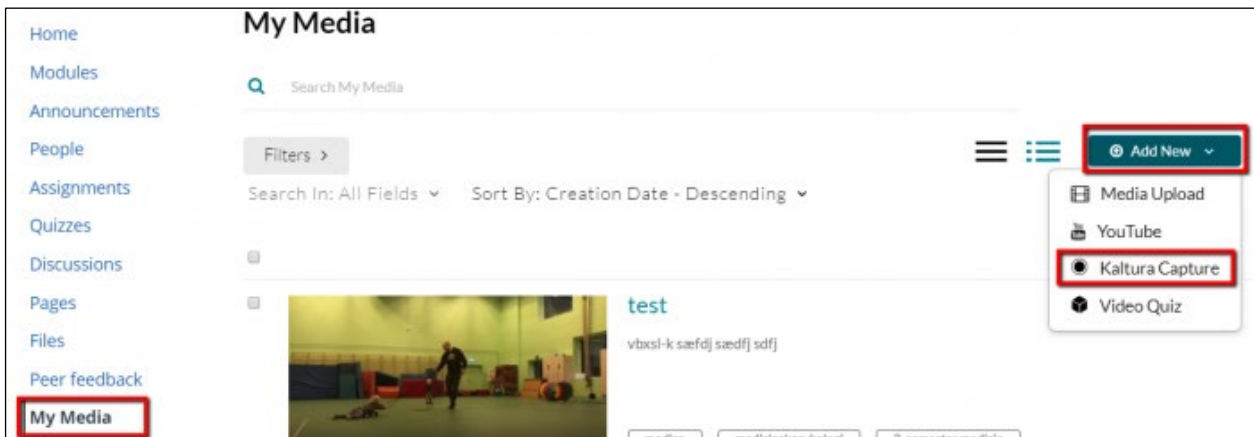


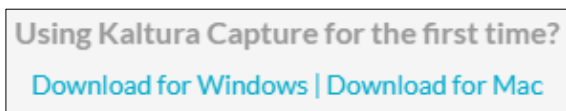
# Guide - how to capture a PowerPoint Presentation through My media in Absalon.

Log in to **Absalon** and open any course room.

Go to **My Media** and click **Add New, Kaltura Capture**



*Only first time* – click and download program when prompt to do so.



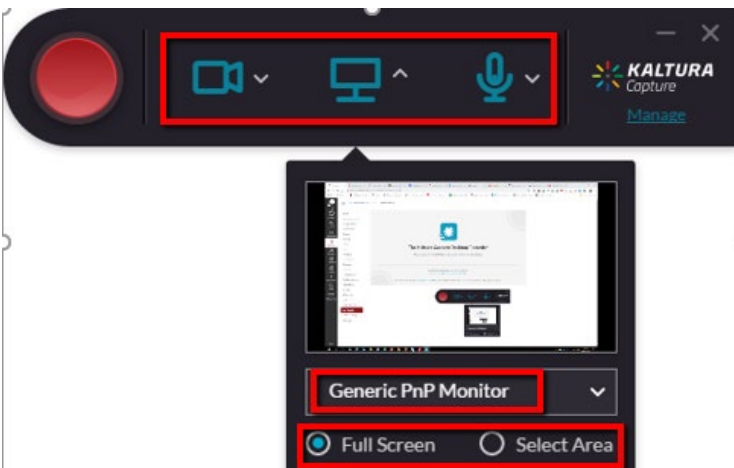
A pop-up window will appear. Open the app.



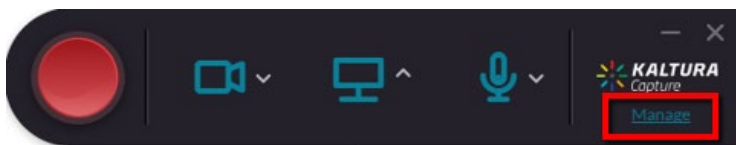
## Menu

Camera (face), screen and microphone.

