Stop, save, and upload a recording in Lecture Capture

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This article is designated for all users.

About

When you finish a recording that you started manually, you can review the recording information and save and upload the recording.

For scheduled recordings, the recording information is predefined and view-only.

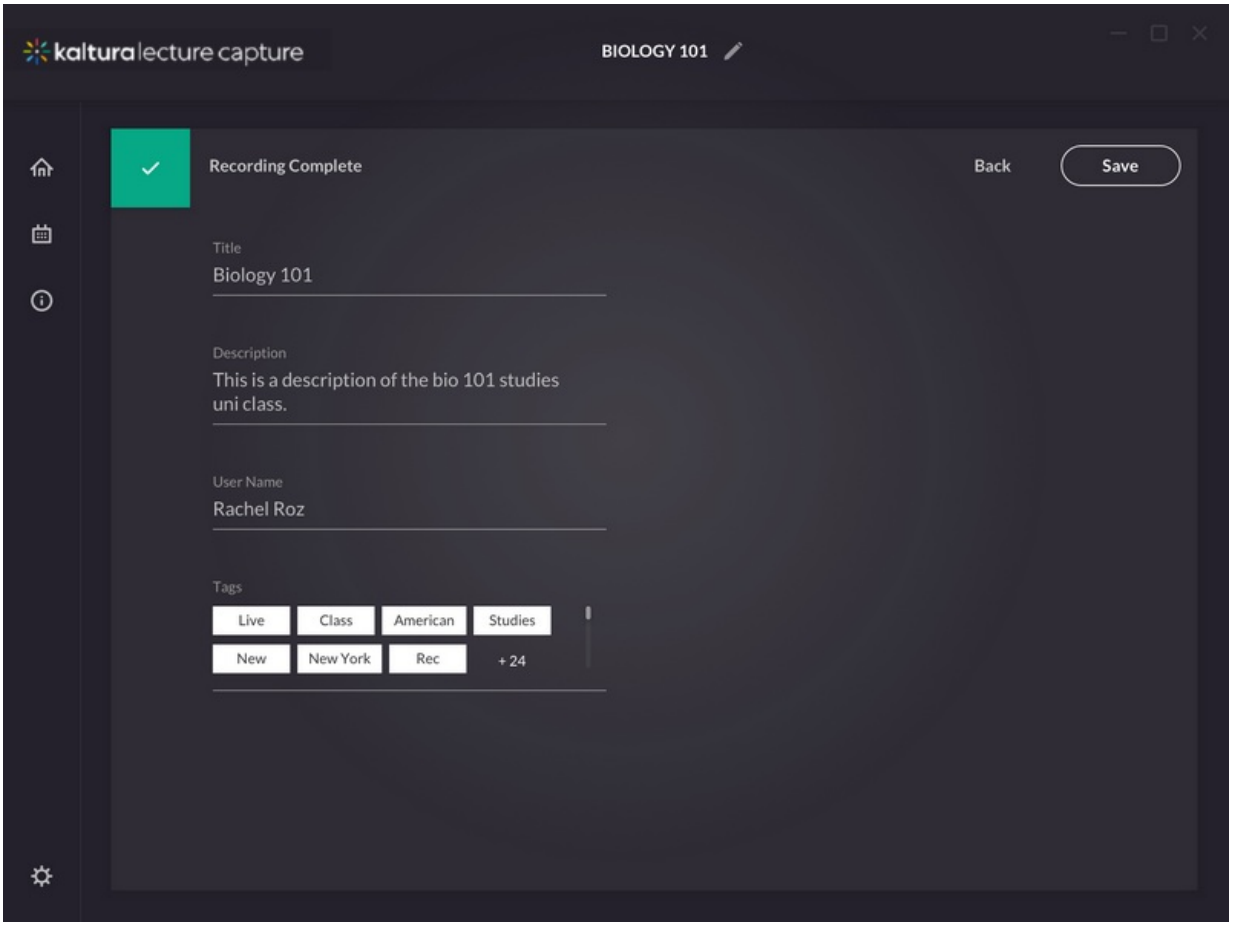
Stop and save your recording

1. Click **Stop**.
   The **Recording Complete** screen opens.

   If you stopped the recording by mistake, click **Cancel** to return to the recording in a paused state.

2. Review or update the recording information:
   - **Title** - The title of the recording.
   - **Username** - The user who owns the recording and can access it in My Media in Content Hubs or LMS Extensions. If authentication is enabled, you can't edit this field.
   - **Description** - A description of the recording.
   - **Tags** - Tags associated with the recording.

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3. Click **Save & Upload**.

Upload your recording

Lecture Capture automatically uploads the recording and its title, description, and tags to Kaltura. The recording is assigned to the user specified in the **Username** field.

After the upload is complete, you can find the recording in **My Media**.

You can close Lecture Capture or sign out of the computer while the recording uploads. If the upload is interrupted by a restart, power loss, or network connection issue, it resumes automatically when the service is available again.

A local copy is also stored on the computer. If the recordings directory wasn't changed during installation, the default location is `C:\Program Files\Kaltura\Classroom\Recordings`. After a successful upload, recordings are stored in the `completed` folder by default.

Administrators can also view uploaded recordings in **Content > Entries** in the Rich Media CMS.

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