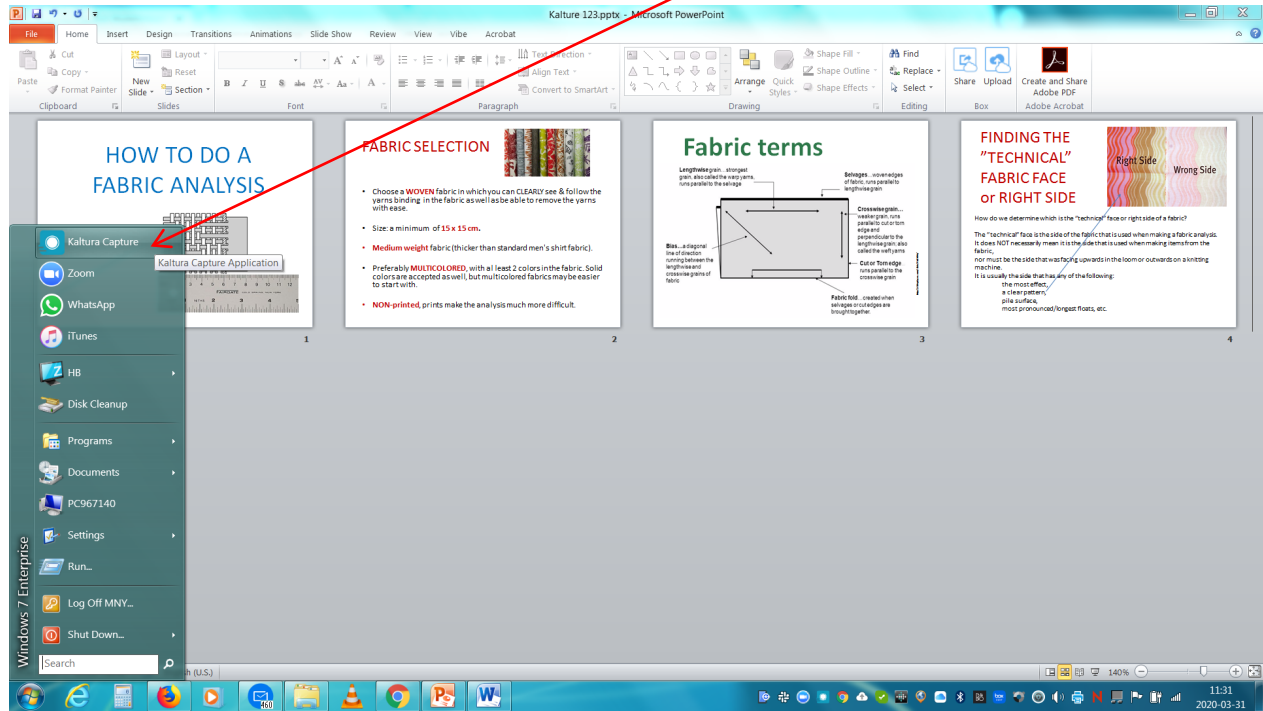# HOW TO USE KALTURA – A simplified guide
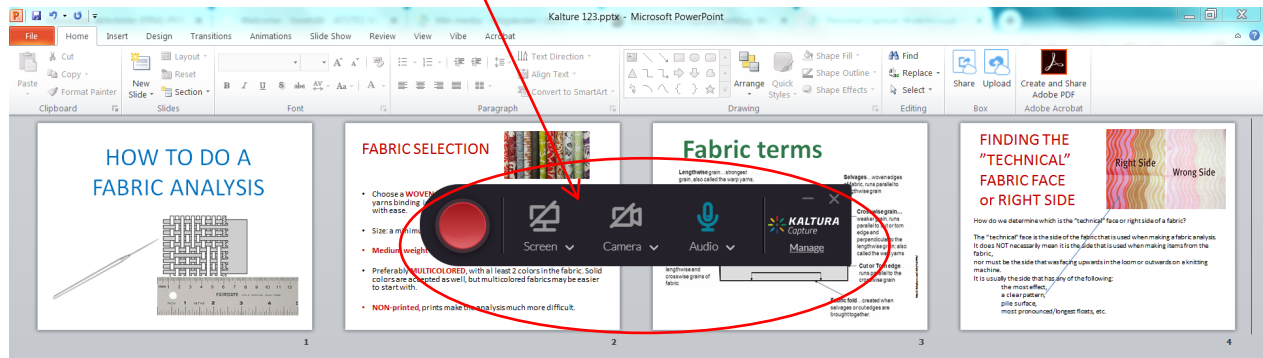
By Monik Nyrén (THS) – March 2020

Open your **PRESENTATION: power point, word, etc.**

While your presentation is open, start the **KALTURA CAPTURE APPLICATION**

This application may be found at https://play.hb.se

KALTURA will pop up like a mini player. Now you need to choose <u>what</u> and <u>how</u> you want to do your recording
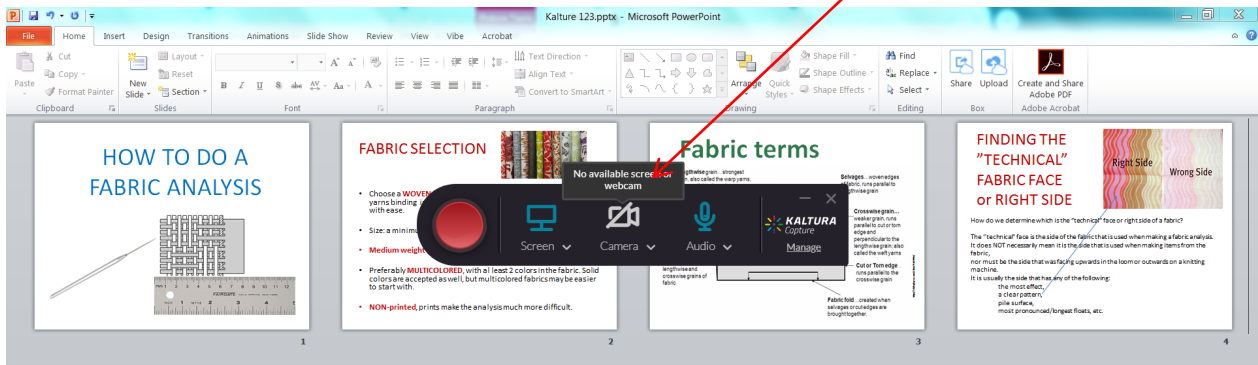
If you want to record your **VOICE + COMPUTER SCREEN** and will be using **HEADPHONES** as your **microphone**:

