



# Capture your screen and show the result in Absalon

Using the Kaltura Capture in Absalon. Additionally trim the capture and add a quiz.



# Guide to screencast in Absalon

This guide shows you how to use Kaltura Capture in Absalon to record your screen (screencast). The option to trim a video or add a quiz to the screencast you will find here, as well.

If you want to **capture a PowerPoint presentation**, you must have a microphone and perhaps a webcam plugged in to your computer. The capture of a PowerPoint presentation comes with a table of content (TOC) showing the slides.

**My media** is your own private repository.

**Media gallery** is a shared course repository.

About this guide:

The instructions are given in three columns: **Stage** is the steps you have to go through to perform a task, **Explanation** gives a short description of the individual step and **Navigation/Key** gives a hint of what to look for in the user interface, for example a button.


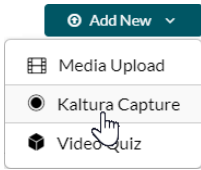
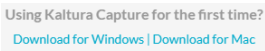

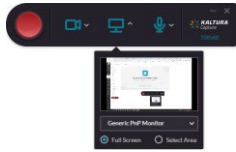




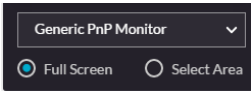


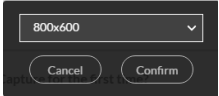
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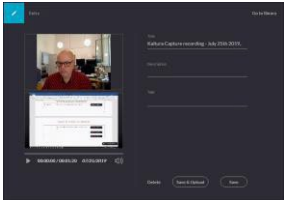
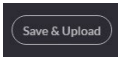

# Guide to screencast in Absalon

## Install and use Kaltura Capture


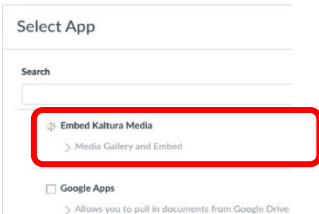
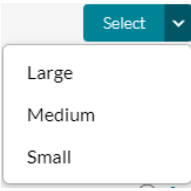
Kaltura in Absalon has an app for screencasts. You can download and install it. The capture can easily be uploaded to **My media**. It can be used for quick and simple capture. If recording a PowerPoint presentation, a Table Of Content is added automatically.

Stage	Explanation	Navigation/Key
Go to <b>My media</b>	You can find <b>My media</b> in the course navigation menu. (If it is hidden go to 'Settings ⇒ Navigation')	 <p>People <b>My Media</b> Media Gallery</p>
Choose capture	You can start the capture from <b>My media</b> but you must use an app for your desktop. Click "Add new"	 <p><b>Add New</b> ▾ Media Upload <b>Kaltura Capture</b> Video Quiz</p>
First time	The first time you need to download the Kaltura Capture app and install it. (Remember to request administrator access in advance.)	 <p>Using Kaltura Capture for the first time? <a href="#">Download for Windows</a>   <a href="#">Download for Mac</a></p>
Start the app	When installed, a pop-up window will appear. Open the app.	 <p>Open Kaltura Capture</p>
Capture app	The capture app will open at the top of your screen.	
Manage previous	You go to your previous recordings by clicking on Manage.	 <p>Manage</p>
Webcam	If you have a webcam, you can turn recording on and off.	
Microphone	Turn the microphone on by choosing the input or turn it off.	
Select screen	You can turn recording of the screen on and off.	
Full screen recording	You can record the whole screen and choose between monitors, if you have more than one.	 <p>Generic PnP Monitor ▾ <input checked="" type="radio"/> Full Screen <input type="radio"/> Select Area</p>
Area recording	If you do not want the full screen, you can select an area to record.	 <p><input type="radio"/> Full Screen <input checked="" type="radio"/> Select Area</p>
Select area	You can select one of the pre-set areas or pull the handles  to adjust the area for your purpose.	 <p>800x600 ▾ Cancel Confirm</p>

# Guide to screencast in Absalon

The recording		
Start recording	Open your PowerPoint in presentation mode and start the recording. Remember to minimise the capture controls or move the controls out of the selected area.	
Microphone	You can turn the microphone on and off.	
Draw	The best is to use the annotation tool in PowerPoint, but you can make freehand drawings, insert arrows or text. You can select and delete the drawing again.	
Pause	You can pause and continue the capture when needed.	
Cancel	You can cancel and decide whether to discard the recording.	
Stop	When finished, stop the capture.	
Information	In the next window, you can set the title, description and tags. If you have used a webcam, there will be two recordings. You then have three choices: Delete, Save and upload and Save	
Save and upload	You can save and upload the recording to <b>My media</b> . There you can handle it as any other video.	
Save	You can save it locally on your computer and upload it later.  Only uploaded videos can be edited with Kaltura, but you can find the recordings here: C:\Users\abc123\AppData\Local\Kaltura\Capture\Recordings. Replace abc123 with your own KU username.	

# Guide to screencast in Absalon

Embed a captured file in Absalon		
You can insert the embed code for a media in Absalon through the editor.		
Stage	Explanation	Navigation/Key
Edit an element	You can insert media into any element in Absalon where a text field with the Rich Editor is available, as in <b>Pages</b> . Click the plug icon.	
Click on the Kaltura button	Click on the down-arrow and choose 'Embed Kaltura Media'	
Search and insert	You can search and select from <b>My Media</b> (your private files), <b>Media Gallery</b> (files shared with the course) or <b>Shared Repository</b> (shared with all teachers). Select the media and size.	

***Please note! Videos are better protected by embedding as safe embed is being used.***

***Also note! Embedded media can be imported to another course.***