Record with Capture in Blackboard

Last Modified on 09/26/2025 6:01 pm IDT

This article is designated for all users.

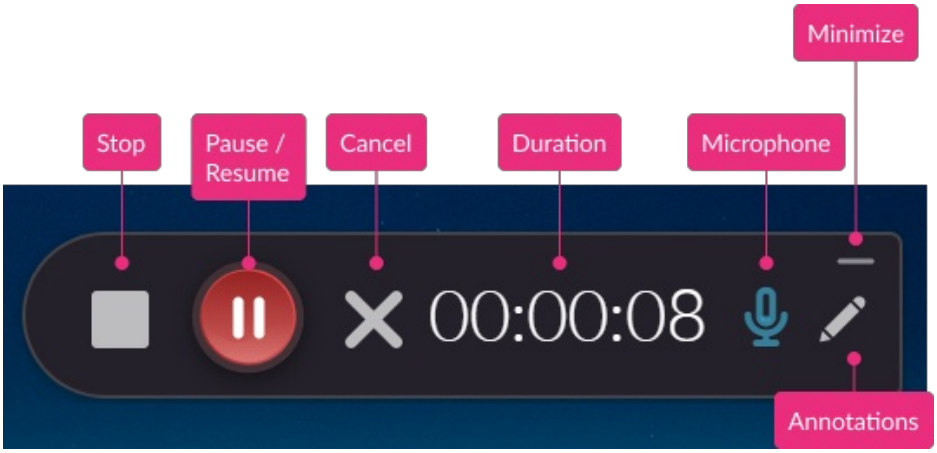
About

Capture is a desktop recording tool that can record your screen, camera, and audio, or just the input settings you choose. The settings are optimized for the best quality by default, so you can start recording right away.

- **Mac users**: Please make sure to enable the app privacy settings. For instructions, see our article *Install Capture for Mac*.
- **Windows users**: If you get error messages, you may need to enable permissions. For instructions, see our article *Install Capture for Windows*.

For information about validating the hardware and software requirements for Kaltura Capture, see Capture - Prerequisites and System Requirements.

Get to know the recording tool



- **Stop** - When you stop, a warning message displays: *Are you sure you want to stop this recording?* Choose 'Yes, Stop it' to stop the recording and go to the entry page. Choose 'No' to return to the previous state (paused or recording).

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

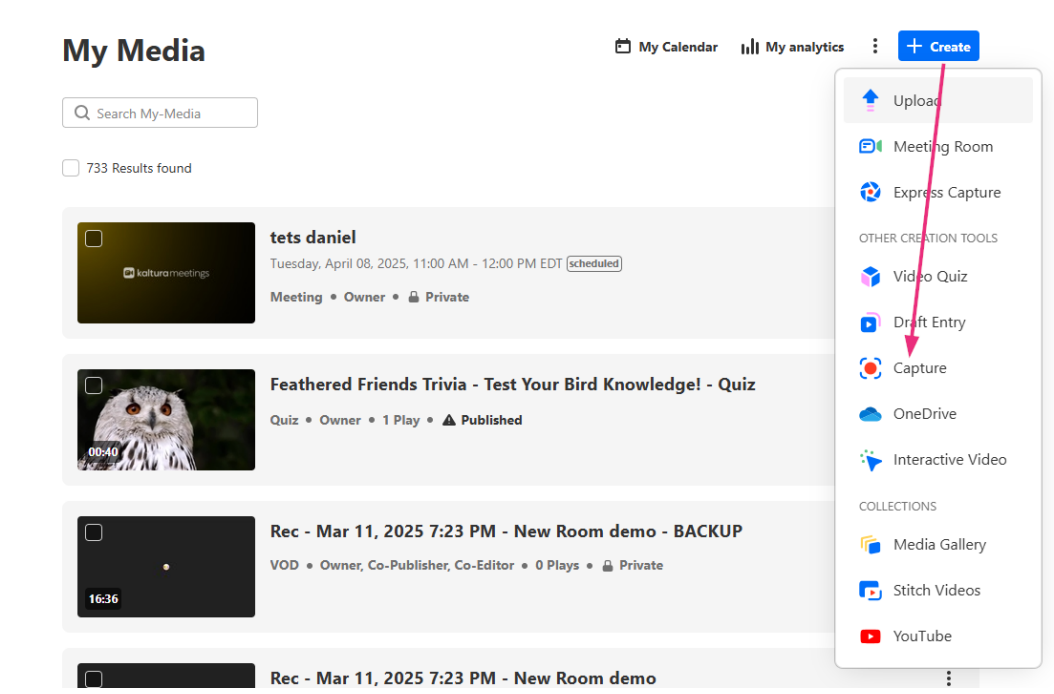
- **Pause** / **Resume** - Click to pause or resume your recording at any time.
- **Cancel** - Click the 'X' to cancel your recording. A warning message displays: *Are you sure you want to discard this recording?* Choose 'No' or 'Yes, Discard'. Cancelling will delete your recording.
- **Duration** - As you record, the timer counts up from 00:00:00 so you can track your time.
- **Microphone** - The microphone icon displays the sound levels.
- **Minimize** - Click the underscore to hide the recording menu. The Capture icon with a red dot indicates recording.
- **Annotations** - Use the various tools to annotate your screen during recording. Learn about them in our article Screen Annotations.

