# Recording a Video or Audio File within Discussions tool using Kaltura Express Capture

This tutorial provides step-by-step instructions for recording a video or audio file within the Discussion tool in D2L using Kaltura Express Capture. **Kaltura Capture Express** recordings are saved in your **My Media** space in D2L.

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.
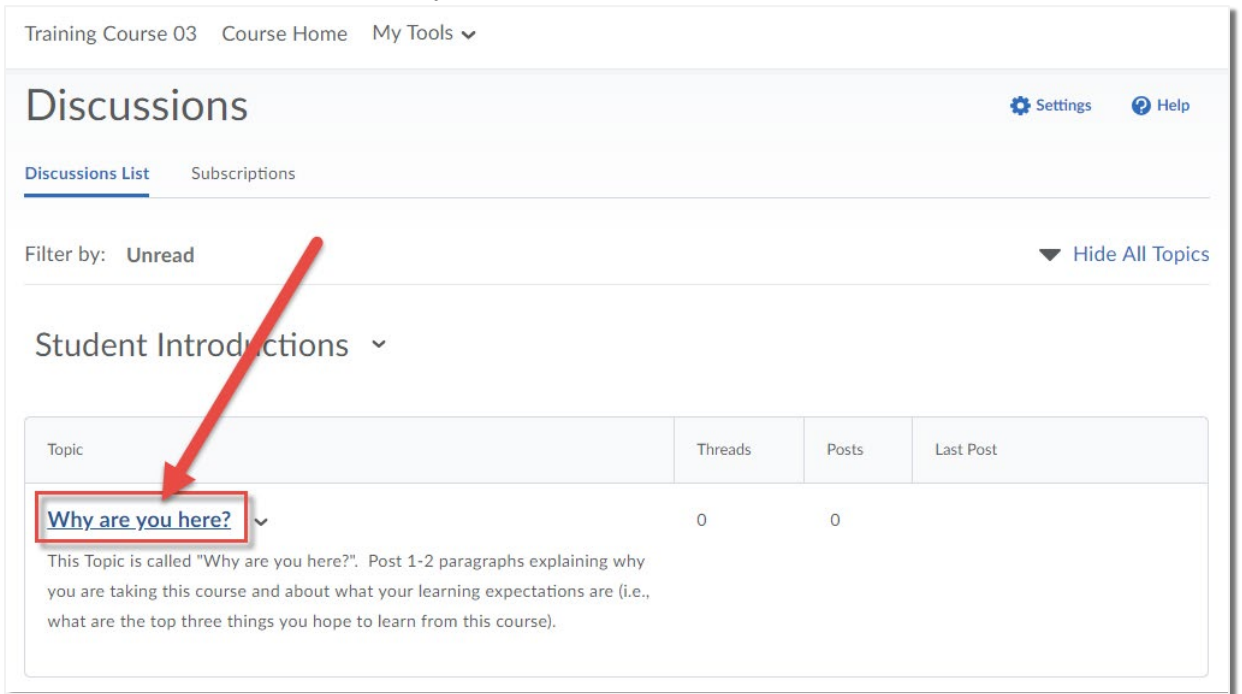
Steps

