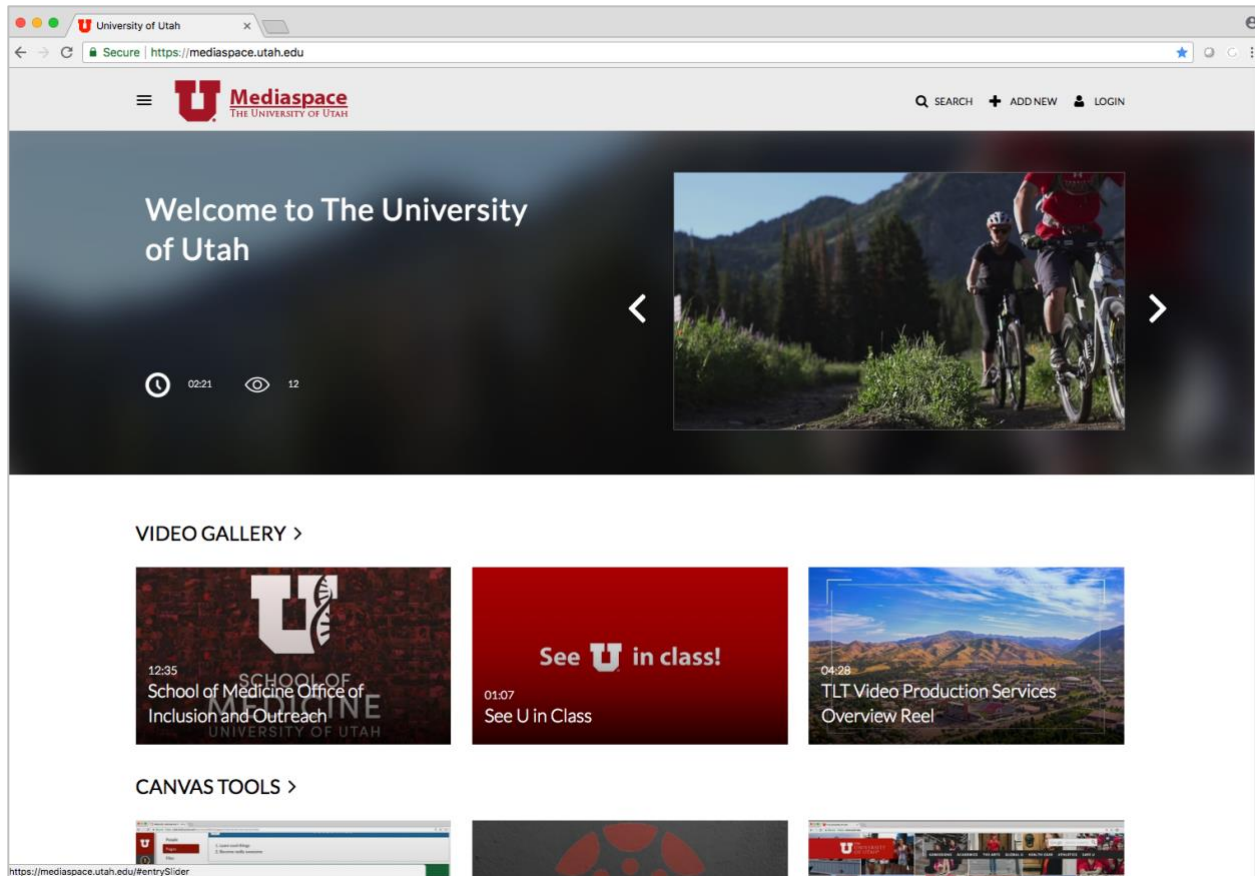
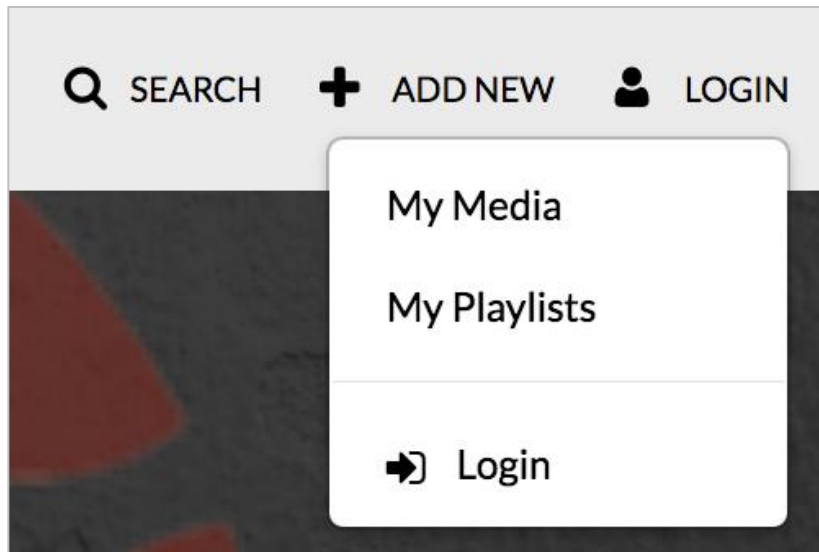


