Using Kaltura Capture to Record your Computer Screen and/or Webcam

1. If you have yet to do so, please follow the directions to install and set up the Kaltura Capture program on your computer.

2. Open Kaltura Capture in your applications folder on your computer.

On a PC, this is done by going to the windows icon at the far bottom left and typing in "Kaltura Capture".

On a MAC this is done by clicking on the Launchpad icon (grey circle with a rocket ship in it) and clicking on the Kaltura Capture icon.

3. When opened you will see this window appear.

Each of the blue icons is an on/off button that will turn each of those components on and off. If they are "blue" they are on, if grey they are off. In the picture above all three icons are on.

Screen - The screen icon represents whether or not you are recording your computer's screen when doing a recording. This is helpful when you want to display a powerpoint to the user while you are talking (as an example). Clicking on the dropdown for "screen" you are able to pick what screen you are recording, as well as what area you would like to record, full or select area).


Camera - The camera icon represents whether the webcam video is being recorded for your recording. This can be an internal or external webcam. You can pick which camera by clicking the "camera" dropdown.

Please note: There is no way to turn parts on or off during a recording. It's either all or nothing.

Audio - This allows you to choose what audio source you would like to record. This would be any built in microphones on your computer, along with any USB or external ones. Click on the dropdown to choose which one you would like to record.

Best Practices - Because this is recording two streams of video and audio, it is highly recommend to close every application on your computer besides the ones that you need to present. We also recommend turning of notifications and other alerts so you are not distracted by them in the recording process
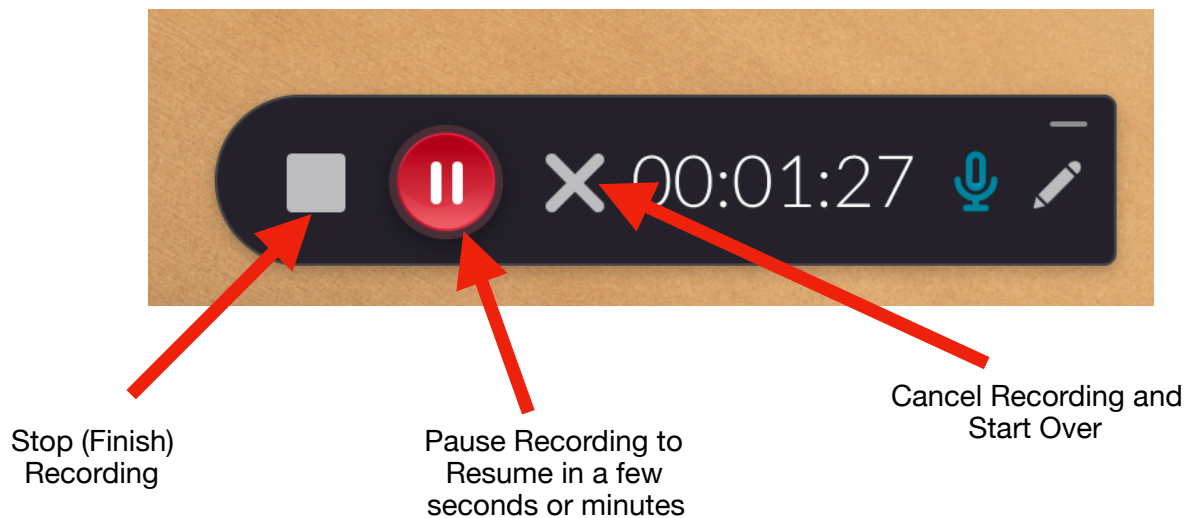
4. When you are ready to record click on the large red circle button
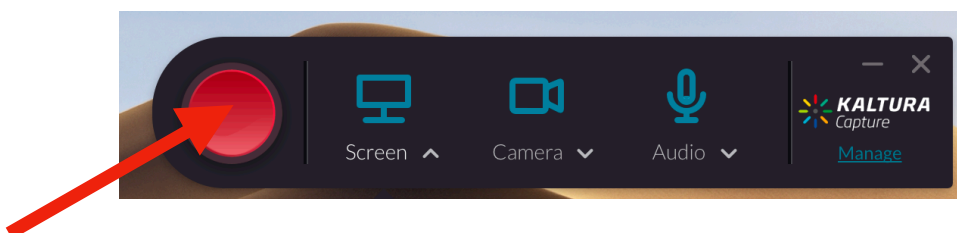
5. When you hit record, you will see a countdown begin. Please do not start your presentation until the countdown is over and you see the mini menu time beginning to advance in the bottom right of your screen.