Press **SCREEN** and select **FULL SCREEN** if this is not already pre-selected
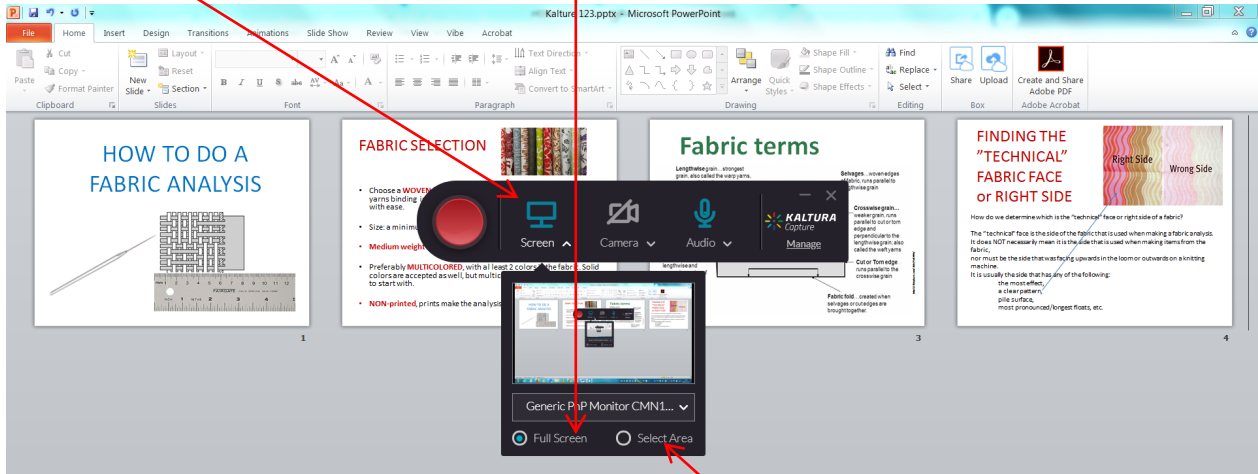

If you only want to show part of your screen press **SELECT AREA**

If you are **<u>NOT</u>** going to record yourself, turn the **CAMERA OFF** simply by pressing the camera symbol, this will turn the camera on/off
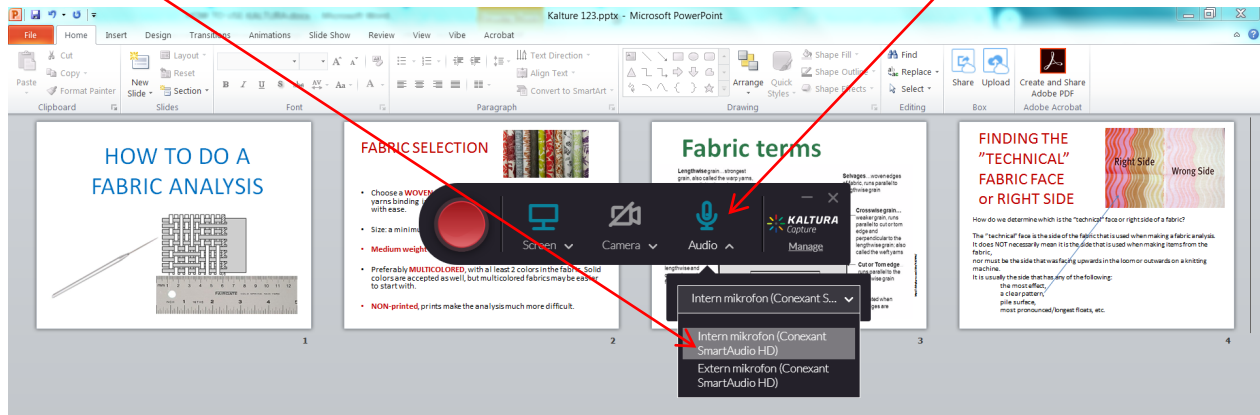

In order to select your **HEADPHONES** as your **MICROPHONE**: Press **AUDIO** and select **EXTERN MIKROFON.**
Make sure you plug in your headphones before selecting; otherwise they will not be listed here.
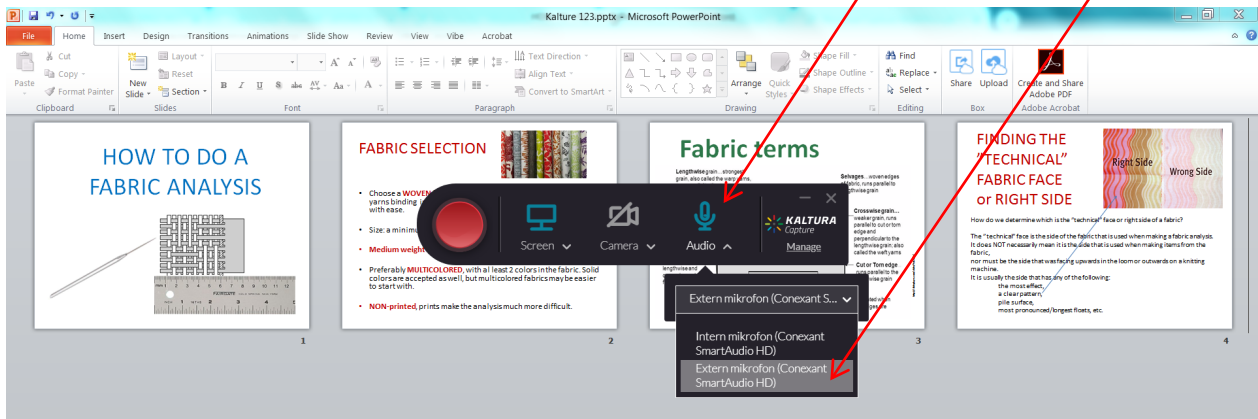
If you are going to use your **COMPUTER'S INTERNAL MICROPHONE** press **AUDIO** and select **INTERN MIKROFON**