Step 1: Go to mediaspace.utah.edu

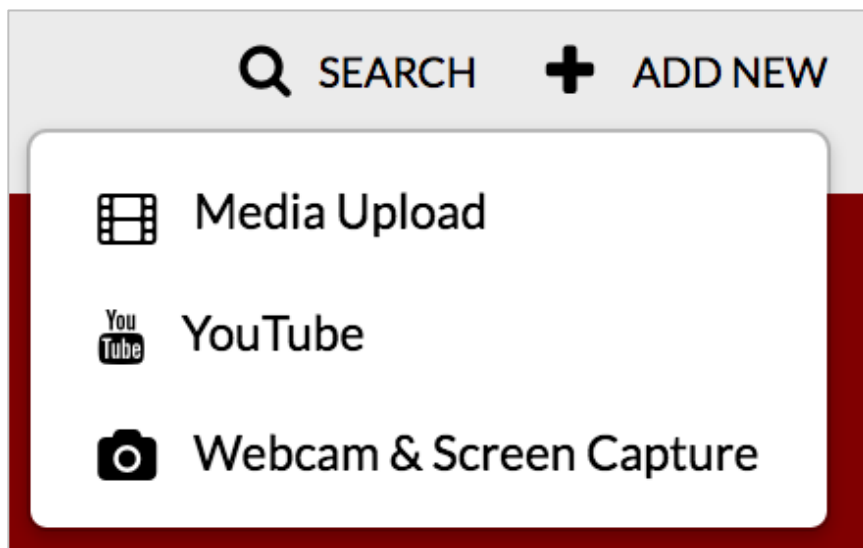


Step 2: Log In



Select the **Log In button** and use your UNID and CIS credentials.

