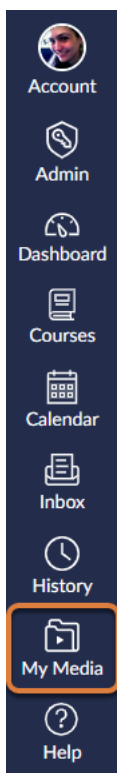


How do I record a PowerPoint presentation with Kaltura Capture?


You may use the **Kaltura Capture** software to record and upload a PowerPoint presentation with the following features:

- Slides are automatically indexed, allowing viewers to search their text and navigate the recording using the slides.
- The video can include audio narration.
- A recording from the speaker's webcam or a screen recording from an additional computer monitor can be displayed in a picture-in-picture window with corresponding slides.

Go to My Media.

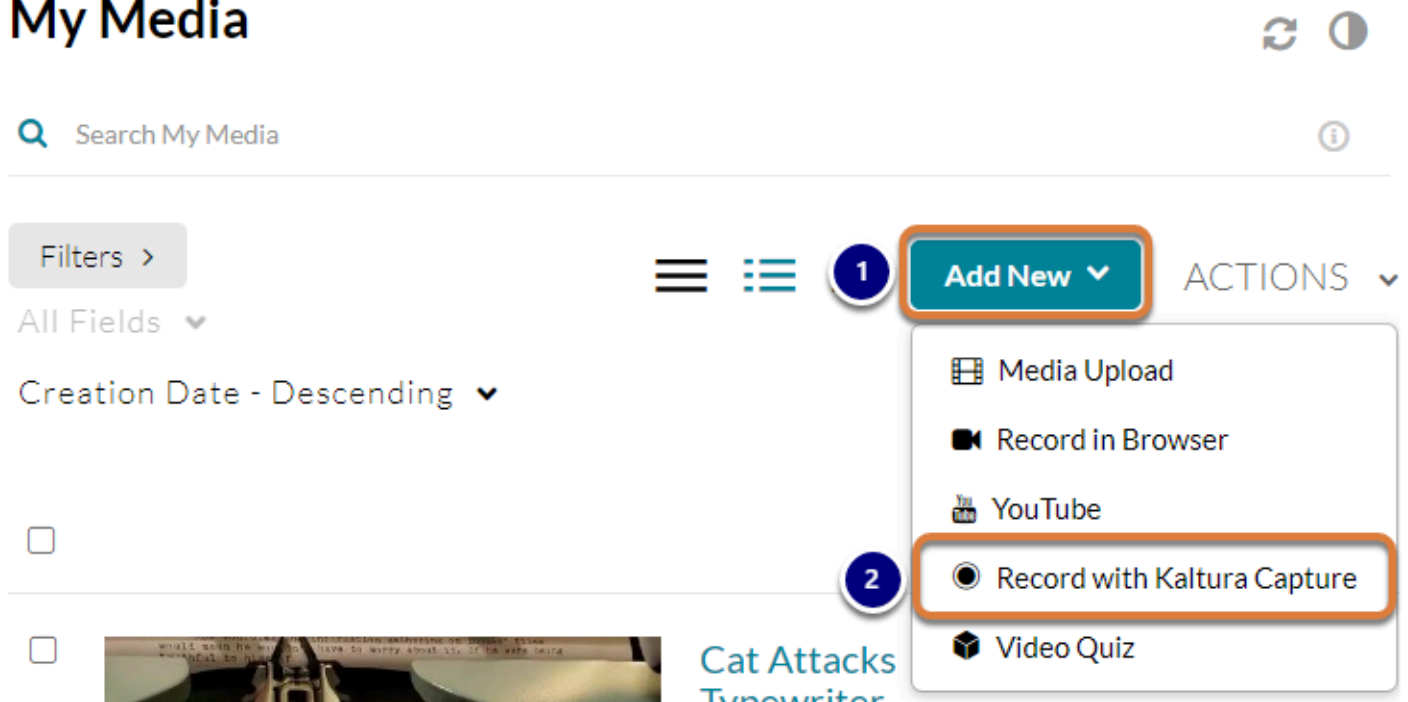


Select **My Media** from your Global Navigation Menu.

 **Tip:** For details about global navigation, see [How do I use the Global Navigation Menu as an instructor? \(opens new window\)](#) or [How do I use the Global Navigation Menu as a student? \(opens new window\)](#).

Select Add New, then Record with Kaltura Capture.

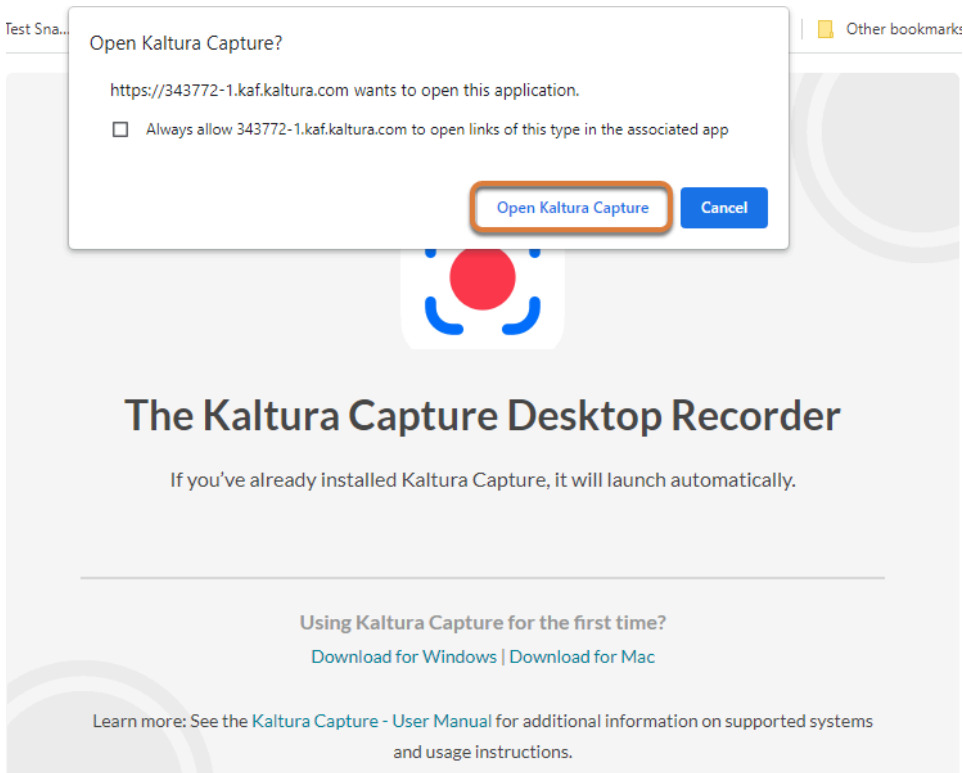
My Media



The screenshot shows the 'My Media' page with a search bar, filters, and a list of media items. The 'Add New' button is highlighted with a blue circle and the number '1'. The dropdown menu is open, showing options: Media Upload, Record in Browser, YouTube, Record with Kaltura Capture (highlighted with a blue circle and the number '2'), and Video Quiz. The first media item in the list is titled 'Cat Attacks Typewriter' and shows a cat attacking a typewriter.

