

Keep Teaching: Recording a Voiceover PowerPoint or Screen Recording with Kaltura Express Capture

Required Hardware

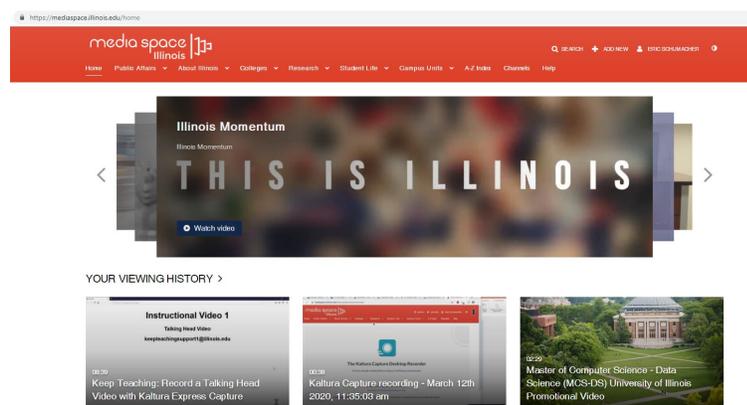
To record lessons from your home or office, you'll need a reliable internet connection, [webcam](#), and [microphone](#). Many computers, especially laptops and tablets will have built-in cameras and microphones. Reliability and ease-of-use are often more important than quality, so keep your setup as simple as possible.

Required Software

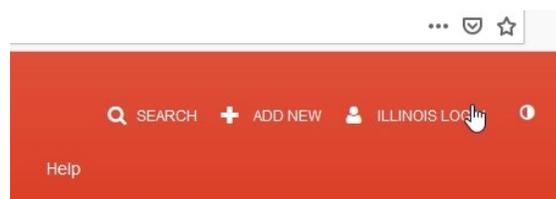
The easiest way to record voiceover PowerPoint or screen recording videos at Illinois is to use [Kaltura Personal Capture](#), which will allow you to record, edit, caption, publish, and share your video with your students.

Get Started with Media Space

You can access Kaltura Personal Capture at <https://mediaspace.illinois.edu/>.



Click "Illinois Login" to access Medispace with your netID. If you don't already have a Mediaspace account, this step will create one for you.



Enter your netID and password and click “login.” You may be asked to dual authenticate your identity.

You must log in to **Illinois Media Space - Kaltura** to continue.

Enter your **NetID:**

Enter your **password:**

Clear previous selection for automatically sharing my information with this service

Forgot your password?
To change or reset your password, go to the [Password Manager](#).

Need to select a different campus?
[Clear your remembered campus](#) and log in again.

Technical Infor
Service that has requested authen
Service Provider EntityID:
<https://mediaspace.illinois.e>
Service Provider Name:
Illinois Media Space - Kaltura
IDP node:
shib1
This login service uses the followin

Mediaspace is now ready to go!

Set up Your Webcam and Mic

Once you’re in Kaltura Personal Capture, you’ll need to install the desktop recorder. You’ll see download links for Mac and PC. Click the correct one for your operating system.

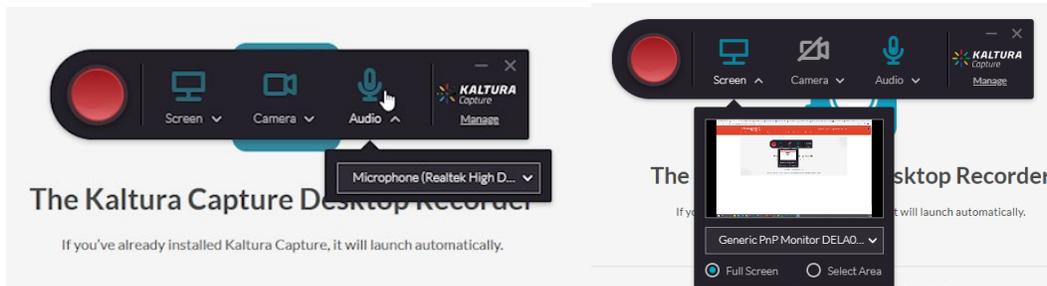


The downloader will appear in a popup window. Follow the downloader’s prompts to install the recorder. You may need admin permission from your department’s IT department to install software.

