

Creating Audio Recordings in Kaltura Capture in D2L – Kaltura Tutorial

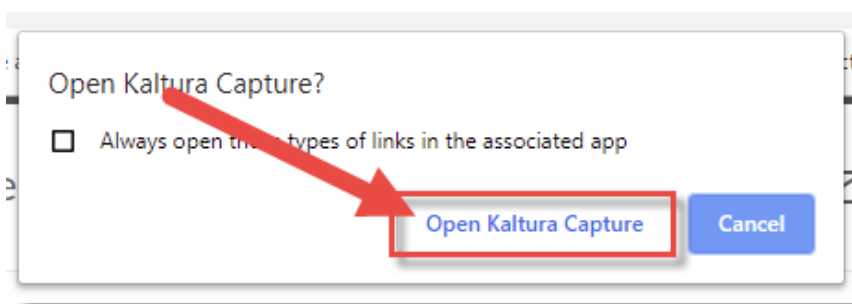
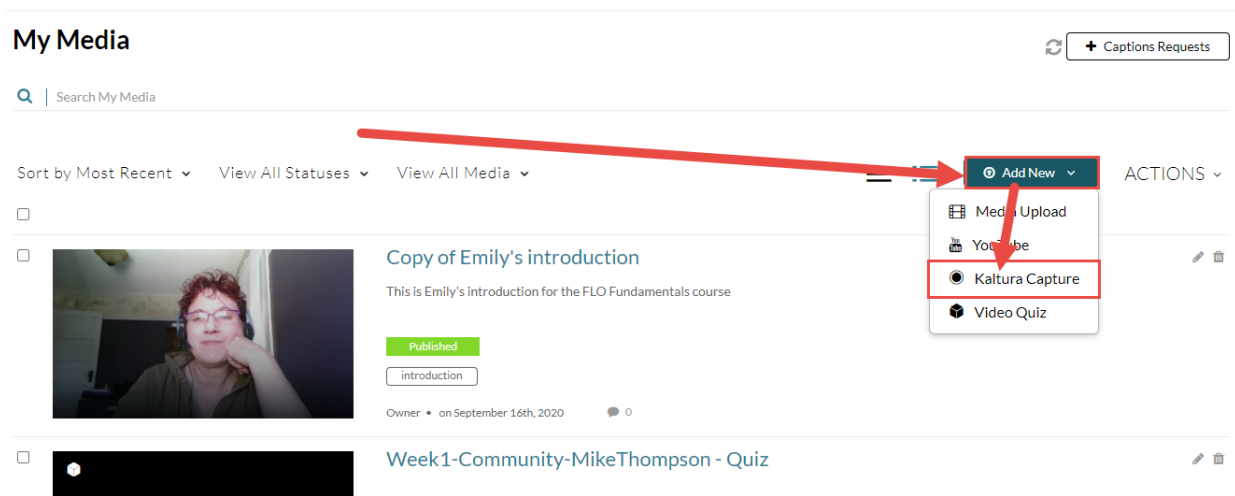
This tutorial is designed for faculty who have previous experience using **Kaltura** in D2L, and who have already downloaded and installed **Kaltura Capture**. For further information, please contact elearning@camosun.ca for assistance.

Scenario

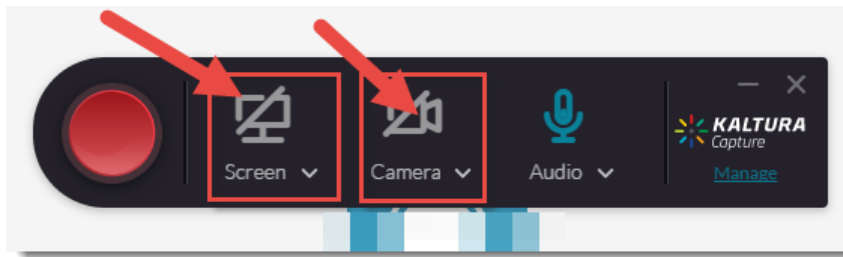
This tutorial will cover the steps involved when you wish to record audio (voice recording) using **Kaltura Capture** through D2L. If you have not already downloaded **Kaltura Capture**, see the tutorial *Introduction to Kaltura Capture* for more information.

