

## Recording Lectures with the Vaddio Camera and CaptureSpace in SO 5074

### Using the Vaddio Camera

Before starting your presentation, wear the specialized lanyard that allows the camera to track movements. To turn on the microphone and camera, simply switch the *Microphone* and *System Power* to **On**.



Figure 1 - Turning on the Lanyard

### Launching the CaptureSpace Desktop Recorder

To record your lecture, you will need to use the *Kaltura CaptureSpace* desktop recorder. This software is found on Kennesaw State University's *Mediaspace* website. The following explains how to launch *CaptureSpace*.

1. In *Mozilla Firefox*, navigate to <https://mediaspace.kennesaw.edu>
2. Click the **Guest** button and click **Login** in the dropdown menu that appears.

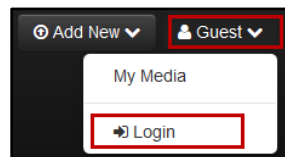


Figure 2 - Logging In

3. Log in using your KSU **NetID Credentials**.
4. Click the **Add New** button and click **Record a Presentation** in the dropdown menu that appears.

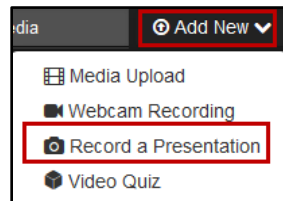


Figure 3 - Record a Presentation

5. In the *KSU MediaSpace End-User License Agreement* page, place a check next to **(Required) I agree to the above terms and conditions**.

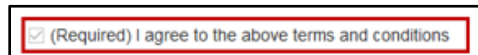


Figure 4 - Required

**Note:** If the *CaptureSpace* recorder is not installed, you will be prompted to download the software. Follow the prompts to download *CaptureSpace* for windows and run the install file downloaded to the computer.

6. Click **Open Link** in the *Launch Application* window.



Figure 5 - Open link

## Recording a Presentation.

After clicking **Open Link**, *CaptureSpace* recorder launch. The following explains how to record a presentation.

1. From the *CaptureSpace Desktop Recorder* tab, click **Presentation & Lectures**.



Figure 6 - Presentation & Lectures

2. In the *Recording Options* page, select **AV Bridge** for your *Camera* option.

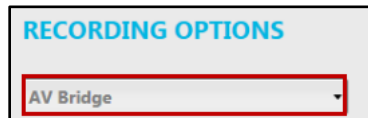


Figure 7 - Camera Options

3. If you wish to capture a *PowerPoint* presentation, you may do so by clicking **On**, located under *Presentation*. From here, click **Browse** and navigate to and select your PowerPoint file.

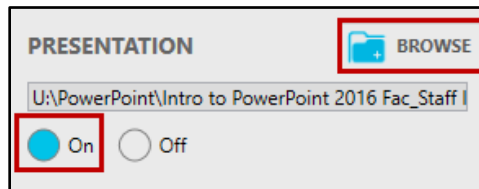


Figure 8 - Selecting a PowerPoint

4. Verify that **Microphone (AV Bridge)** is selected under *Sound* and turned **On**.

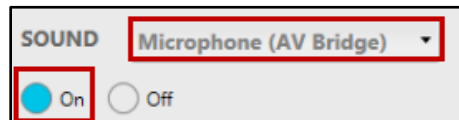


Figure 9 - Sound

5. When you are ready to record, click **Record**, located on the bottom right corner of screen.



Figure 10 - Record

6. The recording will begin and the recorder will appear at the bottom of the screen. The layout of the recorder is as follows:



Figure 11 - Recording

- a. **Pause** – Pauses the recoding (see Figure 11).
- b. **Done** – Stops the recording and begins processing the video (see Figure 11).
- c. **Cancel** – Cancels the recording (see Figure 11).

## Editing the Recording

When you have finished recording your lecture, click done (see Figure 11). You will be taken to the editor. Here, you may view the presentation and edit the presentation timeline.

1. To remove the beginning and ending of a presentation, click **Trim** (see Figure 12).
2. To select a section of the presentation to remove, click **Chop** (see Figure 12).

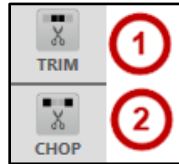


Figure 12 - Editing a Video

3. If you have made edits to the recording, click **Apply**. Otherwise, skip to step 4.

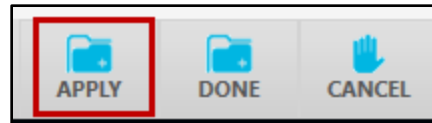


Figure 13 - Click Apply

4. Click **Done** when you are ready to upload the recording.
5. You will be taken to the *Upload Options* screen. The video layout is as follows:

Figure 14 - Upload Options

- a. **Title** - Add a title for the presentation (see Figure 14).
- b. **Description** - Enter a description for the presentation (see Figure 14).
- c. **Tags** - Enter tags for the presentation (see Figure 14).
- d. **Upload** - Upload the presentation (see Figure 14).
- e. **Preview** - Preview the presentation (see Figure 14).
- f. **Save** - Save the presentation (see Figure 14).

6. When you are ready to upload the presentation, click **Upload** (see Figure 14).
7. The recording will be uploaded. To view the presentation, click the **link** provided in the *Upload* screen.

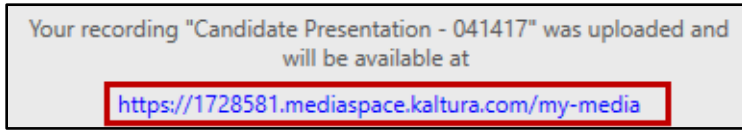


Figure 15 - View the recording

## Sharing Your Recording

1. On the *Mediaspace toolbar*, click **My Media**

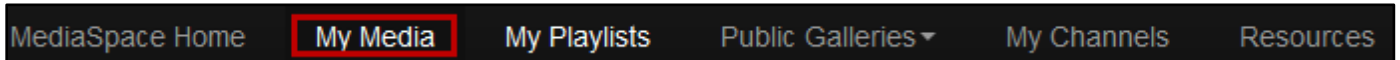


Figure 16 - My Media

2. Click the video you wish to share.
3. You will be taken to the video. Click **Actions** and then **Publish** to change your video's visibility options.



Figure 17 - Click Publish

4. Select **Unlisted** to make the video an unlisted video and click the **Save** button.

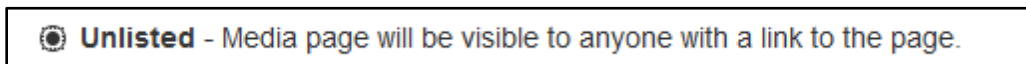


Figure 18 - Click Unlisted

5. To have the video posted:
  - a. Click **Share**.



Figure 19 - Click Share

- b. Copy the video link and email it to Brett Fielder at [bfielde1@kennesaw.edu](mailto:bfielde1@kennesaw.edu), informing him that this is a candidate presentation.

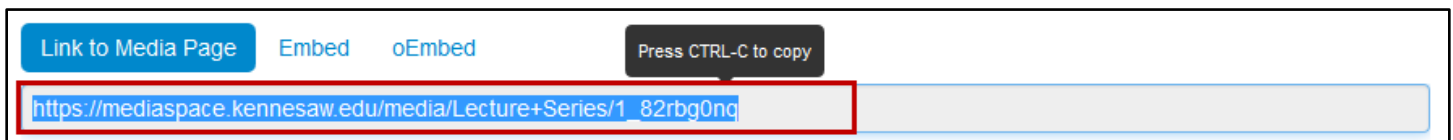


Figure 20 - Copy the link