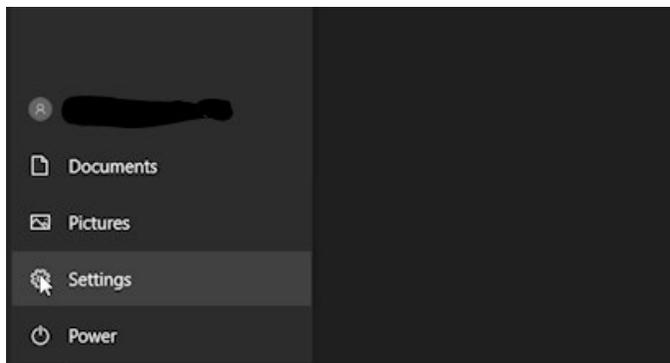
When the installer is complete, refresh your page to launch the app.



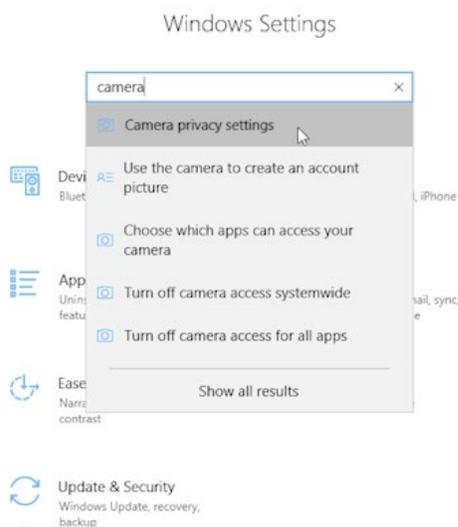
When Personal Capture loads, your recording toolbar will appear. Blue sources (screen, capture, and audio) are recording. Gray crossed out sources are disabled. For a voiceover, you can disable your camera by clicking the source and graying it out.



If you want to record your webcam but don't see it listed, you may need to access your settings menu in your home toolbar in the bottom-left corner of the screen.



Search "Camera" to quickly find your camera's privacy settings. Click "Camera primary settings."



Then turn "allow Apps to access your camera" to "on"

Allow apps to access your camera

If you allow access, you can choose which apps can access your camera by using the settings on this page. Denying access blocks apps from accessing your camera. It does not block Windows Hello.



Some desktop apps may still be able to access your camera when settings on this page are off. [Find out why](#)

If your camera or microphone still don't appear in the dropdown list, reference your camera and microphone manuals for troubleshooting tips. Now you're ready to record!

Recording

Click the large red button to begin recording.



It will begin after a three second countdown.



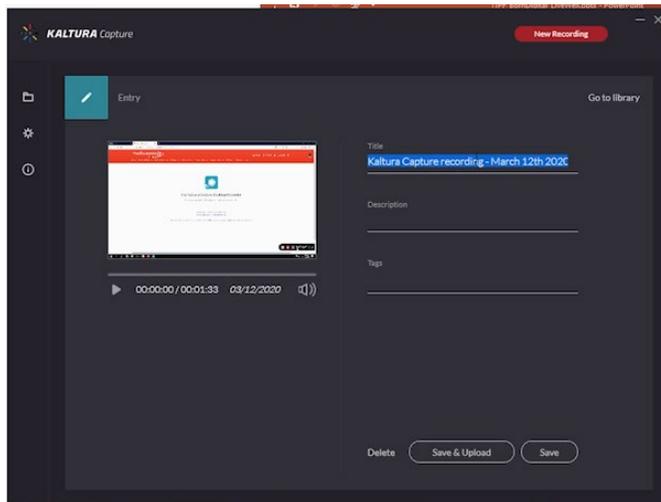
Start presenting! Power through minor flubs and pauses. The goal is to deliver good content; the presentation doesn't need to be perfect. You can always make [make basic edits to your video later](#).

The recording toolbar is now in the bottom-right corner. You can pause or stop your recording there.

