

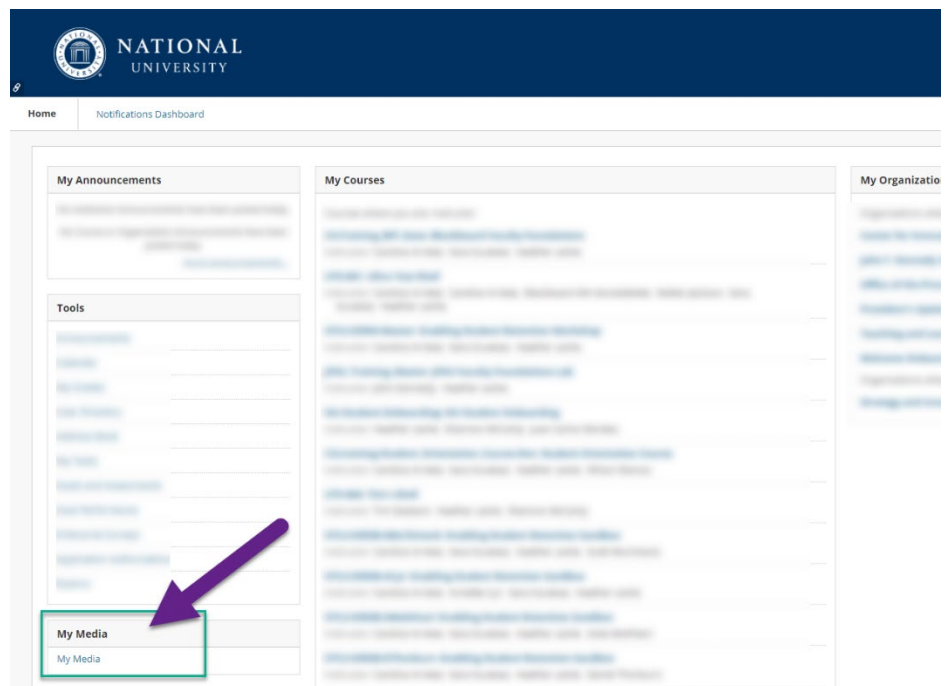


Job Aid Objective: This job-aid will provide faculty with the steps on how to download Kaltura Personal Capture desktop app. Kaltura is a video hosting program that is integrated with Blackboard. It allows faculty and students to easily create and upload their own media. A video created with Kaltura can be embedded anywhere you have a visual editor in Blackboard. This includes:

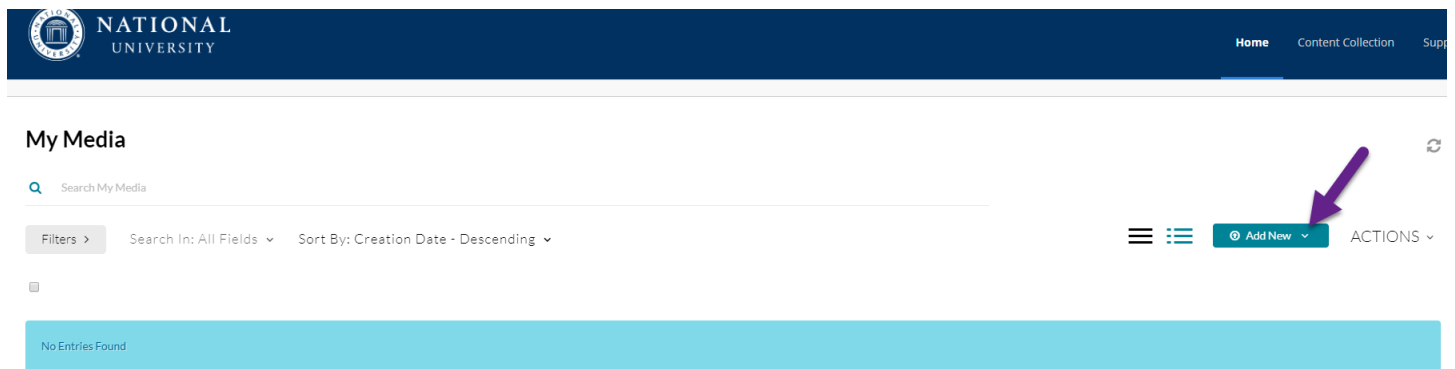
- Assignment submissions
- Threaded discussions
- Essay test responses
- Blogs
- Wikis

*The **My Media** module on Blackboard homepage is *only* available for faculty. Students access their media repository from the Mash-up tool in the visual text editor.

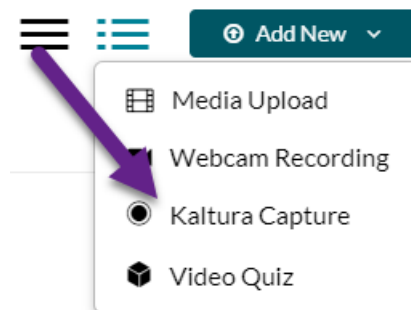
Step 1: On your Blackboard homepage, click My Media. This may be located on the left-hand column underneath Tools or at the bottom of your page underneath My Courses.