You can record the whole screen and choose between monitors, if you have more than one. Select between full screen and selected area.



**Previous recordings** – click on **Manage**.

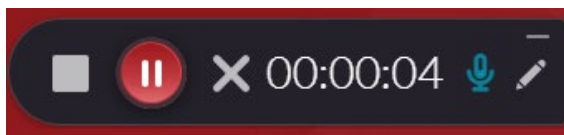


### Start the recording

Remember to minimise the capture controls if you have selected full screen or move the controls out of the selected area.

### Recording tools

From left: **Stop** capture (when finished), **pause** capture, **cancel** capture, **time**, turn on/off **microphone**, make freehand **drawings** and insert arrows and **text**.

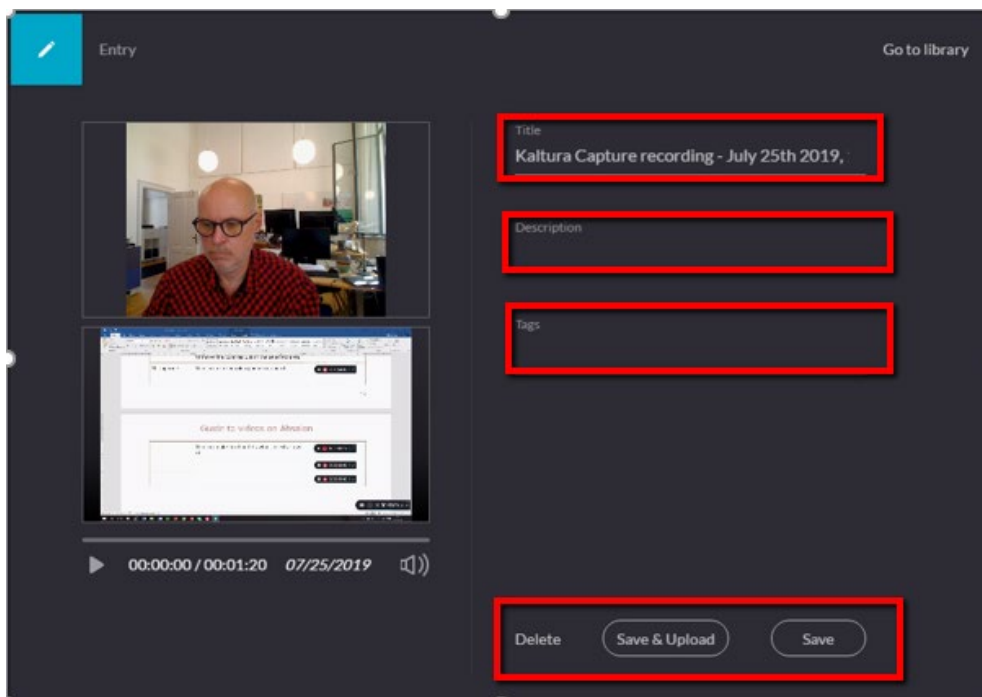


### Add descriptions

In the next window, you can write **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:

Save and upload the recording to **My media**, where you can handle it as any other video.

## Save:

Save it locally on your computer and upload it later.