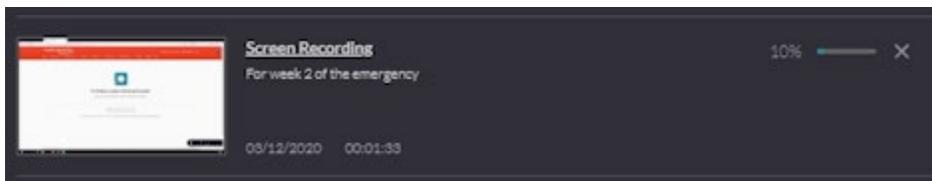


Publish

Name your media and add a short description – both are required. Click “save & upload” to upload your video to Mediaspace.



Your video will begin as status “pending,” then a progress bar with a percentage, and then “complete.”



You're finished! The new recording will now appear in your “My Media” page.

My Media

The screenshot shows the 'My Media' interface. At the top, there is a search bar labeled 'Search My Media'. Below it, there are filters and sorting options: 'Filters >', 'Search In: All Fields >', and 'Sort By: Creation Date - Descending >'. On the right, there is a menu icon and 'ACTIONS >'. The main content area displays two video items:

- Screen Recording**: For week 2 of the emergency. It has a 'Private' status and was uploaded on 03/12/2020.
- Talking Head Demonstration**: I want to use this in week 1 of the emergency. It has an 'Unlisted' status and was uploaded on 03/12/2020.

Captions

By default, all videos will be automatically captioned with Kaltura's speech recognition software. This often takes up to 30 minutes. Select "Actions," which is located below your video on the right. Select "Caption & Enrich" from the dropdown menu to check your caption status.

The screenshot shows the video player interface for 'Screen Recording'. The video title is 'Screen Recording' and it is from 'Liam Moran on 03/12/2020'. The video player shows a progress bar at 0:00 / 1:33. Below the video player, there are tabs for 'Details' and 'Share'. The 'ACTIONS' dropdown menu is open, showing the following options:

- Edit
- Publish
- Add to playlist
- Analytics
- + Caption & Enrich
- Launch Editor
- Delete

Your captions will move through statuses of pending, processing, and complete.

The screenshot shows the 'Existing Requests' table. The table has the following columns: REQUEST DA..., SERVICE, FEATURE, LANGUAGE, and STATUS. There is a '+ Order' button on the right. The table contains one row:

REQUEST DA...	SERVICE	FEATURE	LANGUAGE	STATUS
12/03/20	Machine	Captions	English	Processing

When the captions are complete, you can review them by returning to "Actions," and clicking "Edit."

Details [Share](#)

Existing Requests

REQUEST DA...	SERVICE	FEATURE	LANGUAGE	STATUS
12/03/20	Machine	Captions	English	Completed

[Order Captions & Enrichment Services](#)

ACTIONS

- Edit
- Publish
- Add to playlist
- Analytics
- + Caption & Enrich
- Launch Editor
- Delete

That will open a new window with a new toolbar. Choose “Captions.”

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline [Replace Media](#)

[Edit Captions](#) [Upload captions file](#)

Language	Label	File type	Actions
English	English	SRT	✓ ✎ ✕ ⬇️ 📄

Choose “edit captions” to open the caption editor. Your editable captions with timecodes will appear on the left. Your video will be on the right.

Closed Captions Editor

Captions: English - English Revert Save

Search in Captions Replace with Replace

Add Speaker to selected items Add

<input type="checkbox"/>	00:00:00,000	00:00:01,740	If you choose to continue
<input type="checkbox"/>	00:00:01,740	00:00:03,915	your instruction using what
<input type="checkbox"/>	00:00:03,915	00:00:05,625	we're calling a talking head video.
<input type="checkbox"/>	00:00:05,625	00:00:08,040	This is the video for you and for support.

Instructional Video 1
Talking Head Video
help@teaching-support@lincoln.edu

0:00 / 8:39 Autoscroll

Click “save” in the upper-right corner then “yes” in the popup window to save your work. You must save your captions in order to publish them. When your captions are complete, return to your media page, click the furthest-right icon, “show on player” to attach your captions to your video.