You are now **READY TO RECORD!!**

NOTE: Please make SURE that you have the right settings. I strongly suggest that you make a short "test" recording and check the quality of your voice on it. Headphone microphones usually are much better than internal laptop microphones but this depends on both your computer and headphones.
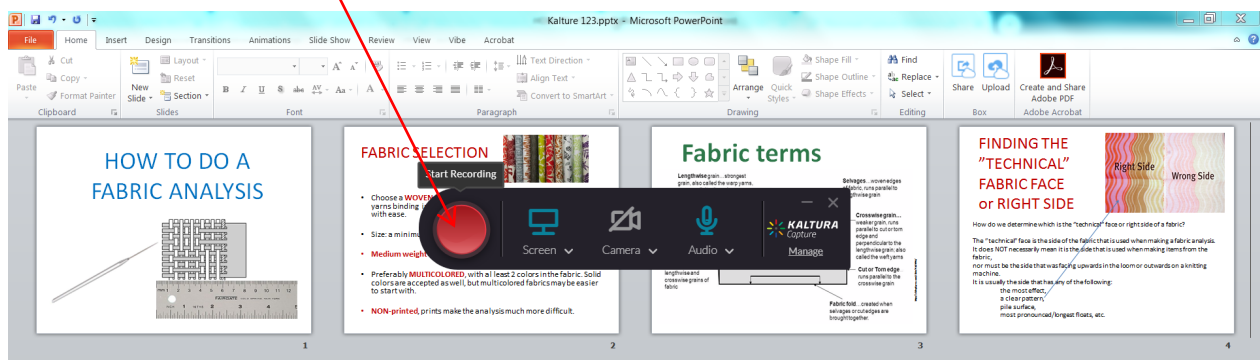
CHECKLIST:

**SCREEN**:   what do I want to show? Full screen or partial screen
CAMERA: do I want to show myself or not while recording?
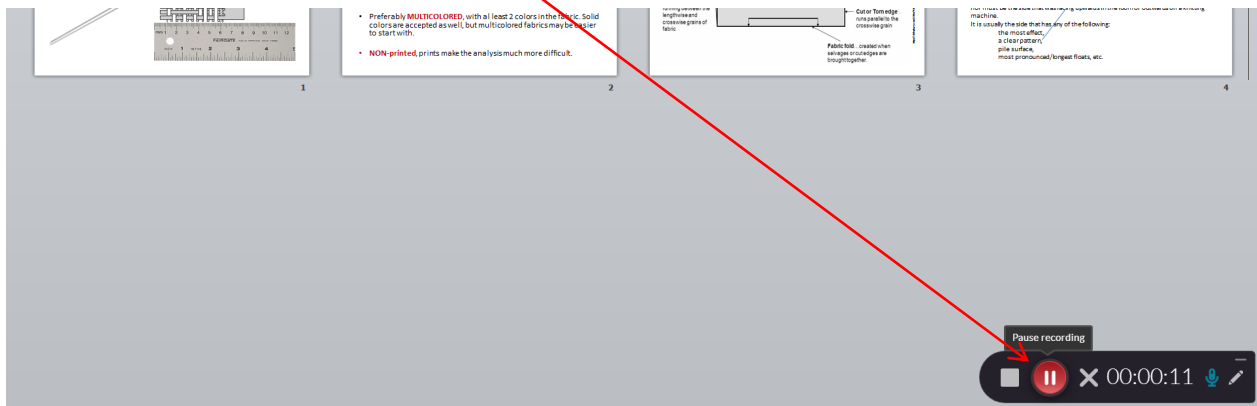**AUDIO**:   which device is recording my voice? Internal or external microphone