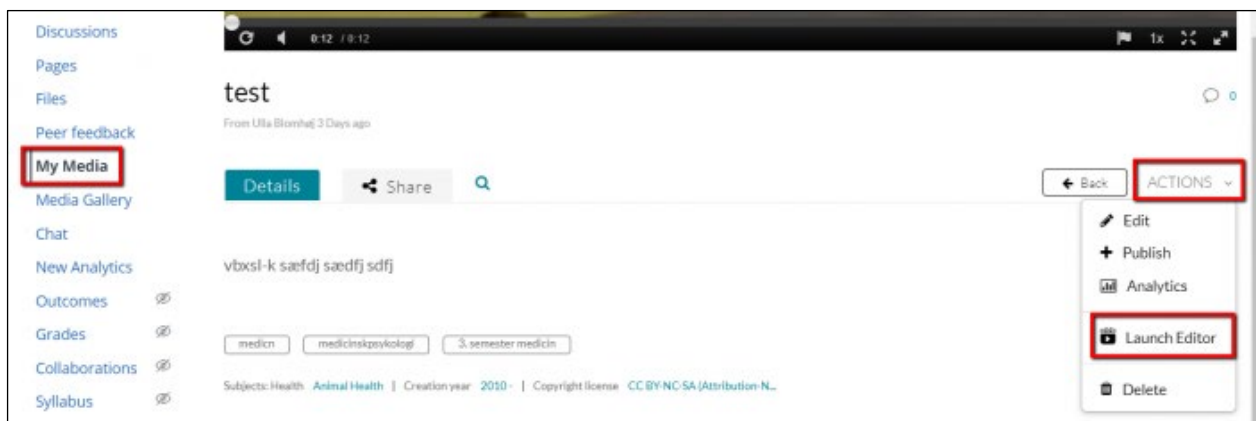
Only uploaded videos can be edited, but you can find the recordings here:

C:\Users\abc123\AppData\Local\Kaltura\Capture\Recordings.  
Replace abc123 with your KU username

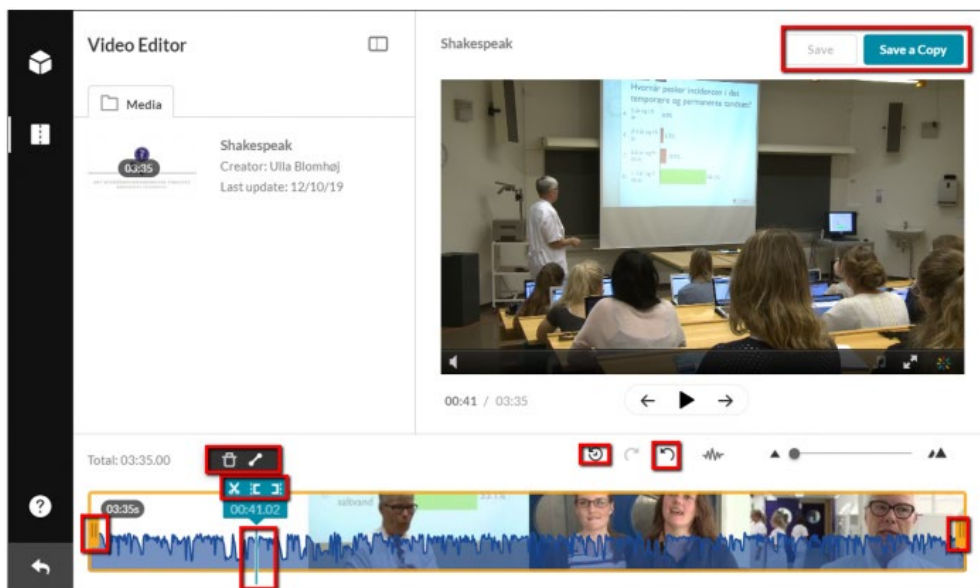
## Trimming a video

Kaltura Capture has only pimple editing available. For more advanced options, please use eg. Screencast-o-matic.

Go to **My media**, click on your video and choose **Actions, Launch editor**



## Edit video



## Edit icons

Set in/out	You can mark where a clip should begin and end by setting the play position and clicking either 'set in' or 'set out' above the <u>playhead</u> .	
	You can also set in and out on a clip by dragging the handles at each end of the clip. <b>DO NOT MOVE THE CLIP. IT WILL ALTER THE TIMING.</b>	
Cut the video	Pause the video where you want to cut.	
	Click on the scissors above the timeline to divide a clip in two.	
Delete a clip	You can delete a clip by clicking on the trashcan after marking the clip. <b>DO NOT MOVE THE REMAINING CLIPS. IT WILL ALTER THE TIMING.</b>	
Fade in/out	You can set fade in from black at the start and fade out to black at the end of a clip. The audio is not affected.	
Step back	If you regret the last change you made, you can undo it.	
Reset all	If you regret all changes, you can reset the video.	
Save a copy	Your trimming cannot be undone, but you can save a copy.	
or save	If you are quite comfortable with the changes, just save them.	

