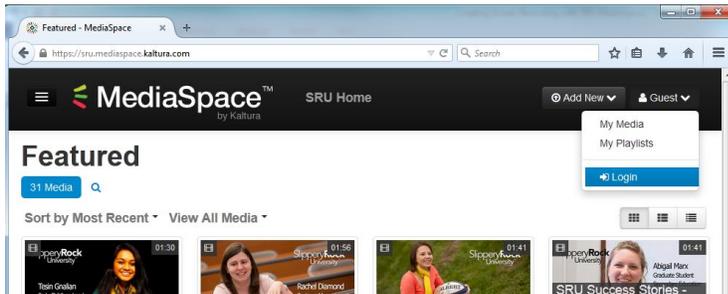
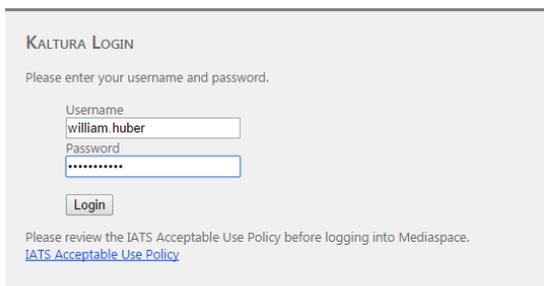


Creating Screen Recordings with SRU MediaSpace

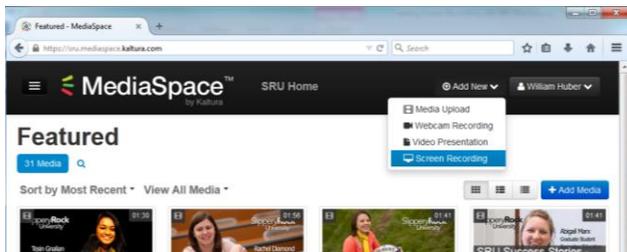
- 1) To access the screen recorder, navigate to the web address: <http://media.sru.edu>
- 2) In the upper-right corner, click **Guest**, and then click **Log In**



- 3) Log in with your SRU username and password (same as your Rockmail)

A screenshot of the 'KALTURA LOGIN' form. It prompts the user to 'Please enter your username and password.' There are two input fields: 'Username' containing 'william.huber' and 'Password' with masked characters. A 'Login' button is located below the fields. At the bottom, there is a link to 'Please review the IATS Acceptable Use Policy before logging into Mediaspace. [IATS Acceptable Use Policy](#)'.

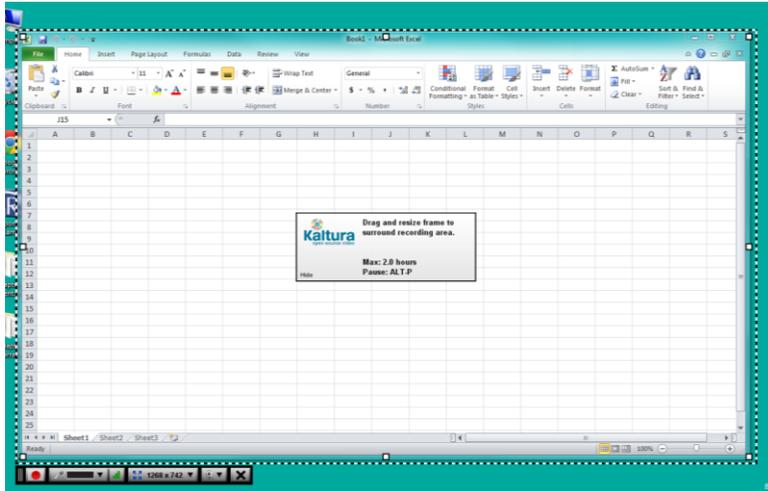
- 4) When the pages reloads, click **Add New**, and then choose **Screen Recording**