After you double check everything you are **really** ready to start recording. All you have to do now is **PRESS THE BIG RED BUTTON**
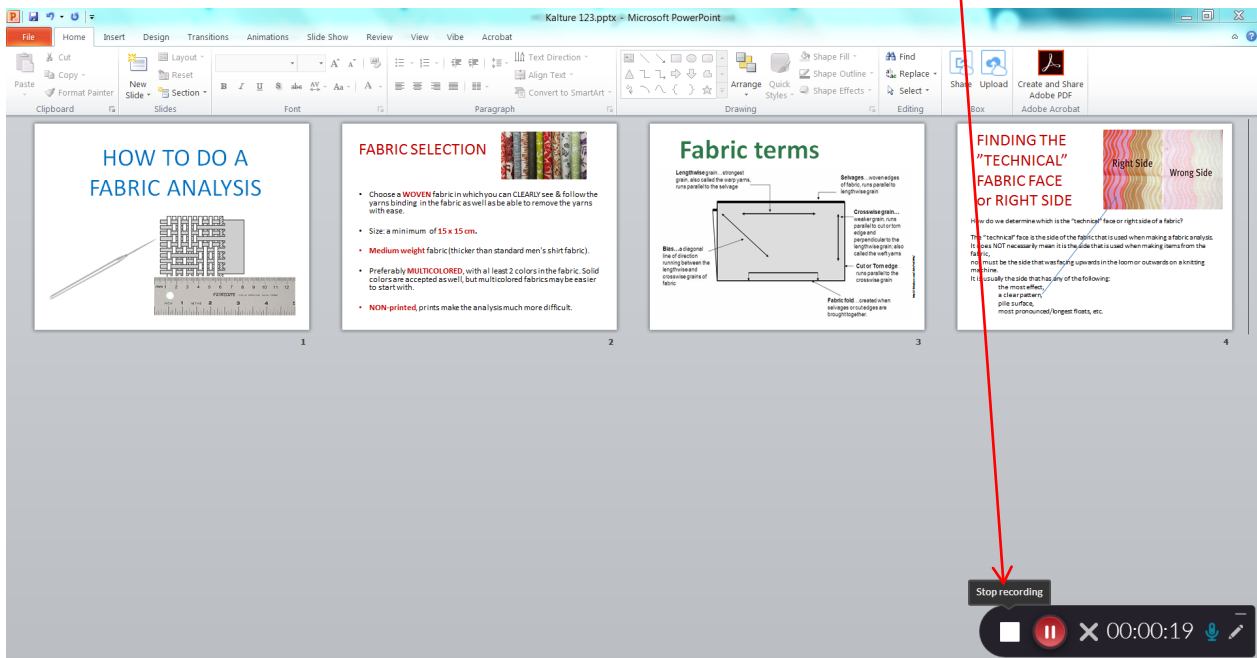
A short countdown will start. After 1 you will be **LIVE** and the timer will start
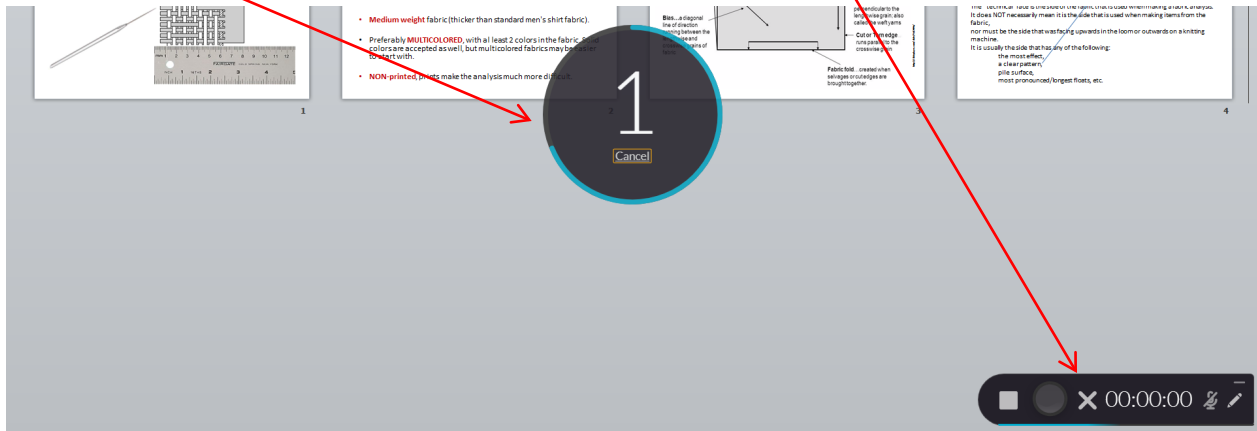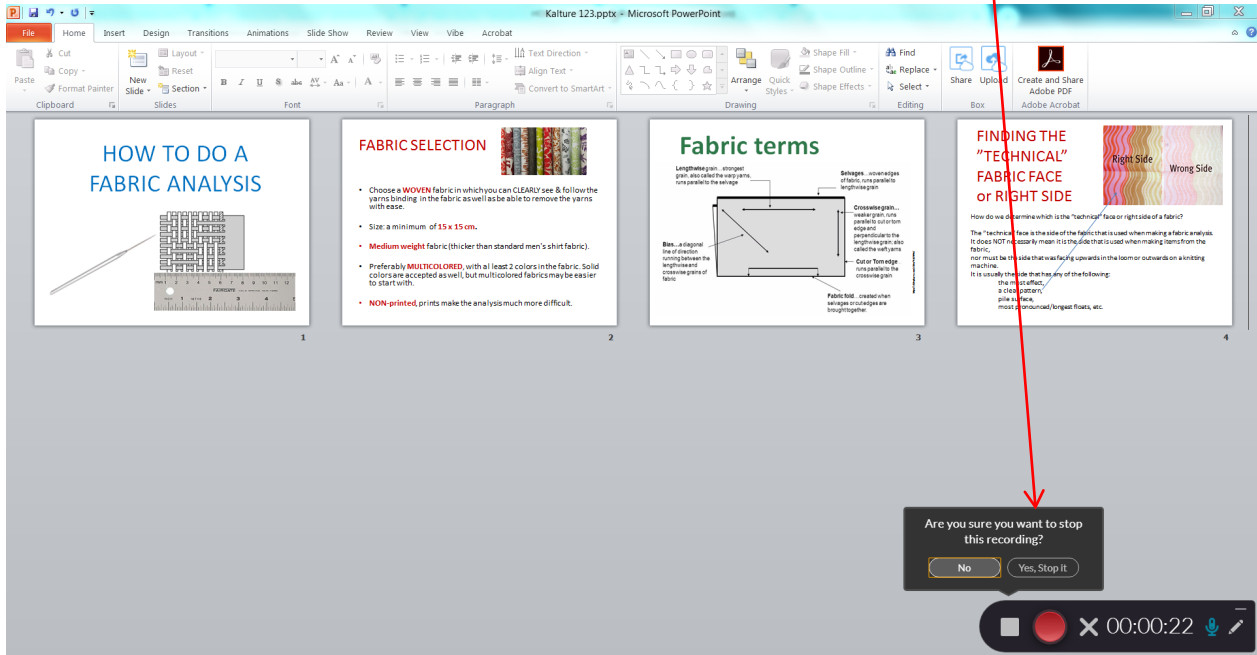
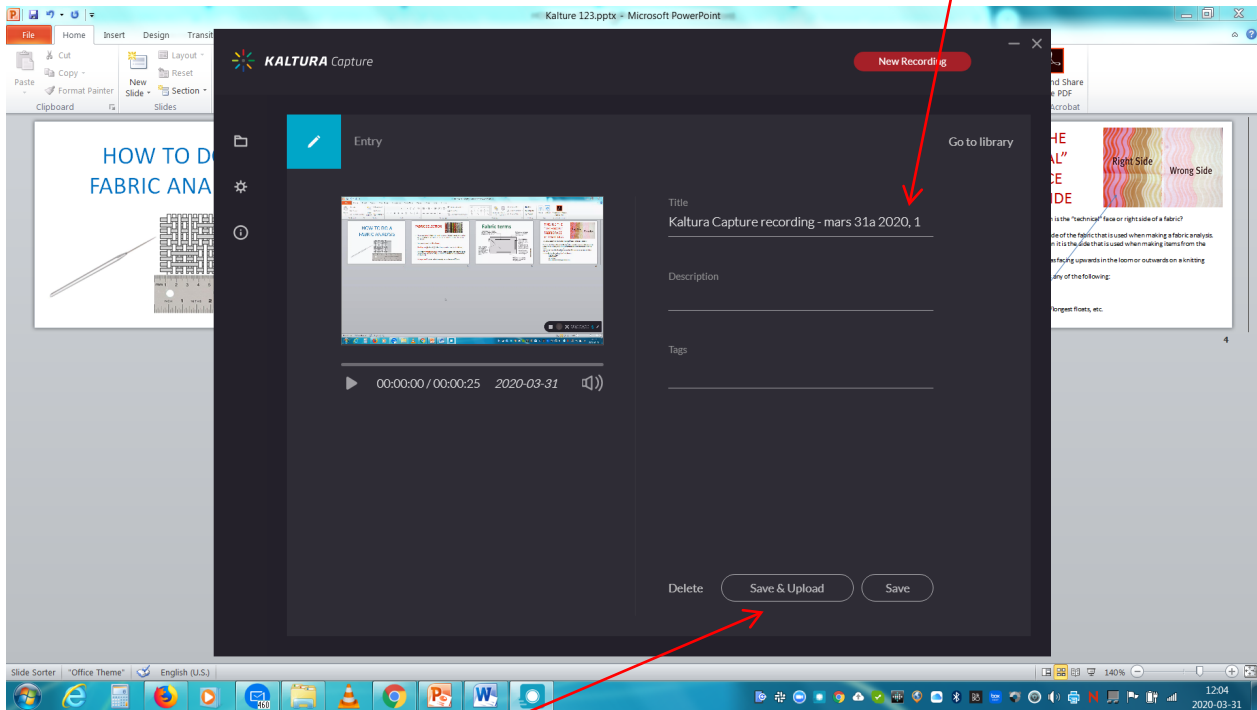If you wish to **PAUSE** press the red pause button. To **RESUME**, press it again.

