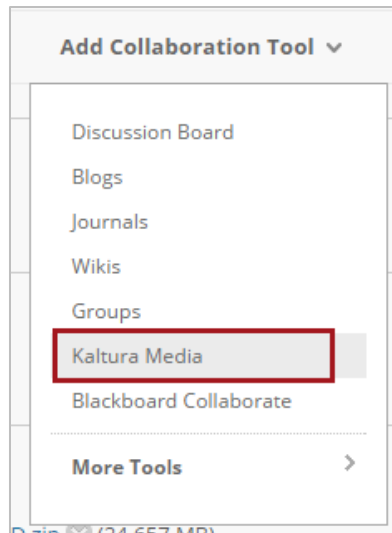


CAPTURE SPACE LITE

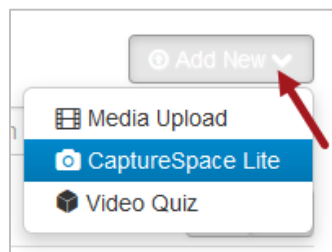
CaptureSpace Lite is a webcam, screen and audio recording system that allows users to annotate the screen while conducting a demonstration.

Instructions

1. In a content area, click the down arrow for **Add Collaboration Tool** and select **Kaltura Media**.



2. Click the icon for **Add New**, found in the upper right corner, and select **CaptureSpace Lite**.

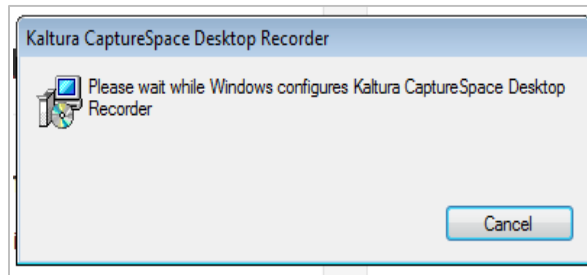
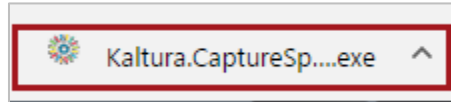


3. Select the **Download for Windows** button on the lower left.

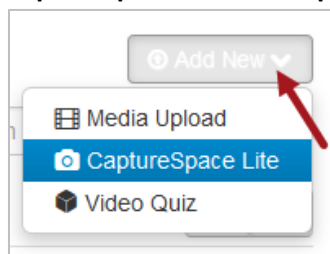


CAPTURE SPACE LITE

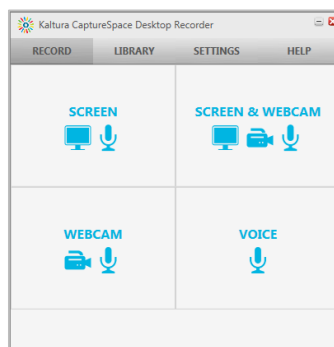
- Click on the **Kaltura.CaptureSpaceLite.exe** download on the bottom toolbar, and then run the installation to install CaptureSpace Lite on your computer.



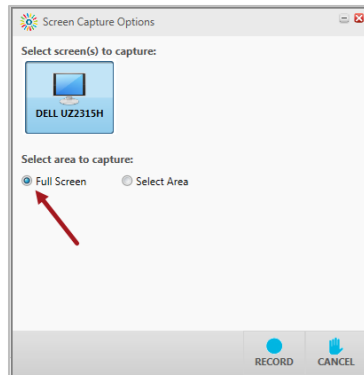
- Go back to the Add New menu and select **CaptureSpace Lite** again to launch the **Kaltura CaptureSpace Lite Desktop Recorder**.



- Select the recording option you prefer for your recording. **Webcam and Voice** recording automatically begin recording after 5 seconds. For the **Screen** and **Screen & Webcam** recordings, select the Record button when you are ready to record. Then select whether you want to record the **Full Screen** or only a **Select Area** of the screen.



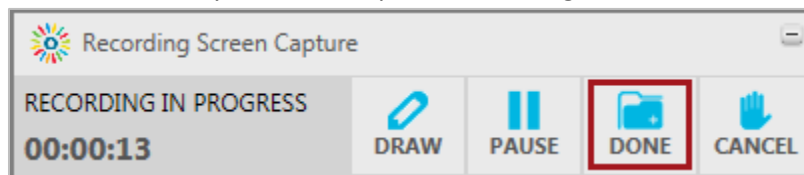
CAPTURE SPACE LITE



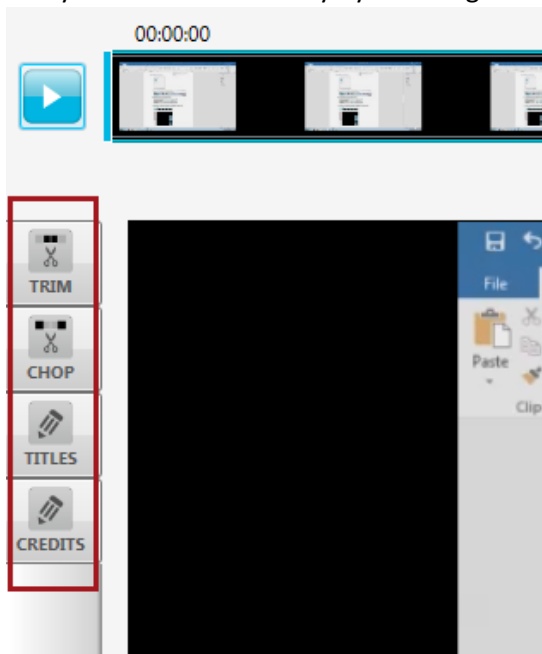
7. To access the Kaltura Media annotation tools while you are recording, select the **Kaltura Media** icon on your toolbar to reveal the drawing tools.