1. Select **Add New**.
2. Select **Record with Kaltura Capture**.

Launch Kaltura Capture.

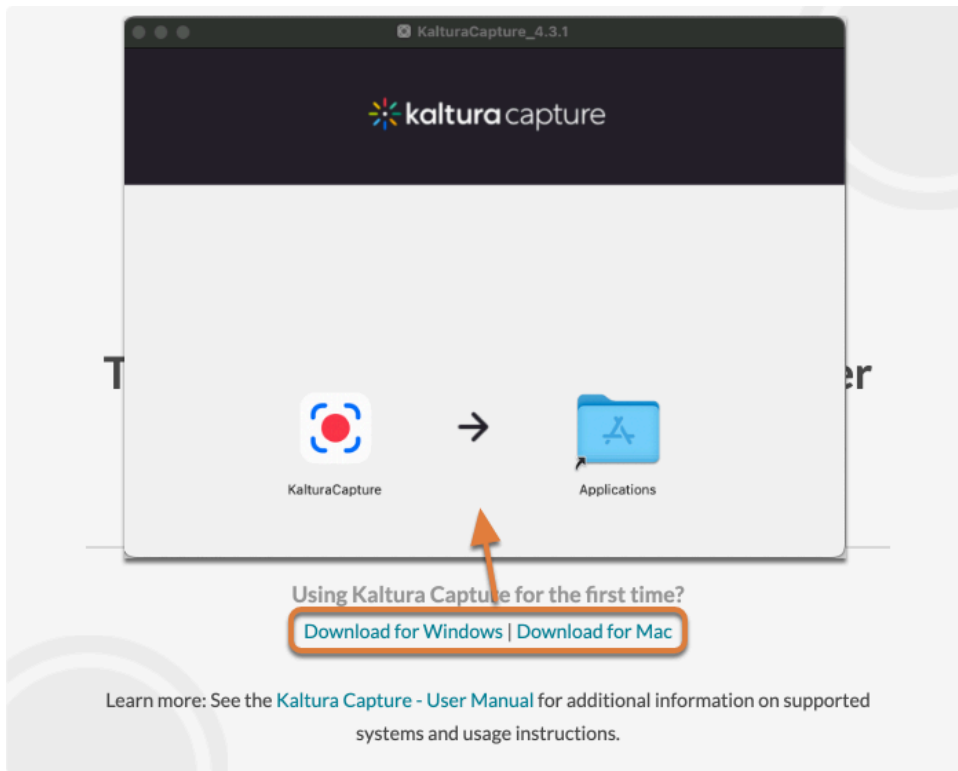


The *Kaltura* window will display a message about *The Kaltura Capture Desktop Recorder*. The Kaltura Capture program needs to be downloaded and installed on the computer you are using.

If Kaltura Capture is already installed on your computer, it will either open automatically, or you will be prompted to open it. If prompted, select **Open Kaltura Capture**.

If Kaltura Capture is not installed, you can open the section below for instructions to install it.

Install Kaltura Capture.



How you download and install Kaltura Capture depends on your computer's operating system and configuration. To install the program:

- **On a personal computer or UVA-owned Mac:** Follow the steps in this Kaltura article: [Install Kaltura Capture \(opens new window\)](#).
- **On a UVA-owned Windows computer:** If you are using a Windows computer managed by UVA Desktop Support, you can install Kaltura Capture from the **Software Center**. Access the **Software Center** app and search for **Kaltura Capture**. For help installing the program, [contact your Local Support Partner \(LSP\) \(opens new window and requires Netbadge login\)](#).

Edit Kaltura Capture Settings. (Optional)

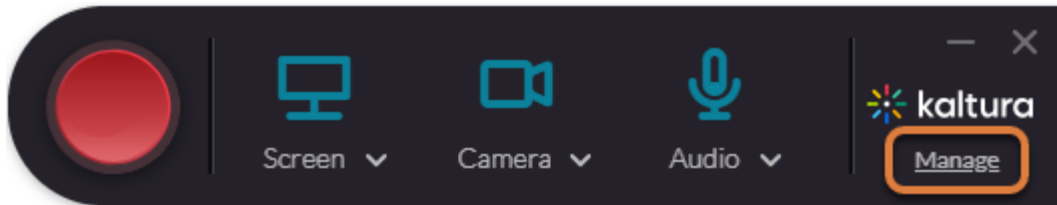
Kaltura Capture has several settings to modify the content that will be recorded:

- **Record system audio:** Include audio from your computer in the recording (**disabled** by default). If you will be playing an audio or video clip embedded in your PowerPoint presentation, enabling this option will allow its sound to be captured in the recording.
- **Highlight Cursor:** Highlight your mouse cursor in the recording (**enabled** by default).
- **Auto minimize when recording:** Hide the Kaltura Capture window in the recording (**disabled** by default). You may enable this option so the recording controls do not cover up part of your presentation.

Open the section below for steps to manage these settings.

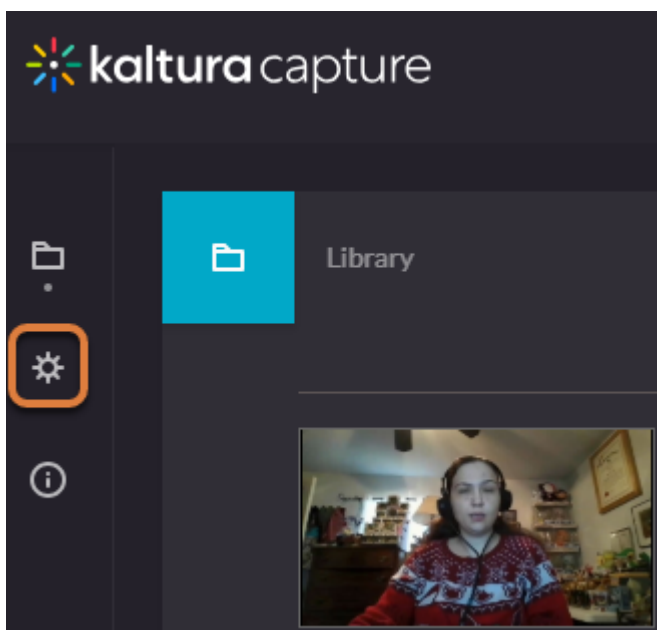
Manage Settings.