Create a recording

Please note the user interface (UI) may look different depending on whether Kaltura's Theming feature is enabled. To learn more about Theming, check out our article Getting Started with Theming.

Theming users

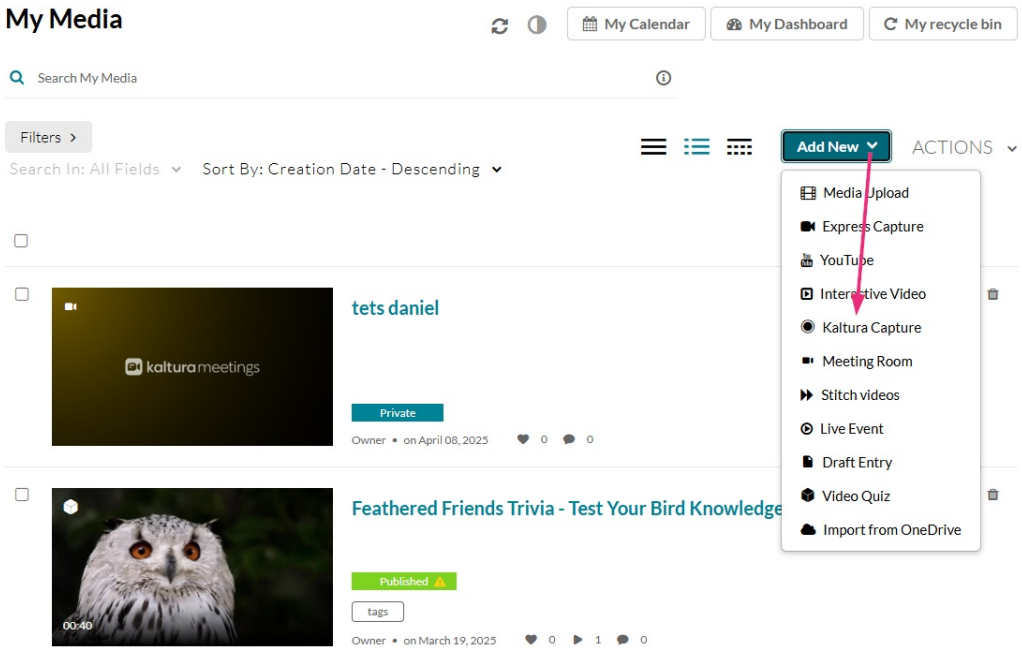
1. Navigate to the **+Create** button and select **Capture** from the drop-down menu.



Non-Theming users

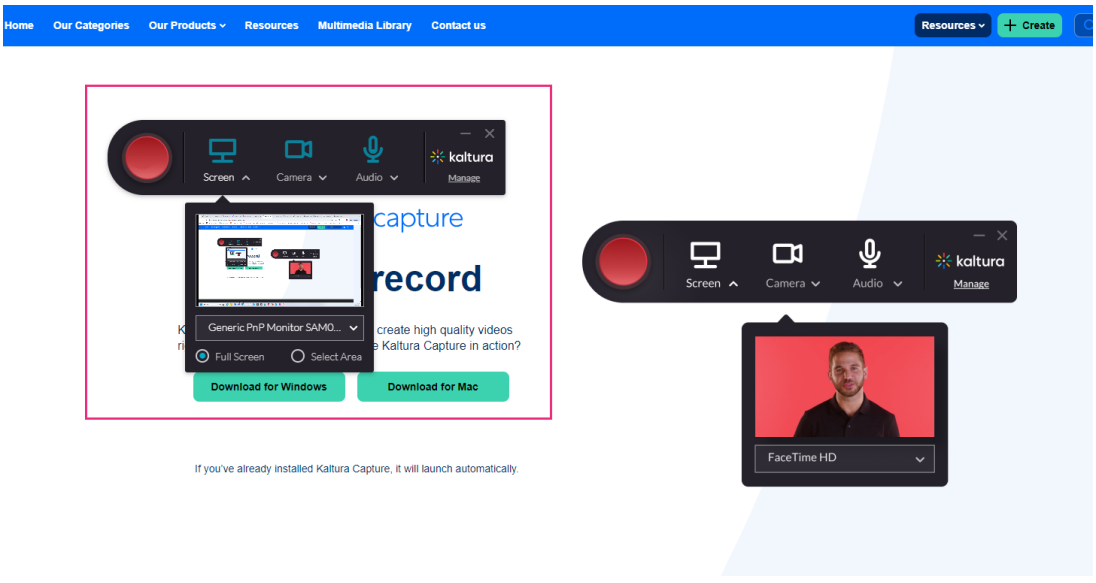
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