Step 2: This will take you to your media repository. Next, click Add New.



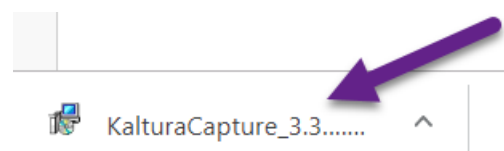
Step 3: Then select Kaltura Capture



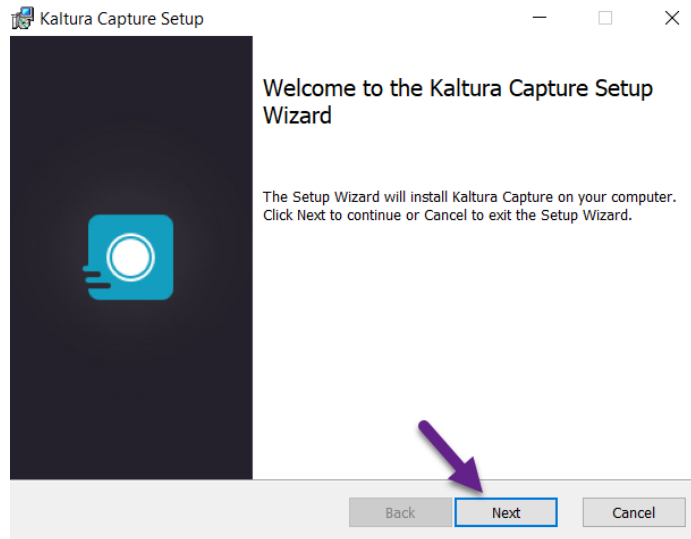
Step 4: If you are using Windows, select Download for Windows. If you are using a Mac, click Download for Mac. (In this example, Windows is used on a Chrome web browser.)



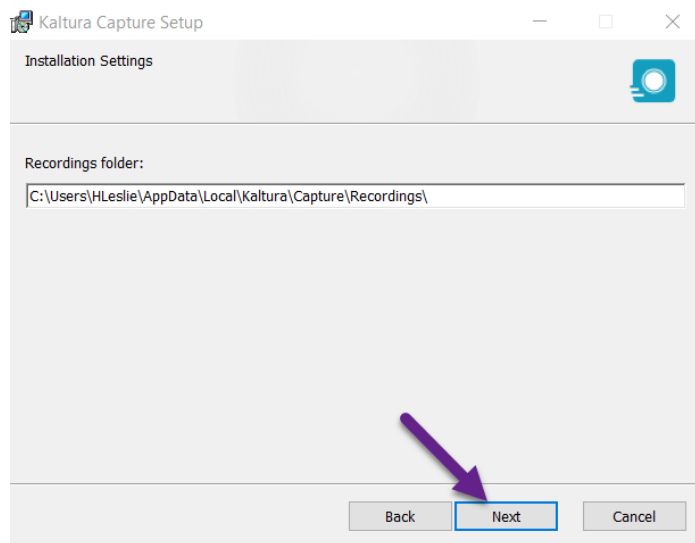
Step 5: Click to open the Kaltura Setup Wizard.



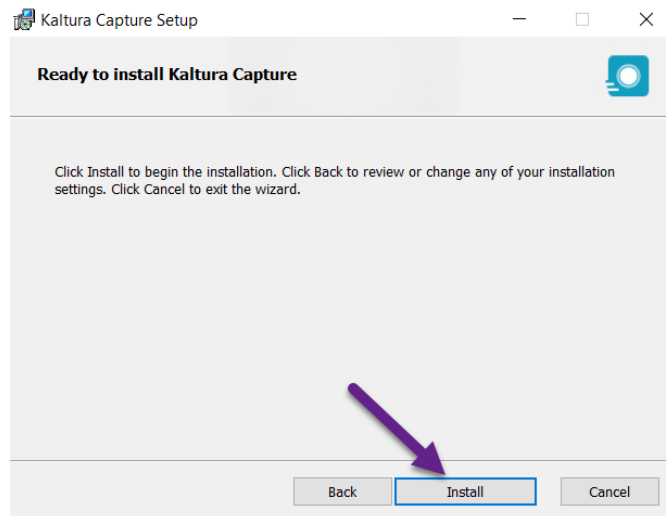
Step 6: Click Next.



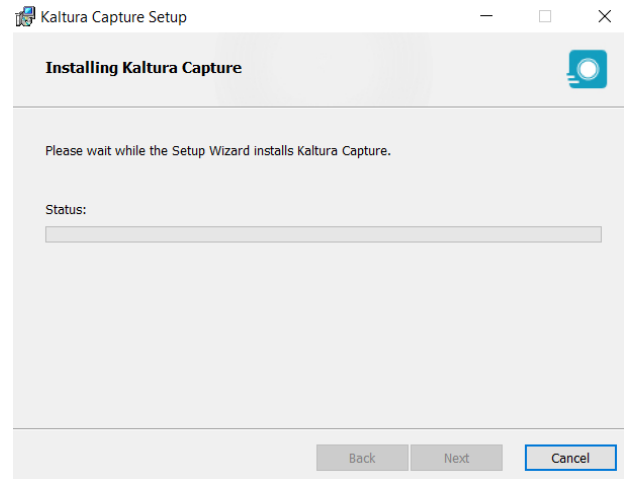
Step 7: Click Next again.