Select Manage.



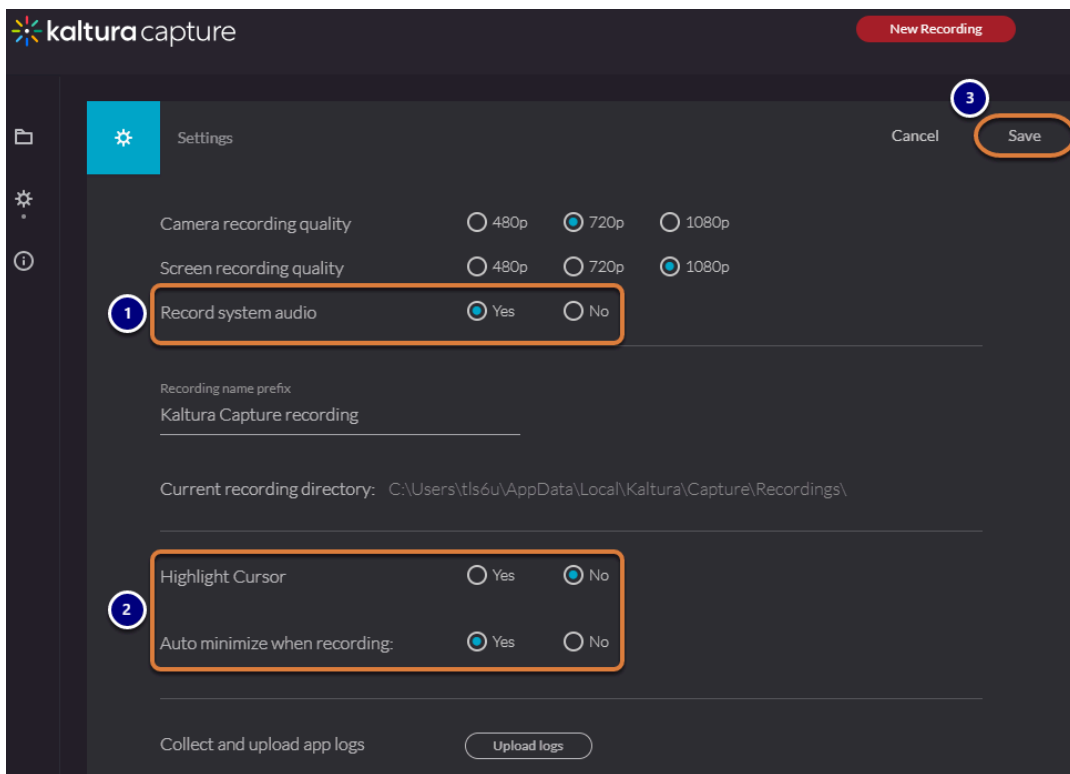
Near the right side of the Kaltura Capture window, under the *kaltura* logo, select the **Manage** link.

Select Settings.



In the larger *kaltura capture* window that appears, select the **Settings (cog)** icon.

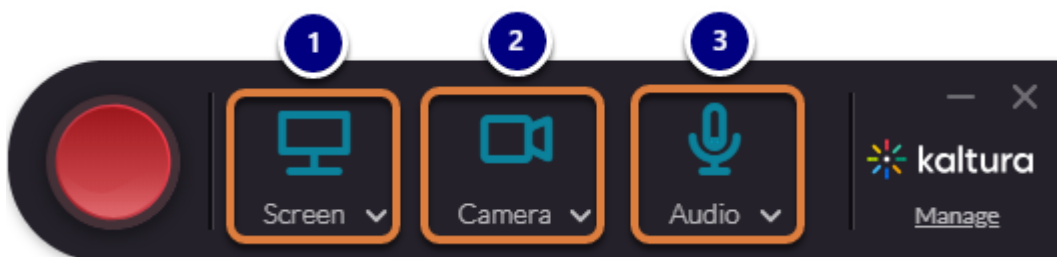
Enable or disable settings.



1. If you are using a Windows computer, you can include audio from your computer in the recording by selecting **Yes** for the **Record system audio** setting.
2. Select **Yes** or **No** for either or both of the following settings, as desired:
 - **Highlight Cursor**
 - **Auto minimize when recording**
3. Near the upper-right corner of the window, select **Save**.

Note: Kaltura Capture does not currently support recording system audio on a Mac.


Verify or select recording inputs.




The Kaltura Capture software can record from two video sources and one audio source, if they are all available. When the finished recording is played, the video from the first source, next to the **Record** button, appears in the larger window by default, and the video from the second source appears in a smaller picture-in-picture window in the lower-right corner of the player.

The following recording inputs are enabled by default:

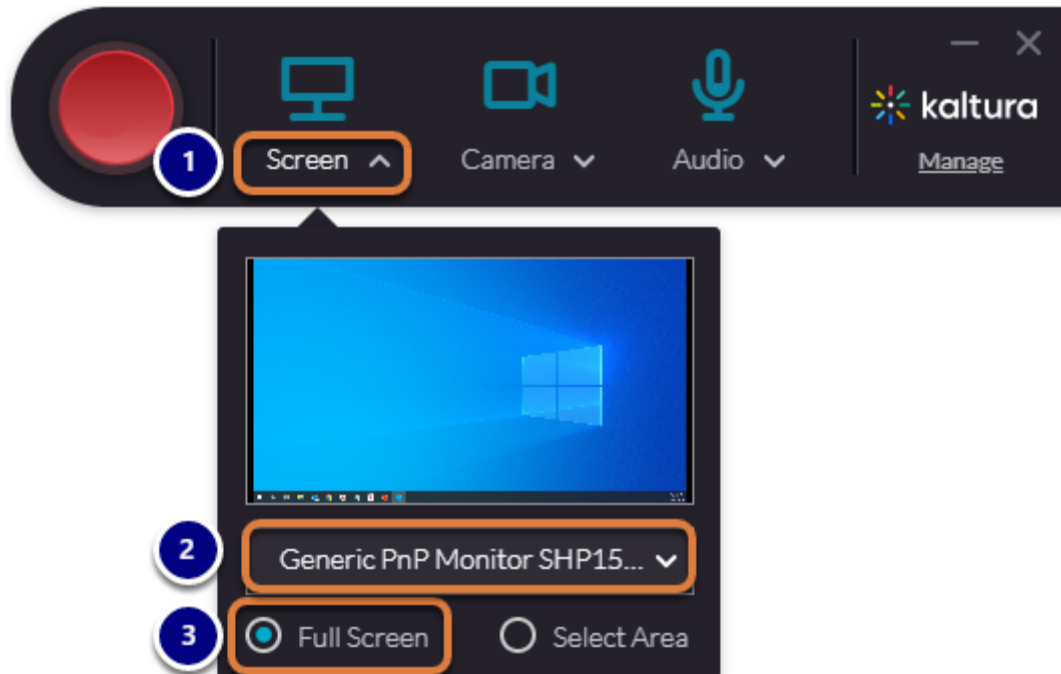
1. **Screen:** A computer monitor, capturing your activity on the screen,
2. **Camera:** A webcam or other video camera,
3. **Audio:** Your microphone, capturing your audio.