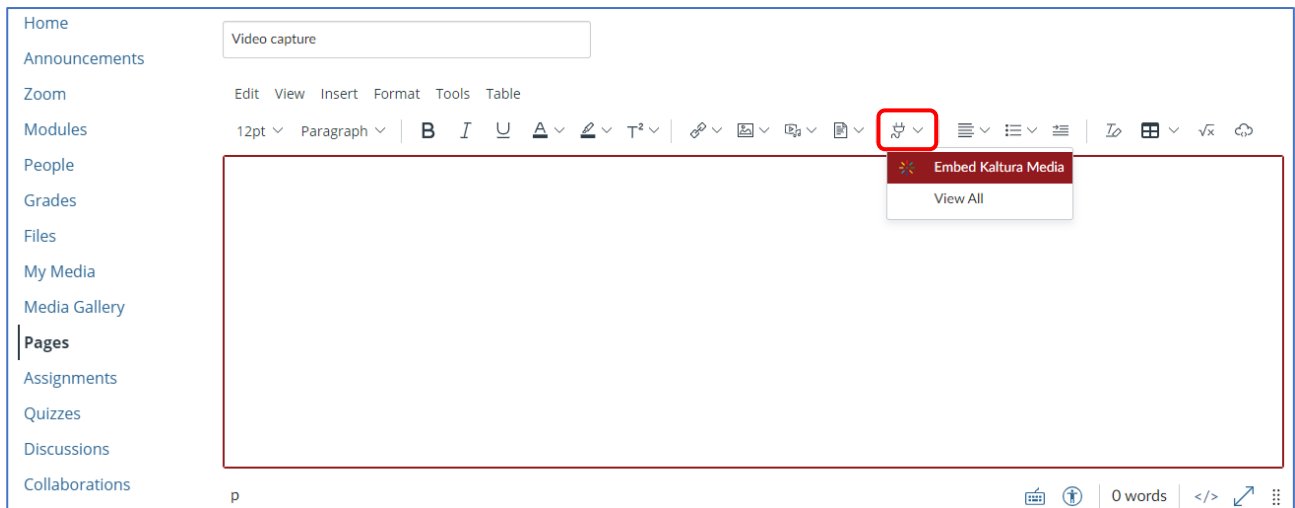
## Share your screen capture in Absalon.

### Option 1 – share video on a page

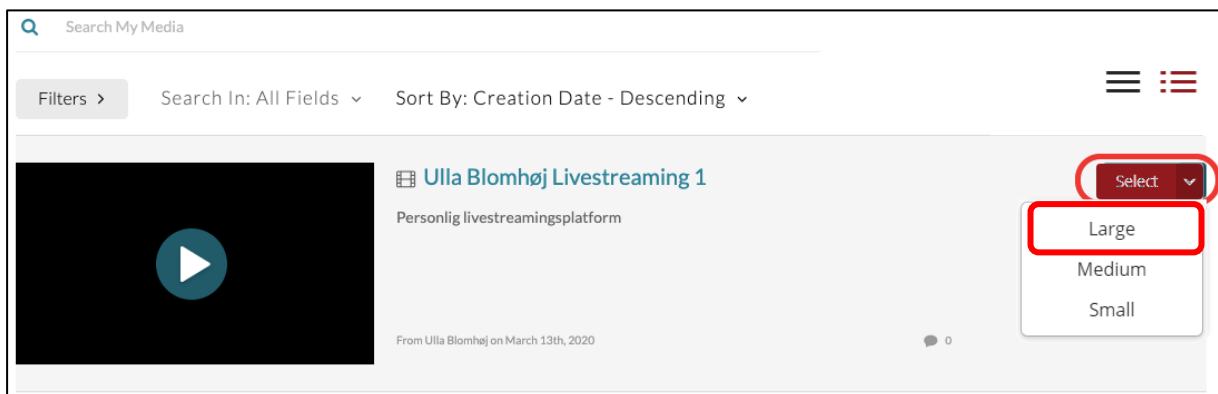
Add a **new page** and click **edit**.



