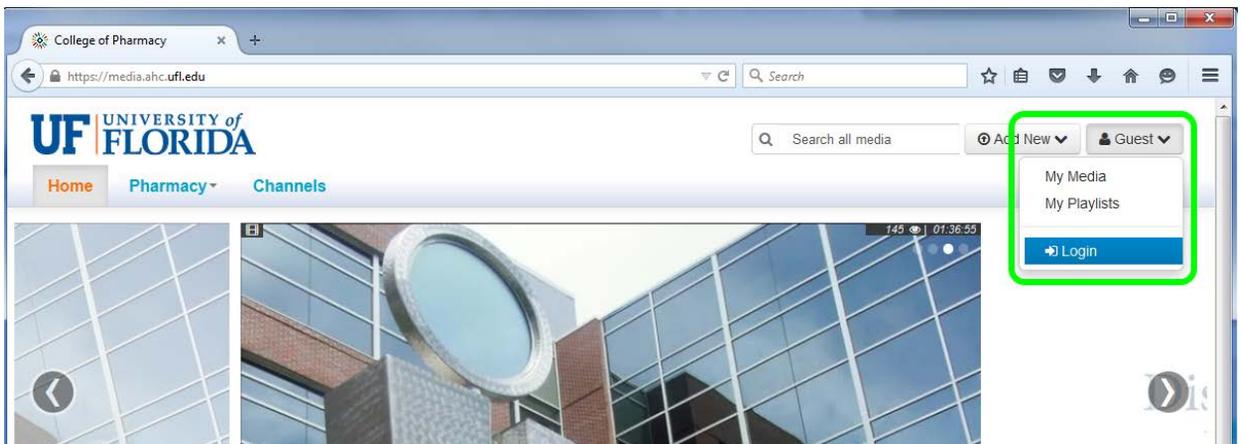


# CaptureSpace User Guide

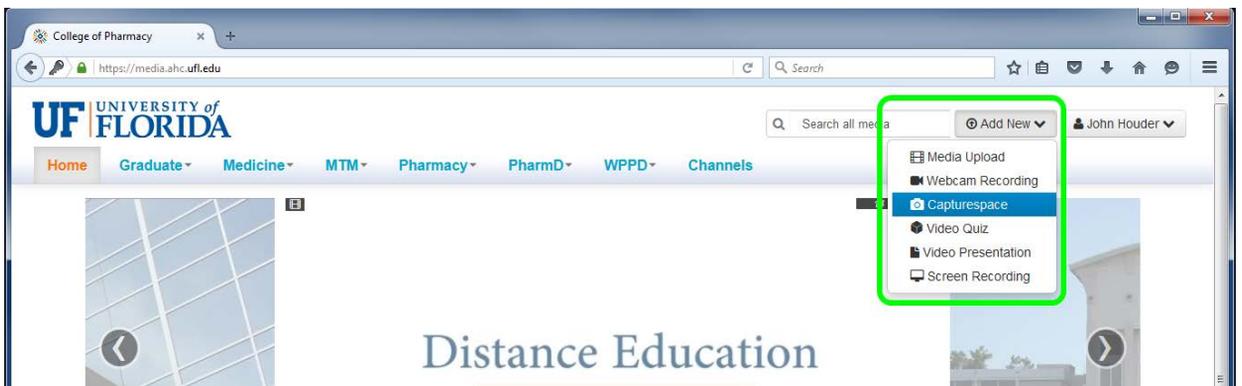
## Installation & Setup

Kaltura's CaptureSpace feature can be used to record multi-media presentations from your local computer. To request access, please send an email to [edu-help@ahc.ufl.edu](mailto:edu-help@ahc.ufl.edu).

1. Navigate to the College of Pharmacy's MediaSpace site (<https://media.ahc.ufl.edu/>) and click on "Guest" to log in using your GatorLink credentials.



2. Click "Add New" and select the CaptureSpace option.



3. When using CaptureSpace for the first time, you will be prompted to download the program. Download the installer for your particular operating system then open and run it.

# CaptureSpace User Guide

4. Return to Media Space and click “Add New” and then select CaptureSpace. You may be asked if you want to open an external program. Click “Yes” or “Launch Application”.

5. You will be given several recording options in a window in the bottom-right corner of your screen:

- **Presentations & Lectures**

Generates an interactive player for the viewer allowing viewers to see content and video side-by-side, picture-in-picture, etc. (NOTE: We recommend enabling the “Presentation” option and browsing to your PowerPoint slides rather than using the “Screen Recording” option.

- **Screen**

For recording voice over PowerPoint style lectures.

- **Screen & Webcam**

The best all-around option. Captures all screen content as well as a movable webcam box.

- **Webcam**

For webcam and audio lectures

- **Voice**

For audio-only lectures.



The “Settings” tab is where you can select local file storage location, webcam and screen recording quality, and which microphone input to use.