When you are done and want to **STOP** your recording, press the white **STOP** button

KALTURA will ask you if you really want to **STOP** your recording. Press **YES, STOP IT**
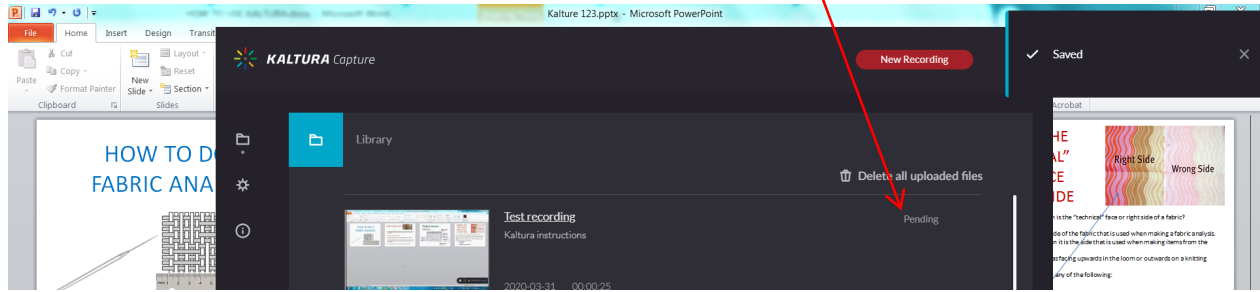

Your new recording will now show in your **LIBRARY** where you can **NAME IT** so that it can be searchable later on (title, description and tags)
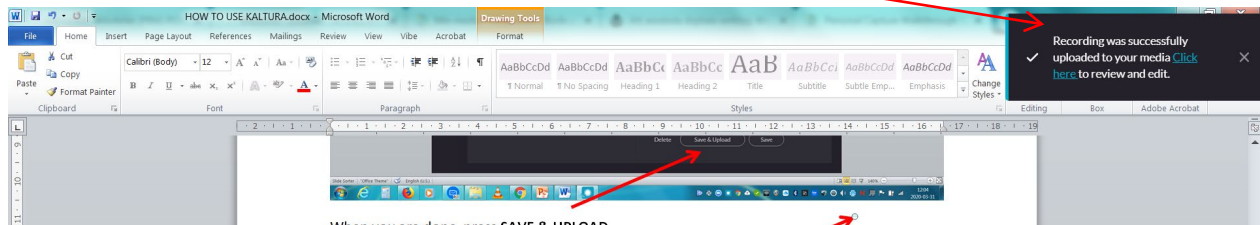

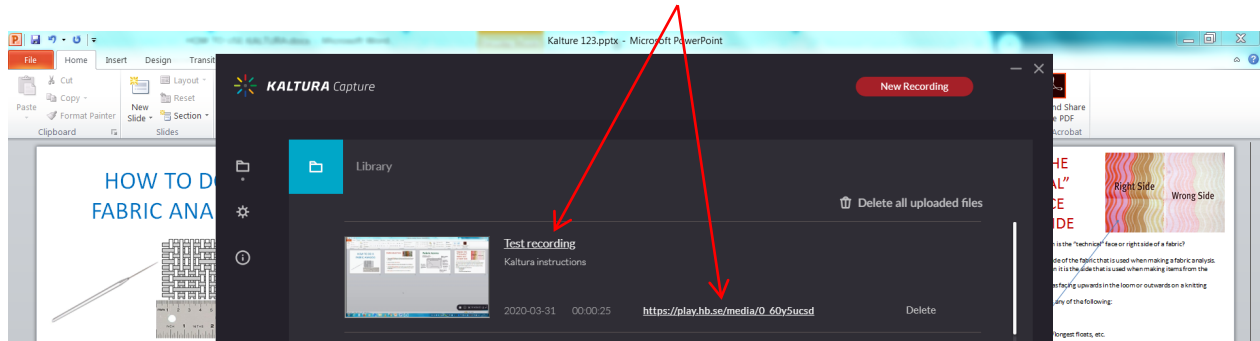When you are done, press **SAVE & UPLOAD**

Your recording will start uploading automatically and the % progress will start showing shortly.
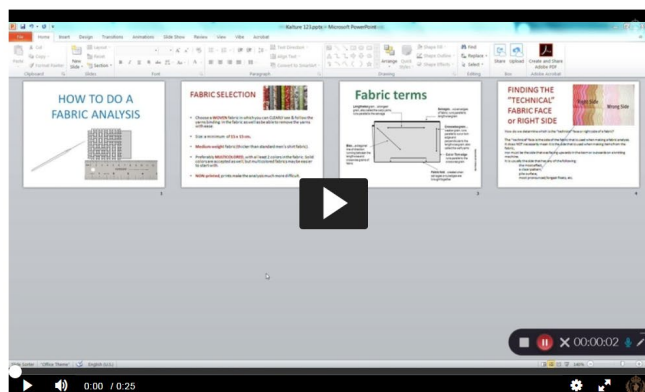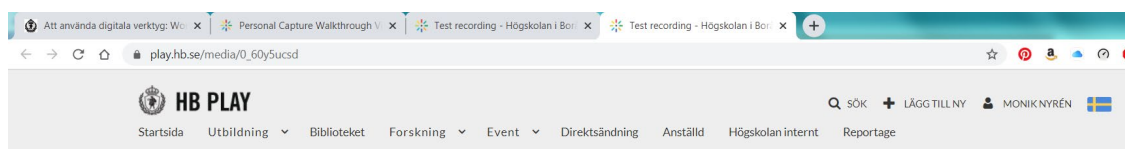

Once the upload is completed you will get a pop-up message confirming this

Now you can go to your recording in **HB PLAY** by pressing either of following:

