

AO Kaltura Capture Quick guide

What is Kaltura Capture and its educational value

Kaltura Capture, an online lecture recording, makes it easy to create videos without much specialized equipment. It combines an intuitive interface with a user-centric experience and interactive viewing to enable easy video creation from wherever you are.

Kaltura Capture allows to create engaging, personalized, and accessible experiences through video that drive learner engagement, interactive learning experiences and better learning outcomes.

Setting the stage

Do not situate yourself in front of a white wall. For best video results, record your lecture in a wide area, like a living room or large meeting room. Don't record with a window behind you or to your side, in order to avoid bleached out (backlit) background or a two-faced effect. When the light source comes from the front of you, the camera will correct the exposure and your surroundings will be dark, but your face will look perfect. Please note: The video team cannot edit your videos, so your lecture should be recorded in one take. Glitches or small mistakes are acceptable; if you make bigger errors, you should rerecord your lecture.

[How to Look Good on Camera, According to Tom Ford](#)

A lighting guide from the New York Times.



Naming

1. It is important that you name your lecture when you have finished recording; for example: MFT lecture_Name of lecture
2. Please add your name in the video description.

Technical settings

1. You need a good webcam like the Logitech BRIO 4K or the Logitech 920 HD Pro.
2. You need great sound, so either you use the webcams mentioned above or use something like [this](#):

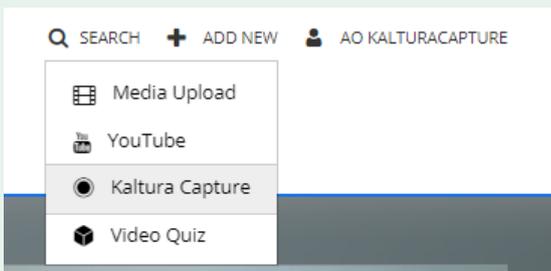


Available eg at [amazon.com](https://www.amazon.com) or [amazon.de](https://www.amazon.de).

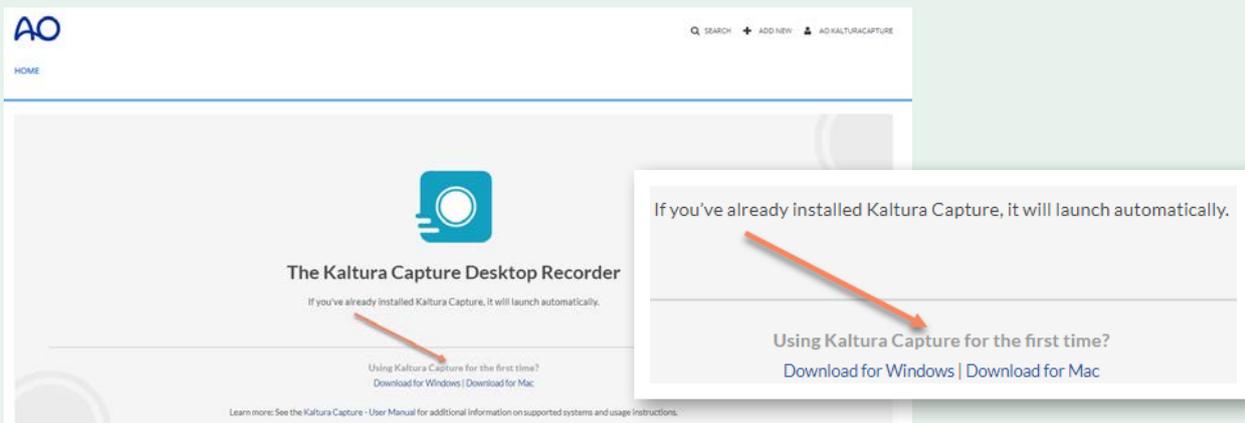
3. Please make sure that the display resolution of your personal laptop computer is be set to the recommended setting: 1920 x 1080 pixels. The scaling, however, should be 100 percent rather than the recommended 150 percent; at 150 percent, you will not see the **Update & Save** and **Save** buttons so it will be very difficult to save at the end of your recording.
4. Quick tip: When you are recording and speaking to the camera, imagine that you are speaking one-on-one to another person. This will make your delivery more engaging.
5. Just before you start to speak and just after you conclude your lecture, be sure to pause for a few seconds. This will make the beginning and end of your lecture clear to our editor.
6. After you click **Save & Upload** and your video is uploaded, you will receive no explicit notification. Rest assured, however, that after you click **Save & Upload**, your video is on its way to the video hub.

