Ad Hoc Recording with Kaltura Personal Capture
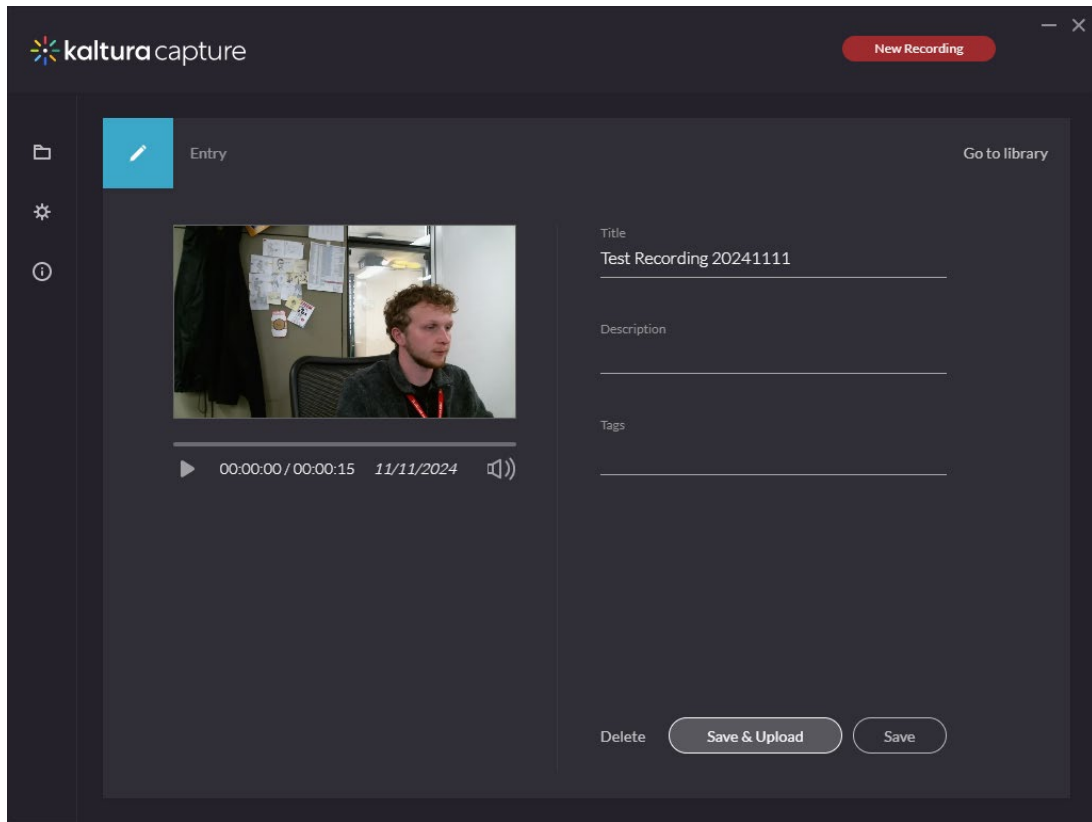
1. If you do not have Kaltura already, you can install it from Company Portal if you are using a university owned device.

   a. If you are using a personal device, you will need to go to video.olivet.edu, click "Create", and then "Capture". You will then be prompted to download the software for Windows or Mac.

2. Open Kaltura from your apps.

3. If you would like to share what is displayed on your monitors, click the drop down next to "Screen" to choose a display.

   *If you do not need to screen recorded, click the screen icon to toggle if off.
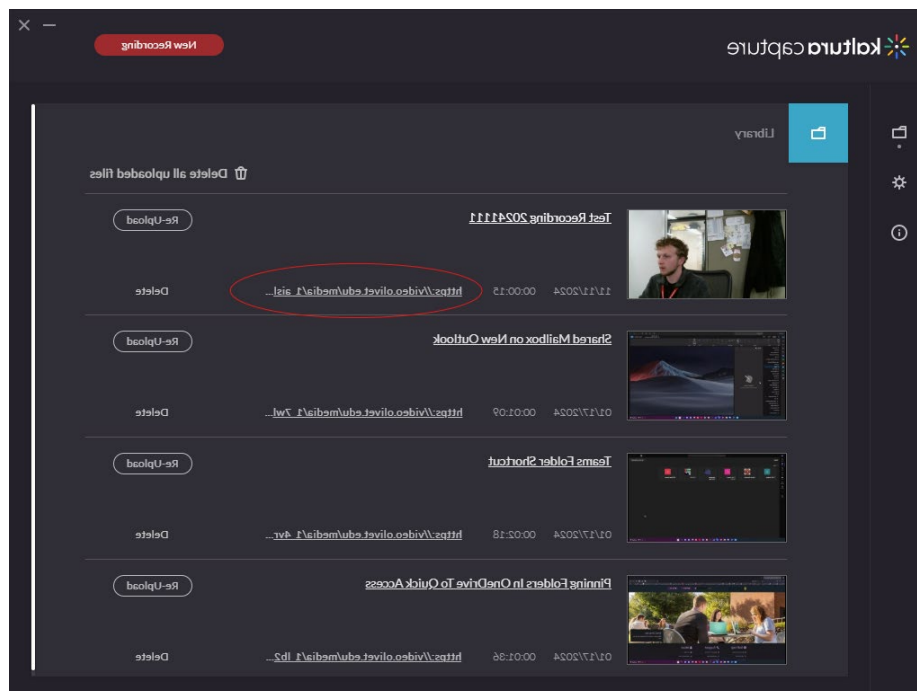
4. Click the drop down for camera and make sure it is set to the correct device. (If you have an external webcam on top of your monitor, make sure it is set to that device instead of Integrated Webcam)

5. Make sure that the Audio icon is also moving up and down when you talk. This indicates that the microphone is working on your webcam.

