5. Please check your device settings before you begin. First, check the audio settings. Click on the dropdown arrow next to the microphone. If the Audio button is grayed out, microphone is disabled or not available. Make sure you select your audio device if you have an external headset plugged in. Then, speak to see if there is movement inside the microphone icon as you speak.

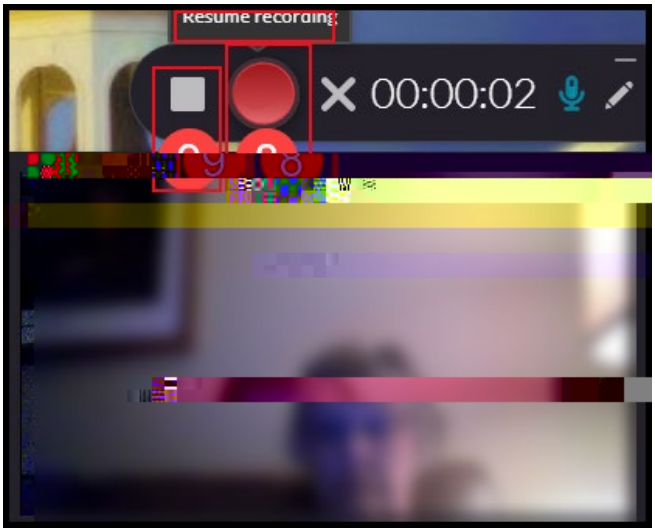
6. To record with a webcam, click on the camera icon to enable. Once enabled, you will see your own image and background.

   (*Note - if all you want to do is record audio, merely keep the camera disabled as well clicking on the screen icon to disable.)

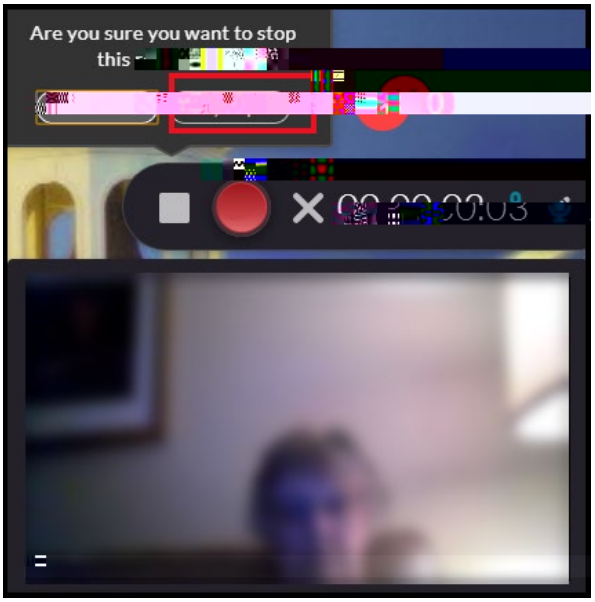
7. When ready to record, click the red button. Start speaking after the 3, 2, 1 countdown.

8. You may pause your recording, click the red record button again to resume.

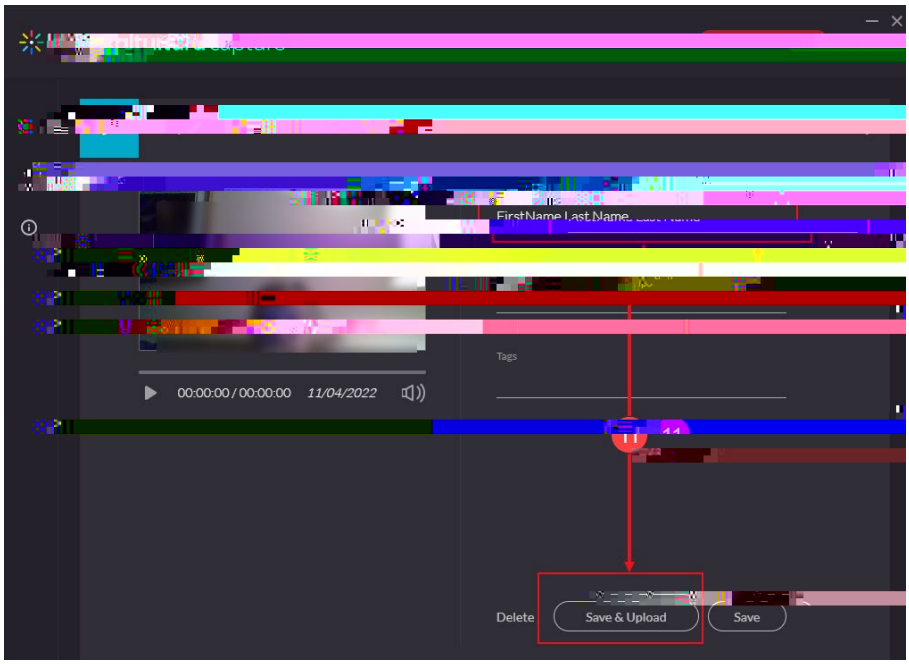
9. Click the square to stop recording.