Navigate to the **+Add New** button and select **Kaltura Capture** from the drop-down menu.



If you haven't already installed the app, check out our articles Install Kaltura Capture for Windows or Install Kaltura Capture for Mac to learn more.

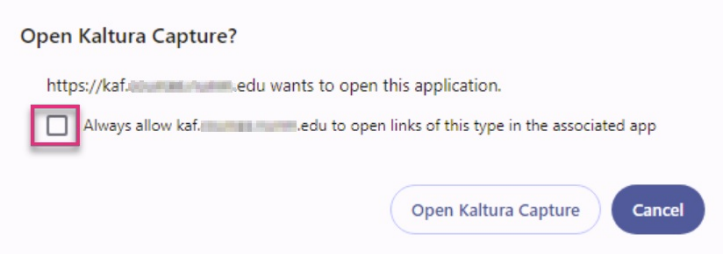
If the Kaltura Capture application is already installed, it will launch automatically on your screen:



When launching the app for the first time, a pop-up message will ask to allow

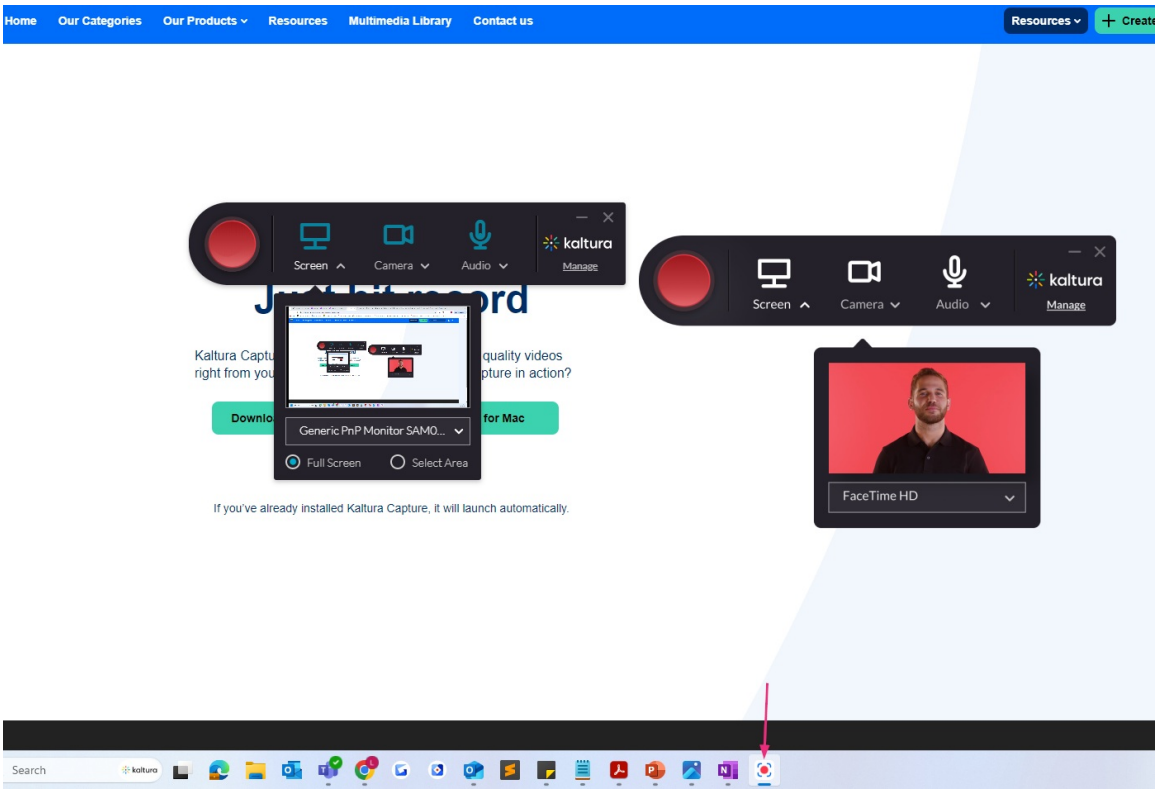
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

opening the Kaltura Capture application:



