Creating PowerPoint Presentations with Voiceover in Kaltura Capture in D2L – A Student Kaltura Tutorial

Kaltura is the streaming media tool integrated into D2L and supported by eLearning at Camosun. Kaltura gives faculty and students a place to upload, create, and edit their course-related videos, audio files, and images. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to record a PowerPoint presentation with voiceover 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** (through the link on your Navbar, or in your **My Tools** drop-down menu).

3. Click **Add New** and select **Kaltura Capture**, then click **Open Kaltura Capture.**
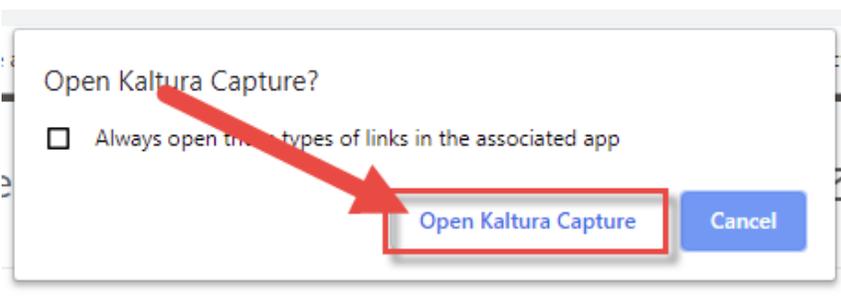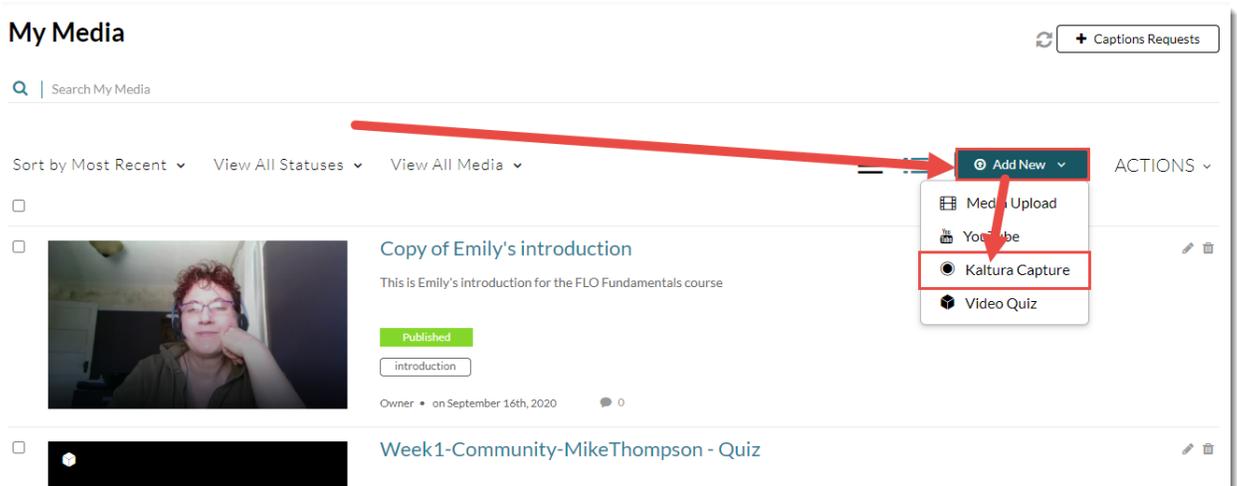
4. First, open your PowerPoint presentation so you are ready to play the presentation once you start recording.

