

Kaltura MyMedia: How to Add Express Capture

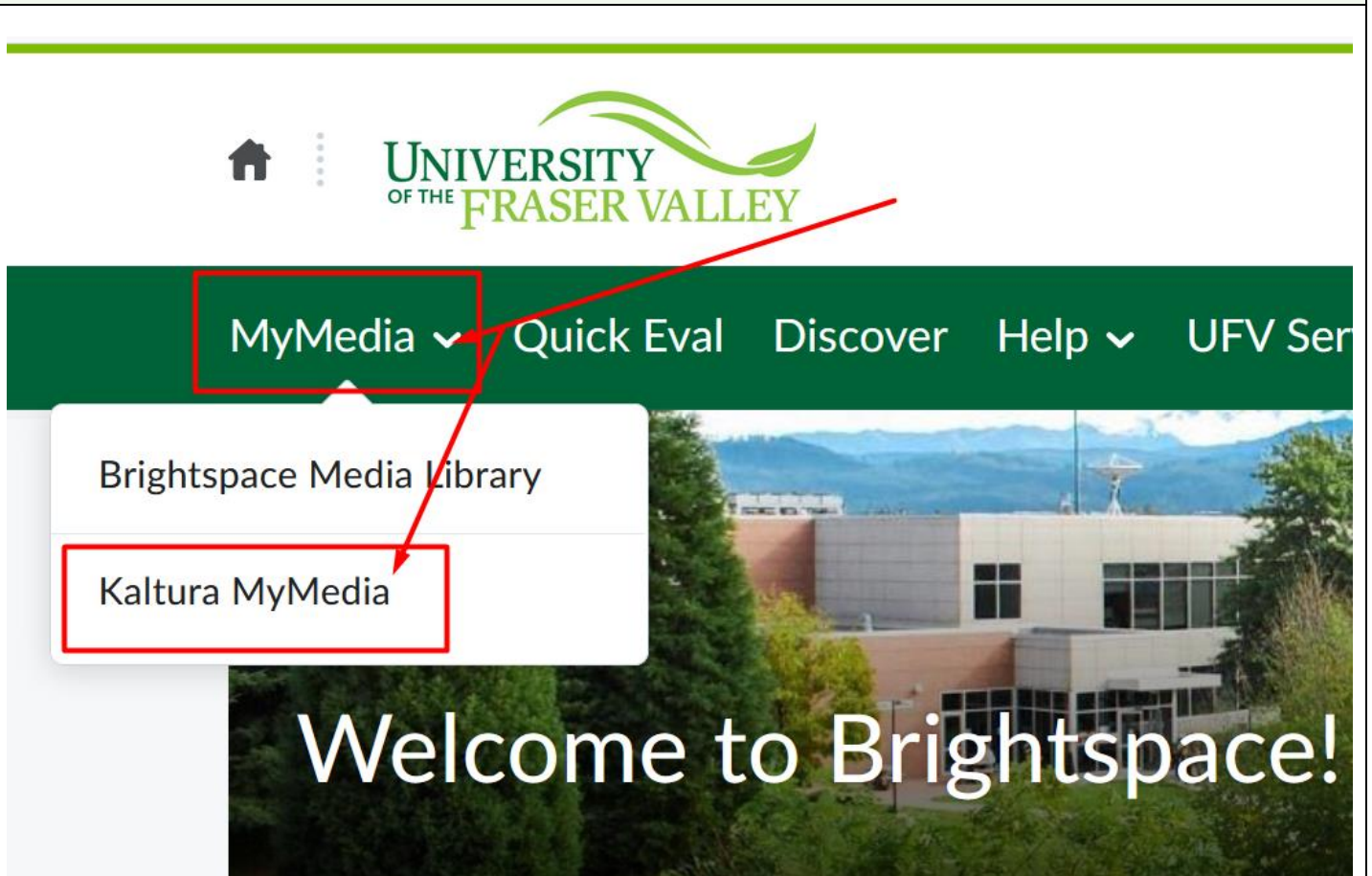
Email: askTLC@ufv.ca

Video: video.ufv.ca

Preparation

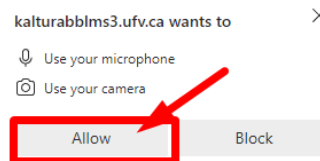
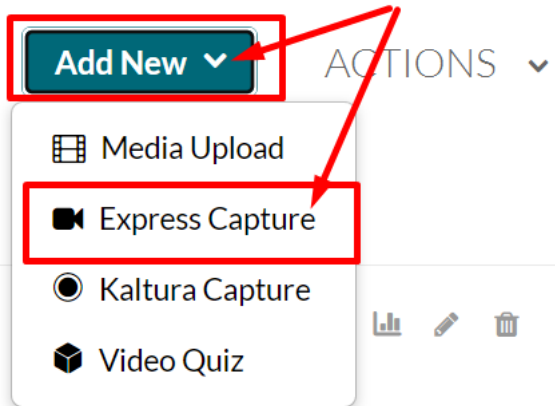
- A] Please use a **fast** network connection.
- B] If your browser ([Chrome](#), etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- C] Please have your webcam and microphone ready.
- D] **30 minutes** is the **maximum** recording time for **Express Capture**.