Details Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline [Replace Media](#)

[Edit Captions](#) [Upload captions file](#)

Language	Label	File type	Actions
English	English	SRT	✓ ✎ ✕ ⬇️ 📄

Congratulations! Your video is complete. Now it’s time to give it to your students.

Distribution

The easiest way to share your video is to send a link to your students via email. Copy the link listed below your video and paste it into your email for your students.



The screenshot shows a video player interface. The video title is "Instructional Video 1" and the subtitle is "Talking Head Video". The email address "keep teachingsupport1@illinois.edu" is displayed below the subtitle. A large play button is centered on the screen. The video player controls at the bottom show a progress bar at 0:00 / 8:39, a volume icon, and a 1x zoom level. Below the video player, the video title "Keep Teaching: Record a Talking Head Video with Kaltura Express Capture" is repeated, along with a "Share" button and a search icon. The source is attributed to "Eric Schumacher on 03/12/2020". Below this, there are tabs for "Details", "Share", and "Embed". A text box contains the URL: https://mediaspace.illinois.edu/media/1/1_4c8utb4d.

If that's all you need, you're finished! Keep reading if you need to insert content into Compass or Moodle.

Add Your Video to a Compass Page

[Login to Compass](#) (Blackboard) using your netID.

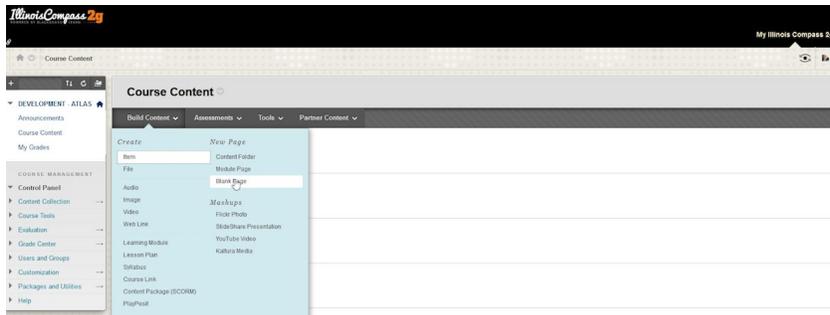


The screenshot shows the "ILLINOIS COMPASS 2G" header in orange. Below the header, there is a link: [Login with your Illinois NetID](#). A white box contains a notice: "CANCELED - Illinois Compass Maintenance, March 18" dated "Thursday, March 12, 2020". The notice text reads: "On Wednesday, March 18, the Illinois Compass 2g service WAS to be taken down for upgrade and maintenance. However, direction from University Administration regarding preparations for the Covid-19 crisis takes priority, and the system will NOT be taken offline. The Illinois Compass teams will continue to work with faculty and leadership to ensure uptime and availability for this campus service." Below the notice is a link: [Covid-19 resources for the University of Illinois at Urbana-Champaign](#).

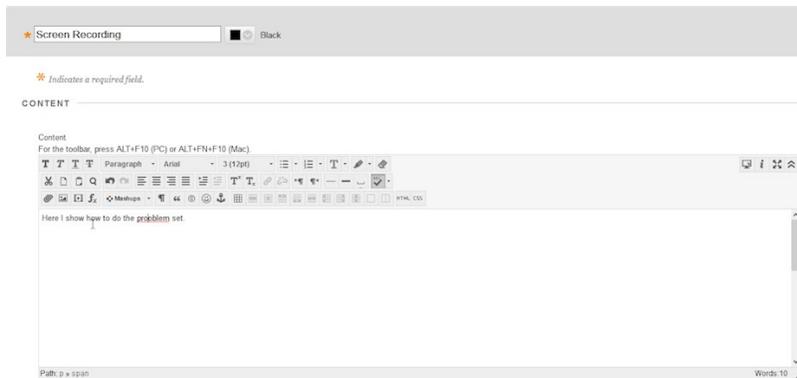
Select your course from the center “My Courses” column.