Step 3: Select Add New



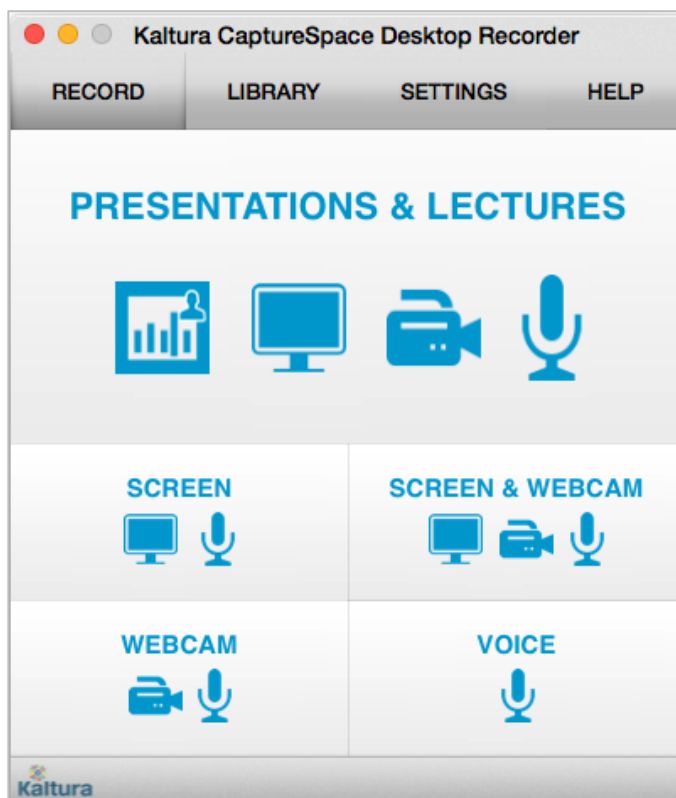
Step 4: Select Webcam & Screen Capture



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 5: Recording Options

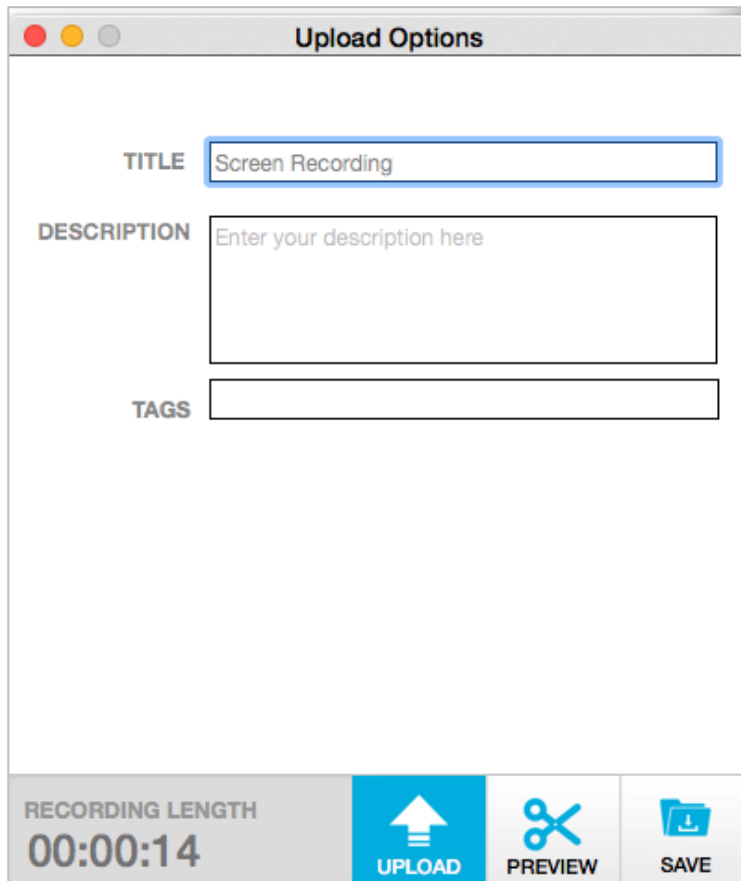


From the **Record tab**, select your preferred recording option.

- **Option 1 – Presentations & Lectures:** Record your PowerPoint presentation and camera. This option 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.

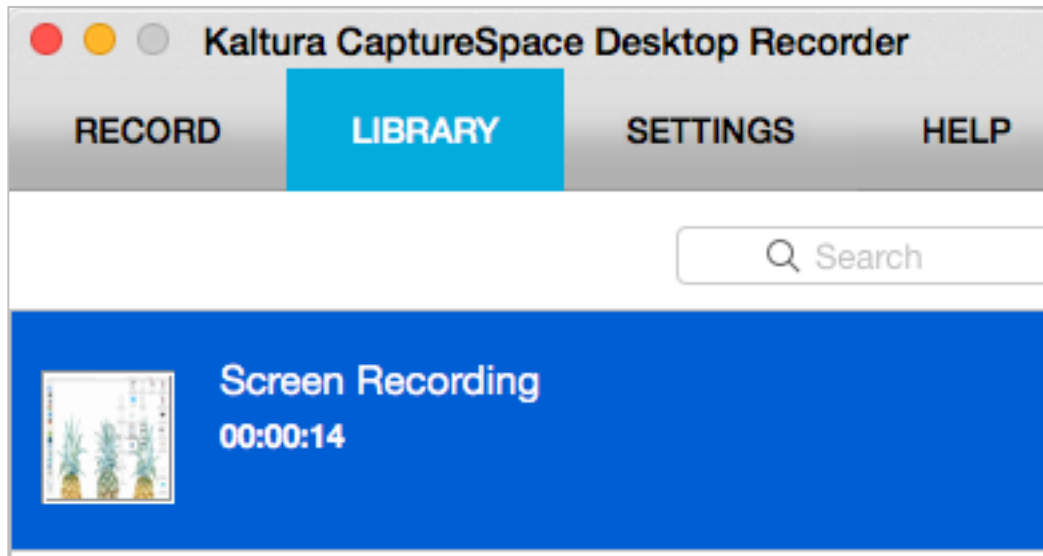
Step 6: Edit Upload Options



The screenshot shows a window titled "Upload Options". It contains three input fields: "TITLE" with the text "Screen Recording", "DESCRIPTION" with the placeholder "Enter your description here", and "TAGS" which is empty. At the bottom, there is a "RECORDING LENGTH" indicator showing "00:00:14" and three buttons: "UPLOAD" (with an upward arrow icon), "PREVIEW" (with a scissors icon), and "SAVE" (with a folder and download icon).

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 7: Select Upload



Click the **Upload button** and after a few moments your media will be available in your My Media.

Teaching & Learning Technologies (TLT)

Contact: classhelp@utah.edu | 801-581-6112 | tlt.utah.edu

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