6. While recording you can use the mini recording menu to stop, pause, and reset your recording using the buttons on the left.

Cancel Recording and Start Over

Stop (Finish) Recording

Pause Recording to Resume in a few seconds or minutes

The microphone icon on the right indicates if you are recording audio or not.

The "pencil icon" allows you to annotate on the screen. When clicking on it you can choose one of the various tools in order to markup the screen. Please make sure to use the trash icon to erase the annotations before continuing your presentation as the


Trash Icon

Pencil Icon
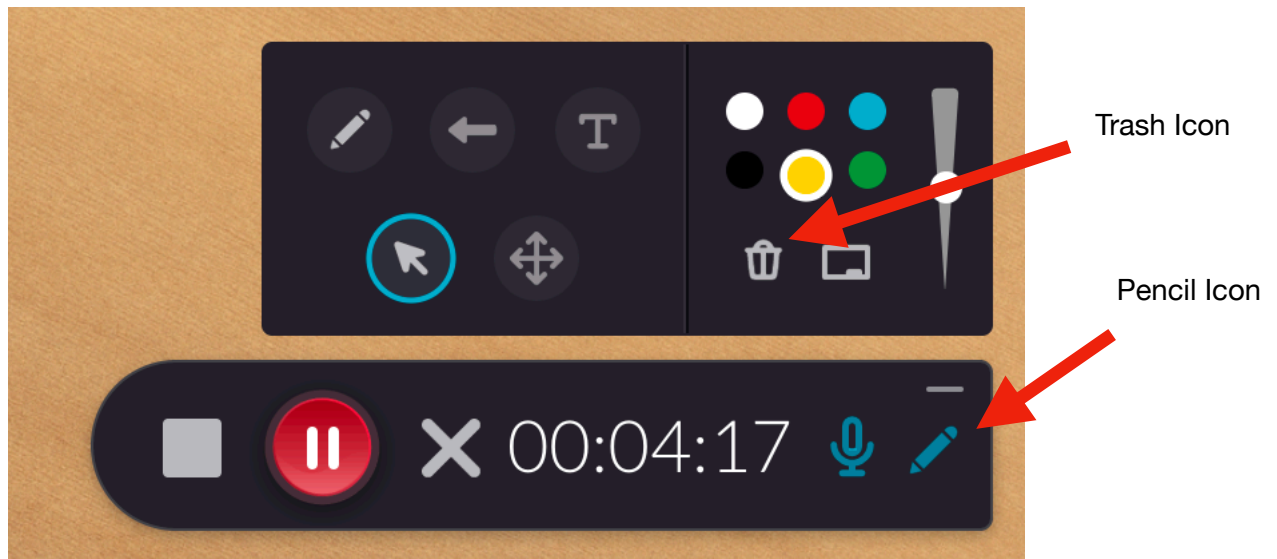
annotations stay on the page until you hit the trash icon.

7. When finished hit the "Stop Recording" button to finish your recording. When you do you will be prompted to confirm you would like to stop the recording. Click "Yes, Stop it" to finish.