Guide

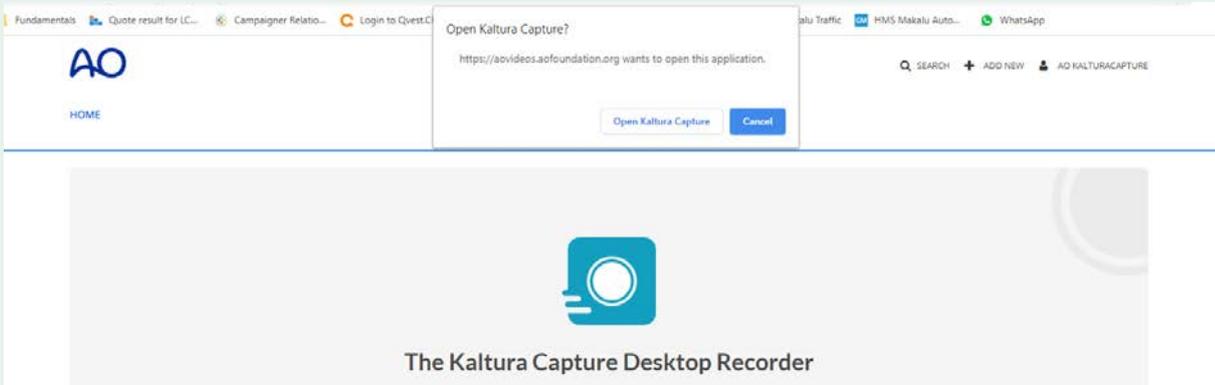
1. Start your browser and go to <http://aovideos.aofoundation.org>.
2. Use the username and password that you will have received from your AO project manager. Each Kaltura Capture project has a new username and password and only works for the duration of that specific project. In case you do not have a username and password, reach out to your AO regional and/or clinical division specific staff contact, who will request a username and password for you from the AO video team.
3. When you are logged in, click on **ADD NEW** (top right) and chose Kaltura Capture:



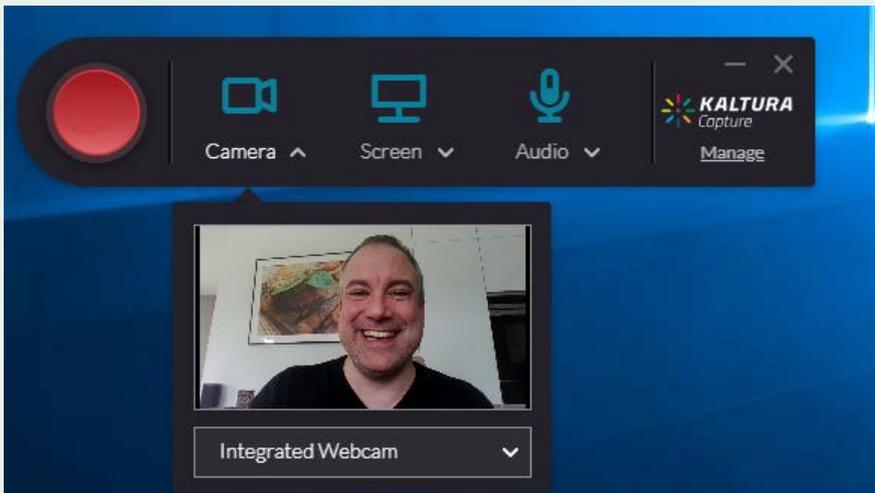
4. The following page appears. If you're using Kaltura Capture the first time, you need to install the Kaltura Capture software, so click on the link to download the software.



