

Adding and Recording Media in Kaltura

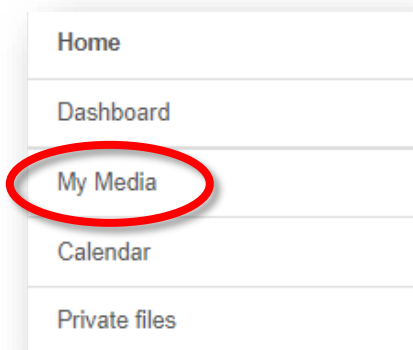
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Getting Started with Kaltura's "My Media" in Moodle

To access the "**My Media**" dashboard in Moodle...

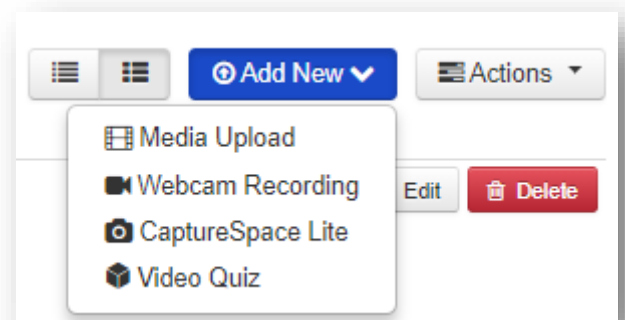
1. Find "**My Media**" in the navigation block on the left side of your page.



2. Click on "**My Media.**"

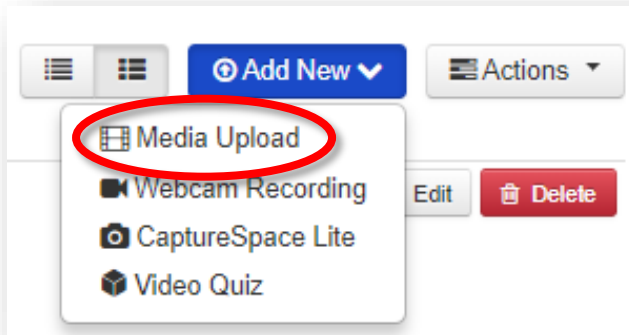
Adding New Media

1. Click on "**Add New.**"
2. There are four different ways to add new media:
 - Media Upload
 - Webcam Recording
 - CaptureSpace Lite
 - Video Quiz (Please see the [Turning Your Media into a Video Quiz](#) tutorial).

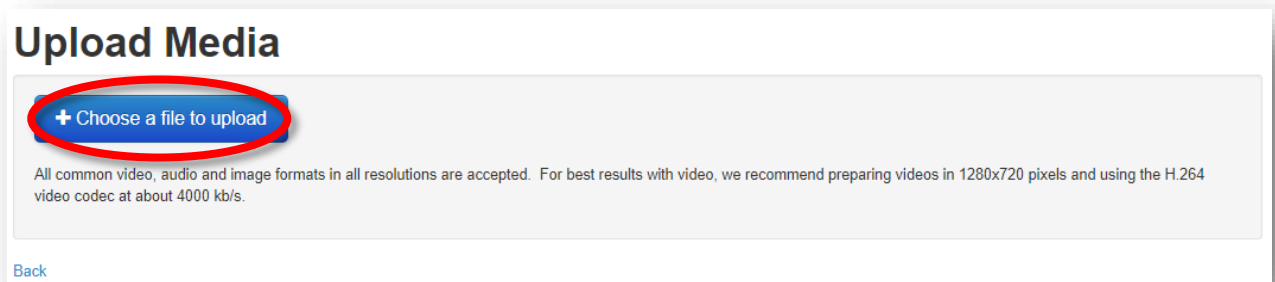


Media Upload

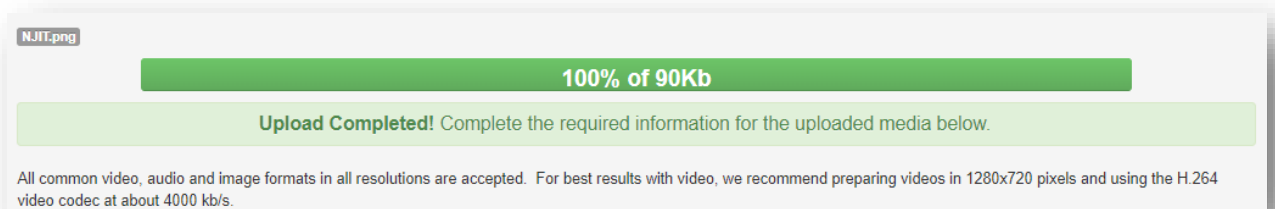
1. Select **“Media Upload”** from the **“Add New”** menu.