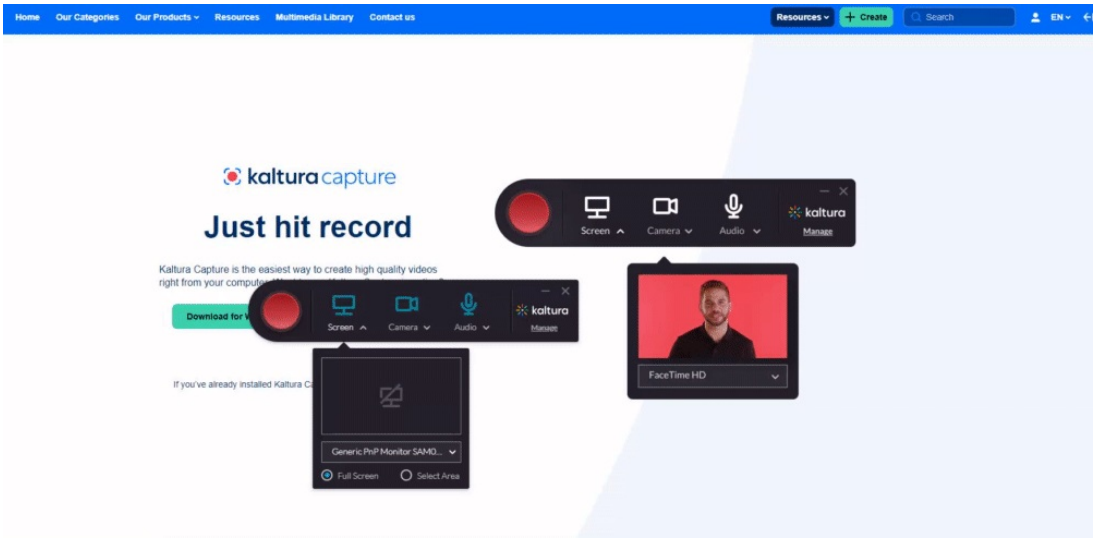
To enable automatic launching, check the box next to *Always allow {*name of site*} to open links of this type in the associated app*, then click **Open Kaltura Capture**.

After launching, a **Capture icon** appears at the bottom of your screen. Click it to open the app and create additional recordings during your session without returning to the Create menu.



You can drag the app to any position on your screen.

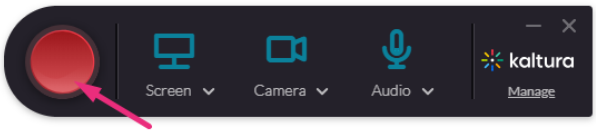
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



2. When you're ready to record, select your video and audio sources using the **Screen**, **Camera**, and **Audio** drop-down menus. If you want to remove a source entirely, click the icon to disable it. To learn more about source inputs, visit our article Capture input settings.