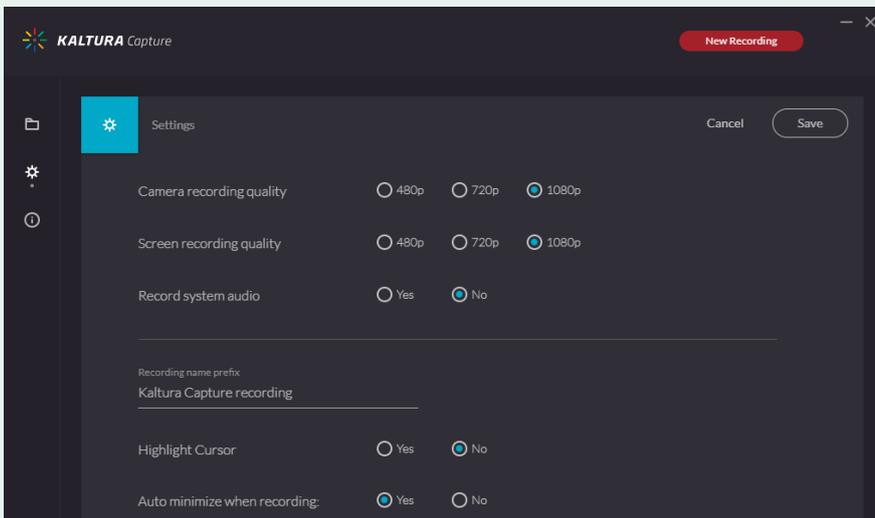
- Download the software and install it. Please follow the instructions and restart your computer after the installation. Then start with point 1. of this Guide (on the previous page). After clicking **ADD NEW** and **Kaltura Capture**, the following window will open. Click on **Open Kaltura Capture**.

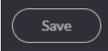


- The Kaltura Capture software will now start. Please wait until you see this window:



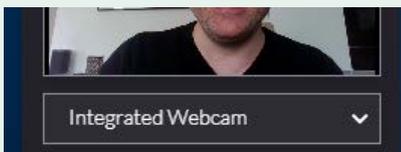
- Before you start your first recording, you need to change some preferences, so click on **Manage** right below the Kaltura Capture logo.
- This following window will appear. Now click  on (upper left side of the window) and change the preferences according to the image below.



9. When you are done, click on  and you are back here.



10. Now, you are selecting all sources (Camera, Screen and Audio). First click on  it is not already selected and choose the camera you want to use from the drop-down menu below your on-camera image.



11. After choosing the correct camera, you should select the screen (if you have more than one), on which the PowerPoint presentation is to be shown. Best practice is to start the presentation first, so PowerPoint will show up in the small window when you click on  and then choose the right screen in the drop-down menu.



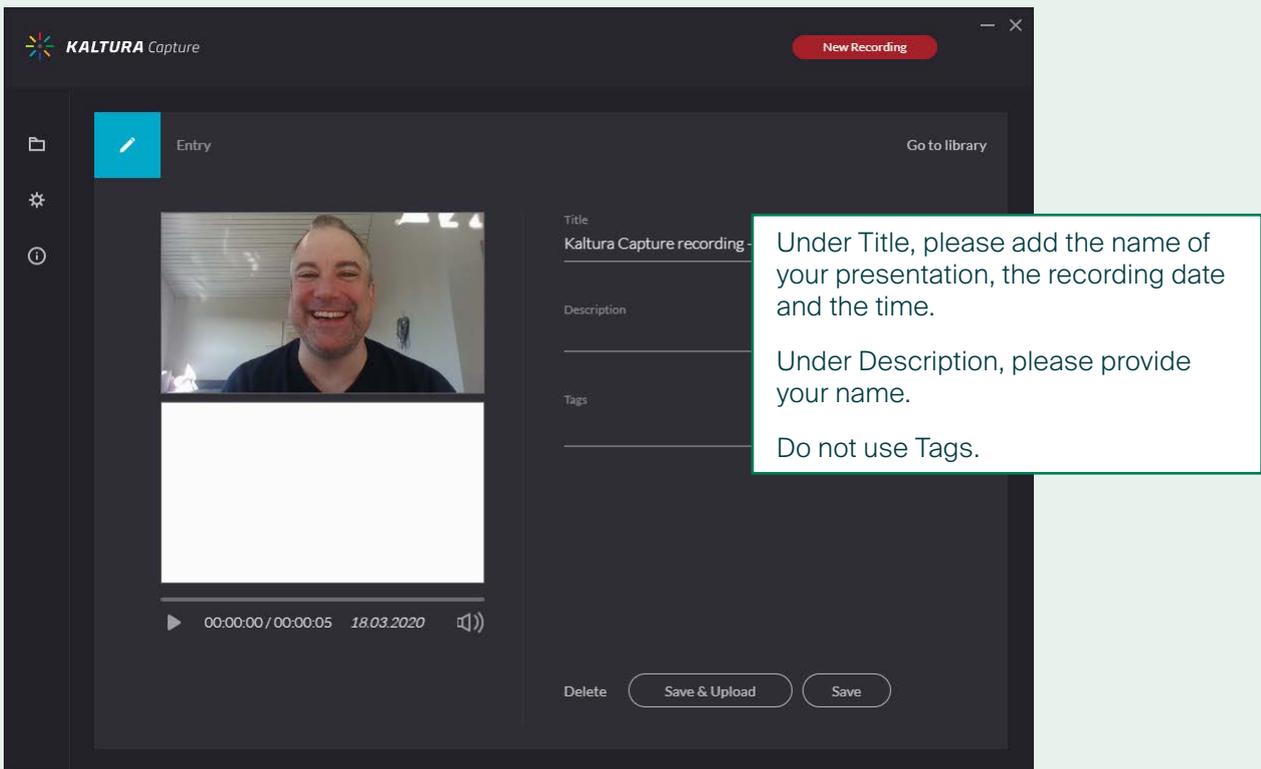
12. You're almost done. Now, repeat the steps above with the microphone. Click on  and select the microphone you are using from the drop-down menu.