5. In order to record a PowerPoint presentation with voiceover, you need to record your **Screen** and **Audio**, so in the recorder, click on **Camera** to turn that feature off (the icon will appear with a line through it).
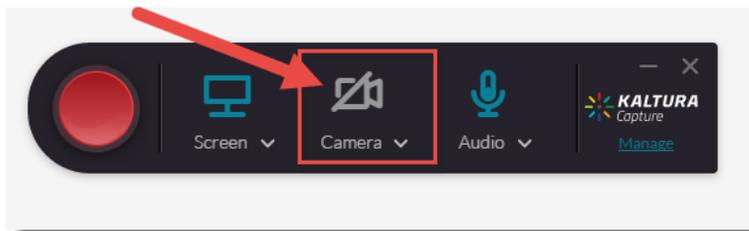
6. In the recorder, click **Screen** and select the screen you wish use (if you have more than one monitor source option on your device), select **Full Screen** or **Select Area** (to capture only a specific part of your screen), click **Audio** and select the audio source/microphone you wish use (if 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). For the purposes of this tutorial, we will select **Full Screen.**

7. Click the record button. There will be a 3-second countdown before the recording started (you can click **Cancel** at any time).
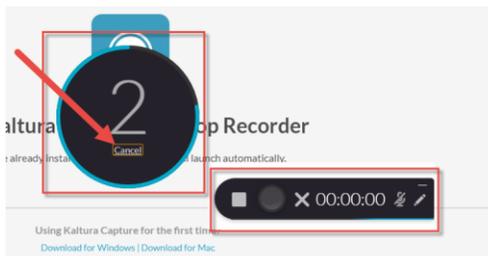
8. When the recording begins, start your PowerPoint presentation, and begin clicking through it while talking about the slides. Click the **Stop** button when you are finished and want to save your recording, the **Pause** button to pause the recording, and the **X** to cancel the recording (this will NOT save it).

