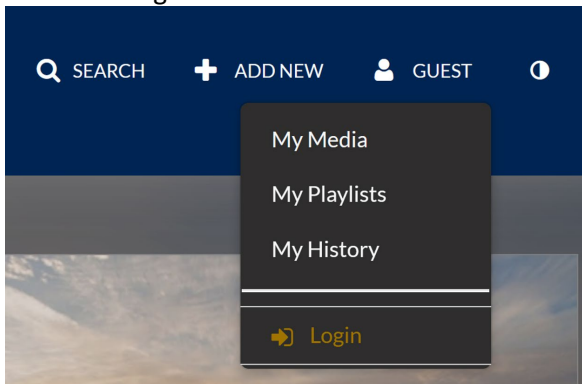**Kaltura Quick Start Guide**

Introduction

The Kaltura Video platform is a web-based application that allows users to record, edit, and share videos. CBU has a Kaltura video license that gives faculty, staff, and students the ability to create videos. Kaltura videos can be shared via a URL or embedded into a HTML page.
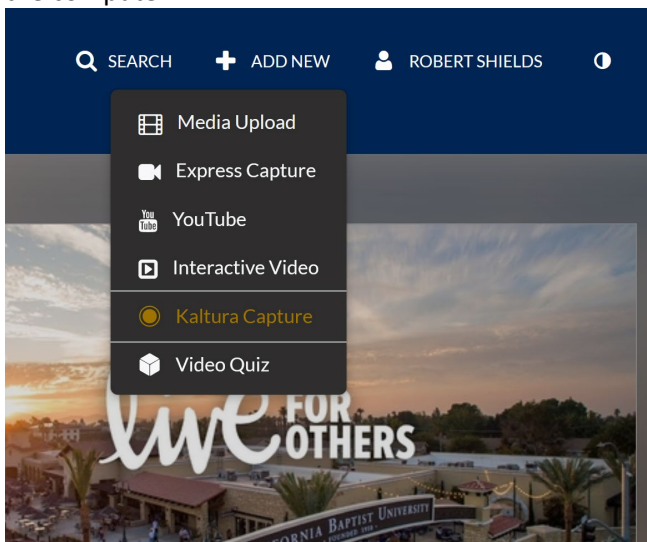
Link to video tutorials:

- How to download Kaltura Capture Tool
- How to use the Kaltura Capture Tool
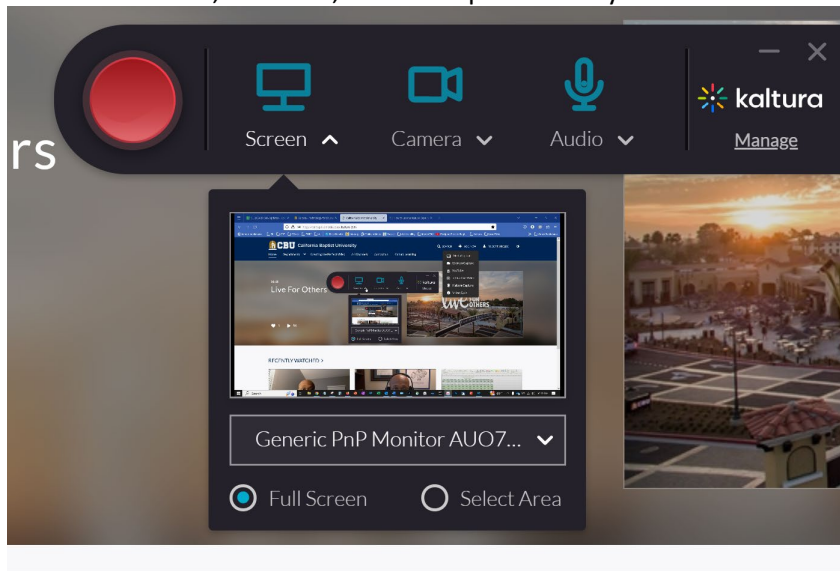
How to Download and Use the Kaltura Capture Tool

1. Browse to https://calbaptist.mediaspace.kaltura.com.
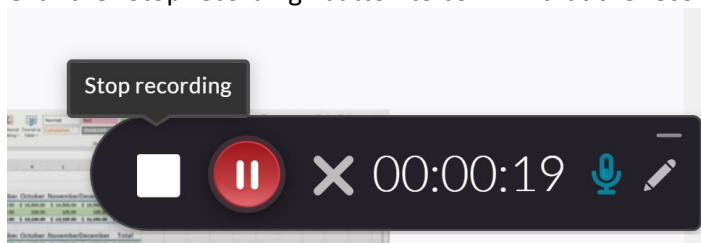2. Click the "Guest" button in the upper right.
3. Click the "Login" button.

4. Login to the site using your CBU username and password.
5. Click the "Add New" button.
6. Click the "Kaltura Capture" option. The "Kaltura Capture" application will download and open on the computer.
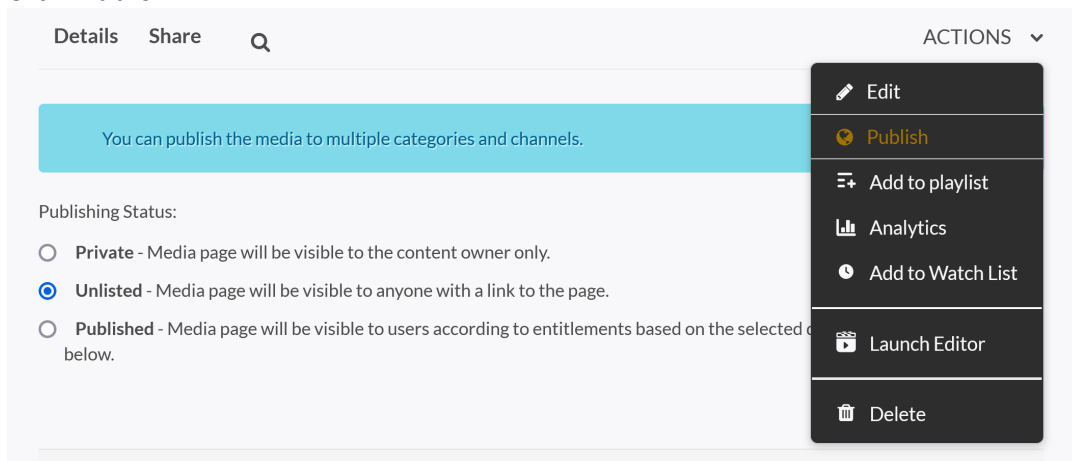
7. Select the Screen, Webcam, and Microphone that you wish to record.

8. Click the Record button (red circle).
9. Click the "Stop recording" button to confirm that the recording is complete.

10. (Optional) Enter the Title, Description, and Tags for the video.
11. Click the "Save and Upload" button.
12. Click the link to the recording once the media upload has completed. You will be taken to the Media Page for the video.
13. Click the "Actions" drop-down menu.
14. Click "Publish."

15. Select a "Publishing Status" for the video. "Unlisted" is a commonly selected option.
16. Click the "Save" button.
17. Click the "Share" tab.

18. Select a share method.
    o Link to Media Page: The link can be shared in an email, LMS announcement, etc.
    o Embed: The HTML code can be embedded in a text editor.
    o Email: An email containing the link is generated (using your computer's default email client).