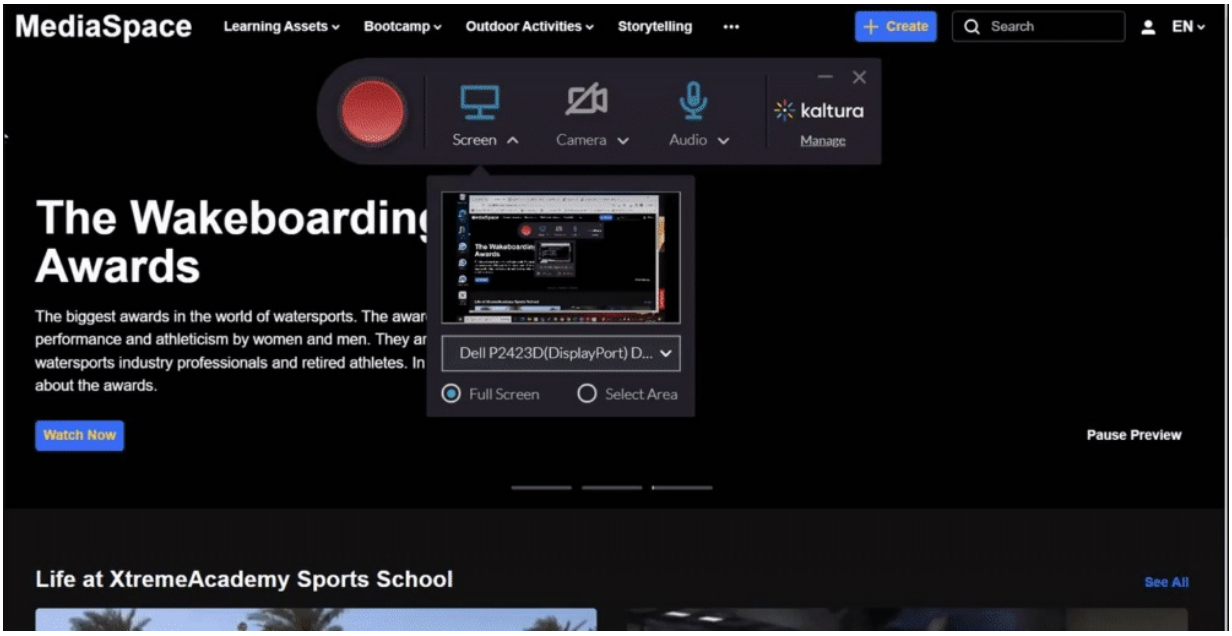
3.
   In the case of screen recording, have your app / website / content you want to record open on the screen.

4. Click the red button to start your recording.



A three-second countdown begins, and then the recording starts.

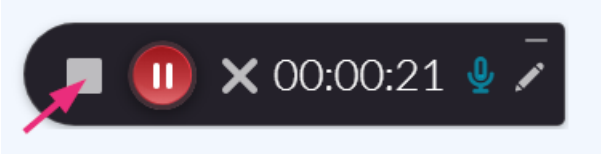
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



During the recording, the recording tool is minimized to the lower corner of your screen.

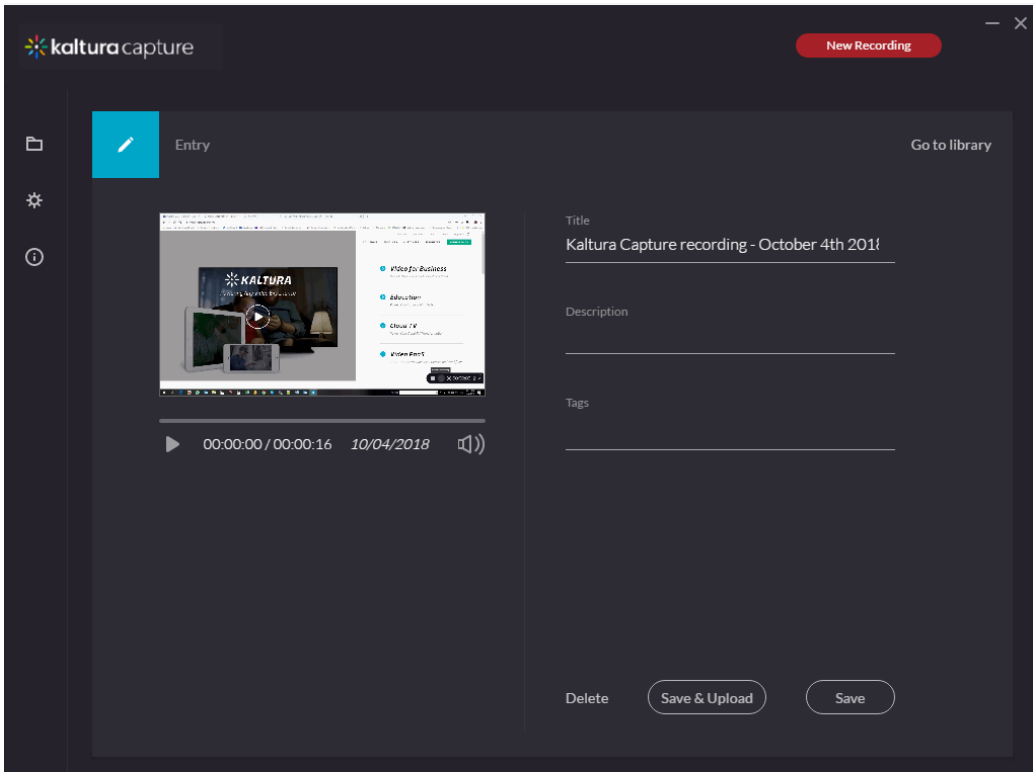
If you'd like to make screen annotations as you record, you can learn about them in our article Screen Annotations.

