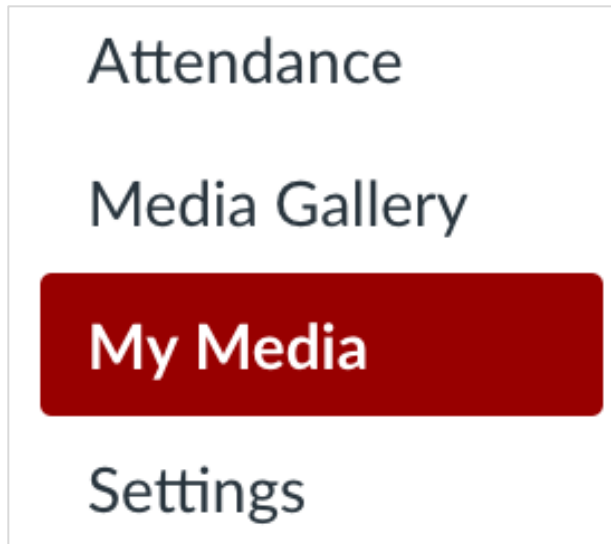


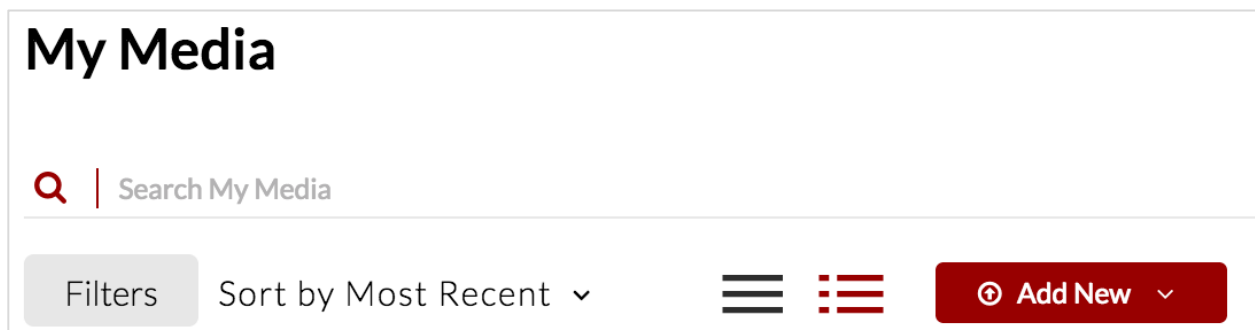
Step 1: Open My Media



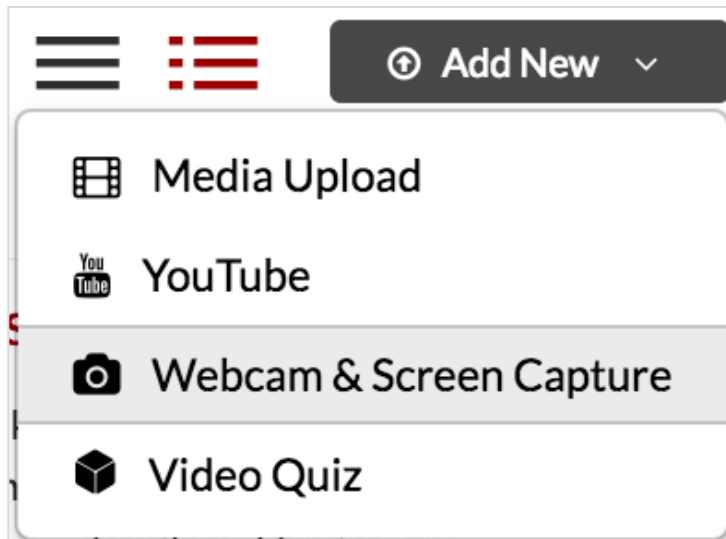
Select **My Media** from the Course Navigation.

Note: You can also access your My Media in Canvas by clicking the **Account** link in the Global Navigation, select the **Profile** link and a **My Media** link will be listed.

