

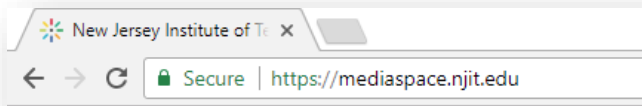
Adding and Recording Media with Kaltura

[What's covered in this tutorial](#) (Click on the title to jump to the section)

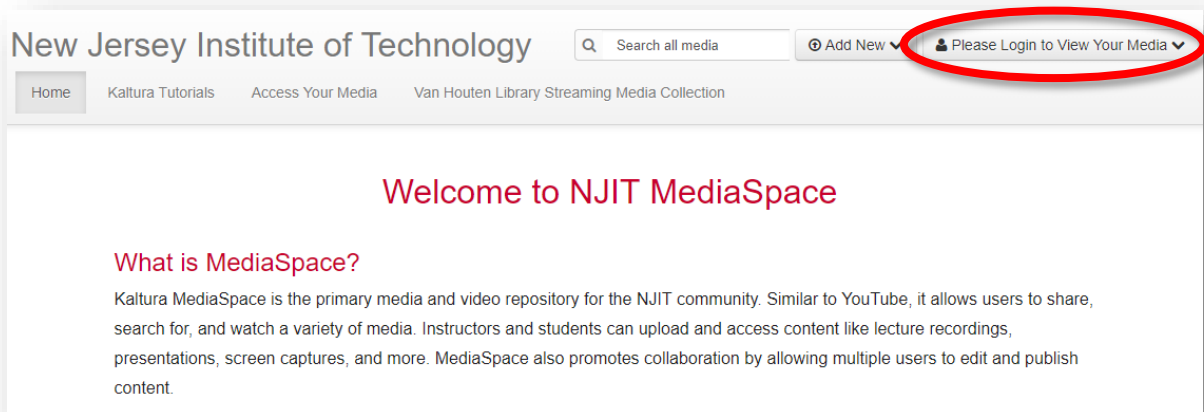
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Getting Started with Kaltura in MediaSpace

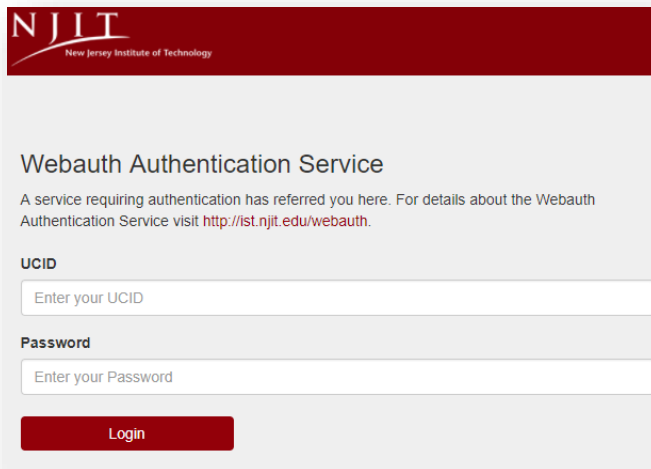
1. Go to <https://mediaspace.njit.edu>.



2. To log into your account, click the dropdown button, **“Please Login to View Your Media,”** in the upper right of the screen.



3. Click **“Login”** to access your media.
4. Enter your UCID and password and click **“Login.”**

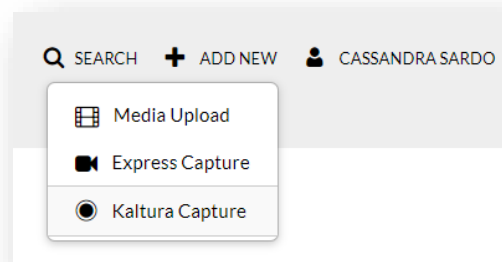


The image shows the NJIT Webauth Authentication Service login page. At the top is the NJIT logo with the text "New Jersey Institute of Technology". Below the logo is the heading "Webauth Authentication Service". A message states: "A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>." There are two input fields: "UCID" with the placeholder text "Enter your UCID" and "Password" with the placeholder text "Enter your Password". A red "Login" button is located below the password field.

After logging in, you will be redirected to the MediaSpace homepage. From here, you can add new media and share it with others.