1. Navigate to your course in D2L.

2. Select **Discussions** from the course navigation bar.
    Note: You may need to access the Discussions Tool through **My Tools** drop-down menu.
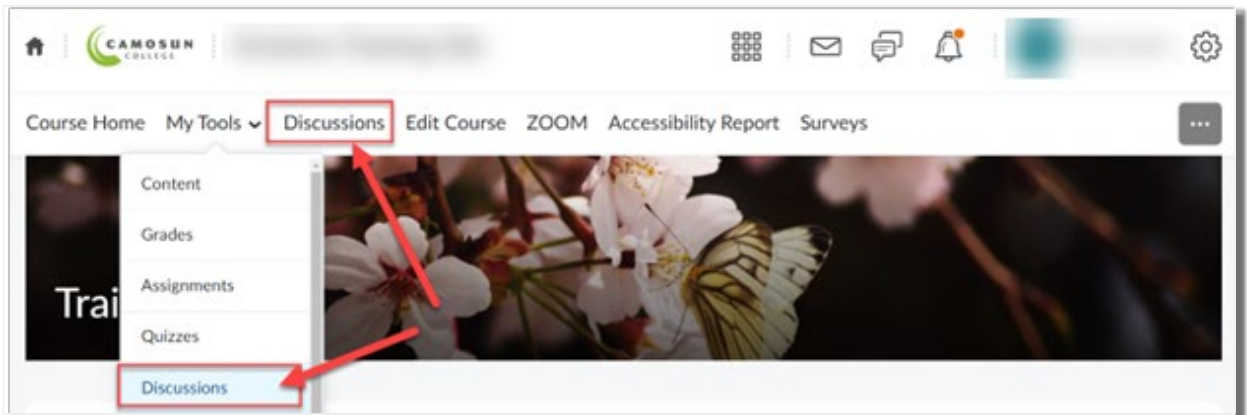
3. Click on the "**Click to show…**" link to see the list of Discussion Topics in the Forum where you want to post a video or audio file.
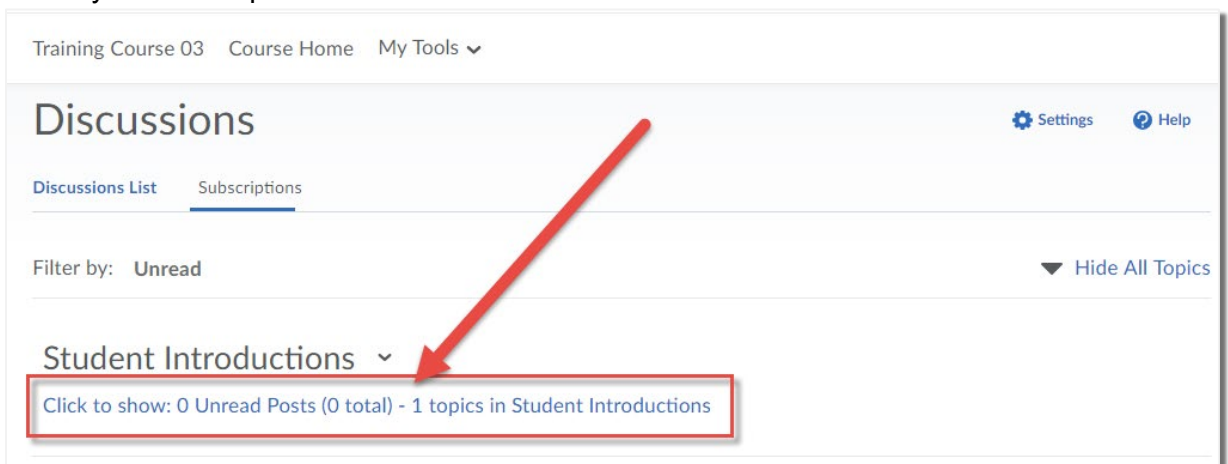
4. Click the **title** of the Topic where you want to post a video or audio file.
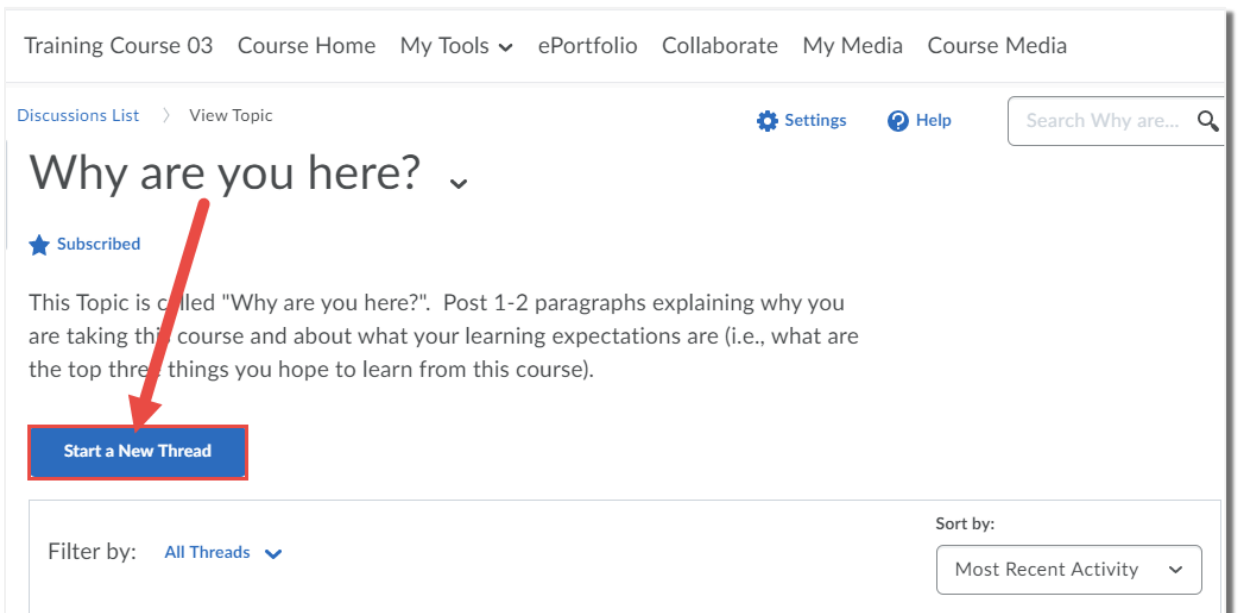
5. Click **Start a New Thread**.