1] **Brightspace Main Homepage** > **MyMedia** > **Kaltura MyMedia**



2] Add New > Express Capture

Click “Allow” if it asks for Mic & Camera

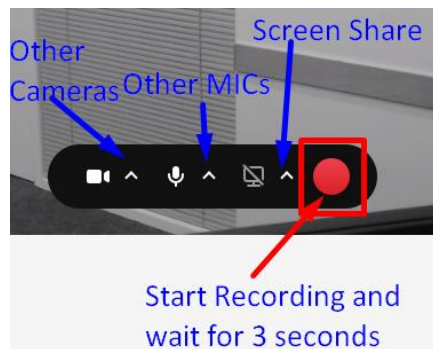


3] Start recording (red button) and wait for 3 seconds before start talking.

Other cameras and mics can be selected, if any.

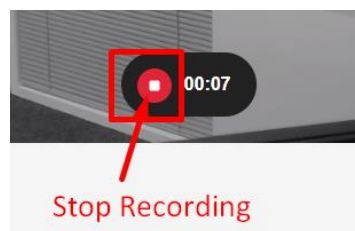
“Screen Share” for showing your app (e.g., PowerPoint) or screen simultaneously.

30 minutes is the maximum recording time for Express Capture.



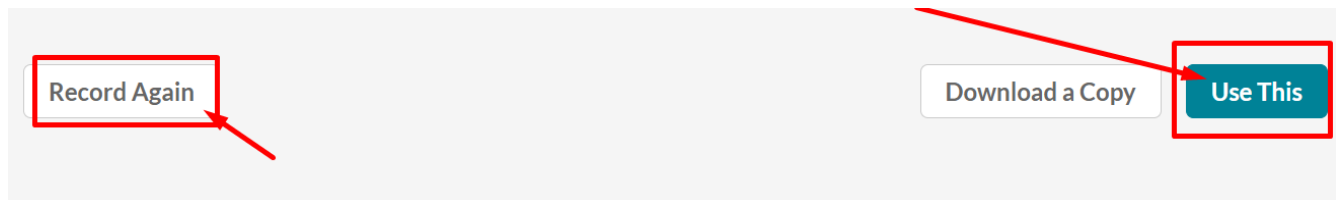
4] Stop recording (red button) when you are done.

30 minutes is the maximum recording time for Express Capture.



5] **Play** the video first.

If the recording is okay > click **Use This**. If it is not okay, click **Record Again**.



6] Check if you can see “Upload Completed” or 100% at the top.

Fill in the **Name** box (**mandatory**).

Fill in the **Description** box (**mandatory**).

Fill in the **Tags** box (**mandatory**). After typing a new tag, click the **blue line** below.

A screenshot of a video upload form. At the top, a green banner says 'Upload Completed! Complete the required information for the uploaded media below.' with a red arrow pointing to it. Below the banner, the text 'Please fill out these details:' is followed by three sections: 'Name: (Required)' with a text box containing 'video assignment for ZOOL-100-ON1' and a red arrow pointing to it with the label 'Mandatory!'; 'Description:' with a rich text editor containing 'video assignment for ZOOL-100-ON1' and a red arrow pointing to it with the label 'Mandatory!'; and 'Tags:' with a text box containing 'video assignment for ZOOL-100-ON1' and a blue line below it containing 'video assignment for ZOOL-100-ON1 (new tag)'. A red arrow points to this blue line with the label 'After typing tags, choose this blue line. Mandatory!'. At the bottom left, the text 'Publishing Status:' is visible.

7] **Save** > Make sure you get this notice: “Your changes have been saved.”

Click “**Go To My Media**” to check the video.

Tags:

Publishing Status: ☒ **Private** - Media page will be visible to the content owner only.
☐ **Published** - Media page will be visible to users according to entitlements based on the in the options below.

Your changes have been saved.

Save Go To Media **Go To My Media**

Revised by Soowook Kim on 250908.