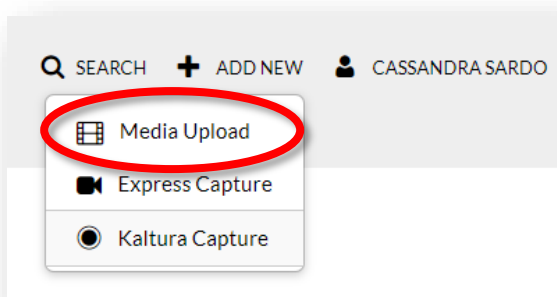
Adding New Media

1. Click on **“Add New.”**
2. There are three different ways to add new media:
 - Media Upload
 - Webcam Recording
 - Kaltura Capture

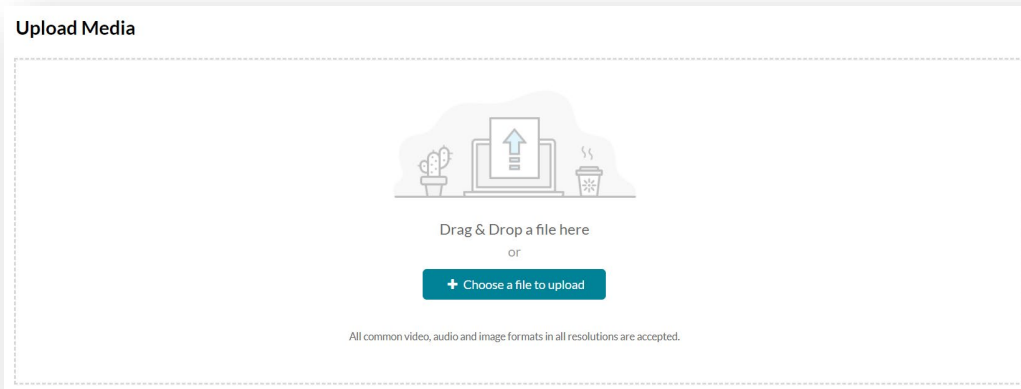


Media Upload

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



2. Then, click **“Choose a file to upload”** and select the desired media or drag & drop your file.



A message will appear that your upload is complete.



3. Fill out the detail fields:

- Name →
- Description →
- Tags →

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

The Office of Digital Learning has introduced a [lightboard](#) for recording learning objects.

Tags: *Required To Publish

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

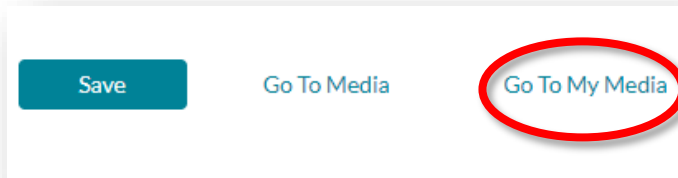
- Private - Media page will be visible to the content owner only.
- Unlisted - Media page will be visible to anyone with a link to the page.
- Published - Media page will be visible to individuals according to entitlements on published destinations

4. Click "Save." →

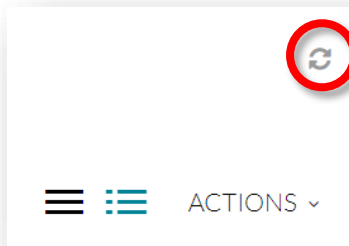
[Go To Media](#) [Go To My Media](#)

By default, your media will be set to "Unlisted." 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.



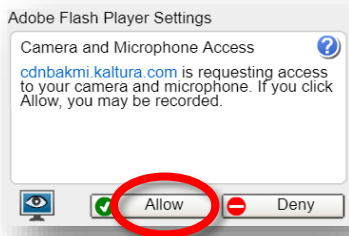
6. Click the refresh icon to update the list of your media.



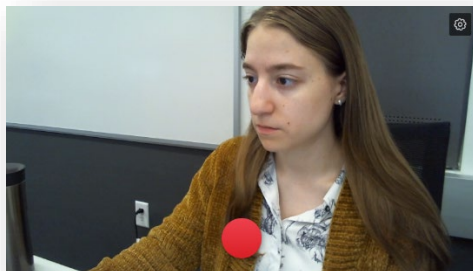
Express Capture

Kaltura Express Capture allows you to record video content directly from your browser without installing any additional software.