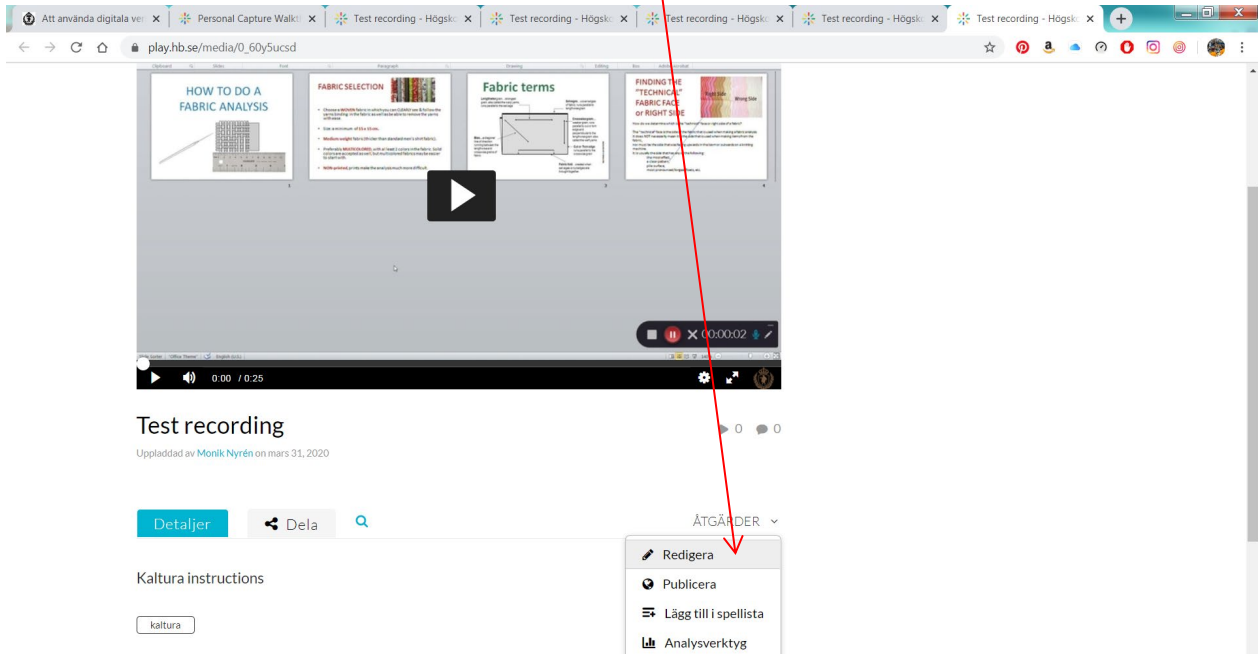You will automatically be redirected to **HB PLAY** and to your recording
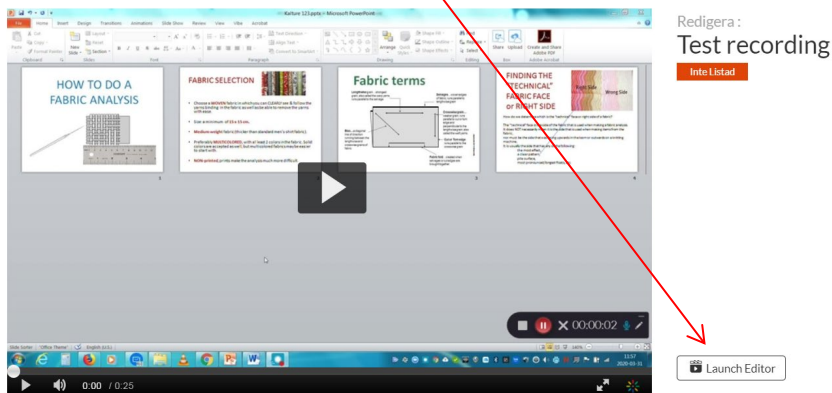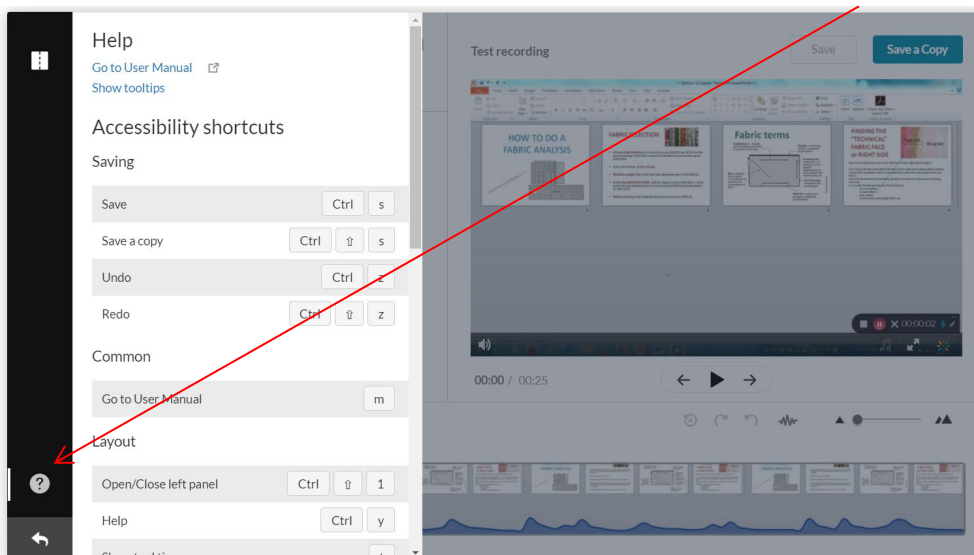
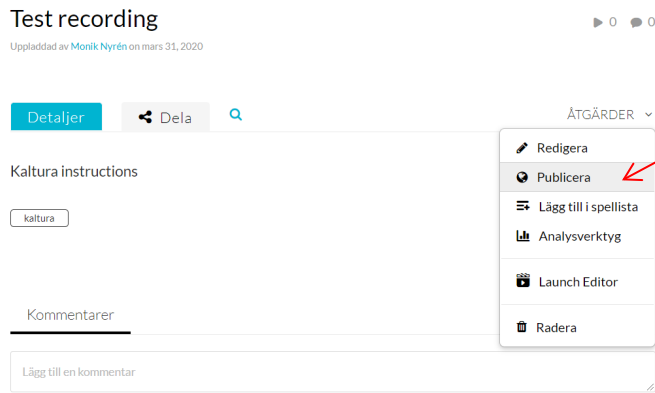To **EDIT** your recording; press **ÅTGÄRDER** and **REDIGERA**. A new window will open

In this new window press LAUNCH EDITOR.