 **Note:** You will need to leave **Screen** enabled as one video source to capture a PowerPoint presentation. You can select the **Turn off** button for another source (the second **screen or webcam** or the **audio** input) to turn it off. The **Turn off** buttons are the **screen**, **camera**, and **microphone** icons. A **gray icon with a slash through it** will indicate that a recording device is disabled.

 **Tip:** It is recommended to leave your webcam on because it makes the presentation more engaging.

Verify or change recording settings.

Check your Screen recording settings.



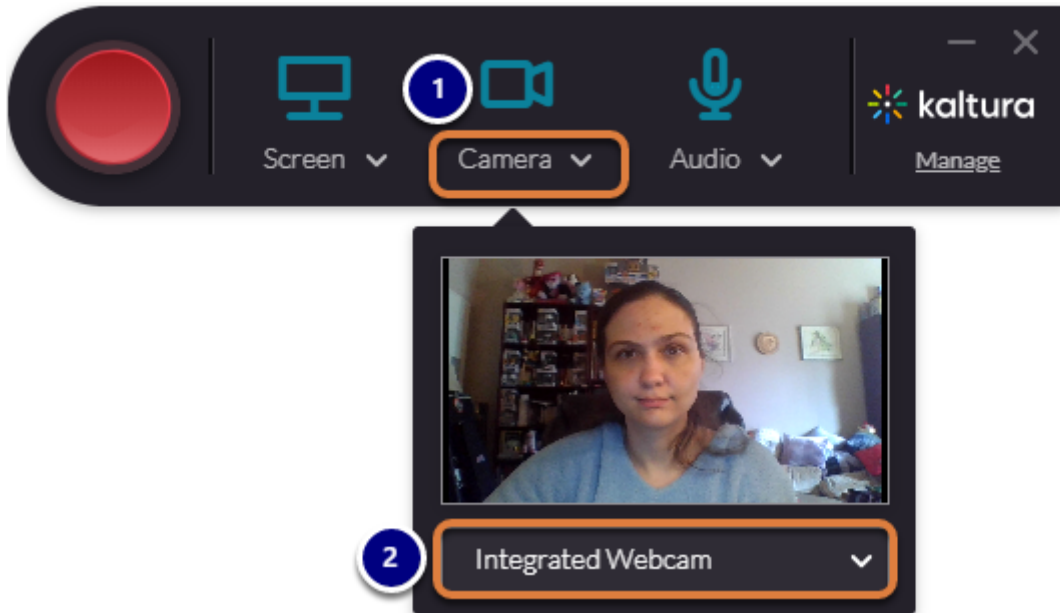
Specific **Screen** recording settings are required to capture a PowerPoint presentation. Verify these settings as follows:

1. Select **Screen** to display a preview of the screen that will be recorded and the recording options.
2. If a camera and/or multiple monitors are connected to your computer, make sure the monitor you will be using to present the PowerPoint is selected for the **Screen**.
3. By default, **Kaltura Capture** will record the **Full Screen**. Leave this option selected for the screen where you are recording the slides so they can be captured and indexed correctly.

Preview or change other recording inputs. (Optional)

Open the sections below for steps to preview or change the options for other recording inputs.

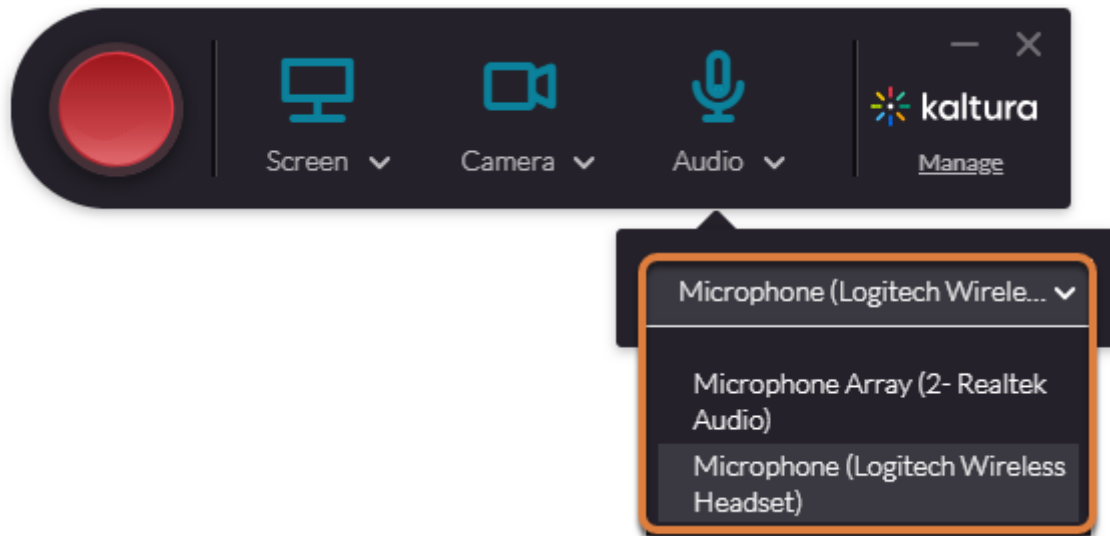
Preview or choose a Camera or additional Screen to record.



1. Select **Camera** to display a preview of the webcam video that will be recorded.
2. A drop-down menu will be available underneath the preview to change the recording source. The source can be either a camera or a screen from a second monitor.