## Recording

1. Select the recording type from the “Record” tab that best fits your lecture content. Note: If you have multiple monitors, you will be prompted to select which one should be recorded. You can also select a certain area of your screen to be recorded.

2. Click “Record” at the bottom of the window when you are ready, and a 5-second countdown will begin.

3. Once the recording starts, you will have an option bar available to you which will allow you to **Draw** on the screen being recorded, **Pause / Resume** the recording, **Done** to complete and upload the recording, and **Cancel** to discard the recording.

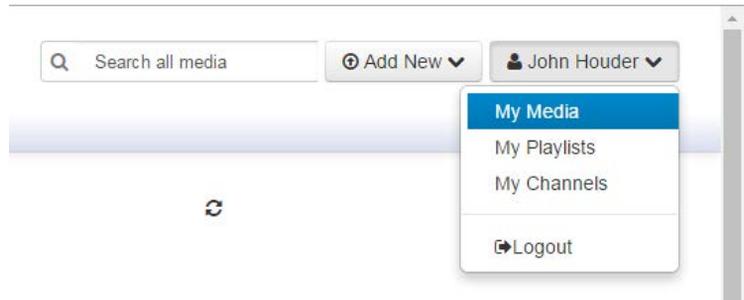
4. Clicking “Done” will open a window where you can **Trim** the beginning or ending of the recording or **Chop** out a middle section out. Click “Apply” to apply any edits and “Done” again when you are finished editing. Add your lecture title, your name in the Description field, and the course PHA number in the Tags field, and click “Upload”.

5. Send an email to [edu-help@ahc.ufl.edu](mailto:edu-help@ahc.ufl.edu) and let us know your video has been uploaded so we can ensure it ends up in the correct Canvas course.

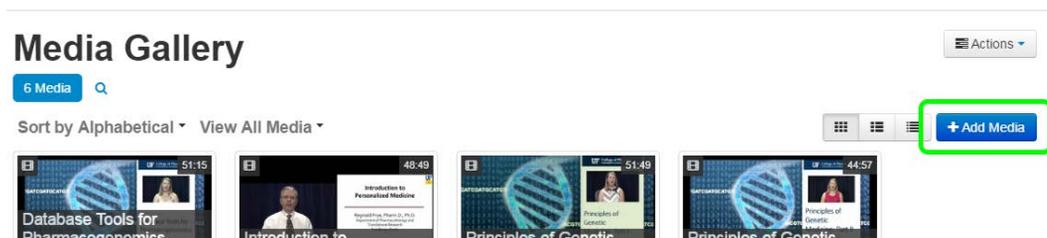
# CaptureSpace User Guide

## Locating and Publishing Videos

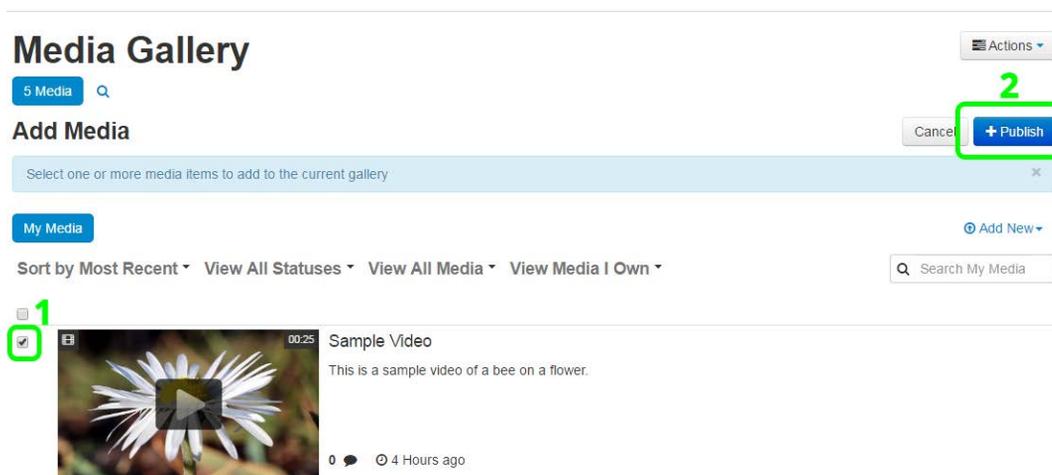
1. Once you have recorded your video, it will automatically be put into your “My Media” section. You can view your media entries by logging in to MediaSpace, clicking your name, and then clicking “My Media” from the drop down menu.



2. To add your video to a Canvas course, log into Canvas, open your course, and click on “Media Gallery” in the left-hand navigation. (If Media Gallery doesn’t exist, please email [edu-help@ahc.ufl.edu](mailto:edu-help@ahc.ufl.edu) and request one). From the Media Gallery click on “+ Add Media”.



3. Click the check box next to the video (or videos) you would like to add to the course Media Gallery from your My Media list. Then click “+ Publish” in the top-right corner.



The video should now be in your course Media Gallery. From there, you or the Instructional Designer can embed the video in the appropriate course module.