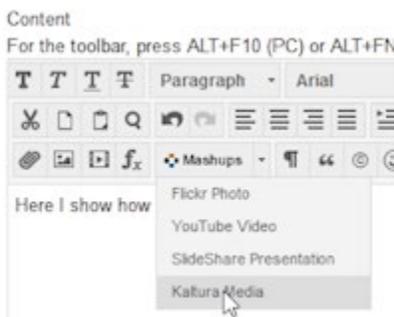
There's more than one way to insert a video into Compass. This guide will cover the simplest. Choose “Build Course” and select “Blank Page” from the right-hand column.



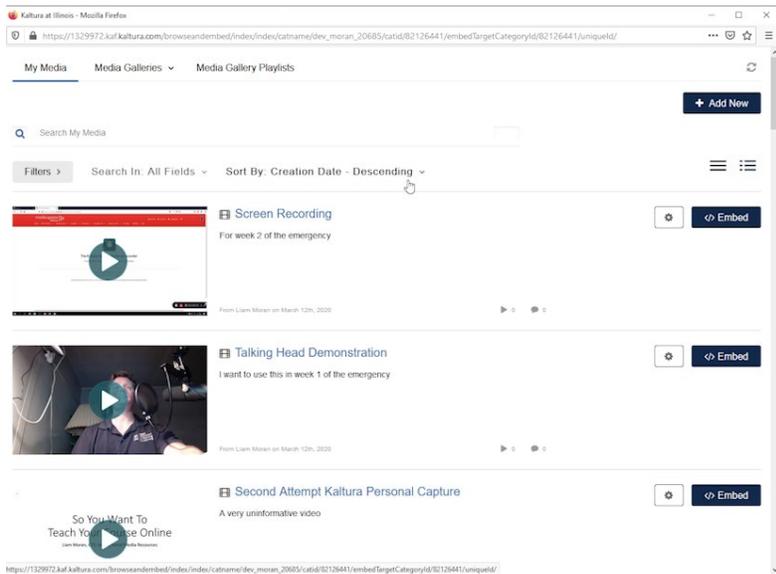
Name your video and enter a short description.



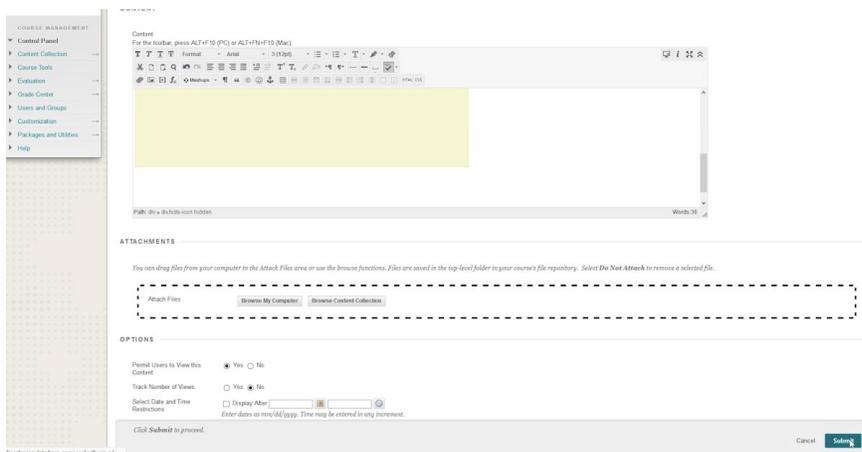
In the “mashups” tab, choose “Kaltura Media” from the dropdown menu.



This will open a window showing your Mediaspace library. Select your video and click “</> Embed.”



You'll see a yellow placeholder where your video will be. Click "submit" in the bottom right-hand corner.



Your video is now available to your students on Compass!

Add Your Video to a Moodle Page

The process of adding a video to a Moodle page is very similar to using Compass. Again, there are multiple ways to add video content to Moodle. This document covers the simplest one.

Login to [Moodle](#) (Learn@Illinois) using your netID.