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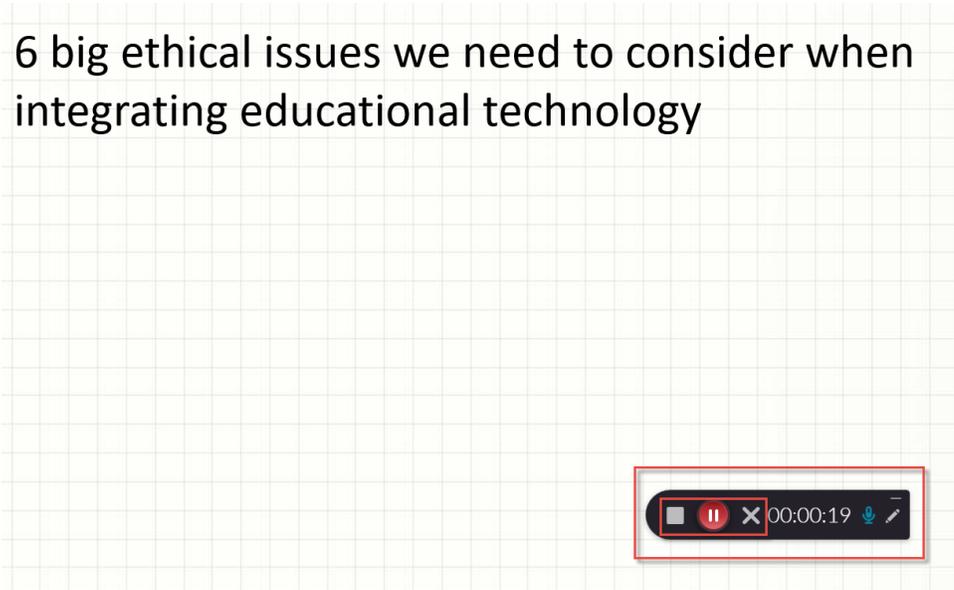
9. You can also click the **Pencil** icon to open the drawing tools options. You can circle, point, add text, and change the colour and size of any of these options.
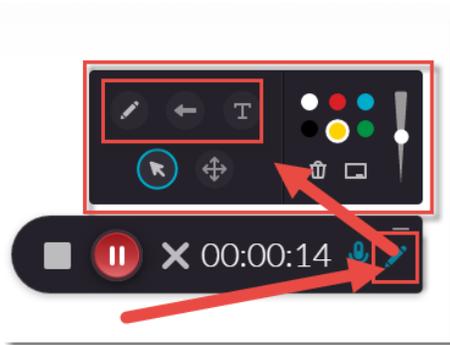
10. When you click the **Stop** button, click **Yes, Stop it** to stop and save the recording.
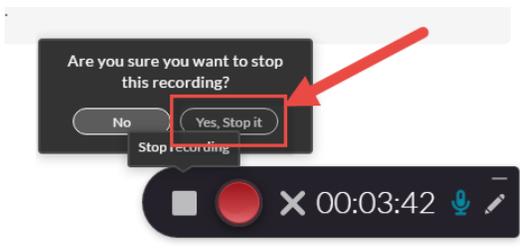
11. The recording preview will then appear. You can play the recording, edit the **Title**, and add a **Description** and **Tags**. Click **Save** to save your changes, **Save and Upload** to save the recording and upload it to your **My Media** space, or **Delete** to delete the recording.
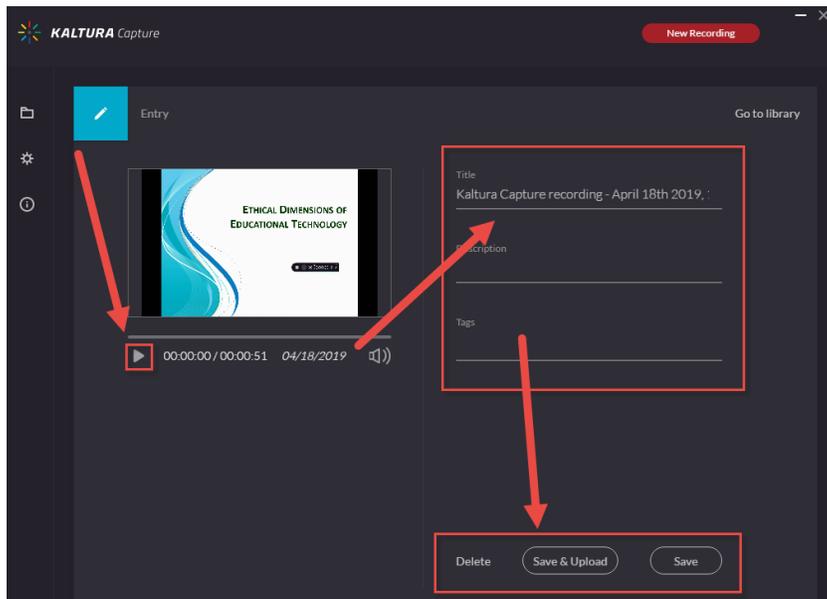
12. The video recording will now appear in your Kaltura Capture Library.
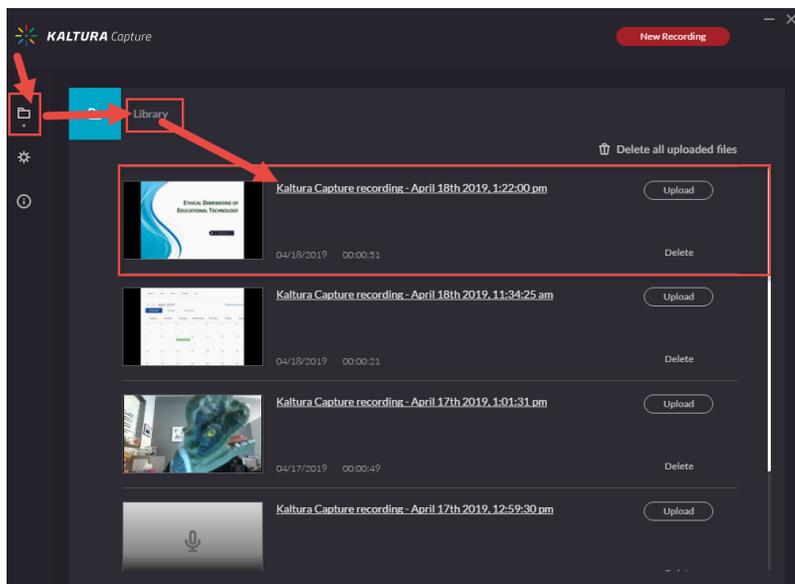
Things to Remember

Before starting your recording, make sure to write down what you want to say, and what you will be doing in your presentation – where will you click, what and when will you circle things, what order are the steps, etc.? This is your script, and it will come in handy to keep you on track while you record.