Steps

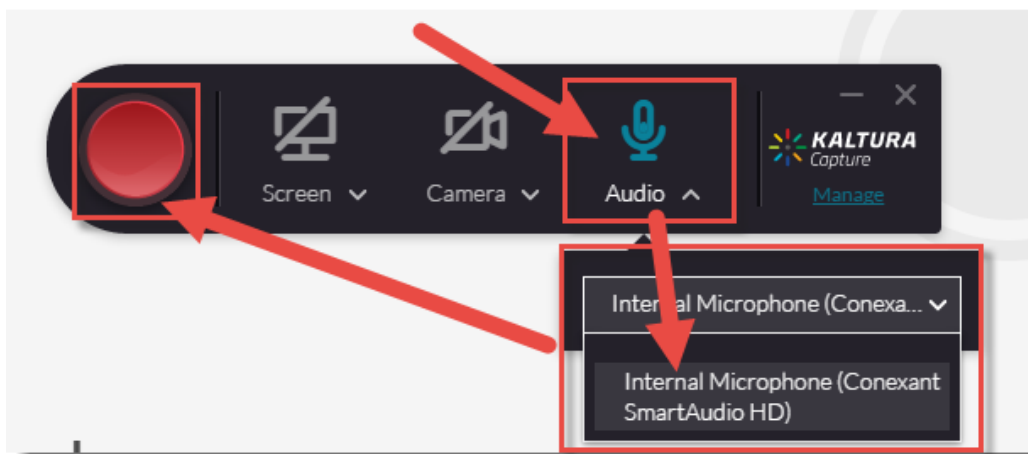
1. Go to your course in D2L.
2. Go to **My Media**.
3. Click **Add New** and select **Kaltura Capture**, then click **Open Kaltura Capture**.



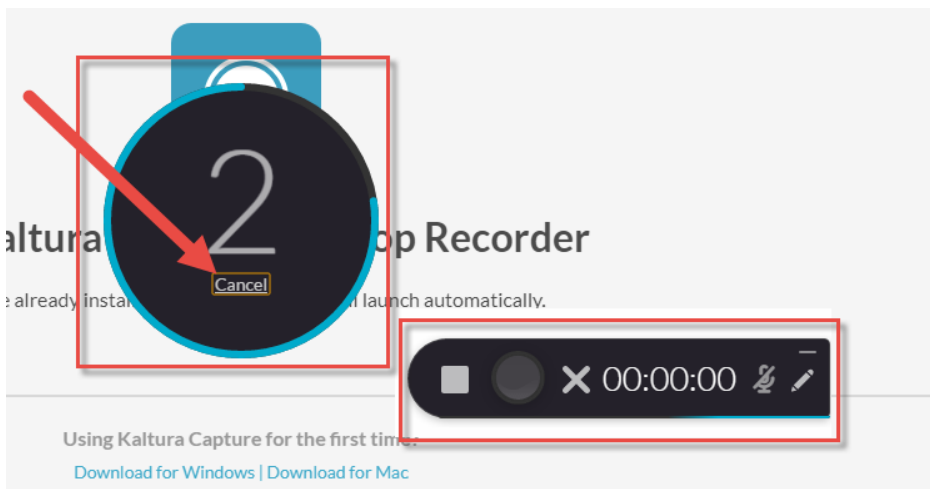
4. We will be recording **Audio** only, so in the recorder, click on **Screen** and **Camera** to turn those features off (the icons will appear with a line through them).



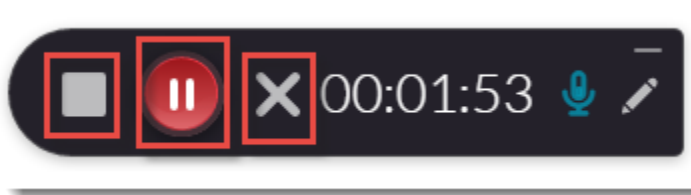
5. Click **Audio** and select the audio source/microphone you wish use (if you have more than one microphone option on your device), then click the record button (the big red button on the left side of the recorder).



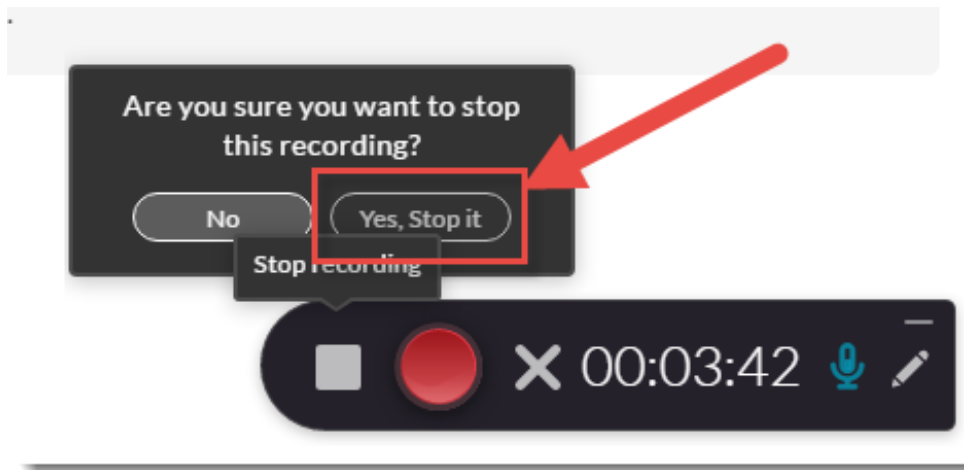
6. There will be a 3-second countdown before the recording starts (you can click **Cancel** at any time).



