How to Use Kaltura to Capture and Post or Submit Video

This course will be using Kaltura Capture software that is incorporated into Blackboard. Use the following instructions to install and use the software and then post or submit your video or audio recording as a discussion or assignment.

Capturing, Saving, and Uploading Your Video

1. On your Online Campus Dashboard, find **Tools** on the left side column

2. From the tools page, find and click **MyMedia**
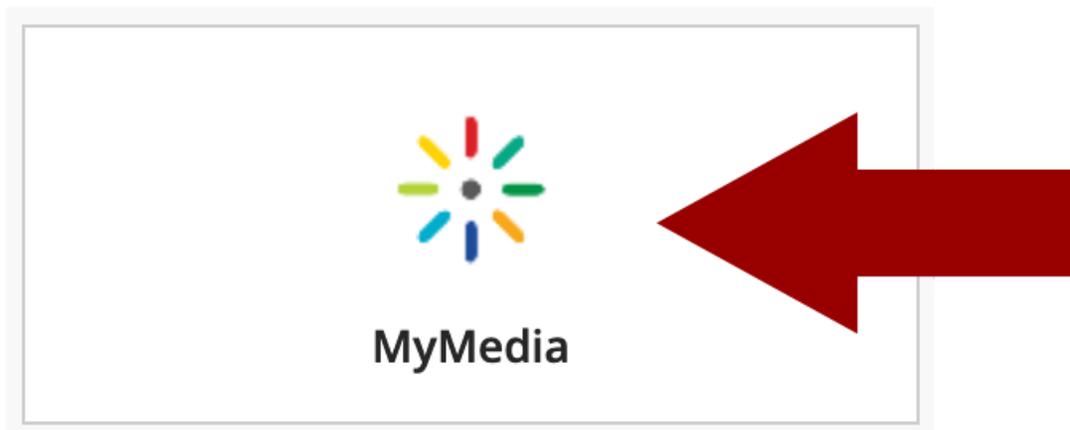
3. Select **Add New** and **Kaltura Capture**
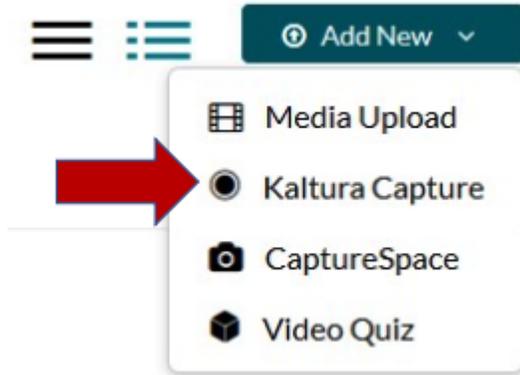
If you have not previously downloaded the Kaltura Capture Desktop Recorder, you will prompted to **Download**.