For more information about this, please see the **KALTURA user's guide**

Now you need to **PUBLISH** your recording. Go to **ÅTGÄRDER** and press **PUBLICERA**

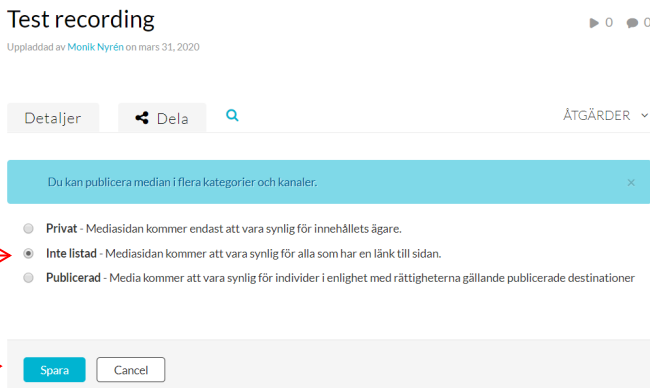**Test recording**
Uppladdad av Monik Nyrén on mars 31, 2020   ▶ 0   💬 0

| Detaljer | ◄ Dela | 🔍 | | ÅTGÄRDER ⌄ |

                                 ✏ Redigera
Kaltura instructions   🌐 Publicera

kaltura   ⇥ Lägg till i spellista
                        📊 Analysverktyg

                     🎬 Launch Editor

Kommentarer   🗑 Radera

Lägg till en kommentar

To <u>share your recording with a specific group</u>, choose **INTE LISTAD** and **SPARA**

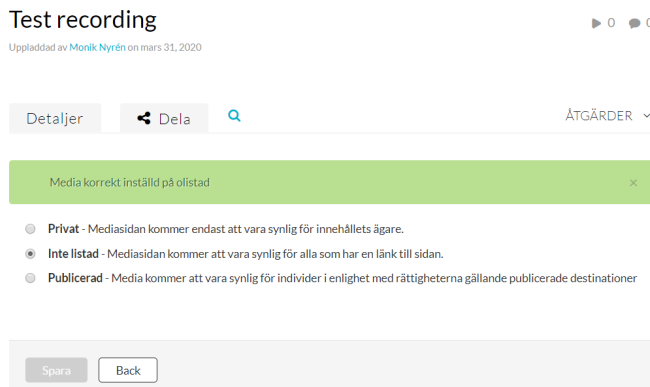**Test recording**
Uppladdad av Monik Nyrén on mars 31, 2020   ▶ 0   💬 0

| Detaljer | ◄ Dela | 🔍 | | ÅTGÄRDER ⌄ |

Du kan publicera median i flera kategorier och kanaler.   ×

○ **Privat** - Mediasidan kommer endast att vara synlig för innehållets ägare.
◉ **Inte listad** - Mediasidan kommer att vara synlig för alla som har en länk till sidan.
○ **Publicerad** - Media kommer att vara synlig för individer i enlighet med rättigheterna gällande publicerade destinationer

Spara Cancel

You will get confirmation that it is published

Test recording
Uppladdad av Monik Nyrén on mars 31, 2020   ▶ 0   💬 0

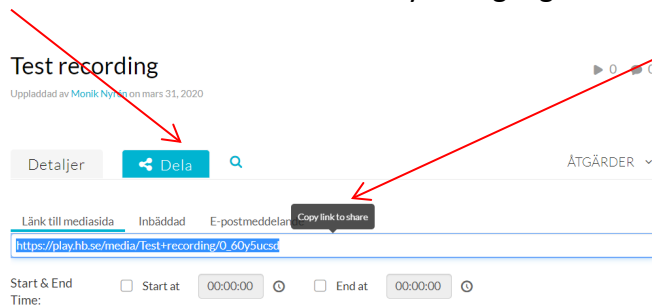| Detaljer | ◄ Dela | 🔍 | | ÅTGÄRDER ⌄ |

Media korrekt inställd på olistad   ×

○ **Privat** - Mediasidan kommer endast att vara synlig för innehållets ägare.
◉ **Inte listad** - Mediasidan kommer att vara synlig för alla som har en länk till sidan.
○ **Publicerad** - Media kommer att vara synlig för individer i enlighet med rättigheterna gällande publicerade destinationer

Spara Back

Now you can copy the **LINK** to your recording for use in your course.
Press **DELA** and the link will automatically be highlighted **COPY TO SHARE**

Test recording
Uppladdad av Monik Nyrén on mars 31, 2020   ▶ 0   💬 0
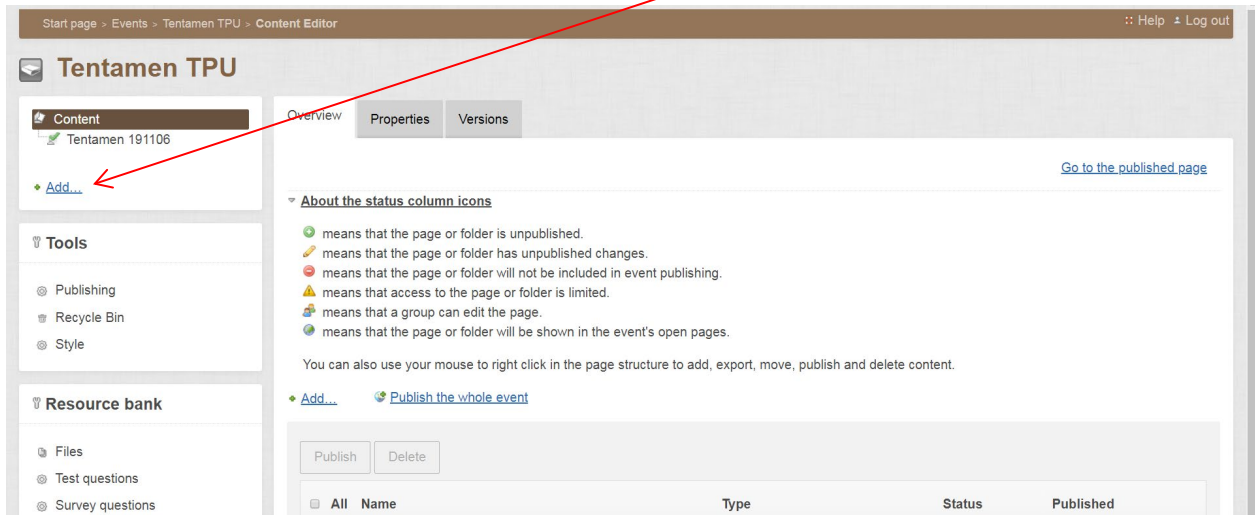
| Detaljer | ◄ Dela | 🔍 | | ÅTGÄRDER ⌄ |