Step 2: Select Add New

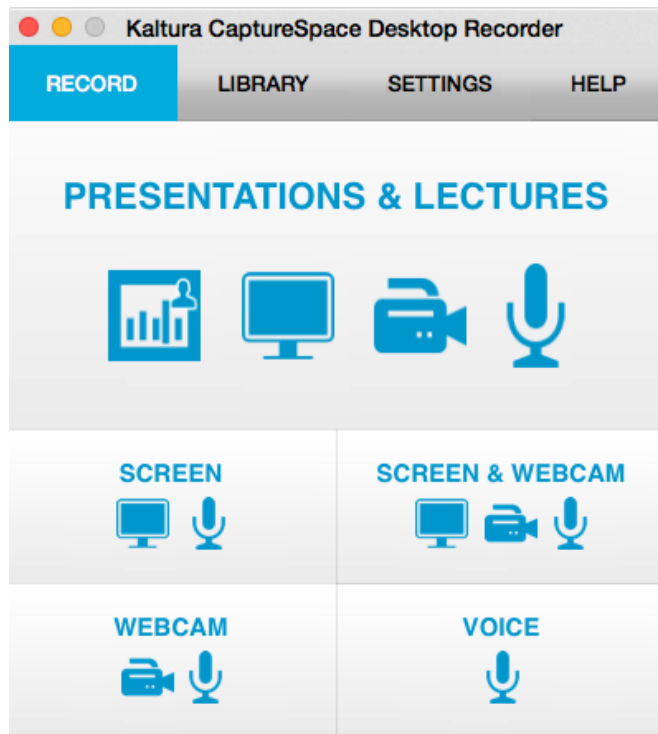


### Step 3: Select Webcam & Screen Capture



Click **Webcam & Screen Capture** from the drop-down menu. First time users will need to download and install the *Kaltura CaptureSpace Desktop Recorder* software to their computer. Once the software is installed, when you select **Webcam & Screen Capture** from the drop-down the application will automatically open.

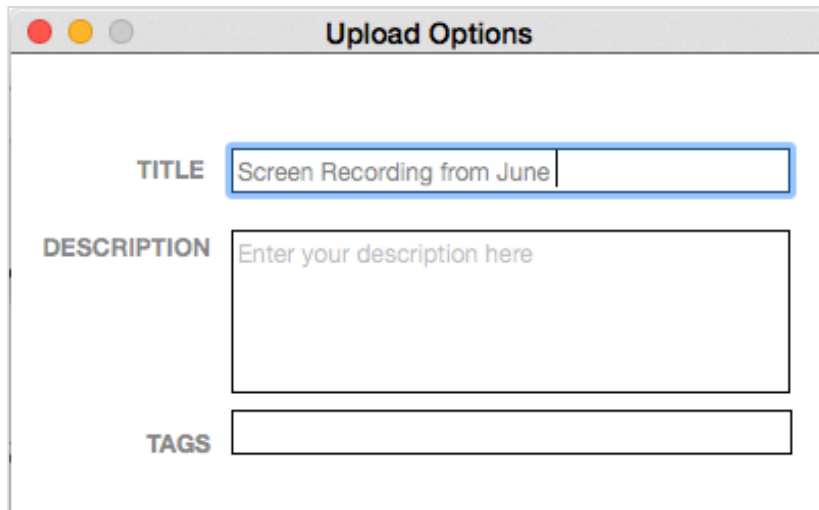
## Step 4: Recording Options



From the Record tab, select your preferred recording option.

- Option 1 - Presentations & Lectures  
Record your PowerPoint presentation and camera. This options also gives the viewer of the video an adjustable layout and chapter markers. Learn more about this option.
- Option 2 – Screen Recording  
Record an entire screen or part of a screen. Learn more about this option.
- Option 3 - Screen & Webcam  
Record both the screen and a webcam in a single shoot. Learn more about this option.
- Option 4 – Webcam  
Tell a story or personal profile through a short clip using a webcam. Learn more about this option.
- Option 5 – Voice  
Record only your voice. Learn more about this option.

## Step 5: Edit Upload Options



The screenshot shows a window titled "Upload Options". It contains three input fields: "TITLE" with the text "Screen Recording from June", "DESCRIPTION" with the placeholder "Enter your description here", and "TAGS" which is currently empty.

The **Name** field of the video is required, it will autofill with the recording number and title but you can edit this. The **Description** and **Tag** fields are optional.

## Step 6: Select Upload



After a few moments, your media will be available in your Canvas My Media.

Teaching & Learning Technologies (TLT)

Contact: [classhelp@utah.edu](mailto:classhelp@utah.edu) | 801-581-6112 | [tlt.utah.edu](http://tlt.utah.edu)

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM