**Using MU Video CaptureSpace**

These instructions assume that you have already installed MU Video CaptureSpace.

Have a question? Check out the FAQ.

**Presentations & Lectures Recording**

1. After clicking on the Presentations and Lectures button you will be able to select the sources you wish to record. You can select multiple inputs - such as a webcam or a USB connected document camera.

Currently MU Video CaptureSpace works best with the **Windows** platform for recording Presentations and Lectures.

MU Video CaptureSpace currently support only 1 camera input on **Mac OSX**.
You must then decide to **record your screen** or to record a **powerpoint presentation**. The choices are mutually exclusive to each other. Please see the **FAQ** for why you would choose one over the other.

- **Record Screen**
  
  To record your screen (in addition to any previously selected inputs)

1. Make sure that the "On" radio button below "Screen Capture" is selected

2. Click on record to begin

3. When you are done recording click the MU Video CaptureSpace icon on the bottom of the screen.
4. Click on “Done”

5. You will then be presented with a preview of your recorded content. Click on “Done” when you are done previewing / editing the recording.

6. Click on “Upload” to upload your recording to MU Video.

It can take a few minutes for your media to be available online. If you do not see it in “My Media” check back later.

Record a Presentation
To record a powerpoint presentation (in addition to the previously selected inputs)

1. Click the “On” radio button below “Presentation”
2. Click on "Browse" and select the presentation that you wish to use.

3. Click on record to begin.

4. When you are done recording click the MU Video CaptureSpace icon on the bottom of the screen.

5. Click on "Done"
6. You will then be presented with a preview of your recorded content. Click on “Done” when you are done previewing / editing the recording.

7. Click on “Upload” to upload your recording to MU Video.

It can take a few minutes for your media to be available online. If you do not see it in “My Media” check back later.
To record your whole screen
Press "Record" when you are ready to record.

To record a partial area of your screen
If you want to record a partial area of your screen make sure that the "Select Area" radio button is selected

Click on the "Select Area" button on the bottom of screen and select the area you wish to record. As soon as this area is selected the recording will start.
1. When you are done recording click the MU Video CaptureSpace icon on the bottom of the screen.

2. Click on “Done”

3. You will then be presented with a preview of your recorded content. Click on “Done” when you are done previewing / editing the recording.

4. Click on "Upload" to upload your recording to MU Video.
MU Video CaptureSpace will record your whole screen by default.

- To record your whole screen
  - Press "Record" when you are ready to record.
To record a partial area of your screen

If you want to record a partial area of your screen make sure that the "Select Area" radio button is selected.

Click on the "Select Area" button on the bottom of the screen and select the area you wish to record. As soon as this area is selected the recording will start.

1. When you are done recording click the MU Video CaptureSpace icon on the bottom of the screen.

2. Click on "Done" when finished.
3. You will then be presented with a preview of your recorded content. Click on “Done” when you are done previewing/editing the recording.

4. Click on “Upload” to upload your recording to MU Video.

It can take a few minutes for your media to be available online. If you do not see it in “My Media” check back later.
1. After you select the "Webcam" recording option the recording will automatically begin after 5 seconds.

2. When you are done recording click the MU Video CaptureSpace icon on the bottom of the screen.

3. Click on "Done"

4. You will then be presented with a preview of your recorded content. Click on "Done" when you are done previewing / editing the recording.

5. Click on "Upload" to upload your recording to MU Video
5. Voice Recording

1. After you select the "Voice" recording option the recording will automatically begin after 5 seconds.
2. When you are done recording click the MU Video CaptureSpace icon on the bottom of the screen.
3. Click on "Done"
4. You will then be presented with a preview of your recorded content. Click on "Done" when you are done previewing / editing the recording.

It can take a few minutes for your media to be available online. If you do not see it in "My Media" check back later.
5. Click on "Upload" to upload your recording to MU Video. It can take a few minutes for your media to be available online. If you do not see it in "My Media" check back later.
Help Desk
Contact Info

Location: Boyer Building

Phone: 717-871-7777
Email: help@millersville.edu

Classroom Hotline: 717-871-7820

Hours:
Call Center

- Fall/Spring Semesters:
  - M-Th 7:00am - 7:00pm EST
  - F 7:00am - 5:00pm EST
- Summer Sessions:
  - M-F 7:00am - 5:00pm EST

Walk-in TAC

Technical Assistance Center - access via W. Frederick Street side of building

- Fall/Spring Semesters:
  - M-Th 8:00am - 7:00pm, F 8:00am - 5:00pm EST
- Winter/Summer Sessions:
  - M-F 8:00am - 5:00pm EST