6. Type the **Subject** of your post in the **Enter a subject field** – ensure your subject is meaningful as it is the first thing your peers and instructor will see. Follow the instructions provided by your instructor and type the required text into the textbox.

7. Select the **Insert Stuff** icon.

8. In the Insert Stuff window that opens, select **Add from My Media**.

9. Click the **+ Add New** button, and then select **Express Capture**.
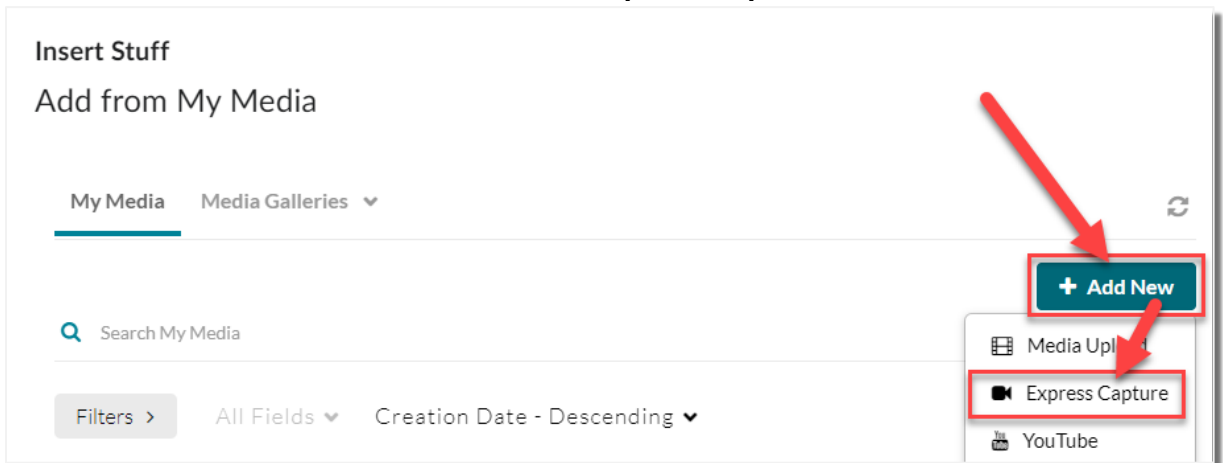