Click the plug icon and choose the plug-in **Embed Kaltura Media**

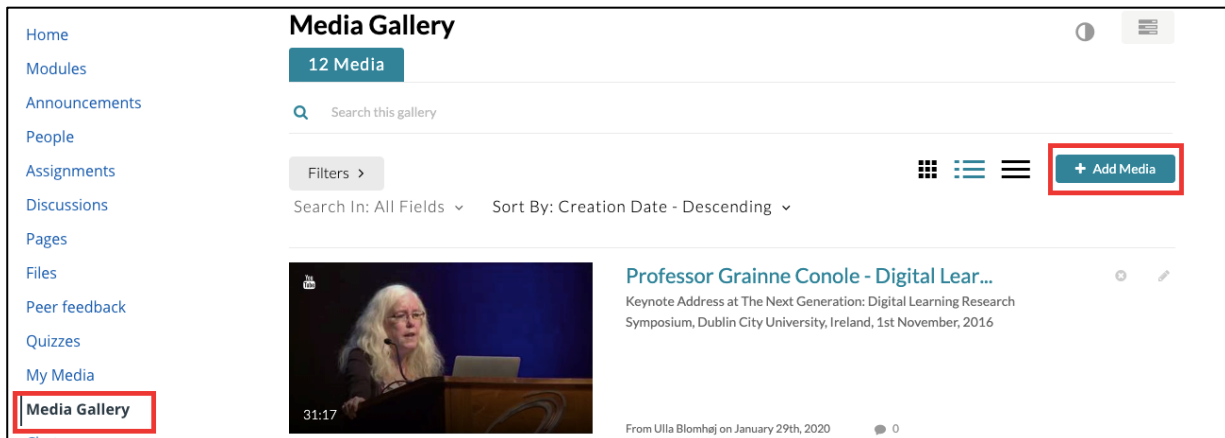


Select your video and size. And **save & publish**.



## Option 2 – share media in Media Gallery

Go to **Media Gallery** and click **Add Media**



Home  
Modules  
Announcements  
People  
Assignments  
Discussions  
Pages  
Files  
Peer feedback  
Quizzes  
My Media  
**Media Gallery**