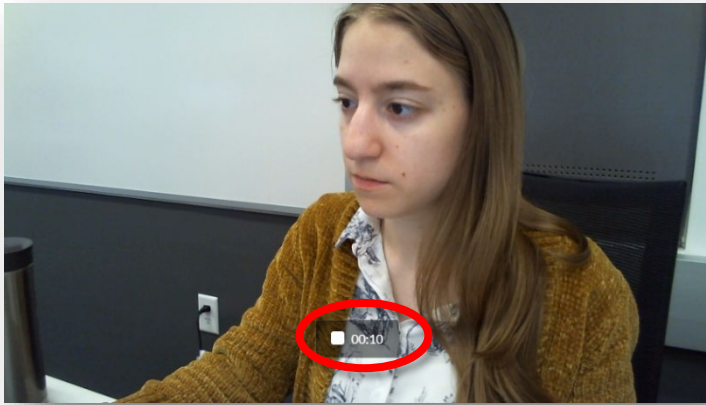
1. Select **“Express Capture”** from the **“Add New”** dropdown. You may be prompted to **“Allow”** access to your device’s camera and microphone.



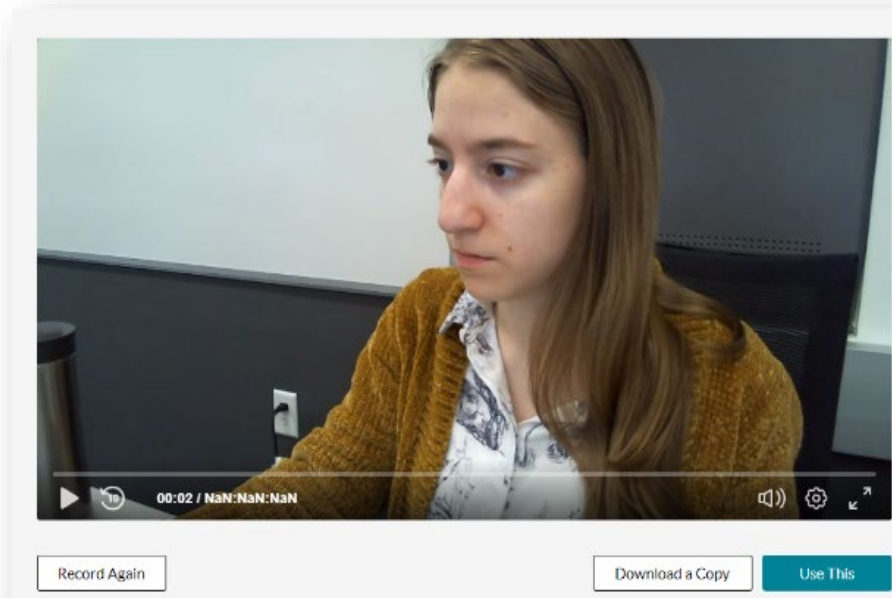
2. Click the big red button to start your recording.



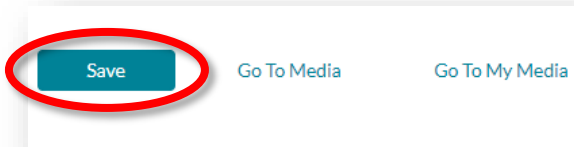
3. When you are finished recording, or if you would like to start over, click on the stop button to stop recording.



4. If you're finished, click **"Use this."** If you would like to start over, click the **"Record Again"** button. You can also **Download a copy of the recording.**



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

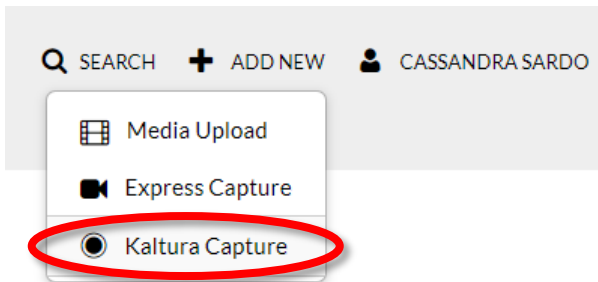


By default, your media will be set to **“Unlisted.”** Please see the [Publishing and Sharing Your Media](#) tutorial for information about making your media available to others.

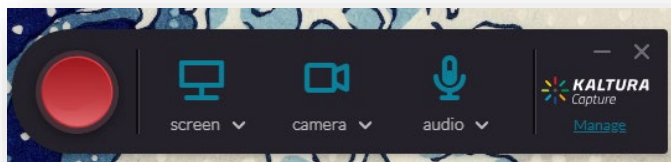
Kaltura Capture

Kaltura Capture 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 Getting Started with Kaltura Capture tutorial for further instruction on using Capture.

1. To launch Capture, select **“Kaltura Capture”** 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 [Getting Started with Kaltura Capture](#) tutorial.

Once you have saved and uploaded your recording, it will be available at <https://mediaspace.njit.edu/> and will also be available in Canvas and 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/servicedesk/>