2. Then, click **“Choose a file to upload”** and select the desired media.



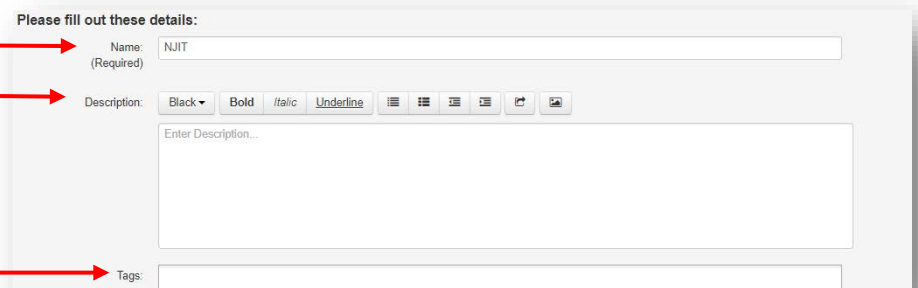
A message will appear that your upload is complete.



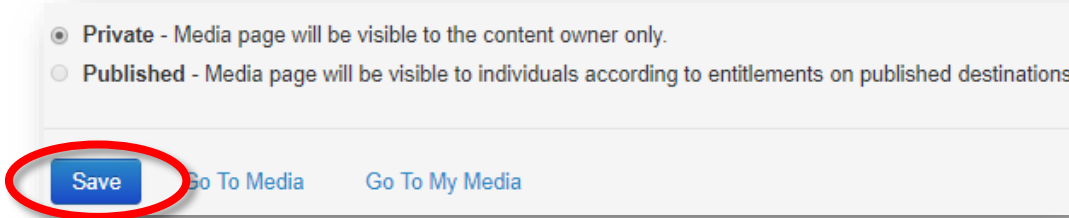
3. Fill out the detail fields:

- Name
- Description
- Tags

(Adding tags to your video can make it easier to find through searching.)

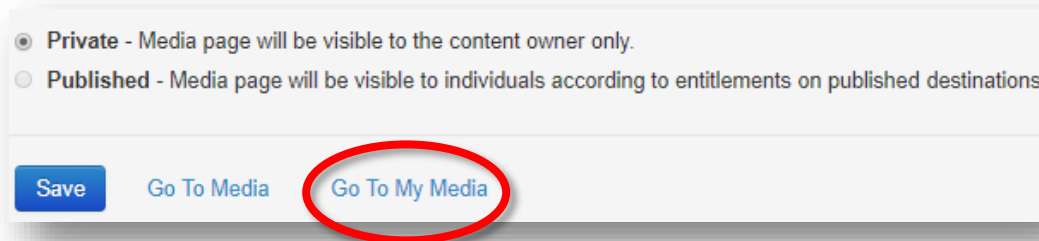
A screenshot of a form titled 'Please fill out these details:'. The form has three main sections: 'Name: (Required)' with a text input field containing 'NJIT'; 'Description:' with a rich text editor containing 'Enter Description...'; and 'Tags:' with a text input field. Red arrows point from the list items in the previous block to these three fields. The rich text editor has a toolbar with options for 'Black', 'Bold', 'Italic', 'Underline', and various alignment and list options.

4. Click **“Save.”**



By default, your media will be set to **“Private.”** Please see the [Publishing and Sharing Your Media](#) tutorial for information about making your media available to others.

5. Click **“Go to My Media”** to return to the dashboard.

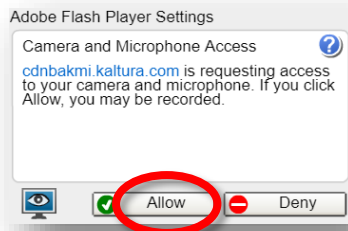


6. Click the refresh icon to update the list of your media.

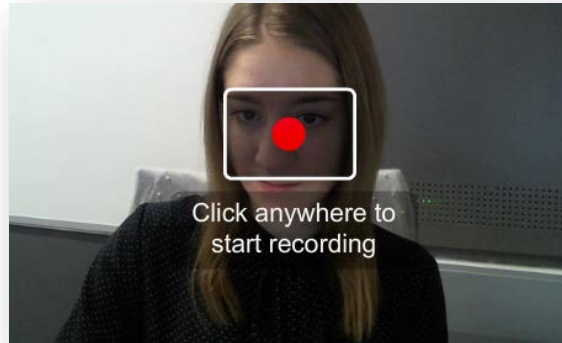


Webcam Recording

1. When you select **“Webcam Recording”** from the **“Add New”** dropdown, you will be prompted to **“Allow”** access to your device’s camera and microphone.

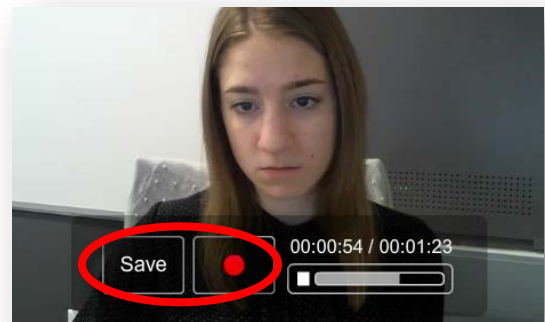
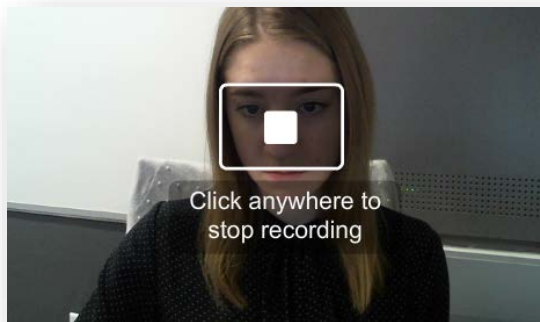