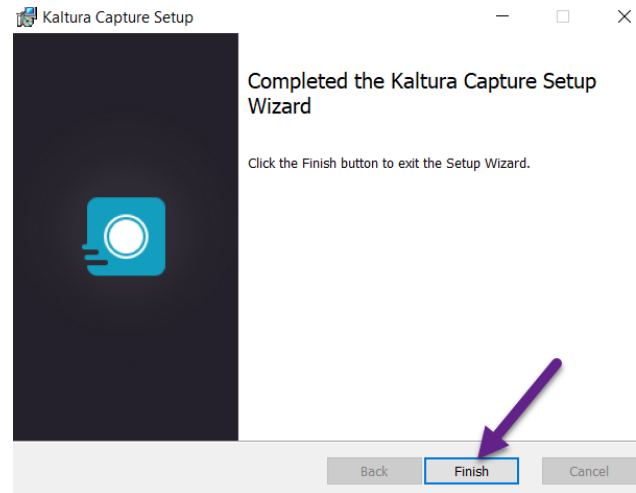
Step 8: Click Install.



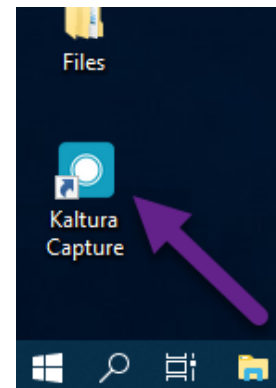
Step 9: The app will install on your computer. This may take a few minutes



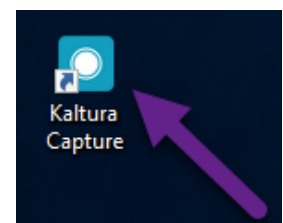
Step 10: After install is complete, click Finish.



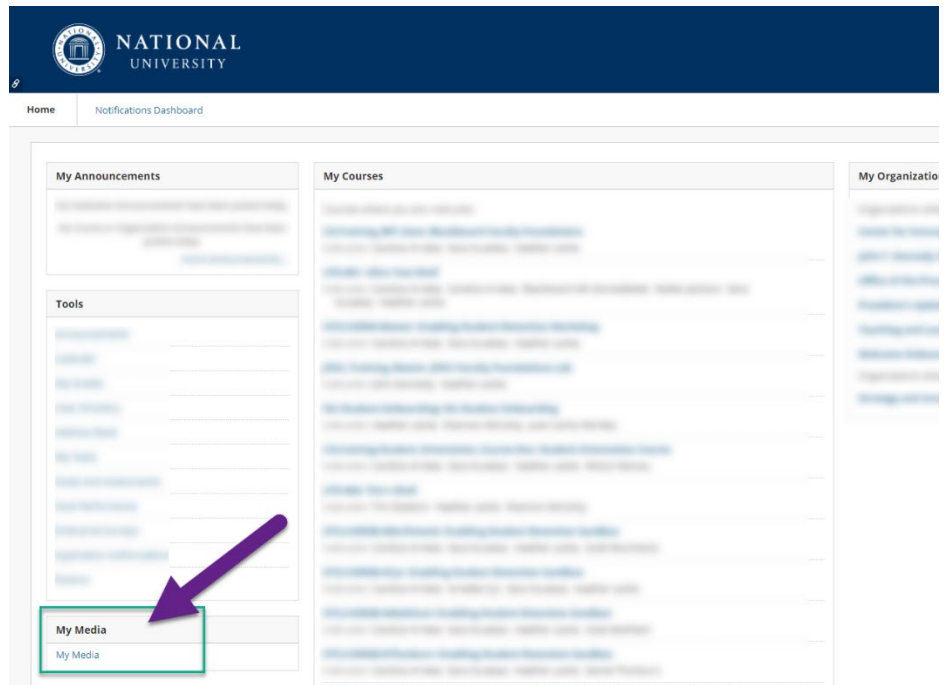
Step 11: You should now see Kaltura Personal Capture on your desktop.



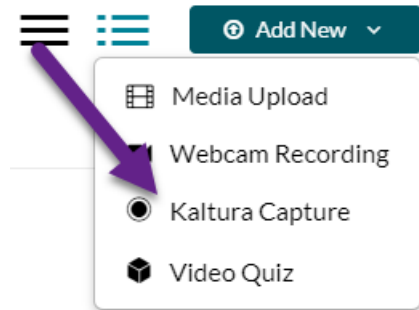
Step 12: Double click to open the app. (It may prompt you to open it from My Media the first time you use it)



Step 13: The first time you try to use Kaltura Capture, it may prompt you to open it from My Media. Go to My Media.



Step 14: Then select Kaltura Capture from the Add New menu.



Step 15: The next time you use Kaltura Capture, you can open it from your desktop.