10. In the Record Media window, your webcam video will appear with a record button (red circle) at the bottom centre. Click the **video** and **microphone icons** beside the record button to change your camera and/or microphone settings. For example, to record an audio-only file, click the video icon and toggle the camera setting to the off position.
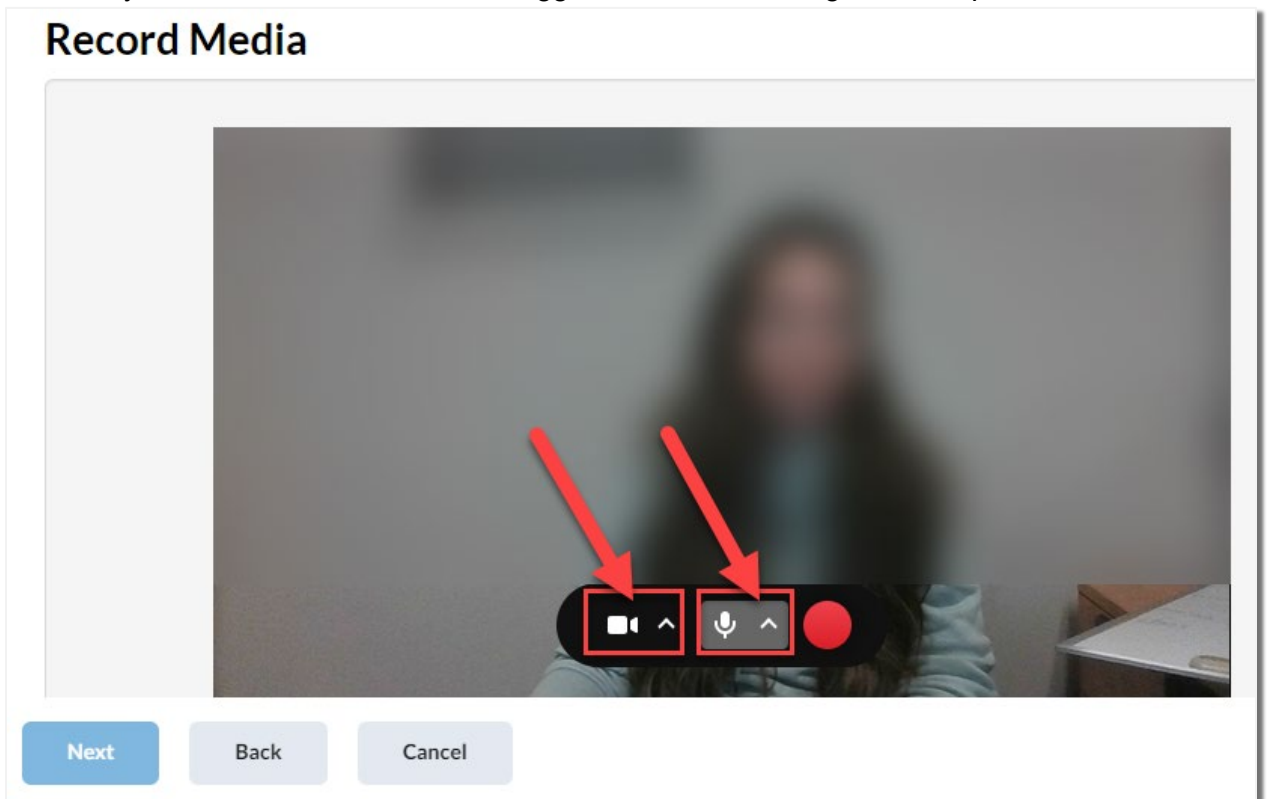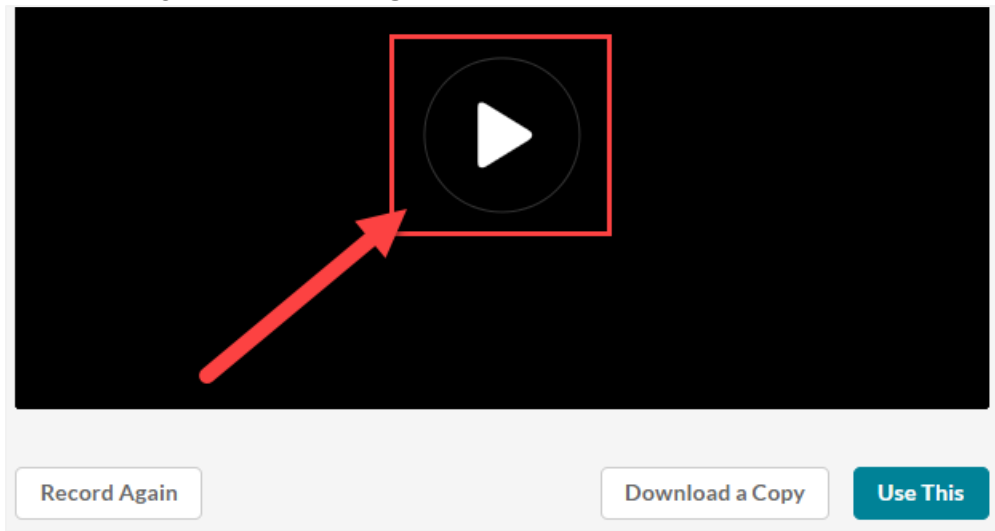
11. Click the record button (red circle) to begin recording.