Learn@Illinois

Get Help	
College of Liberal Arts and Sciences	You can view our instructor Help Documents or Student Help Documents. You can also email us at atlas-eth@illinois.edu, visit us online, call 217-333-6300, or stop by G89 Foreign Languages Building.
College of Education	Visit User Services Learning Support. Email: help@support.ischool.illinois.edu Call: 217-244-4903 or 800-377-1892
School of Information Sciences	Visit online Email: pnp@illinois.edu or call 217-244-4437.

UI Login

[NetID Login](#)

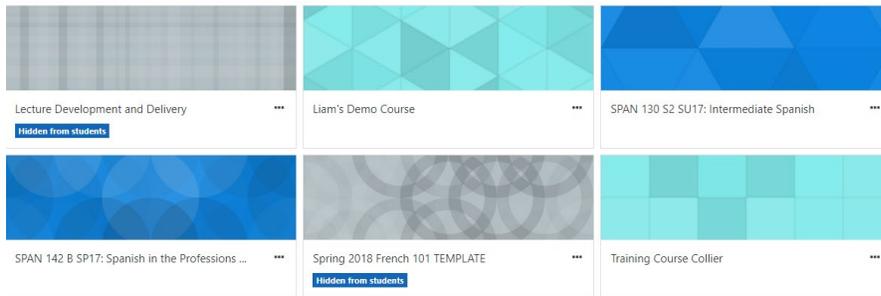
[Moodle-Only Login](#)

[Not Sure? Main Login Page](#)

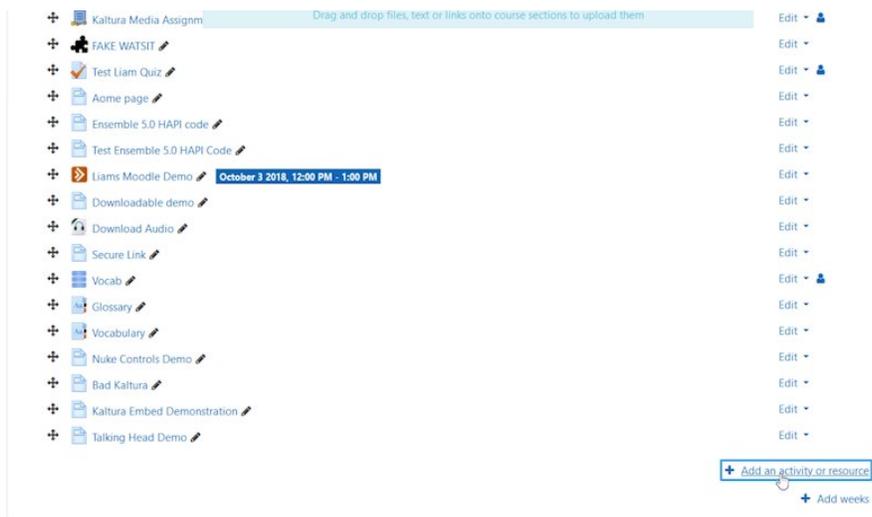
Course Request

[Request a Course Site](#)

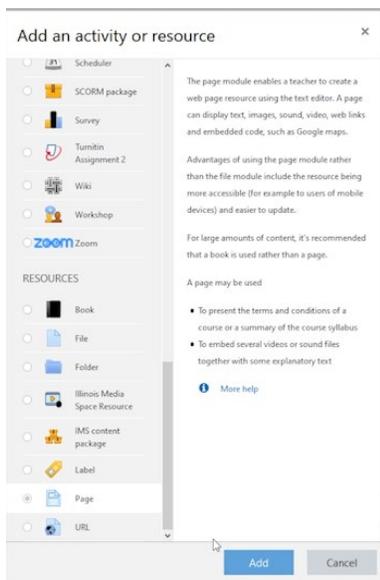
Select your course from your course listings.