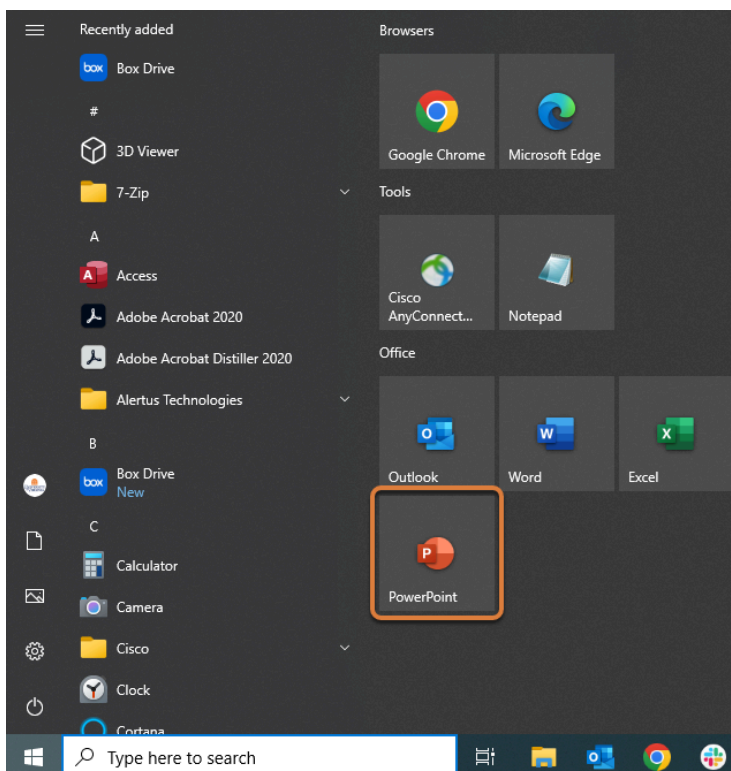
Note: If you select a second **Screen** for your source, you will also have the option to record either the **Full Screen** or a **Select Area** of the screen. Choosing **Select Area** will display a box that you can click and drag to resize and position on your screen, or select a preset size for the recording area from a drop-down menu.

Change the Audio source.



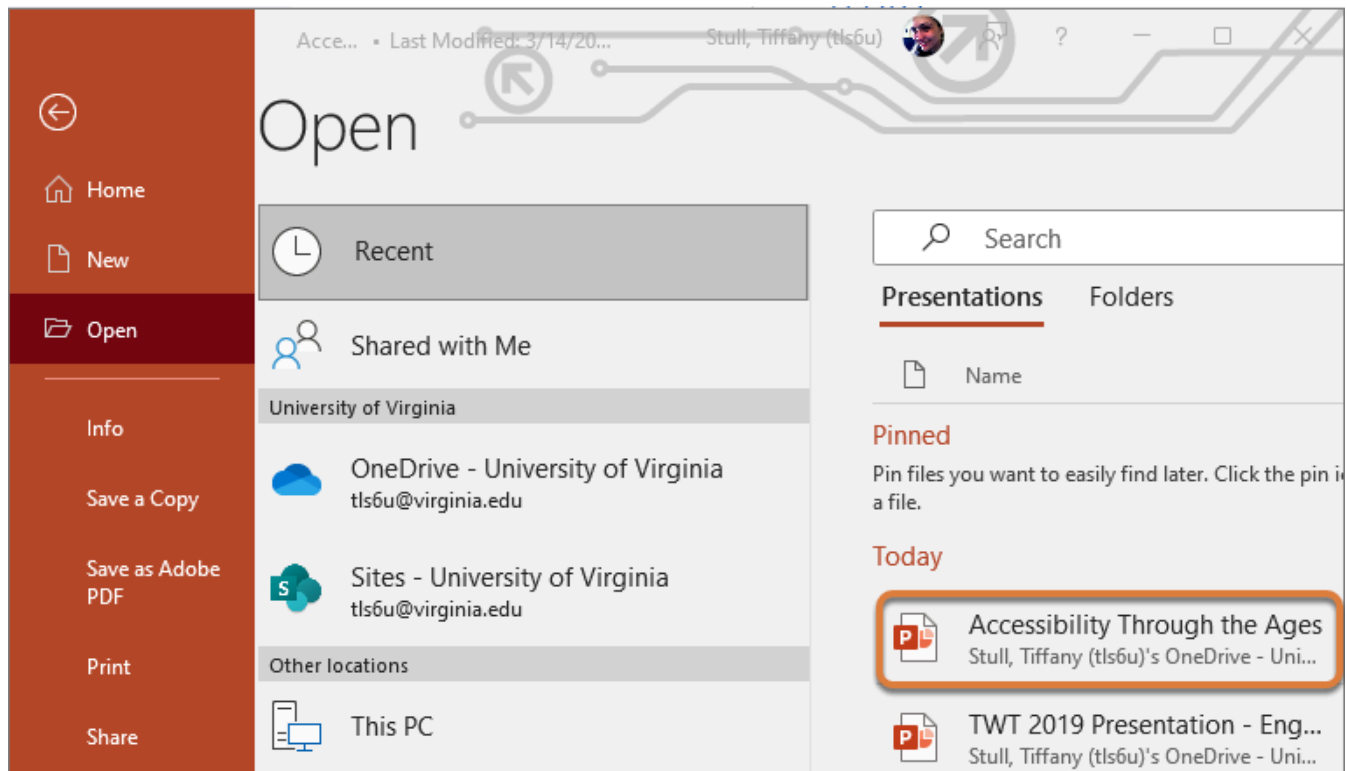
Select **Audio** to open a drop-down list of audio recording sources. For example, you might select a headset to record audio instead of a laptop's built-in microphone.

Open PowerPoint.



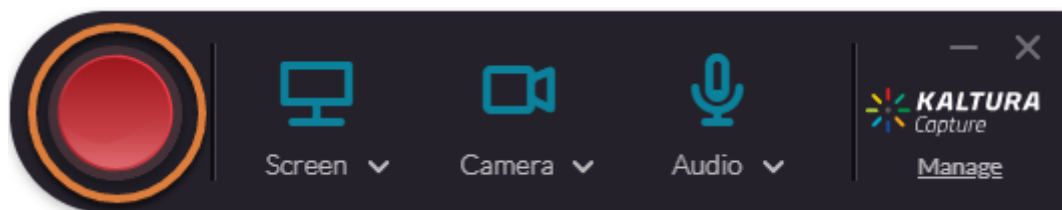
On your computer, open Microsoft PowerPoint.

Open your presentation.