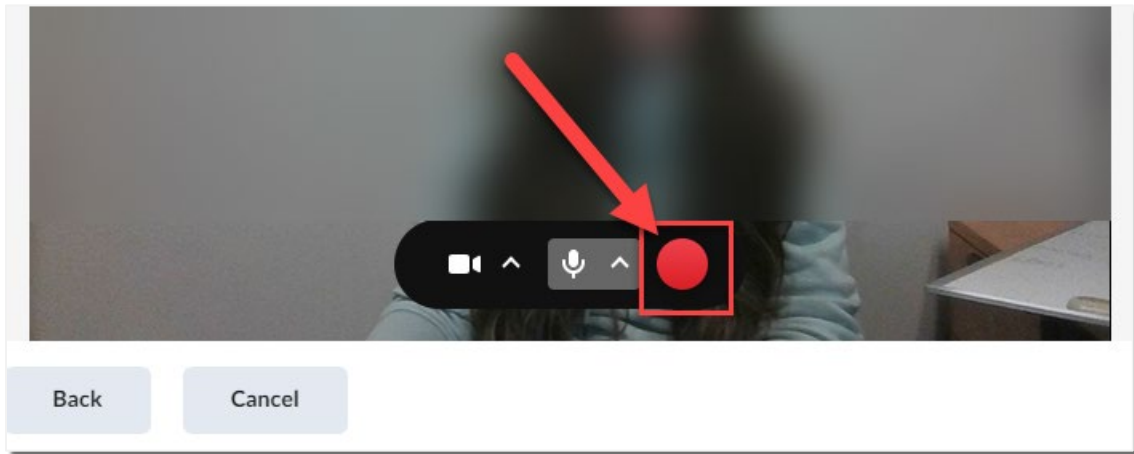
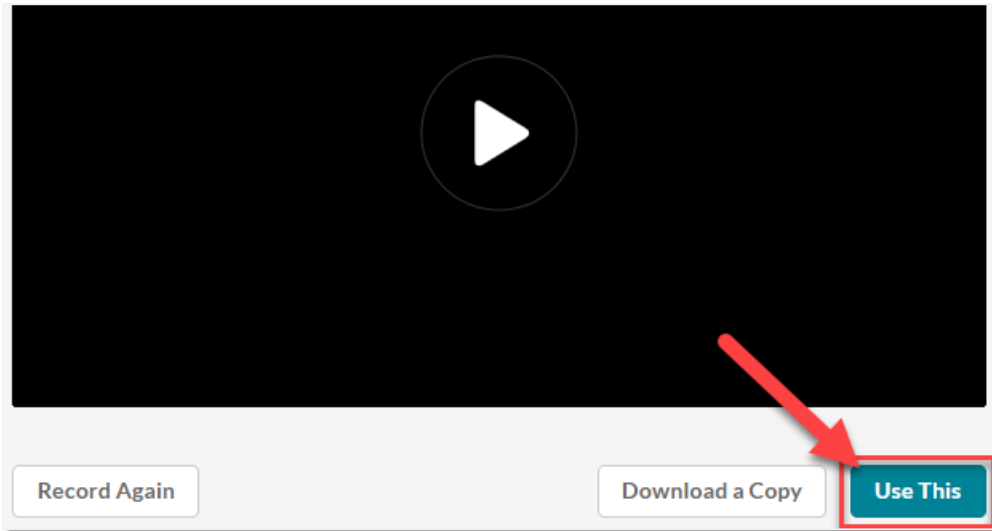12. Click the **Stop** button (red circle with a white square in the centre) to stop recording.
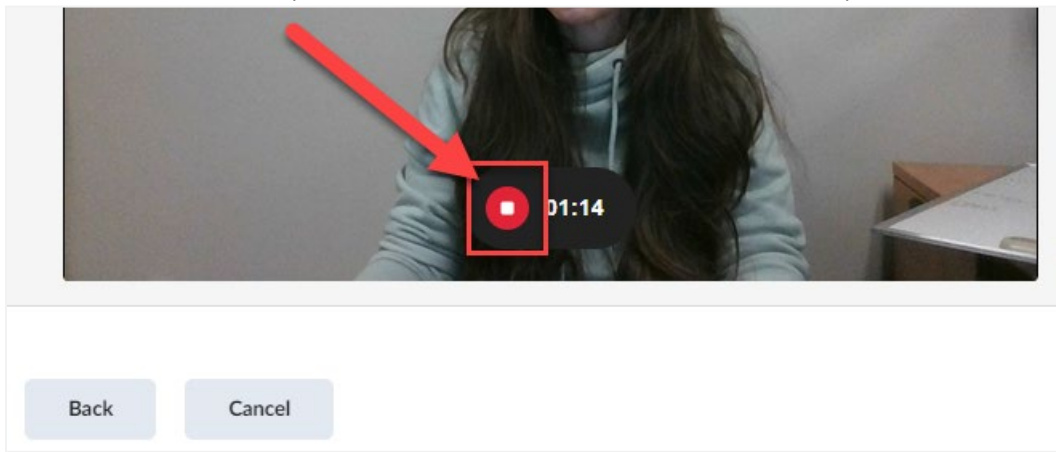
13. Click the **Play** icon (white triangle) to preview your recording. If you do not want to keep the recording, click **Record Again** to delete and re-record.
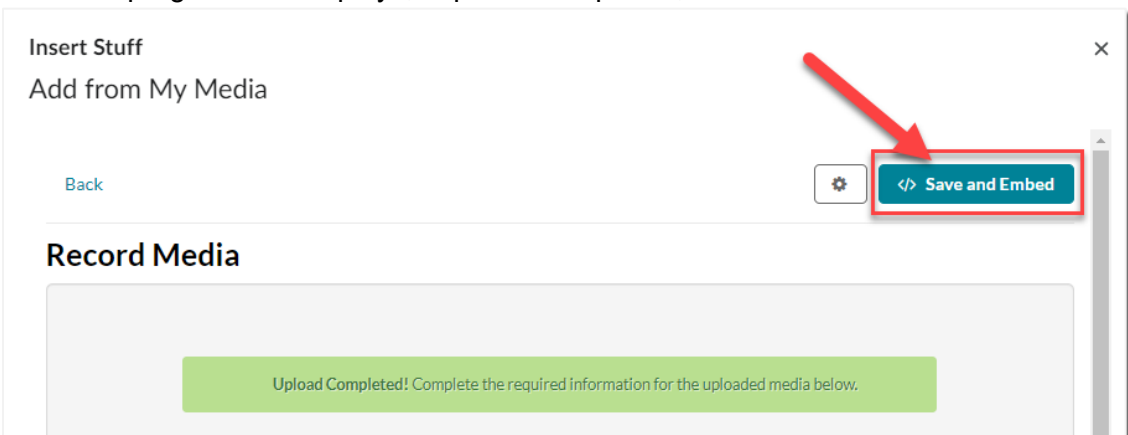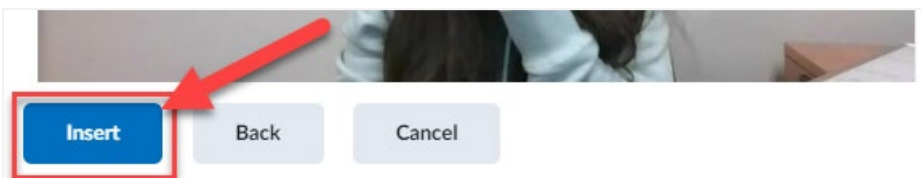
14. Once you have a recording you want to keep, click **Use This** to save the recording to **My Media** and insert it into your discussion post.

15. Once the progress bar displays, "Upload Complete!", click **</> Save and Embed**.

16. Click **Insert**.

17. Click **Post** to submit your discussion post (including your audio or video file).

Things to Remember

- Recordings made with Kaltura Express Capture are saved in My Media. We recommend deleting recordings from My Media when they are no longer needed.