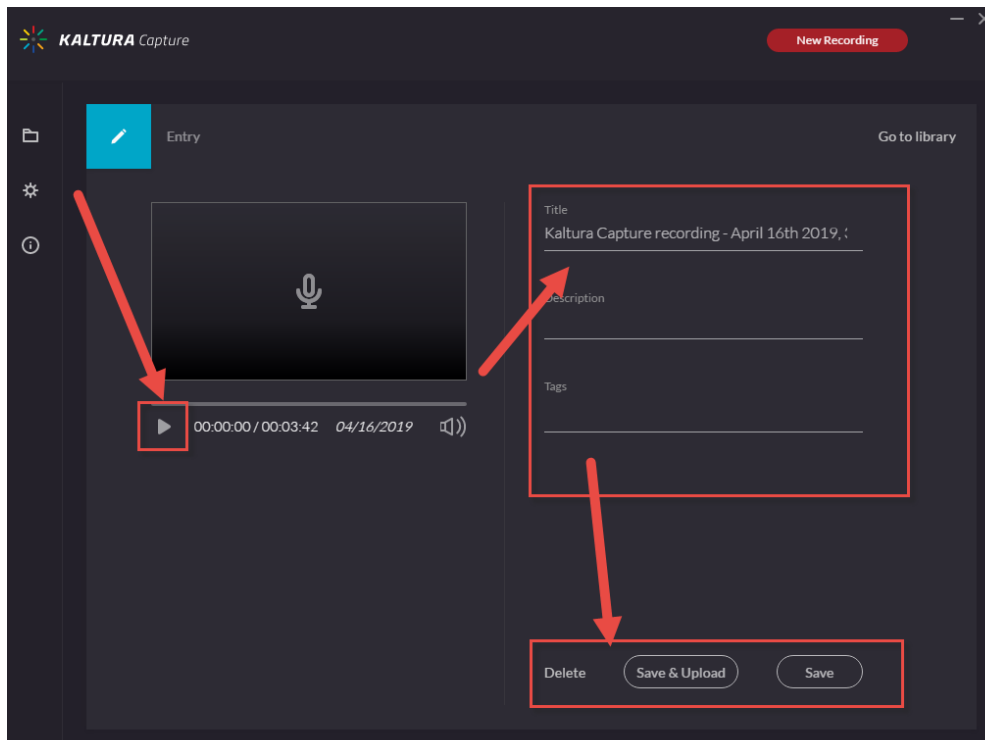
7. When the recording begins, talk into the microphone you have selected. Click the **Stop** button when you are finished and want to save your recording, the **Pause** button to pause the recording, and the **X** to cancel the recording (this will NOT save it).



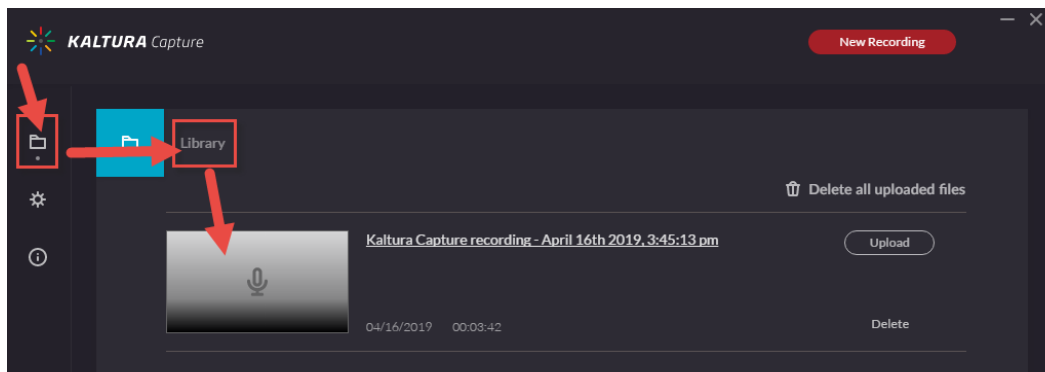
8. When you click the **Stop** button, click **Yes, Stop it** to stop and save the recording.



9. The recording preview will then appear. You can play the recording, edit the **Title**, and add a **Description** and **Tags**. Click **Save** to save your changes, **Save and Upload** to save the recording and upload it to your **My Media** space, or **Delete** to delete the recording.



10. The audio recording will now appear in your Kaltura Capture Library.



Things to Remember

Before starting your recording, make sure to write down what you want to say. This is your script, and it will come in handy to keep you on track while you record, and to upload as an attachment with your recording for students who like to read along while they listen.

Note – if you want to add visuals to your audio file later, you can do this by adding Slide to it in Kaltura. See the tutorial *Creating Chapters and Slides to a Video (or Audio File) in Kaltura* for more information.



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