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InverHills Community College
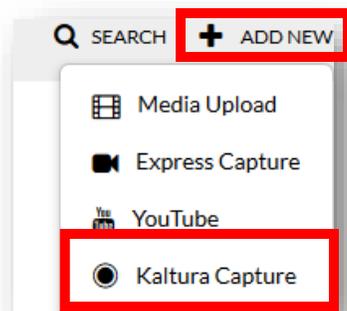
DAKOTA COUNTY TECHNICAL COLLEGE
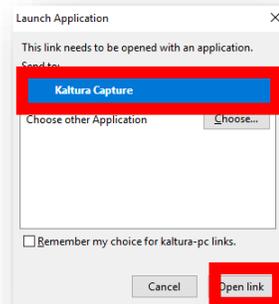
Recording a PowerPoint in Mediaspace

This a document on how you can record your PowerPoint presentations using Mediaspace

- ➢ Login to Minnstate Mediaspace by clicking the following link:
  https://mediaspace.minnstate.edu
- ➢ Open your PowerPoint presentation
- ➢ Click "Add New" in the top right area of the screen and choose "Kaltura Capture":

Note: You may need to download Kaltura capture if it's your first time

- ➢ When the "Launch Application" message box appears, ensure that "Kaltura Capture" is highlighted and click the "Open Link" button:
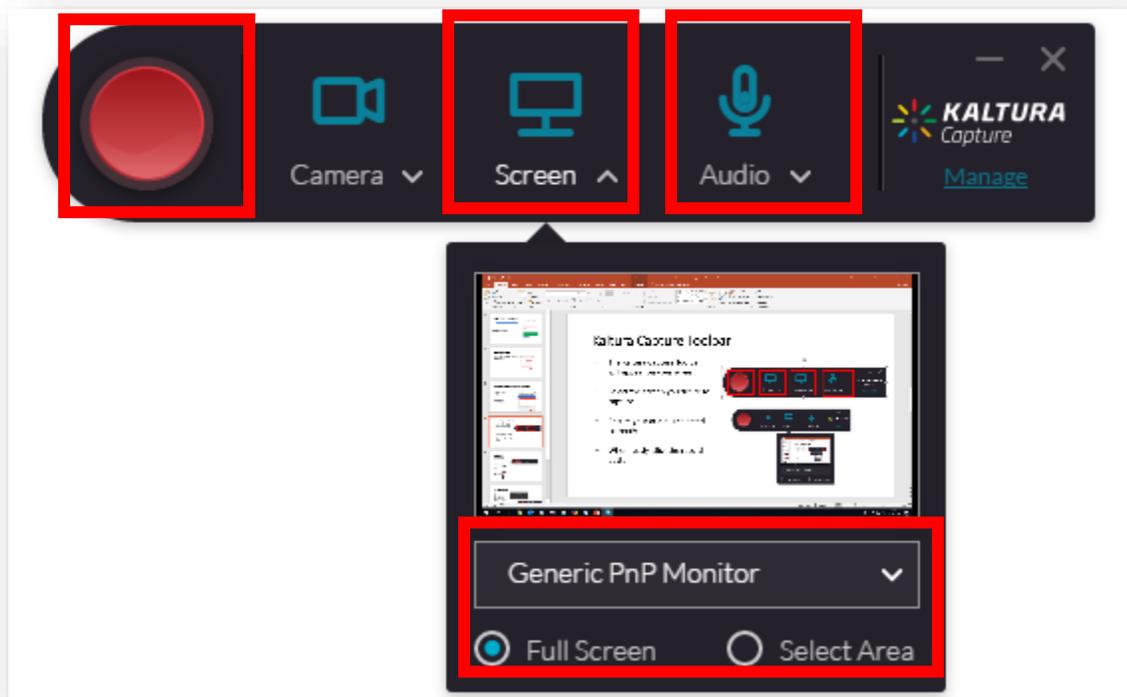
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For further assistance: Create a JIRA ticket

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➢ The Kaltura Capture Toolbar will appear on your screen:
➢ Ensure your audio is selected correctly
➢ When ready, click the record button

Choose the area or screen where your PowerPoint resides

Note: On Kaltura Capture toolbar, you may have two screen or a camera and a screen as options.

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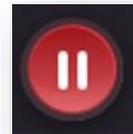For further assistance: Create a JIRA ticket

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➢ When the recording starts, the recording tool will appear:

➢ To stop the recording, click "stop recording" icon:

➢ To pause the recording, click the Pause recording" icon:

➢ To disregard the recording, click the "Cancel recording" icon:

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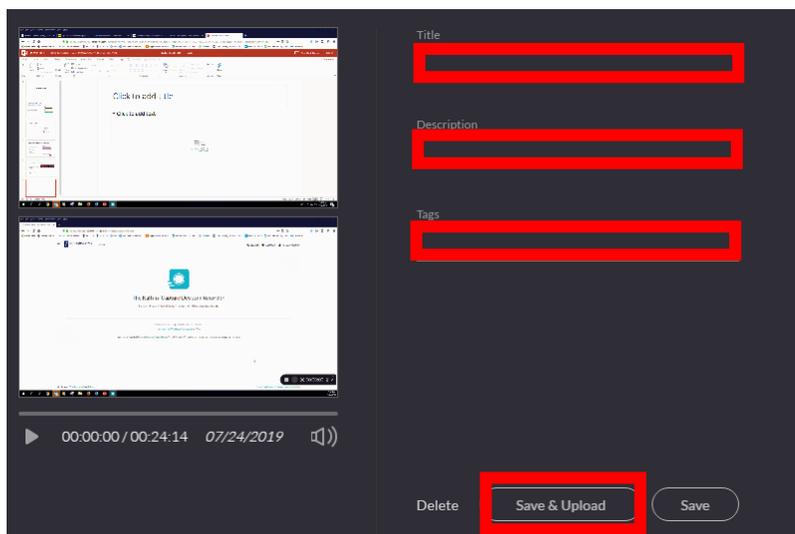For further assistance: Create a JIRA ticket

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> When you want to stop the recording, click the "Stop recording" icon and select the "Yes, Stop it" button:

> Upload the Recording to Your Mediaspace Account
>   - Enter a title for the recording
>   - Enter a description for the
>   - recording (if desired)
>   - Enter Tags for the recording (if desired)
>   - Click the "Save & Upload" button

Note: The recording may need time to process before you see it in your Mediaspace account.

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