5. When you've completed the recording, click the **grey square** to stop.



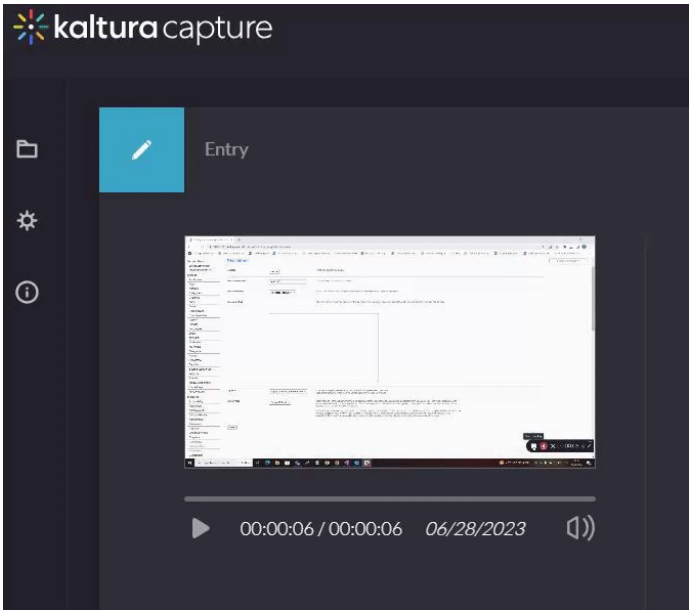
You'll be automatically directed to the **Recording Management** window, as shown below:

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



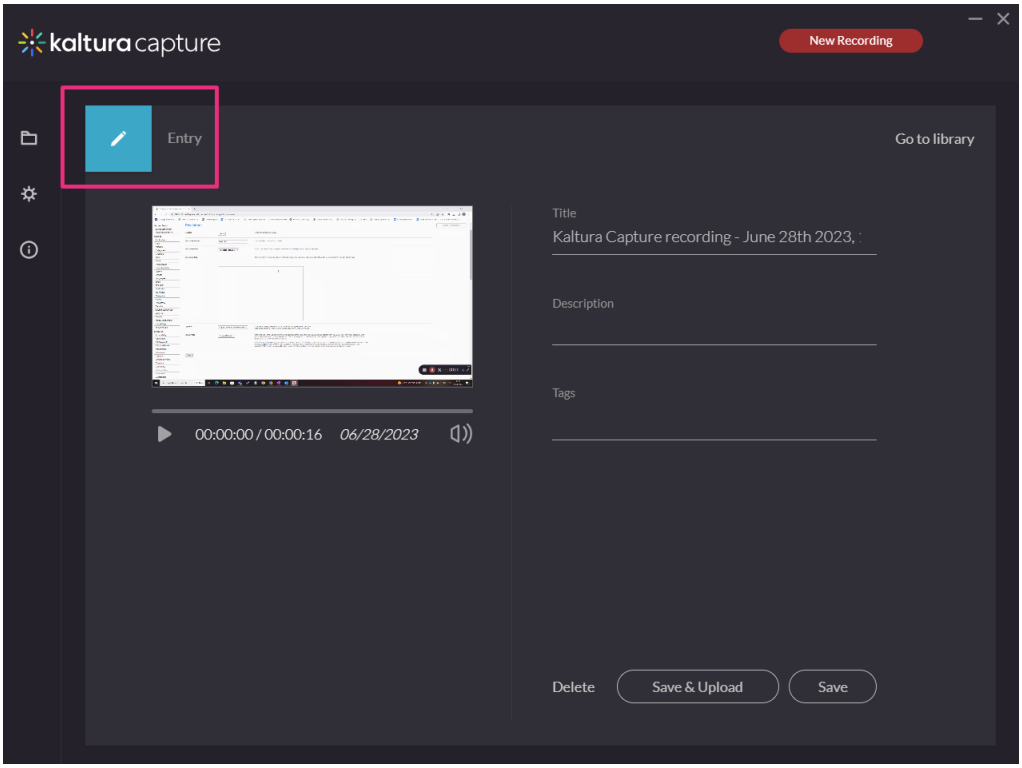
Recording management

1. To preview the recording, click the play button on the thumbnail located on the left of the recording management window.

