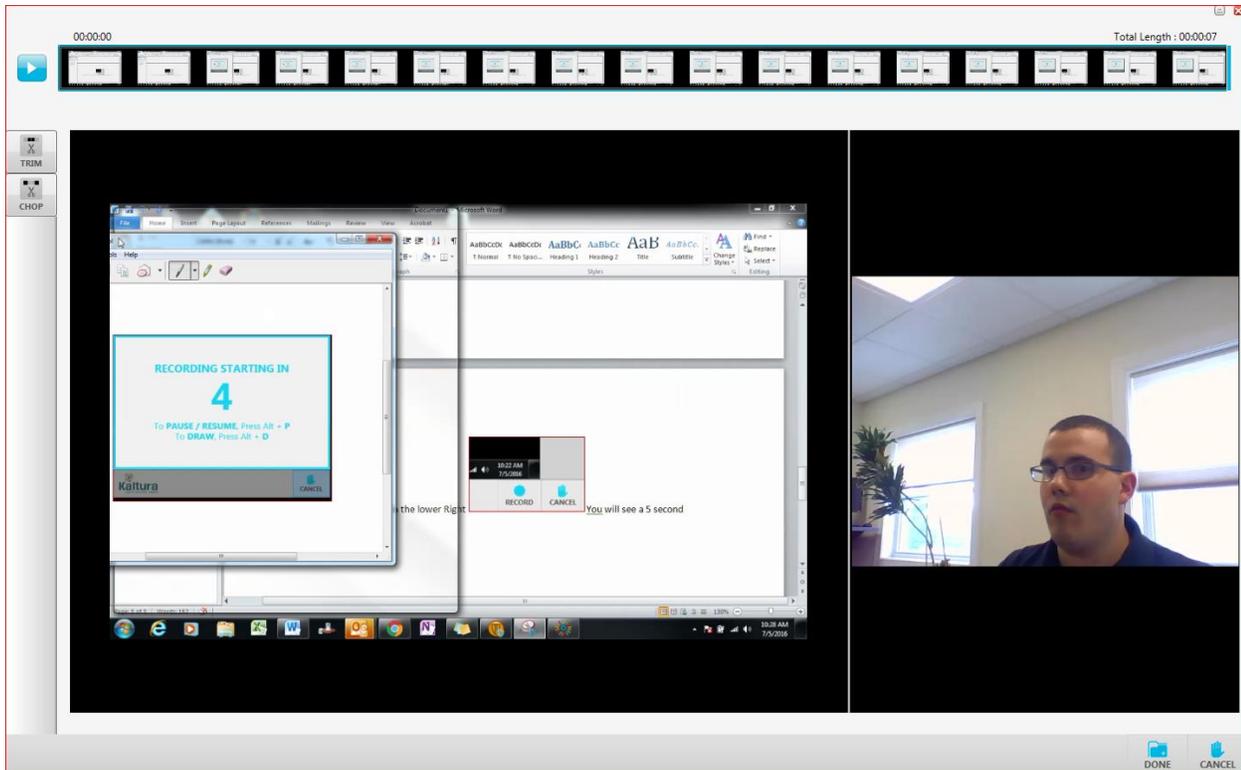
You will see a 5 second pop up before recording begins:



Once recording begins you have the Desktop recorder control panel:



After you have narrated your presentation and choose done you can edit your recording by trimming or chopping out sections:

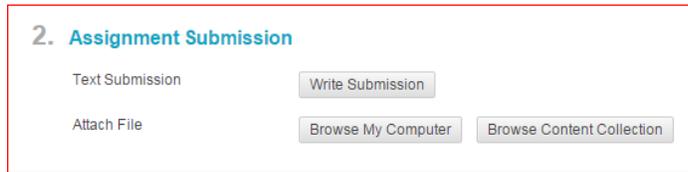


Select done again to choose a title and description before uploading (this is the title you and the faculty member will see when you add the presentation in Blackboard)

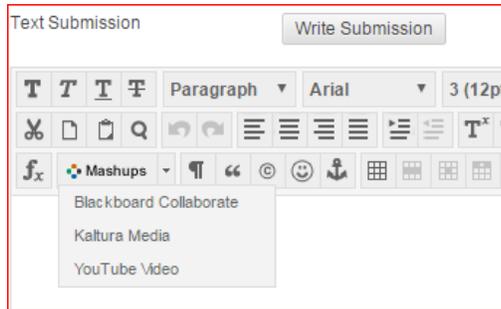
The image shows the 'Upload Options' dialog box. It has a title bar with a gear icon and the text 'Upload Options'. Below the title bar, there are three input fields: 'Title' with the text 'Multi Video - 2016 Jul 05 10:31:14', 'Description' (empty), and 'Tags (Comma separated)' (empty). At the bottom of the dialog, there is a grey bar containing the text 'RECORDING LENGTH 00:00:08' and three buttons: 'UPLOAD' (with a house icon), 'PREVIEW' (with a magnifying glass icon), and 'SAVE' (with a folder icon).

Final step add presentation to assignment submission:

1. Go to assignment space in Blackboard
2. Under Assignment Submission Choose Write Submission



- a.
- b. In the text editor go to Mashup Drop down menu choose Kaltura Media:



Select the Uploaded presentation:



The presentation is now part of your submission if you need to add any additional information due so before finally submitting for grade:

