Using MU Capture to record and share a presentation

These directions assume you have already launched the MU Video (Kaltura) Capture Desktop Recorder.

You should first decide on the window size of the recording. The dotted lines shown in the below image show the user what area of the desktop will be recorded. You can adjust the recording window size by selecting options from the drop-down menu or clicking and dragging a corner in the dotted line window.

The recorder (shown below) can be dragged and dropped anywhere on your desktop. The red button triggers recording; after a 3 second count down.

There are 3 icons that enable control of corresponding functionality. Clicking on an icon will turn a function on or off, or open a drop down menu of options for that functionality.

1. **Video icon**
   a. Click on icon to disable or enable webcam. Webcam is off when icon is grey with line through it. Webcam is enabled when icon is blue with no line through it.
   b. If you have more than one webcam input source choose the desired source from the drop down menu that appears when you enable the webcam.

2. **Screen icon**
   a. Click on icon to disable or enable screen capture. Screen capture is off when icon is grey with line through it. Screen capture is enabled when icon is blue with no line through it.
   b. When you enable screen capture, you will have the option to record Full Screen or Select Area. If choose select area a grey dotted frame will appear on your desktop; you may drag and drop and pull the corners of the frame to resize.

3. **Audio icon**
   a. Click on icon to disable or enable audio capture. Audio capture is off when icon is grey with line through it. Audio capture is enabled when icon is blue with no line through it.
   b. When you enable audio capture, you will have the option to use audio input from your built-in microphone or from an internal microphone on your device.

Once you start recording you have the basic controls, from left to right
1. Gray Square icon - Stop recording (When complete select Yes to stop)
2. Red Pause Circle icon - Pause recording
3. Gray X icon - Delete recording
4. Length of recording
5. Blue Microphone icon - Mute Microphone
6. Gray Pencil icon - Added features such as annotate and white board
   a. Added features such as drawing, moving cursor, Typing and switching from other sources on the capture desktop, (please don’t be afraid to play around with the added features they can enhance your presentation by highlighting areas of importance.)
   b. To close the extra features, select the blue pencil anytime during or after recording

When complete select the gray square icon and select yes to stop it

Your Video will be stored in your library. You can preview your footage and title it. If all is to your liking, select save and upload.

Your video will now be stored in your MU video account on your My Media list.