Using Kaltura Classroom (Lecture Capture)

You can use the Kaltura Classroom application to record your lectures and other in-class presentations.

1. First, make sure that the computer inside the podium cabinet is powered on.

2. Then press the power button on the Crestron panel (the small touch screen near the computer monitor). This will turn on the ceiling-mounted projector and the wall-mounted lecture capture camera.
3. The podium computer is the default "source" for the projector. But if nothing is displayed, then press the ‘Room Computer’ button on the Crestron Panel.

4. If it's not already running, launch the Kaltura Classroom program. You'll see a green icon for it on the desktop.

![Kaltura Classroom Icon](image)

5. Once the Kaltura Classroom is running, you'll see one or more "feeds" along the bottom of the window. These are the available cameras, as well as the podium computer's screen.

   Depending on your classroom, the camera might be set to follow (or "track") you as you move across the front of the room.

![Kaltura Classroom Window](image)

   You can turn off any of the feeds by clicking the camera icon above it. You'll know it's turned off when the feed disappears and the "no camera" icon appears.

![Microphone](image)

6. Ensure that the microphone is working and that Kaltura displays feedback from it.

   When you speak, you should see the green lines move up and down on the meter.
If you do not see that the microphone is picking up your audio, click the settings icon next to the meter.

On the panel that appears, confirm that the desired microphone is selected under “Input Source.”
Also, if you’d like to record sound from the computer (such as from a YouTube video or a PowerPoint presentation with audio), then set “Capture system audio” to On.
Then click the “Back” button.

7. Configure the camera position and tracking via the Crestron panel by pressing the Capture button.
You can zoom the camera in/out or pan it left/right/up/down.
8. Press the big red “Start Recording” button in Kaltura to begin the recording. Each feed will be recorded simultaneously.

9. When you’re ready to stop recording, click the square “Stop” button.

10. This next step is crucial in order to save your recording to your Kaltura account.
    1. Enter a name for your recording in the “Title” field.
2. Enter your Hofstra Portal username in the "User Name" field.
3. Click the **Save** button.

11. You then can log out of your account.

The recording will upload to your Kaltura "My Media" folder. This is a folder that contains **ALL** of your Kaltura recordings. It could take a few hours before it appears in your folder, depending on the length of the recording.

12. Once the recording appears in your "My Media" folder, you can embed it in one or more Blackboard courses. To do this:

   1. Log into the desired Blackboard course.
   2. Go into the section where you want the recording to appear (e.g., Course Documents).
   3. From the "Build Content" menu along the top of the page, click "Kaltura Media."
   4. On the next page, click the blue "Embed" button to the right of your recording.
   5. Enter a name for Blackboard to show as the title of the recording.
   6. Click "Submit."
13. When you or your students play back the recording, you/they see three icons along the right side of the player. This icons let you customize what you see.

1. The first icon allows you to switch the feeds, making one take up the majority of the player and the other appear in a small "picture-in-picture" window.

2. Clicking the second icon will display two options: one that lets you view only a single feed, and another that lets you display both feeds "side-by-side."

3. The third icon will give you a small preview of each feed.