### Media Gallery

12 Media

Search this gallery

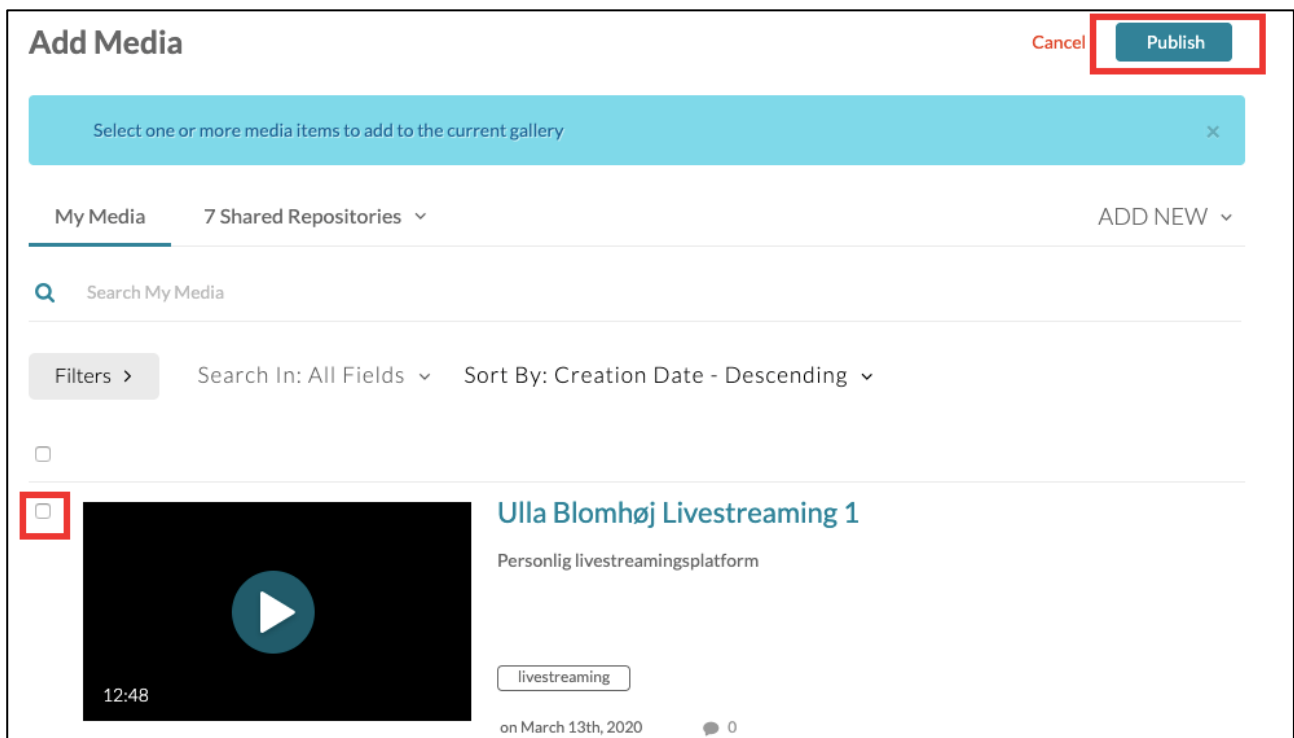
Filters > Search In: All Fields Sort By: Creation Date - Descending

**+ Add Media**

**Professor Grainne Conole - Digital Lear...**  
Keynote Address at The Next Generation: Digital Learning Research Symposium, Dublin City University, Ireland, 1st November, 2016