- Now you are ready to record your first lecture. Click on the red button. A countdown will appear. When the countdown is complete, take a breath and start your presentation with a smile 😊.
- When you are finished recording, click Ctrl+Shift+S if you're a Windows user, or CMD+Shift+S if you're a Mac user. The following window will appear:

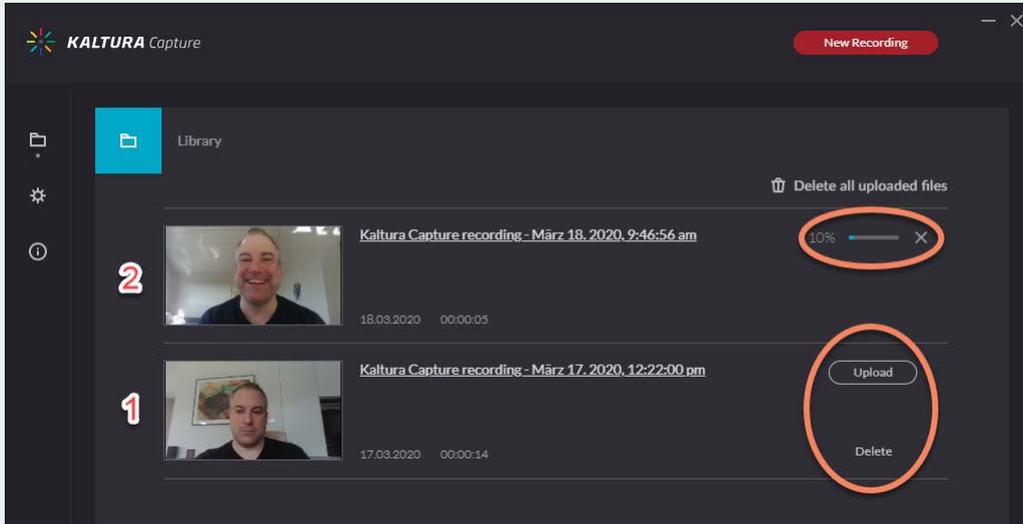


- If you click No, the recording will continue. If you click **Yes, Stop it**, the recording will be saved and the following window will appear



- Use the control bar  00:00:00 / 00:00:05 18.03.2020  beneath your video image and the presentation window to start the recording, check sound quality, and preview your recorded lecture. If you are not happy with it, just click on **Delete**. If you want to keep it as a backup and record another video, just click **Save**. If you are sure that your lecture is perfect and you are ready to send it to the AO, just click on **Save & Upload**.

17. If you clicked on **Save**, the lecture will be stored on your computer and you can upload or delete the lecture later (see example 1 below). If you clicked on **Save & Upload**, and if you have an internet connection, the system will start the upload in a few seconds (see example 2 below), and you will see the progress of the upload. Please do not shut down the Kaltura Capture or your computer until the lecture is completely uploaded.



18. If you rerecord your first lecture or start recording your next lecture, just click on **New Recording** and the recording window will appear again.
19. If you are finished recording please go to <http://aovideos.aofoundation.org> and log out. If you want to record a lecture later, you can just start with step 1–4 again, then jump to step 10, skipping the preferences portion of this user guide, but **always** check your sources (steps 10 through 12).

We thank you for your support, dedication, and the time you contribute the AO and its global surgeon community. Have fun!