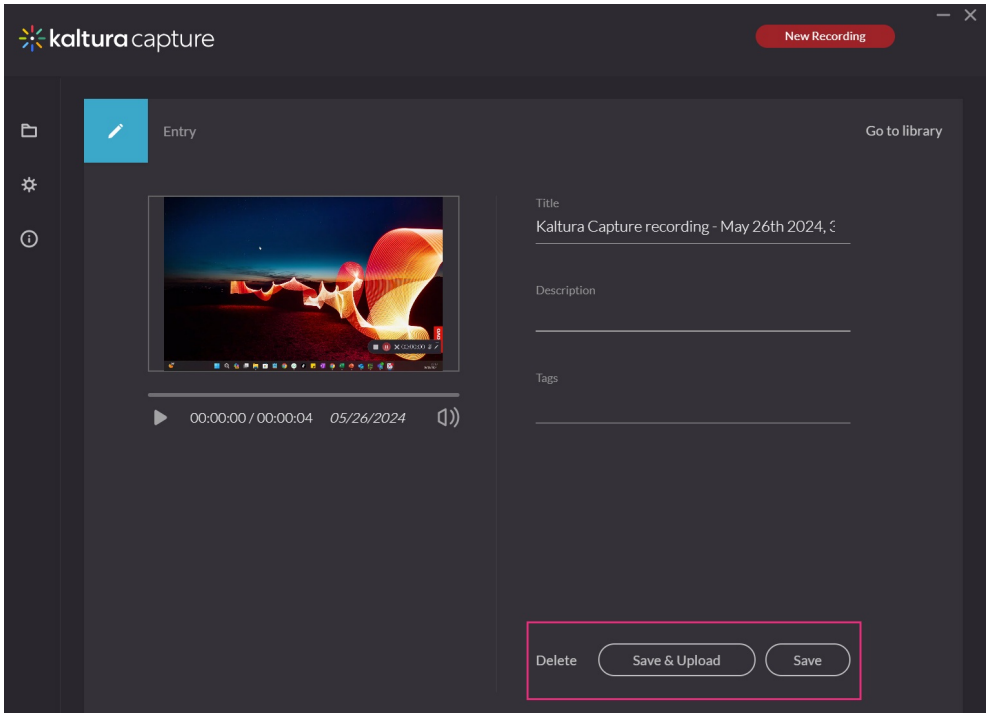


2. If you're happy with your recording, enter the recording details of the new entry: **title** of the recording, **description** and **tags**.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

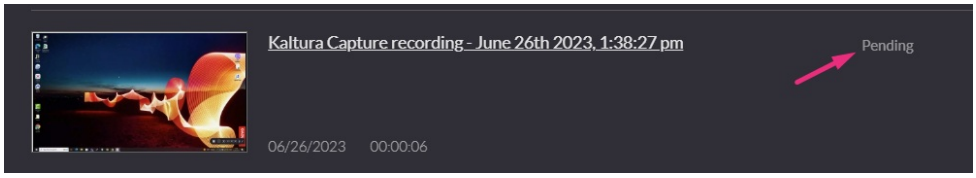


3. Choose one of the following options:
   - Click **Save & Upload** if you want to immediately upload the entry to My Media.
   - Click **Save** if you want to save the entry in the recording library (and then upload or delete later).
   - Click **Delete** if you don't want to save the recording.



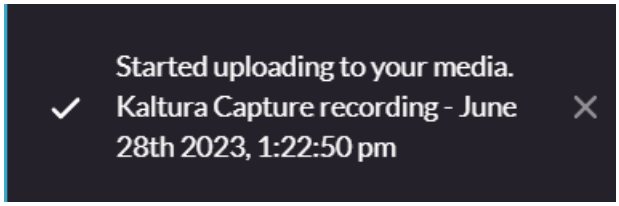
If you click **Save & Upload**, a pending status displays next to the entry.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

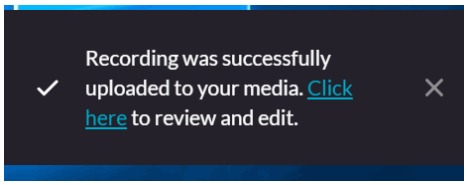


This uploads the video to your My Media.