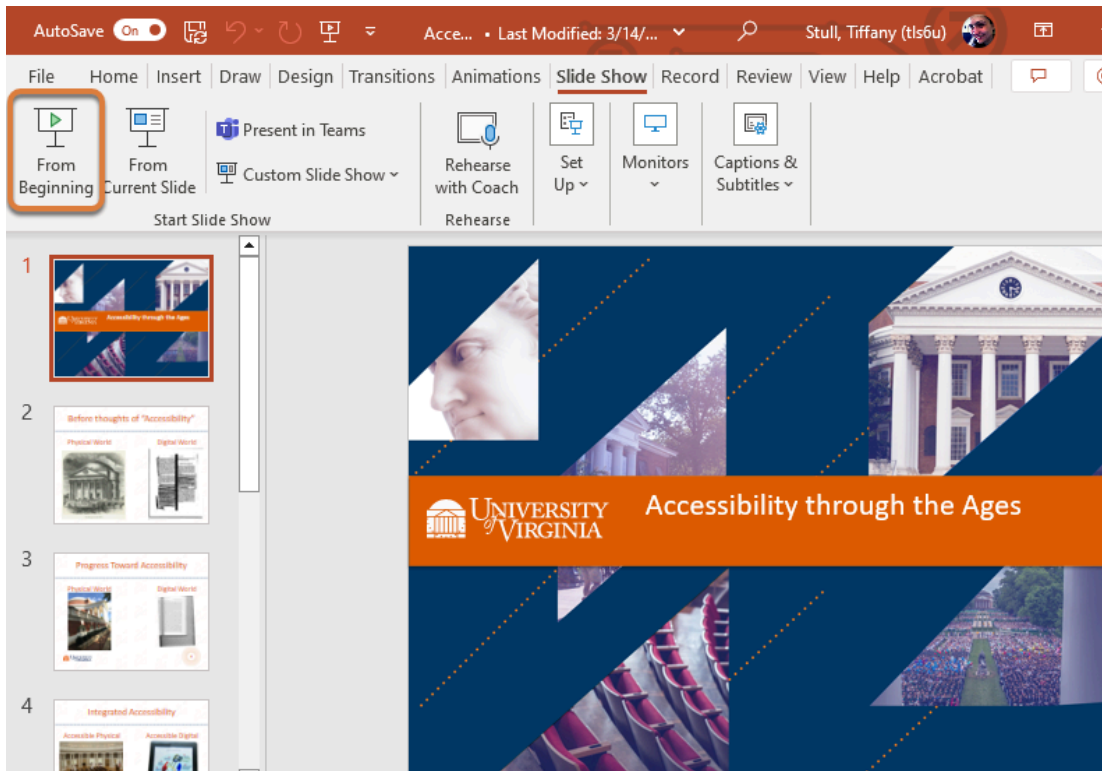
Select your PowerPoint presentation to open it.

Start recording in Kaltura Capture.



When you are ready to record, select the **Start Recording** button. The **Start Recording** button looks like a large, red circle.

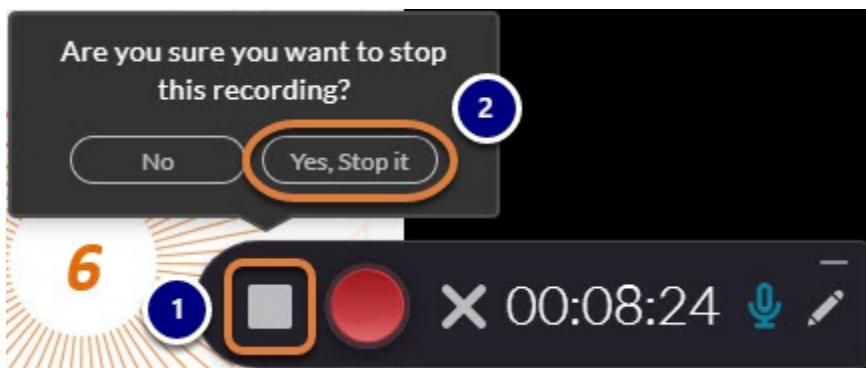
Start the slide show in PowerPoint.



In PowerPoint, start your slide show **From Beginning**.

Note: You need to enter presenter mode in PowerPoint for your slides to be indexed.

Finish recording.

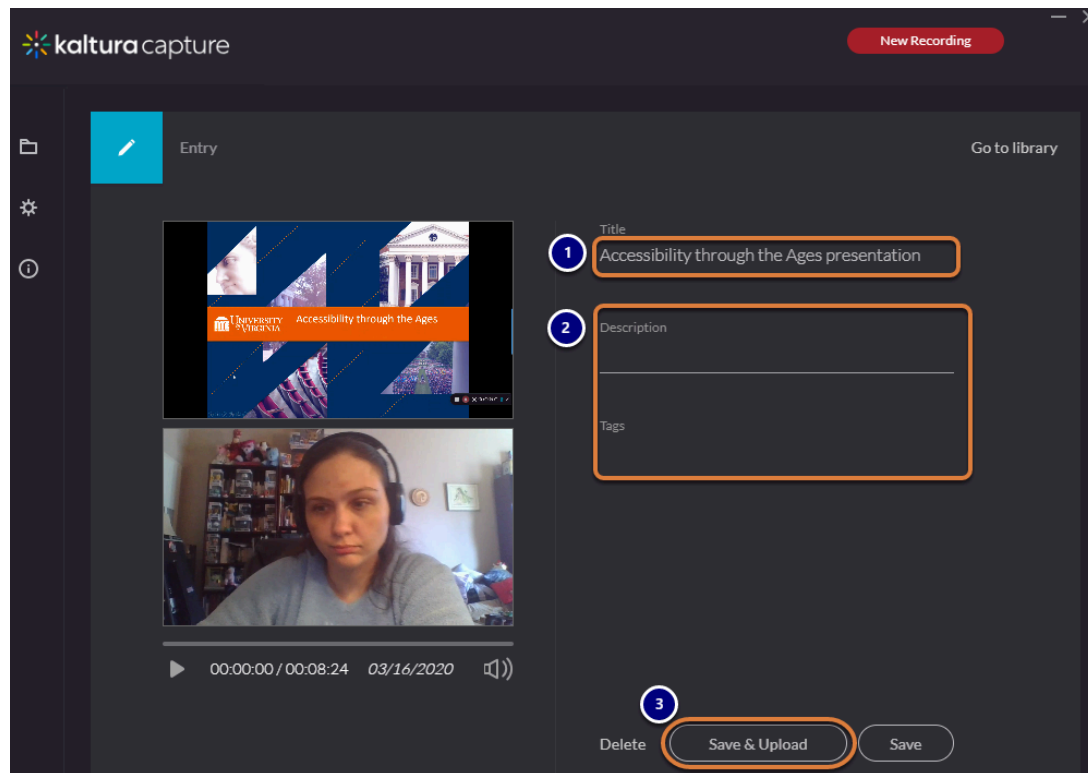


When you are done recording your presentation:

1. Select the **Stop (white square)** button.

2. Select **Yes, Stop it** to confirm.

Save and upload your recording.