4. Select the options you would like to record (**for example, screen, camera, audio**). Click on the red "**Record**" button once you're ready.
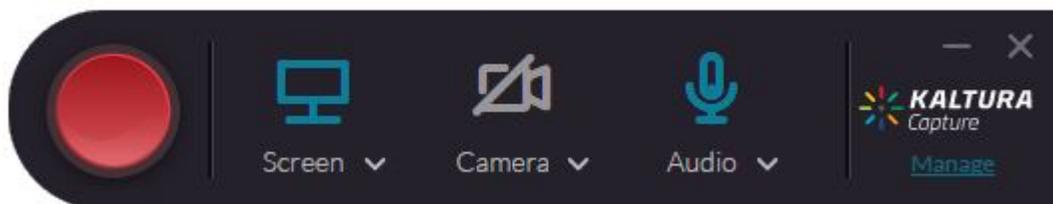
5. Record your presentation using the control on the toolbar. Once your recording is complete, click the "**Stop Recording**" square icon.
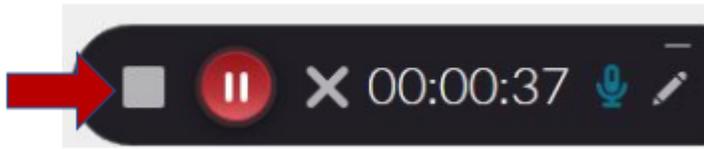
6. Add a title to your recording. Select "**Save and Upload**".
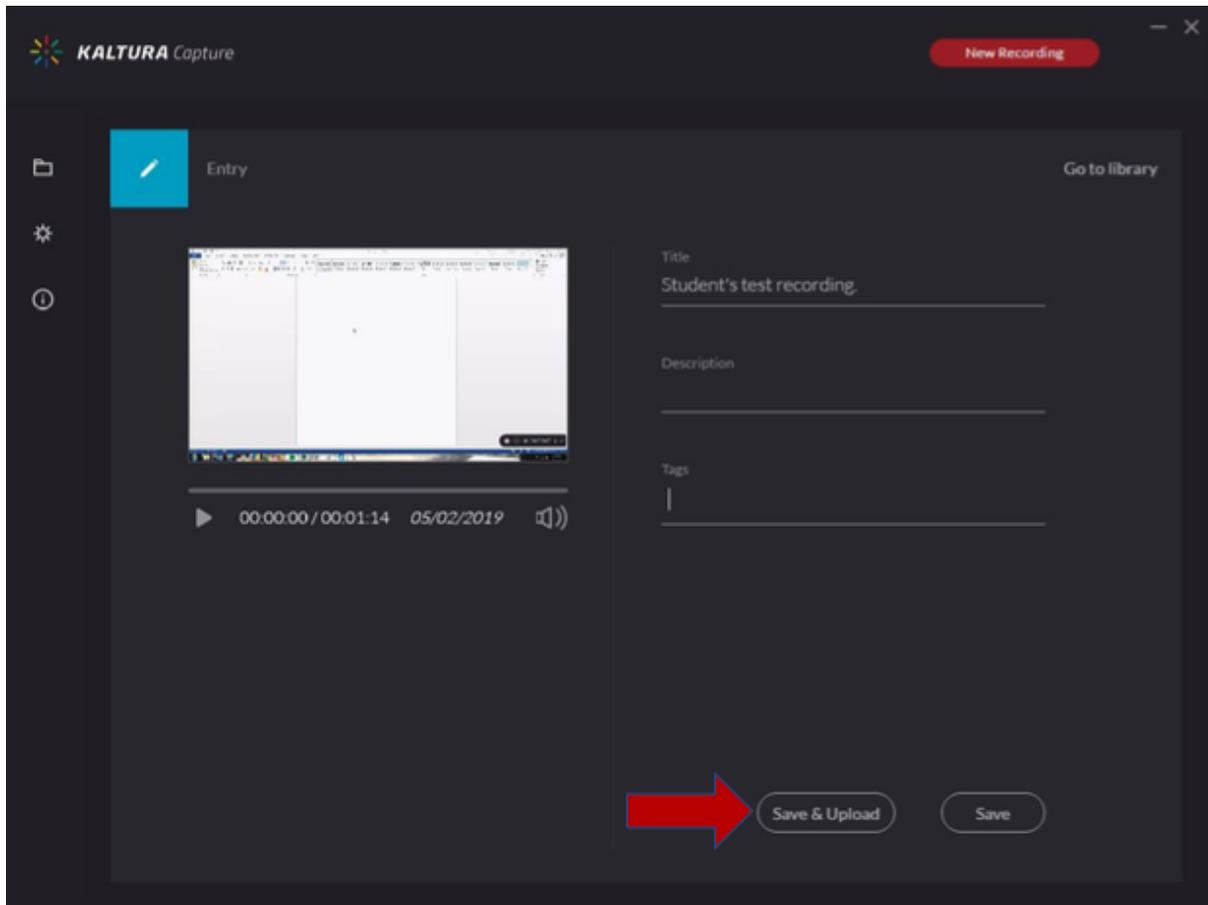
[More Information on Using Kaltura Capture](#)

Posting or Submitting Your Video in Your Course

Navigate to the area where you wish to submit your video (i.e. the discussion board or assignment submission area).

For an assignment submission, click on the "**Write Submission" button**.

Text Submission

Write Submission

Find the **plus (+) icon** and select **Kaltura Media**.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Add content ✕

Common Tools

Insert Local Files

Insert from Content Collection

Additional Tools

Kaltura Media

YouTube Video

Find your video and press **Embed**.

Video should load in message box, title the post, and select **Submit**

[More Information on Using the Kaltura Mashup Media Tool](#)

Captioning Your Video

Closed captioning for media is now available directly in the MyMedia interface.

Mechanical captions are 60-70% accurate based on several factors (i.e, diction, audio equipment and room noise). They are intended to be used as a base for creating accurate captions to facilitate search, interactive transcripts, and other features.

1. Select the **Actions** drop-down menu.
2. Select **Order Captions**.
3. Under **Source Media Language,** choose the main speaker language.
4. Select **Order Captions** to submit the order.

[More Information on Using Captions and Transcripts in My Media](#)

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