The following message is displayed when the upload has started:



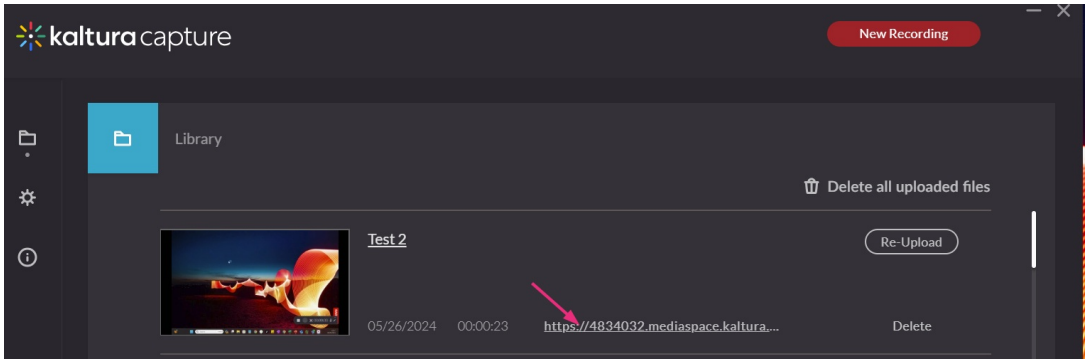
The following message is displayed when the upload has finished:



You can close the application during an upload, and your recording will continue uploading in the background as long as you're logged into the computer. You can lock the computer, but don't sign out. Uploading will pause if you log off.

After saving, your video appears at the top of the library in the recording management window. It will remain there until you delete it.

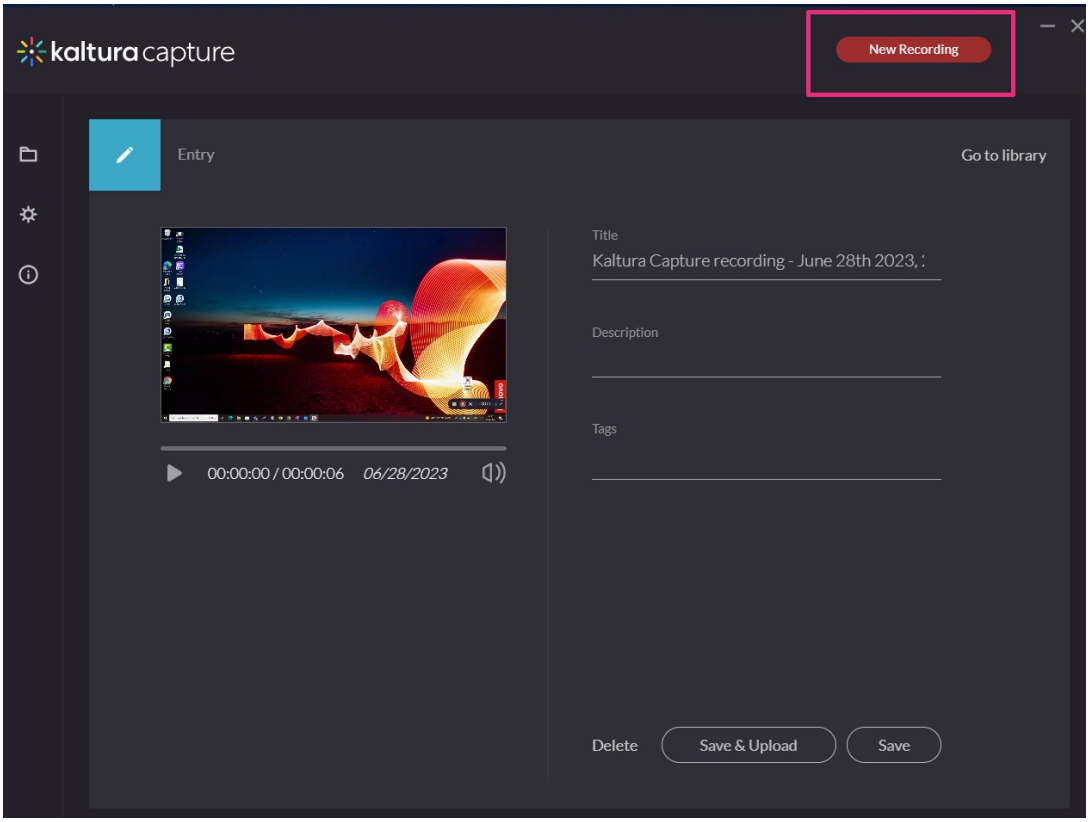
You can click on the link to navigate to the entry in your video portal.



New recording

To create a new recording, click **New Recording.**

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.



Capture launches automatically on your screen.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.