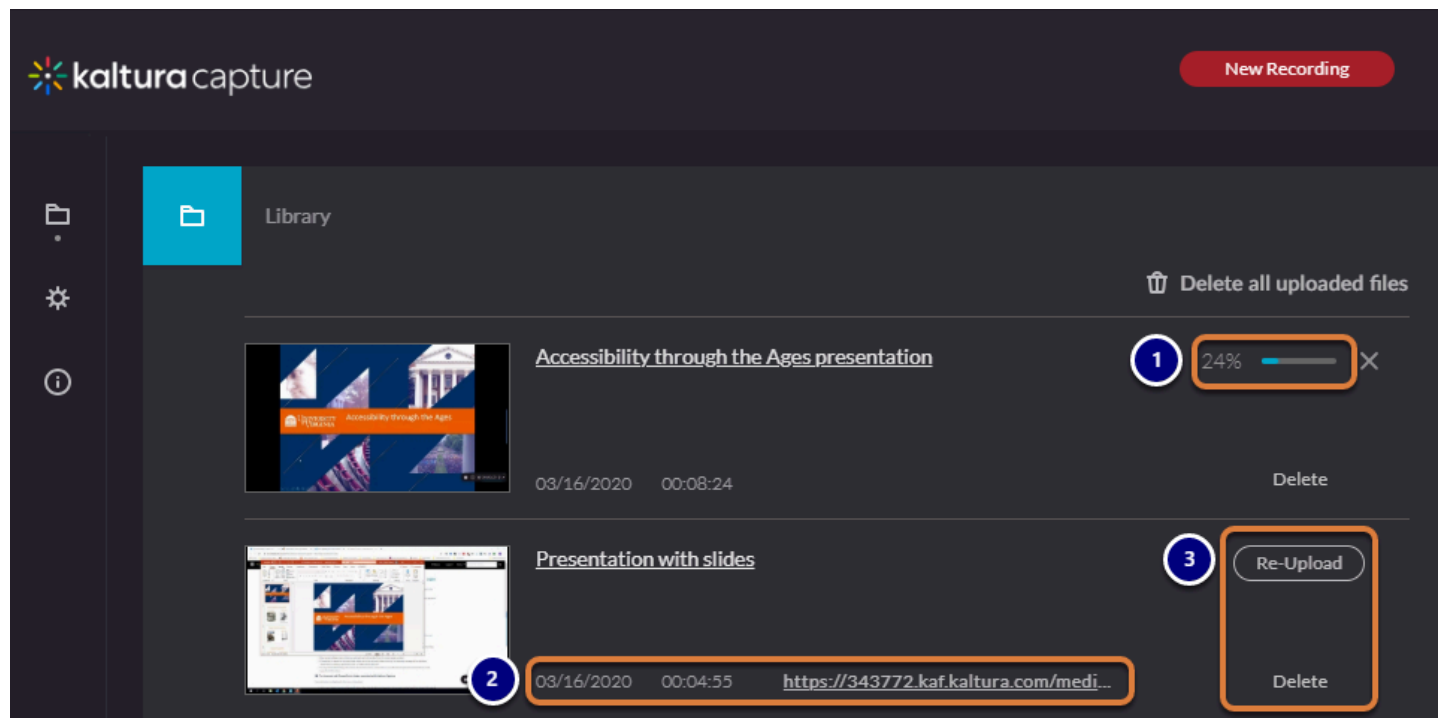
The *kaltura capture* window will display a thumbnail image from your new recording. If you recorded both the screen where you were presenting the PowerPoint and another video source, an image from the first source (e.g., the first slide) will display on top, and an image from your webcam or other screen underneath it.

1. By default, the recording's *Title* will be **Kaltura Capture recording** with the date when it was recorded. It is recommended that you edit the *Title* to make your video easy to find in in *My Media*.
2. Add a *Description* or *Tags* for searching (Optional).
3. Select **Save & Upload** to upload the file to *My Media*.



Note: Uploading the file from *Kaltura Capture* will not make it available in a Canvas course automatically. Because the file is saved in your personal *My Media*, you will need to take additional steps to make it available to others after it is uploaded.

Wait for the upload to complete.



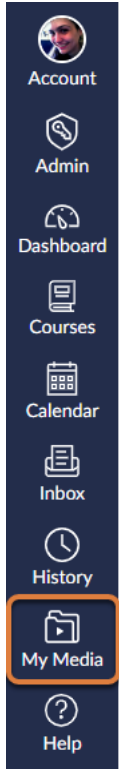
1. A progress bar in the *kaltura capture* window will indicate that the file is being uploaded.
2. Once the file is uploaded, the progress bar will disappear. A direct link to the video will display.
3. Options will also be available to **Re-Upload** the recording or **Delete** it from your computer.

Access and view your presentation.

After the file has been uploaded, you can access it from *My Media* and use the video player to navigate the recording using the slide index. Open the sections below for detailed steps.

Access the video.

Return to My Media.



Go back to the internet browser window where UVACanvas was open. Select **My Media** from your Global Navigation Menu.

Select the video.

My Media

Search My Media

Filters >

All Fields ▾

Creation Date - Descending ▾

Add New ▾

ACTIONS ▾

Accessibility through the Ages presentation

Private

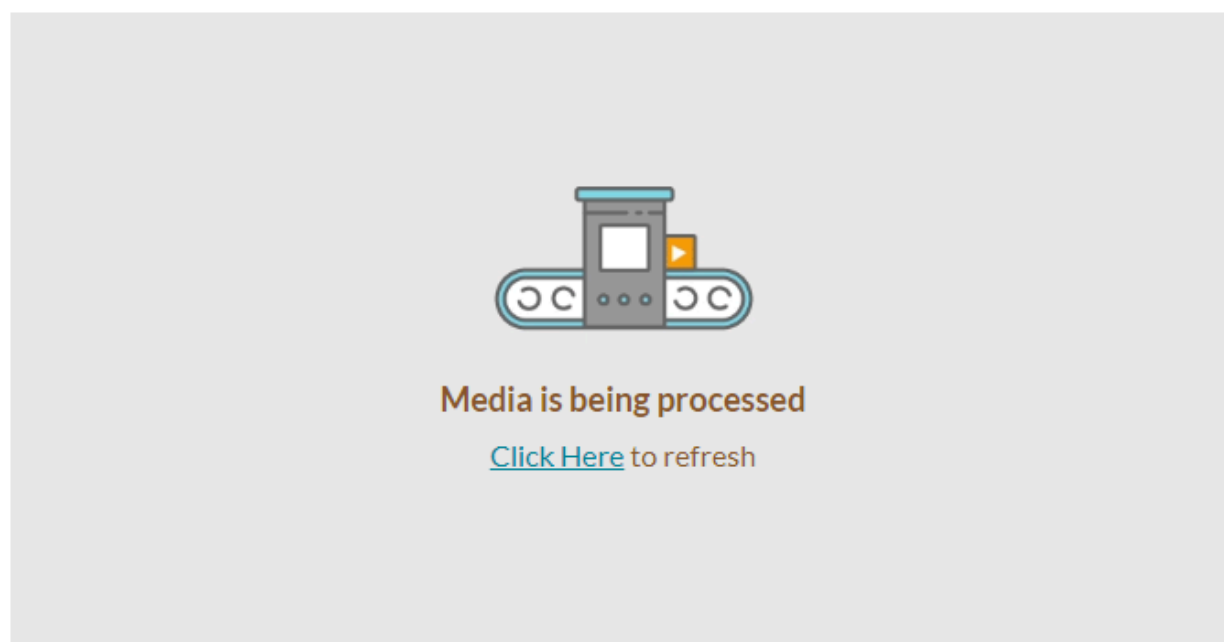
Owner • on March 08, 2023

Select the thumbnail or name of the video to access it.