8. On the screen that appears you can preview your video on the left and give it a detailed Title, Description, and Tags. Because Drexel Streams has no folder hierarchy system, it is highly recommend to give detailed Titles, Descriptions, and Tags for easy searching in the future.
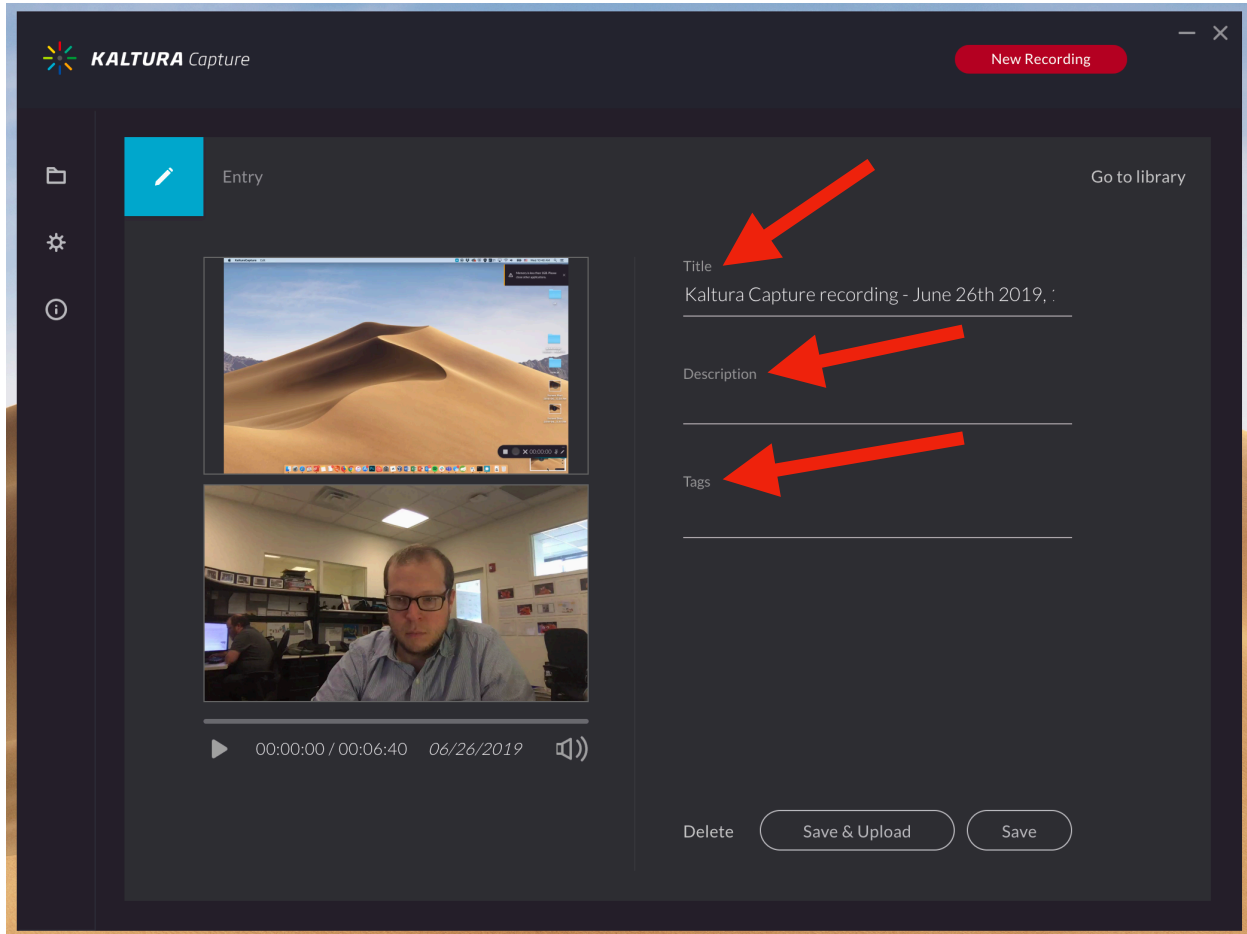
9. When you have confirmed your information and would like to upload the video to Drexel Streams click the "Save & Upload" button at the bottom. This will upload your video to Drexel Streams.

Please note: On a normal internet connection it can take a long time to upload your video to Drexel Streams. Normally it would be the same amount of time to upload as your video is long. So an hour video can take an hour or more to upload.

If you run into any issues please contact the ITG at "ITG@Drexel.edu"