Creating screencasting videos in Kaltura

This tutorial will guide you in the process of creating and deploying screencasts for use in Moodle courses. Also see the how-to video in the FAQ section.

1. Begin the process by accessing your Navigation block. You can access the Navigation block from any course or from your “My Home” page.

2. Click on the “down arrow” for My Home or click “My Home”. Then click the link “My Media” link.

3. Click on the blue button, “Add New”.
4. Select the type of media you wish to create. For this tutorial, we’ll use a Screen Recording. Screen Recording does what it says. It will record whatever you have on your computer screen – a PowerPoint, Word doc, etc.

5. Click “Launch the screen recorder”.
   Note: It may take 1-2 minutes for this to launch. Be sure you Java is up to date or this will not function properly.

6. The screen-capture box will appear.

7. Select the area to capture by using the adjustment boxes in the corners and on the sides.

8. Select your options on the toolbar at the bottom. (webcam – on/off. If you are using an external microphone, make sure it is enabled.

Note: If you choose to use a webcam in addition to your screencast, the webcam will appear outside of the capture box during recording.

After you have recorded the video, use the Preview mode to move the webcam screen to the proper location in the video screen. The webcam screen is size adjustable.
9. To screencast a PowerPoint, you have two options. One, you can simply resize your box over the slides and use the arrow keys on your keyboard to advance the slides. This will only record your static slides.

Advance the slides with the arrow keys on your keyboard.

This second option will work if you wish to keep any transitions, animations, etc. in your screencast.

a. Click on “Slide Show” in your toolbar. (Mac view, PC will have a similar look)
b. Next, click on “Set up Show”.

Click "Browsed by an individual (window)". Click “OK”. This will allow you to put your slide show in Presentation mode and you simply click through your presentation, as you normally would do for a PowerPoint.
10. You are ready to begin your recording. Click the red “record” button. You will have a 3-second countdown timer and then you will start recording.

**Note:** You can pause the recording at any time simply by clicking the record button. Each time you start again, you will see the 3-second countdown timer.

If you do make a mistake during the recording, you will have to start over! 🔄 (click the “Restart” button)

11. When you are finished recording, first click the “record” button to pause, then click “Done”.

A preview screen will popup. You can listen to your recording. Be sure to title your screencast.

When you are satisfied, click “upload”. After the upload is complete, click “close”.

**Important:** How quickly your screencast uploads will depend on several factors – the overall length of your screencast, your Internet speed, etc.

12. You will now see the “details” box. You have the option of changing the title of your screencast. You can fill out any important details you feel are necessary. (Title is required. Details are optional.)

Title your screencast.

Click “upload” when ready.
Keep in mind that you can create a screencast of almost anything – a Word document, Excel spreadsheet, website, etc. If it is on your computer screen, you can screencast it. Just don’t make a screencast of any existing videos (YouTube, for example)! First, it’s redundant. There are better ways to add existing videos. Second, that violates copyright!

**Tips and suggestions:** Be sure to check your microphone settings for clarity and quality. Many built-in mics will work just fine. Some people like to use an external mic for better voice quality. If you decide to use an external mic, a USB plug-in mic is recommended.

The next step is to actually embed your new video into a course. Instructions for embedding Kaltura videos can be found in the “Adding Kaltura Videos to a Course”.

If you have any questions or issues with the creation of a screencast, please contact your course designer mentor.

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13. Scroll to the bottom of this screen. Leave the video settings to “Private”. Then click “Save”. This will begin the process of rendering your screencast into a proper format.

Again, you will need to be patient! Depending on your Internet speed and the length of video, it may take a while render.

Next, click on “Go to My Media”.

14. Your new video is now added to your media space.