How do I record a PowerPoint presentation with Kaltura Capture?

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If needed, wait for the recording to process.



Accessibility through the Ages presentation

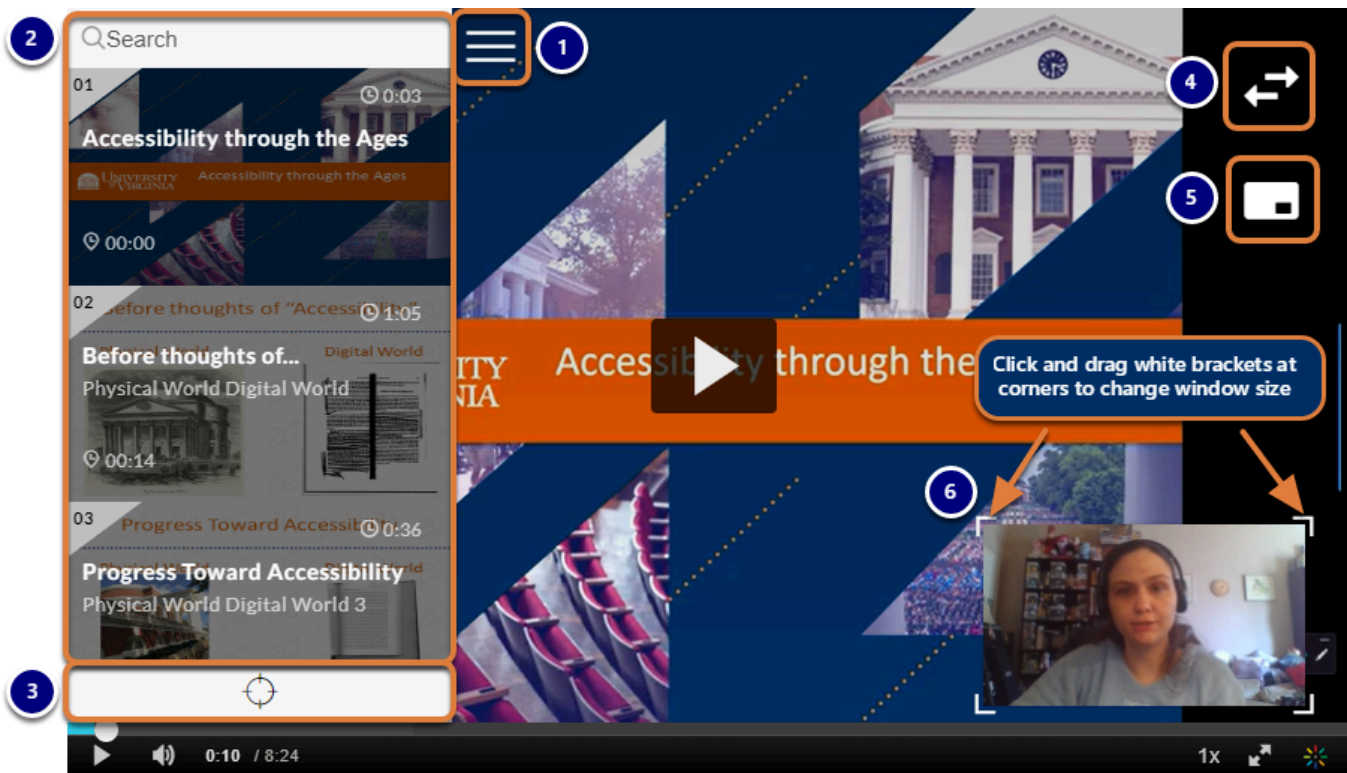
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From Tiffany Stull March 08, 2023

Your newly uploaded recording may take time to process. If a *Media is being processed* message appears when you access the file, it is recommended to wait **at least 30 minutes** for the processing to complete before trying to refresh or access the page again. Waiting will help ensure that the images from the recording display clearly when playing the video.

💡 **Tip:** You can navigate away from the page and work on other tasks while you wait.


Use the media player to navigate.



When you view your presentation, you can use the following features of the player to navigate:

1. Select the **Navigation (three horizontal bars)** button to open the slide index.
2. After opening the slide index, you may skip to a slide in the presentation in either of the following ways:
 - Enter text in the *Search* box at the top to find specific terms in the slides, then select the text in the list that displays to jump to the corresponding slide.
 - Navigate to a slide by scrolling up and down with your mouse or using **Tab** or **Shift + Tab** on your keyboard, and select it by clicking on the slide or pressing **Enter** on your keyboard.
3. You can select the **Locate current slide (white bar with a circle)** button under the slide index to automatically scroll the slide index up or down to the slide that is displayed on the screen.
4. By default, if two video sources were recorded, the video from the first source appears in the background, larger, and the video from the second source displays in a smaller picture-in-picture window in the lower-right corner of the player. In the example pictured above, the **Screen** with the presentation was the first video source, making the slides appear in the larger window, and the **Camera** was the second source, displaying the recording of the speaker in the smaller window. Select the **Toggle View (two arrows)** button to change which video displays in the larger and smaller window.
5. Select the **Picture in Picture (window)** button to open options to display the two videos in **Single View**, hiding what is shown in the smaller window, or **Side by Side**.

6. If you are using a mouse, you can click on the small picture-in-picture window and drag it to a different position on the screen, or click on one of the **white brackets** around the corners of the window and drag it to change the size of the window.

 **Note:** If you only recorded from one video input, the **Toggle View** and **Picture in Picture** options will not be available.

Add captions.

After you have saved the page with your video embedded, follow the [steps to request captions in My Media \(opens new window\)](#) to make the video accessible.

Publish your presentation.

Don't forget to follow the steps in one of the articles linked below to make your presentation available to others!

- [How do I publish videos, audio files, or images in Media Gallery?](#)
- [How do I embed a file from My Media in the Rich Content Editor?](#)