**Kaltura – Step By Step Instructions**

**How to Use the Kaltura Screen Recorder**

1. Log into Blackboard and navigate to the course where you want to place the screen recorder video.

   There are 3 places within a course where you can upload/record a new Kaltura video: the **Course Gallery** tool, the **Kaltura Media tool**, and the **Mashup tool** in the content editor. For step 2, choose A, B, or C, as appropriate.

2. **A. The Course Gallery** provides a central repository for all your Kaltura videos. If you record your screen recorder video here, you will need to take an extra step to place it in a content item, announcement, etc. Click “Course Gallery,” under “Course Tools” in the “Course Management Control Panel.”

3. **B. The Kaltura Media tool** allows you to add a Kaltura video directly to a content area. It is the most direct way to add a video to a Start Here or learning module content area. Navigate to the content area where you want the video to appear, let your cursor hover over the “Tools” dropdown menu and click “Kaltura Media.”

4. **C. The Mashup tool** allows you to add a Kaltura video anywhere you see the full content editor. Use this method if you want to add the video to a content item, discussion board post, or assignment feedback. Create or edit the item where you want the video to appear. In the content editor, click the “Mashups” button, and then click ”Kaltura Media.”

3. Let your cursor hover over the “Add Media” button.

4. Click “Record your screen”

   You may see one or more Java security prompts. If you do, click “Run,” and then the screen recorder tool will launch.

---

**REPLACE THE VOICE AUTHORING TOOL!**

The contract for Blackboard Collaborate is ending which means the Voice Authoring Tool is going away. Luckily, NKU has several other software solutions available for you to post audio/video messages for your students.

One of the best options is the Kaltura Screen Recorder. With this tool you can create short video clips, which can be used anywhere you see the content editor. Add the video clips to your Start Here page, content items, weekly announcements, or even assignment feedback.

The screen recorder allows you to record anything on your monitor as well as your webcam. If you’re having a bad hair day or don’t want to record webcam video, you can turn that feature off. If you don’t have anything on your screen that you need to show, we recommend letting the recorder focus on a small static image, like a picture of yourself or your course banner.

**Having trouble following the instructions in this PDF?**

Contact the IT Help Desk at [http://oit.nku.edu/help.html](http://oit.nku.edu/help.html) or by phone at (859) 572-6911.
5. Click the size dropdown and/or drag the corners of the recording window to select your recording area.

If you are recording an area smaller than the screen size use the handle on the left to drag the recording window to the appropriate spot.

6. Test your audio to make sure your are recording at a high enough level.

If you are not recording at all, you may need to select a different microphone or increase the recording volume.

7. If you'd like to record webcam video. Click the webcam button and select your camera.

8. When you are ready to begin, click the record button. You will get a 3 second countdown and then the recording will begin.

During the recording you can pause to take a break. If you make a mistake, you can "Restart" the recording or back up a couple seconds and record over the mistake.

9. When you are finished, click “Done.”

10. Give the video a “Title” and “Description.” “Tags” help with searching; you can add them if your wish. If you have recorded webcam video, you can resize and reposition it above your screen recorder video. Once you have made your selection, this placement cannot be changed.

11. Click “Upload.”

12. Once the video has finished processing, click “Close.”

13. A. For the **Course Gallery**, the video will now be added to the gallery as “Hidden.” Click the “Make this item Public in Gallery” checkbox so that students can view it. You will need to use the Kaltura Media tool or the Mashup tool if you’d also like this video to appear on a content area or in an item.

B. For the **Kaltura Media tool**, give the item a “Title” and a “Description,” select the appropriate options, and click “Submit.” The Kaltura video will now appear as the last item on the content area.

C. For the **Mashup tool**, select the appropriate options and click “Submit.” The video will now be part of the item. Click “Submit” again.