8. Click **Done** when you have completed recording.

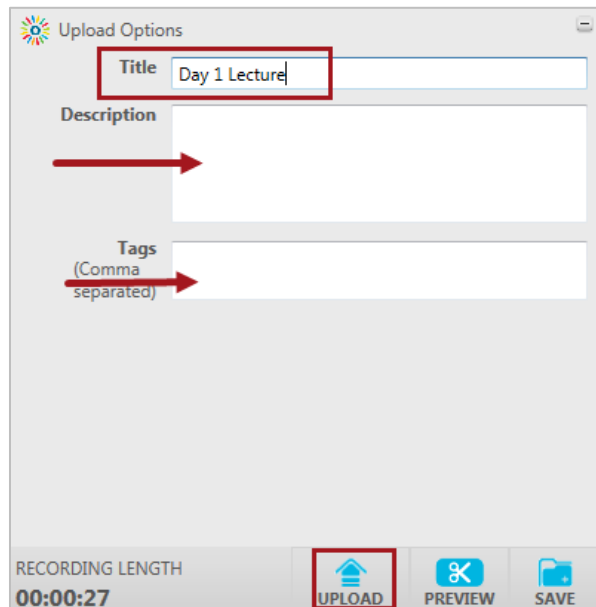


9. Edit your video if necessary by selecting the **Trim**, **Chop**, **Titles** or **Credits** button.



CAPTURE SPACE LITE

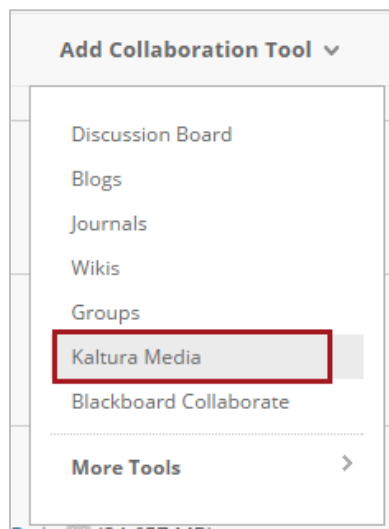
10. When finished editing, rename your video in the **Title** box and add a **Description** or **Tags** if desired. Select Upload to upload your video to your Kaltura Media Gallery.



Note:

There may be a 5-10 delay until your video appears in the Kaltura Media Gallery.

11. Return to the content area where you want to embed your video. Click the down arrow for Add Collaboration Tool and select **Kaltura Media**.

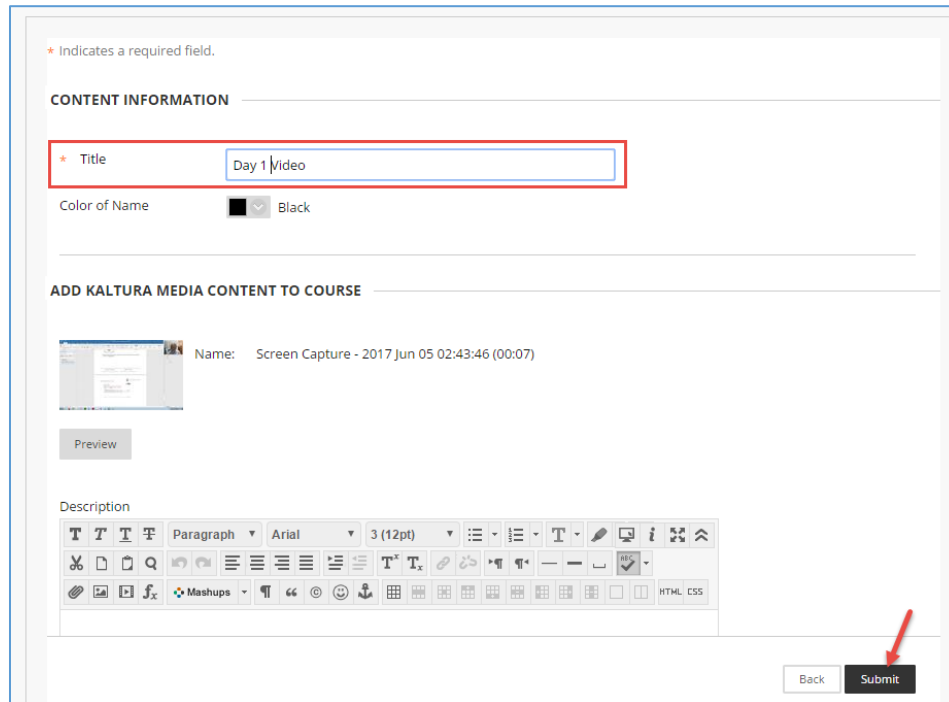


CAPTURE SPACE LITE

12. Select the video to embed.



13. Provide a title for the video and enter a description if desired. Click **Submit**. Your video now appears in your ulearn course.



The screenshot shows a form for adding media content to a course. At the top, it says '* Indicates a required field.' Below this is the 'CONTENT INFORMATION' section. The 'Title' field is highlighted with a red box and contains the text 'Day 1 | Video'. Below the title field is a 'Color of Name' dropdown menu set to 'Black'. The 'ADD KALTURA MEDIA CONTENT TO COURSE' section shows a video thumbnail with the name 'Screen Capture - 2017 Jun 05 02:43:46 (00:07)' and a 'Preview' button. Below this is a rich text editor for the 'Description' with various formatting options. At the bottom right, there are 'Back' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button.