31:17 From Ulla Blomhøj on January 29th, 2020 0

Choose your video and click **Publish**



### Add Media

Cancel **Publish**

Select one or more media items to add to the current gallery

My Media 7 Shared Repositories ADD NEW

Search My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending

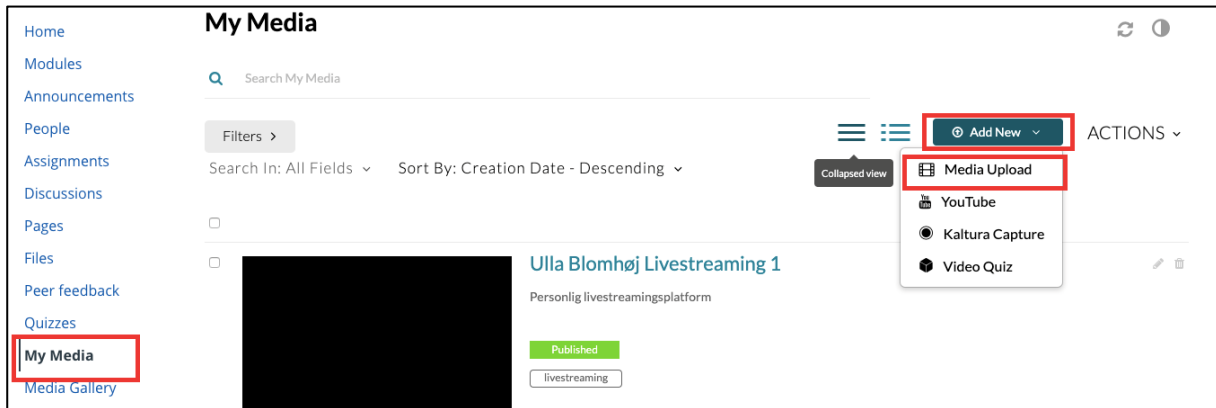
☐

☐ **Ulla Blomhøj Livestreaming 1**  
Personlig livestreamingsplatform

12:48 livestreaming on March 13th, 2020 0

## Guide - How to upload a media in Absalon and share with your students

Go to **My media**, **Add New** and **Media Upload**

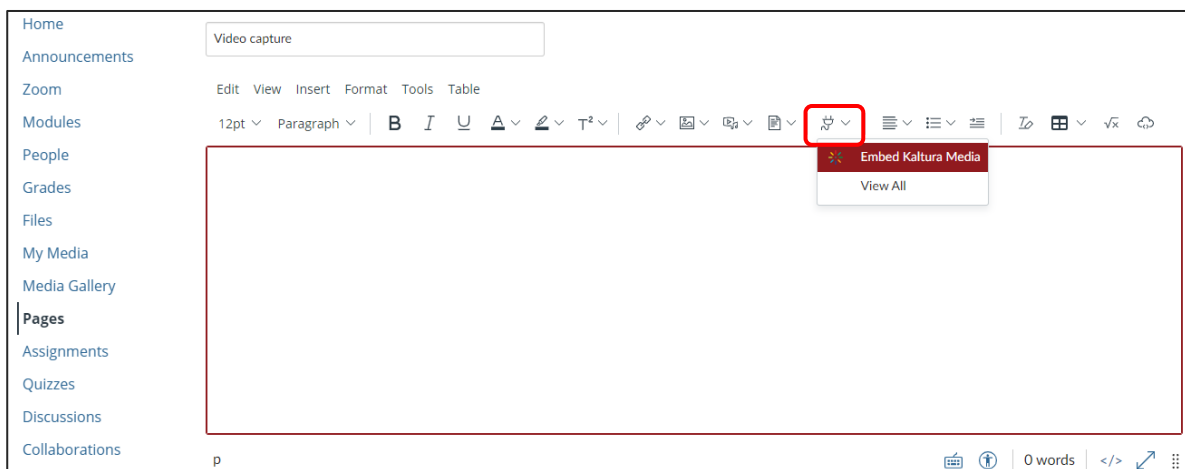


### Option 1 – share video on a page

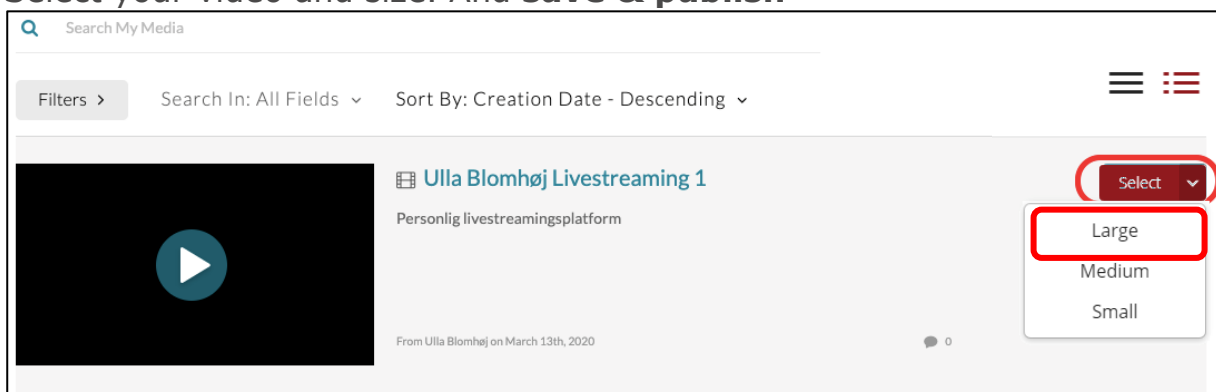
Add a new page and click **edit**.



Click the plug icon and choose the plug-in **Embed Kaltura Media**



Select your video and size. And **save & publish**



## Option 2 – share media in Media Gallery

Go to **Media Gallery** and click **Add Media**

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☐

☒ **Ulla Blomhøj Livestreaming 1**  
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12:48 livestreaming on March 13th, 2020 0