6. Record your video, then click "Stop recording" when finished.
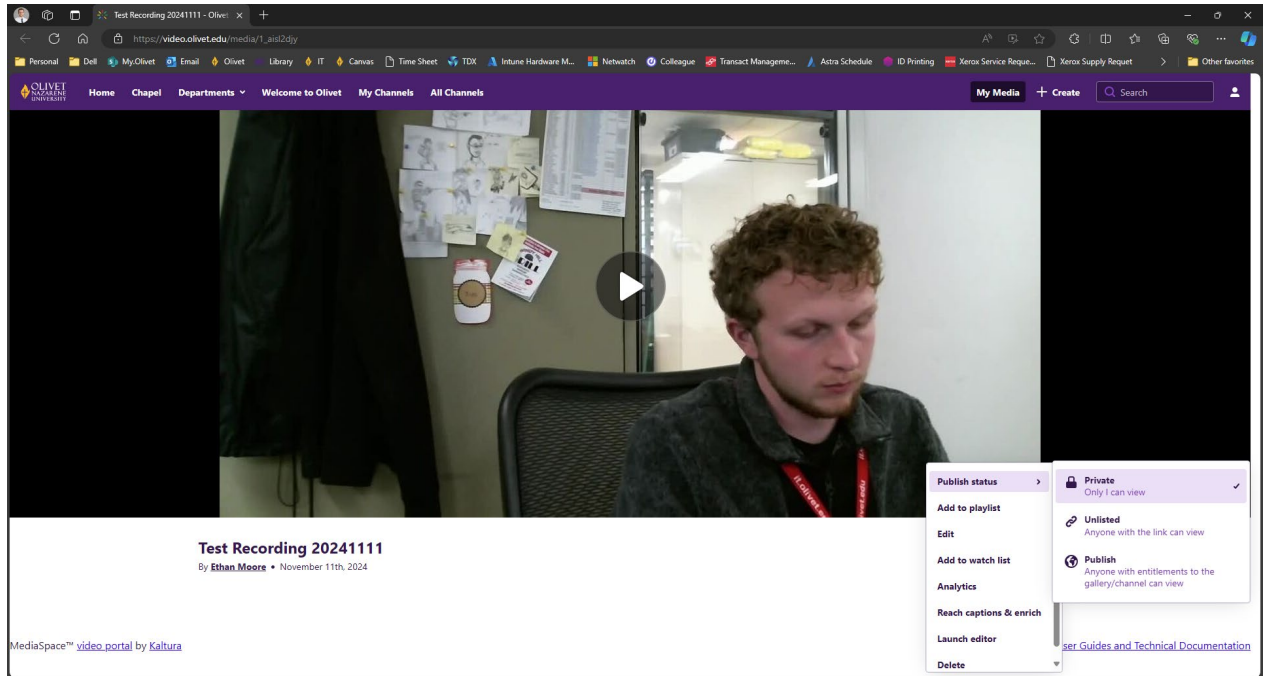
7. Title your Video then click "Save & Upload"

8. Once uploaded, you can either visit **video.olivet.edu** from a web browser or click the link in

    the video as shown below.

9. In the browser, click on the 3 dots on the bottom right corner > Publish status > and choose

   your type.

   - Private – Only you can view

   - Unlisted – Anyone with the link can view

   - Published – Anyone with entitlements to the gallery/channel can view
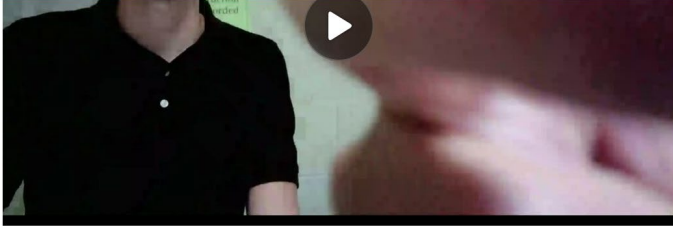

10. If you would like to turn off captions for your video, click Edit > Captions > Click the "Don't

    Show on Player button under the Actions menu.

https://video.olivet.edu/edit/1_swzwm8nz

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Update date:
November 27th, 2023 10:44 AM America/Chicago

Media asset update date:
August 18th, 2023 2:48 PM America/Chicago

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Edit Captions   **Upload captions file**   **Create New Captions**

Language	Label	File type	Accuracy	Actions
English Default	English	SRT	83%	✏️ ✖ ⤓ 🔲

MediaSpace™ video portal by Kaltura

User Guides and Technical Documentation

https://video.olivet.edu/captions/index/toggle-display/entryid/1_swzwm8nz/assetid/1_8u8hyqdg