Using MU presentation & lectures to record your Oral presentation

1. Activate Your Kaltura CaptureSpace by going to your MU video.
   (Through D2L)
   a. Log in to your D2L
   b. In the navigation bar, click or tap: Resource.
   c. In the menu that opens, click or tap: My Media.
   d. In the My Media window that opens, click or tap the Add New button.
   e. In the menu that opens, click or tap: CaptureSpace.
   (This should activate your Kaltura CaptureSpace player as seen below.)
   (On a Windows computer you may have to click open in Kaltura to activate.)

2. Select Presentations & lectures by clicking on it.
   (You will now see the recording options as seen below.)
3. You will now adjust your settings here.

- **Select camera**: Adjust the pixels if you want but I usually recommend to just leave for the default setting.

- **Screen capture**: Check what screen you want to use if you have more than one screen... Turn off display you will using your file below.

- **Presentation**: Here you will make sure presentation is turned on then select browse and upload your presentation or file (this example I used a PowerPoint file (just text and images no audio.)

- **Sound**: Make sure Sound is turned on and the microphone you will be using is selected.

Now you are ready to begin to record. (press record)

- When finished press done.
- Watch and listen then press done.
- Change name then upload.
To upload your new recorded MU video to your discussion or assignment within your D2L class

1. Log into your D2L
   a. Go to the course with the Discussion or assignment (for this I will use a discussion post)
   b. Start your thread

Select the play video icon

Select My media

Select your Media
Insert Stuff

My Media (MU Video)

Properties

Refresh Preview

Presentation faster

0:00 / 0:40

Press Insert

- Pin thread
- Subscribe to this thread

Add attachments

Post to: Chapter 2 test > Chapter Two Group 1

Post to other topics

- Save as Draft
- Cancel

Select Post.

Enter your subject in subject line at top (I used, test video)

Your MU Video will now be posted.