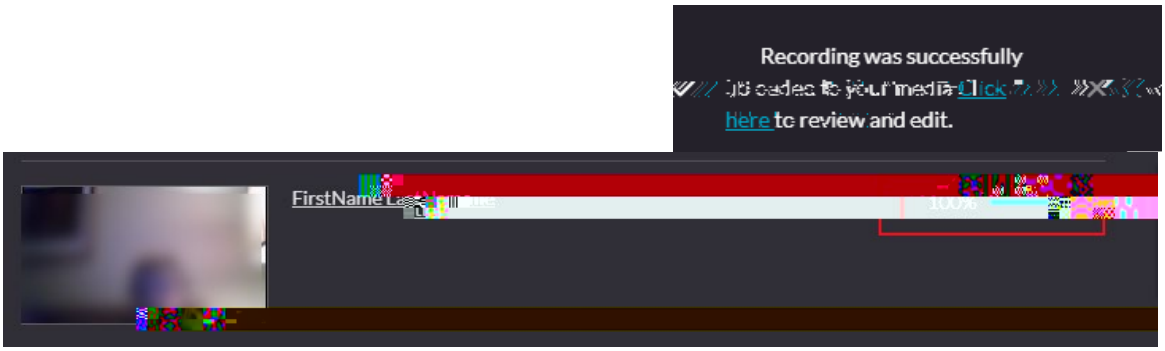
10. A window pops up, to affirm you want to stop the recording. Click the button, ”



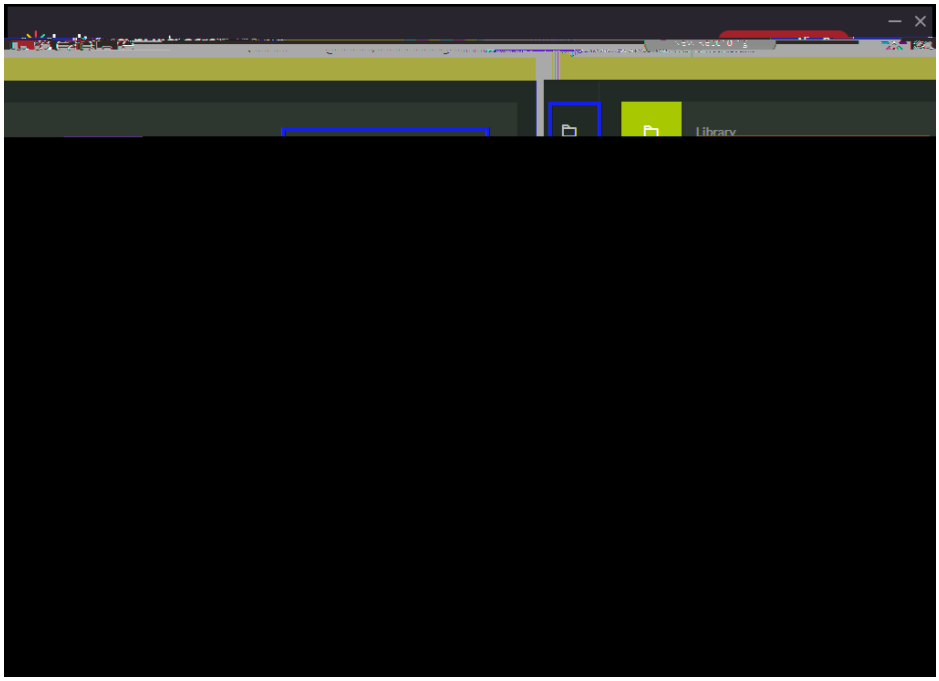
11. After stopping recording, you will see a window of your Webcam recording located on your local computer. Type in your first and last name then, click Save & Upload.



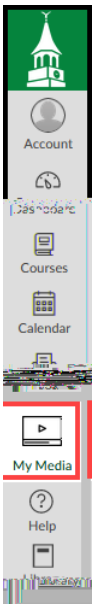
12. The Save and upload process will show various stages, Pending, 10%, 100%, with a final message that the recording has been successfully uploaded to your media.



13. This window shows your personal Kaltura space on your local computer. After recording a video, Kaltura stores a local copy of all your recordings on your device. You may click the folder to see all previous recordings in within your Kaltura Library. You also can re-upload any video from your Kaltura Library.



14. After uploading to the Kaltura servers, you may return to your My Media" to view or edit any video by selecting the pencil icon.



Once you have videos in your Repository, you can then submit your video to an Assignment.

Submitting a Kaltura video in an Assignment:

1. Navigate to your Canvas Assignment.

    - Click the green button

    - Or, if you are in a Discussion Assignment, click Reply.
    - Using the Text Entry tab, you will locate the Kaltura App from the Tools/App and find the Kaltura App from the menu.
    - Or click the bottom row of the Rich Content Editor and click the starburst icon (Embed Kaltura Media) tool.

2. This will take you to your My Media, where you can select a video by clicking the button.

3. Back at the Assignment level:

    - Click

    - ORTj 0 7n Tj/TT3 .003 Tc -0.00Asck thcu