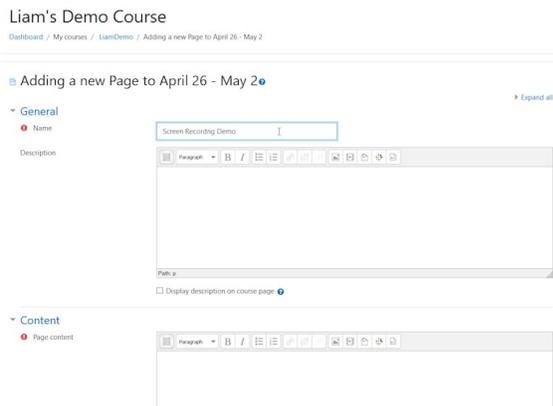
Select "+ Add an activity or resource" at the bottom of your homepage.



Select "Page" from the left-hand column of the popup menu then "Add."



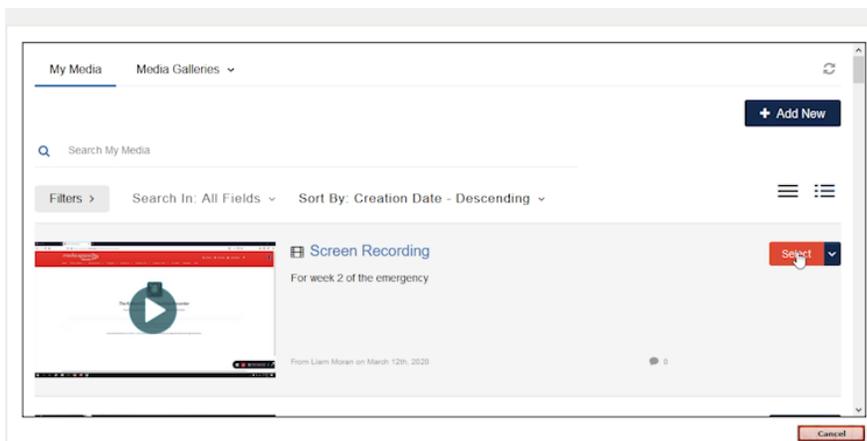
Add a name and description for your video.



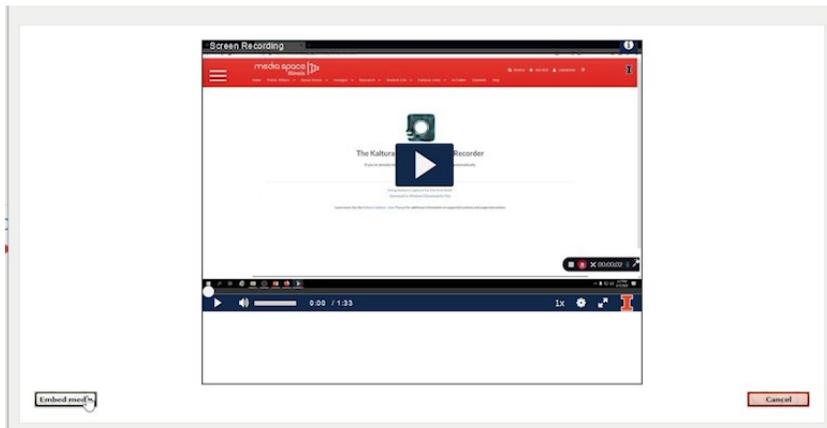
In the content toolbar, click the "Embed Illinois Media Space" button.



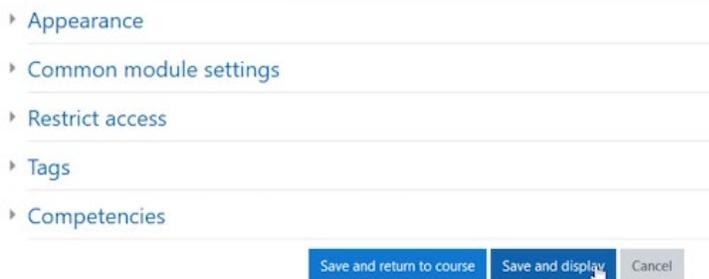
Select your video from the Mediaspace window that pops up.



Click “embed media” in the popup window.



You will now be in the “new page” window. Select “Save and display.” Your video is now available to your students!



Additional Assistance

If you need additional assistance or would like to talk with a media professional about how to best translate your needs, contact keep teachings support 1@illinois.edu