**How To Record Audio with CaptureSpace**

1. Click on *Voice* in the *Record tab*. You will see a countdown before the recording begins.

![Recording Starting](image1.png)

2. Control the recording using the recording player.

![Recording Voice Recording](image2.png)

3. Click *Done* when finished.

4. You can do basic edits such as trimming, Chopping, Adding titles and Credits. Once done Select Done.  *More Information on Edit a Video.*

![Video Editor](image3.png)
5. Add a name, description, and any tags. Then select upload.

6. A progress bar will display the upload process
7. A Message will appear that the media was uploaded and provides a direct link to the media. You can copy the URL and create a weblink in Blackboard Learn or use the Mashup tool within Blackboard Learn to link the media anywhere there is a content editor.

https://670832.kaf.kaltura.com/my-media