Länk till mediasida Inbäddad E-postmeddelan [Copy link to share]

https://play.hb.se/media/Test+recording/0_60y5ucsd

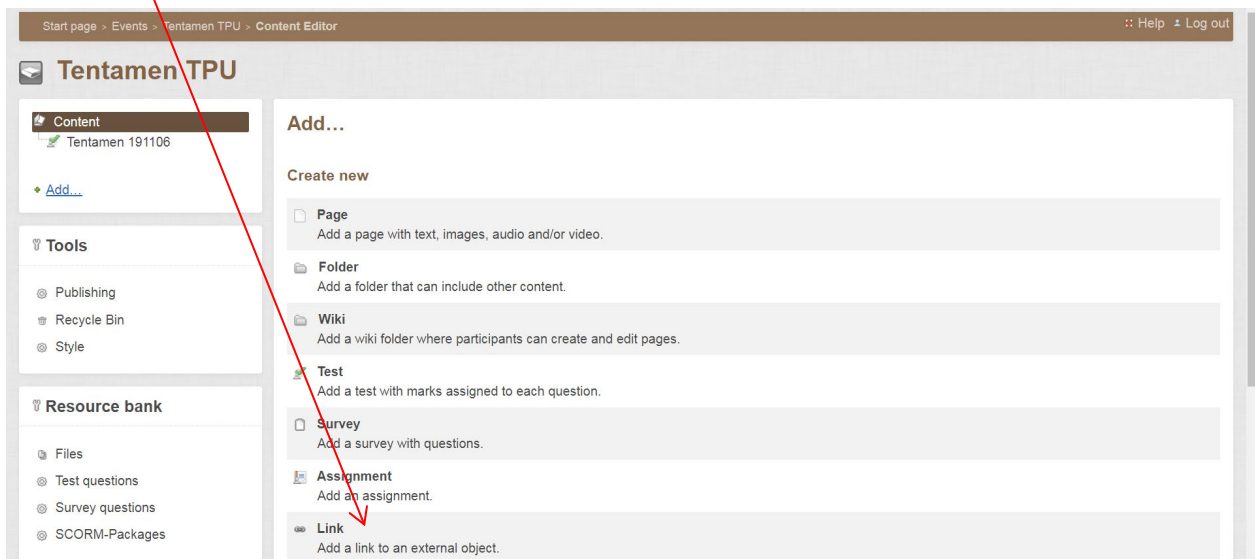Start & End Time: ☐ Start at 00:00:00 🕐 ☐ End at 00:00:00 🕐

HOW TO USE YOUR RECORDING LINK IN PINGPONG

In your course activity, go to **CONTENT EDITOR** and press **ADD**

Choose **LINK**

Give your link a **NAME.** Paste in the link you got from HB PLAY and press **SAVE**.
**NOTE:** Make sure the Open in new window option is checked.

You are now DONE and your recording is now available ONLY for those who have access to this link.

If you wish to publish an OPEN link, one that is available to everyone through HB PLAY, choose **PUBLICERAD** under **ÅTGÄRDER**
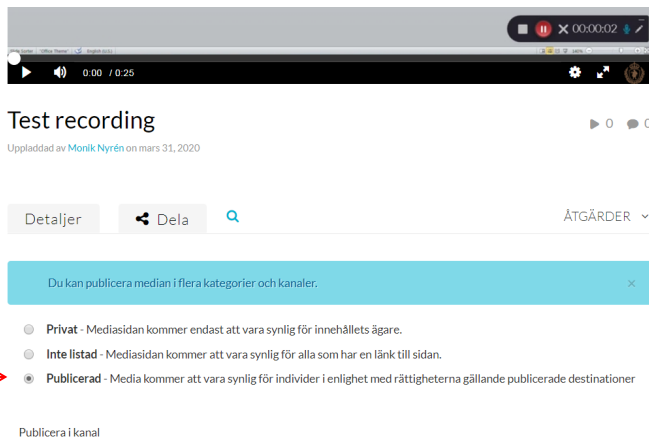
If you are still working on editing your recording and do not wish to publish it yet, select **PRIVAT**
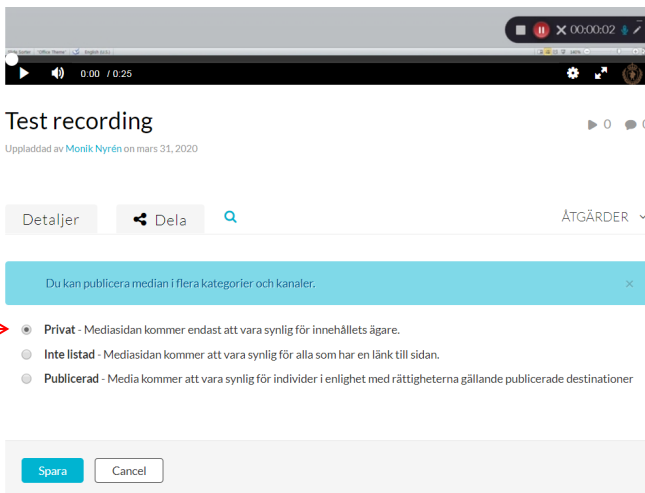
You can always change these settings as you go.

Good luck with your recordings!

If you need more information, please check our website:

Swedish ONLY:

https://www.hb.se/Anstalld/Min-anstallning/Kompetensutveckling/Hogskolepedagogik/Utbildning/3/HB-play/

En bra guide till KALTURA på nätet som Umeå universitet lagt ut: https://manual.its.umu.se/spela-in-film-med-umuplay/

https://www.hb.se/Anstalld/Min-anstallning/Kompetensutveckling/Hogskolepedagogik/Utbildning/kurser/Att-anvanda-digitala-verktyg-Workshops-i-ALC-ZOOM-HB-play-mm/