How To Record a Screen and Voice with CaptureSpace

1. Click on Screen in the Record tab.

![CaptureSpace Desktop Recorder](image1)

2. Select whether to record the entire screen or only a selected area. If you'd like to record the entire screen select Full screen. If you'd like to record a specific area of the screen, click on Select Area. To select an area – drag your mouse over the area you want to capture and release.

![Screen Capture Options](image2)

3. When ready, click on Record to start the recording.

4. Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on Draw to use the drawing tools.

![Recording Screen Capture](image3)
5. Click Done when finished recording.

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

7. Add a name, description, and any tags. Then select upload.

8. A progress bar will display the upload process
Your media is being uploaded to Kaltura

File Uploading: will finish in less than 13 second(s)

Note:
You can close this screen with the button below, and your upload will continue in the background.
9. 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.

![Kaltura CaptureSpace Desktop Recorder](image)

Your recording “ScreenCapture09072018052601.mp4” was uploaded and will be available at

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

(RECORDING LENGTH)

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CLOSE