2. Click anywhere in the camera area to start your recording.

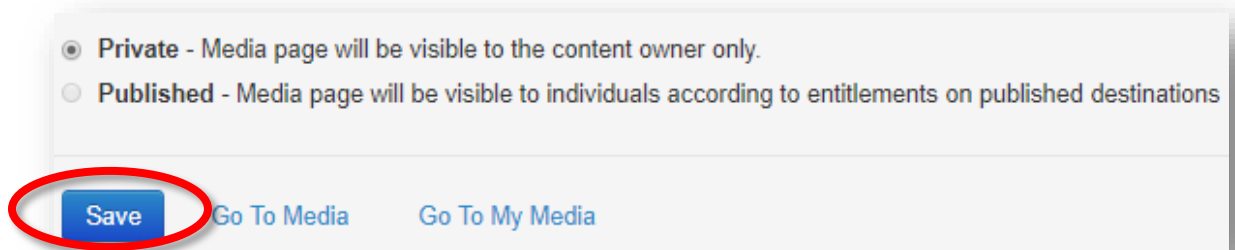


3. When you are finished recording, or if you would like to start over, click anywhere to stop recording.

- If you're finished, click **"Save."**
- If you would like to start over, click the record icon.

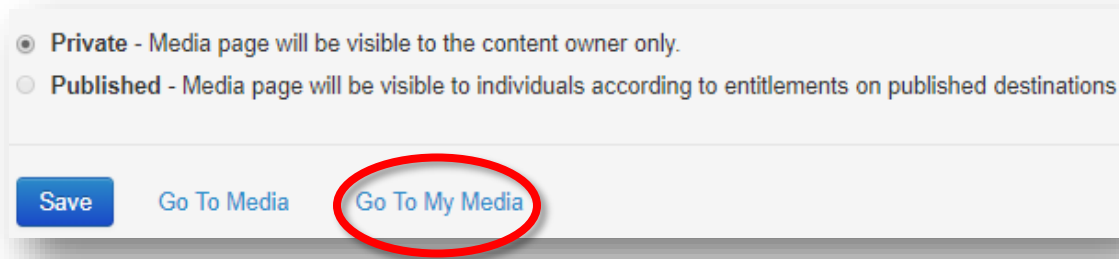


4. When you click **"Save,"** a message will appear that your upload is complete.
5. Fill out the detail fields (see more information under [Media Upload](#)).
6. Click **"Save."**

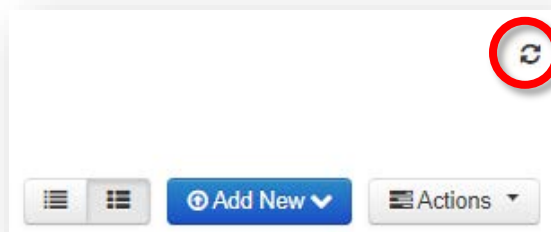


By default, your media will be set to **"Private."** Please see the [Publishing and Sharing Your Media](#) tutorial for information about making your media available to others.

7. Click **“Go to My Media”** to return to the dashboard.



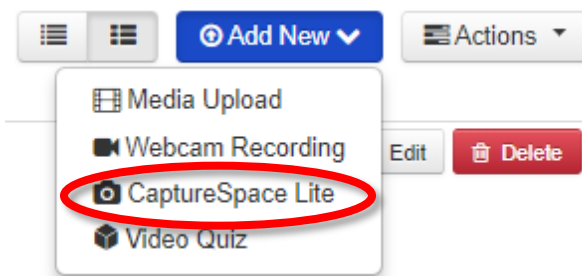
8. Click the refresh icon to update the list of your media.



CaptureSpace Lite

CaptureSpace is a desktop recorder created by Kaltura. Once you have downloaded the software, you can begin recording your desktop and create other media. Please see our [Kaltura CaptureSpace Lite](#) tutorial for further instruction on downloading and using CaptureSpace.

1. To launch CaptureSpace in Moodle, select **“CaptureSpace Lite”** from the **“Add New”** dropdown.



2. The Kaltura CaptureSpace Desktop Recorder will open, and give you multiple recording options.



To learn more about these options, please see our [Kaltura CaptureSpace Lite Features](#) tutorial.

Once you have saved and uploaded your recording, it will be available at <https://mediaspace.njit.edu/> and will also be available in Moodle under “**My Media.**”

Questions?

If you are still in need of assistance, please contact the IST Service Desk. You can reach the IST Service Desk from Monday to Friday, 8AM to 7PM.

Phone: (973) 596-2900 | Location: Student Mall, Room 48
Request Help Online: <https://ist.njit.edu/service desk/>