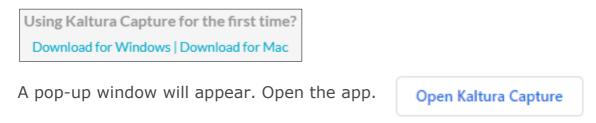
Guide - how to capture a PowerPoint Presentation through My media in Absalon.

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

Go to My Media and click Add New, Kaltura Capture

Home	My Media	
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Assignments	Search In: All Fields 👻 Sort By: Creation Date - Descending 👻	Media Upload
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Only first time – click and download program when prompt to do so.



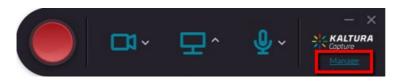
Menu

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**.

1	Entry		Go to library
		Title Kaltura Capture recording - July 25th 2019, : Description]
		Tags	. [
	Gastritz videos an Abration Transformation (Castring) Castring		
	▶ 00:00:00 / 00:01:20 <i>07/25/2019</i> 1))	Delete Save & Upload 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\Kal tura\Capture\Recordings. Replace abc123 with your KU username

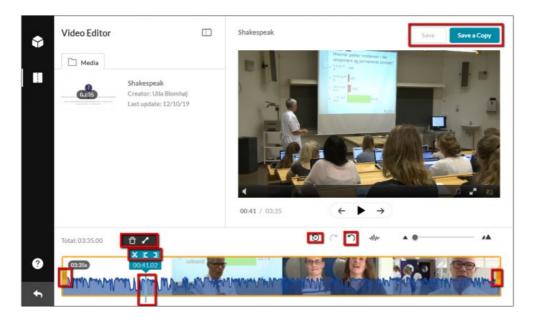
Trimming a video

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

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Collaborations Syllabus	ø	Subjects: Health: Animal Health: Creation year: 2010 - Copyright license: CC BY/NC SA (Attribution N.,	Delete	

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> .	× E I 00:06.10
	You can also set in and out on a clip by dragging the handles at each end of the clip. DO NOT MOVE THE CLIP. IT WILL ALTER THE TIMING.	þ¢
Cut the video	Pause the video where you want to cut.	00:14.00
	Click on the scissors above the timeline to divide a clip in two.	00:06.10
Delete a clip	You can delete a clip by clicking on the trashcan after marking the clip. DO NOT MOVE THE REMAINING CLIPS. IT WILL ALTER THE TIMING.	0 ⁄
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.	Ede In/Out 10 2 1 Out 2 1
Step back	If you regret the last change you made, you can undo it.	'n
Reset all	If you regret all changes, you can reset the video.	ତ
Save a copy	Your trimming cannot be undone, but you can save a copy.	Save a Copy
or save	If you are quite comfortable with the changes, just save them.	Save

Share your screen capture in Absalon.

Option 1 – share video on a page

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

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

Home	Video capture
Announcements	
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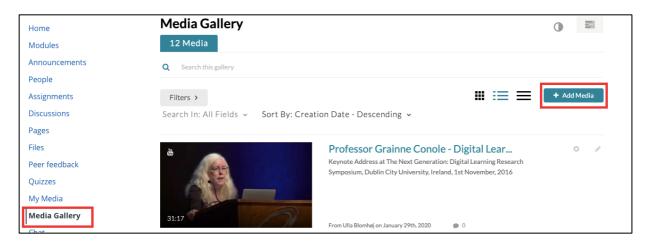
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Select your video and size. And **save & publish.**

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Filters >	Search In: All Fields 🗸	Sort By: Creation Date - Descending 🐱		≡ :≡
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Option 2 – share media in Media Gallery

Go to Media Gallery and click Add Media



Choose your video and click Publish

Add Media	Cancel Publish
Select one or more media items to add to the current gallery	×
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Ulla Blomhøj Livestreaming 1	
Personlig livestreamingsplatform	
12:48	
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

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Quizzes		
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Media Gallery	livestreaming	

Option 1 – share video on a page

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

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

+ Page

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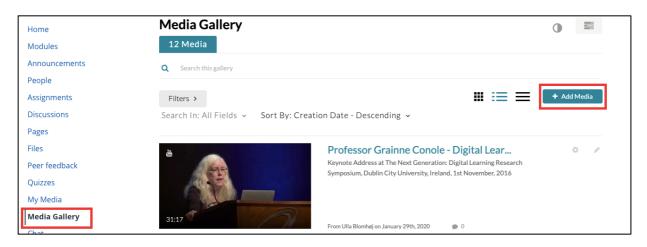
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Assignments	
Quizzes	
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Collaborations	p

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

Q Search My	Media			
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		Ulla Blomhøj Livestreaming 1 Personlig livestreamingsplatform		Large Medium
		From Ulla Blomhøj on March 13th, 2020	۵ 🗭	Small

Option 2 – share media in Media Gallery

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Add Media	1	Cancel Publish
Select one	or more media items to add to the current gallery	×
My Media	7 Shared Repositories v	ADD NEW ~
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