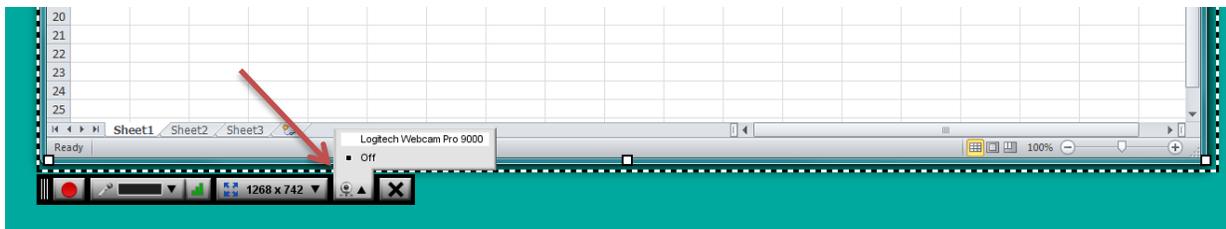
- 5) In the next screen, click the blue **Launch the screen recorder** button. In the window that appears, click **Run**



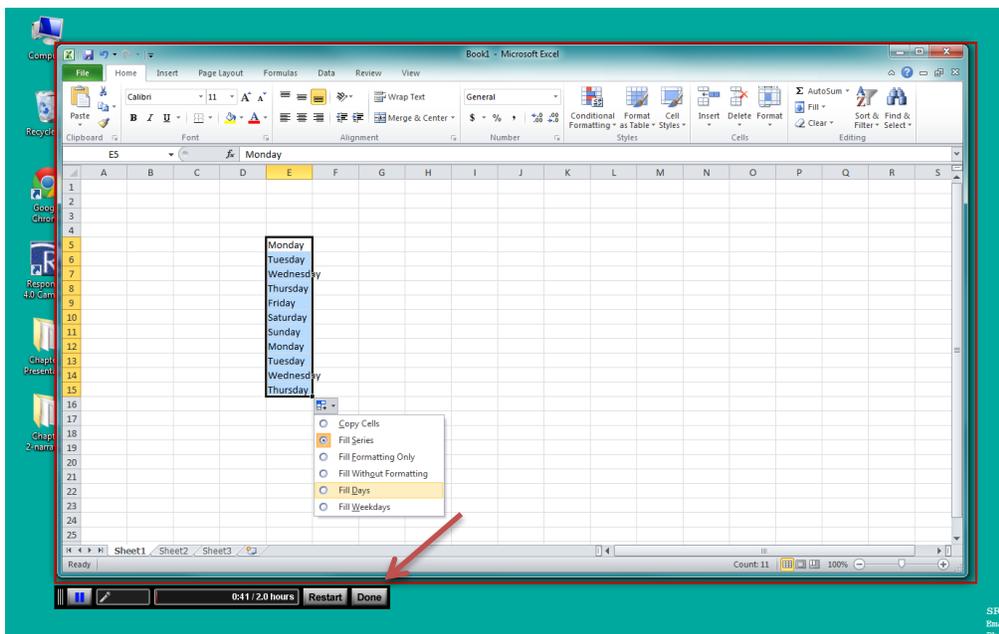
- 6) After a moment a dotted box will appear on your screen. **Minimize** your web browser and bring up the application that you would like to record. You may drag and drop the edges of the box to fill the area to record.



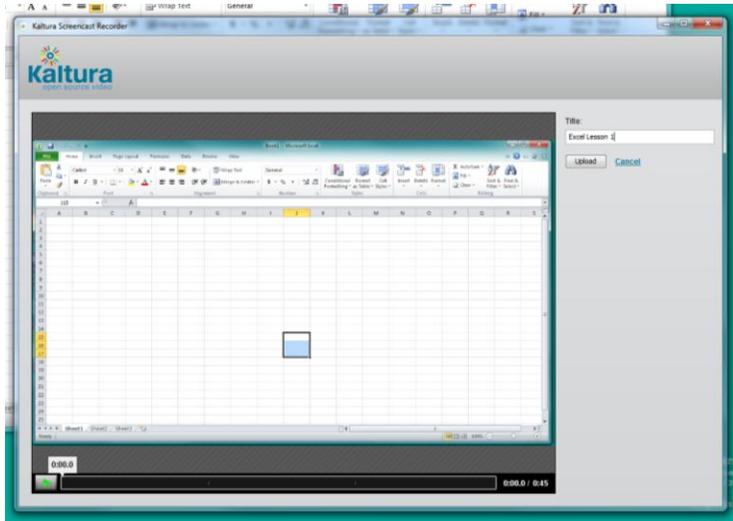
- 7) Optional: If you would like your recording to feature picture-in-picture video using your webcam, click the webcam icon on the toolbar and select your webcam:



- 8) When you are ready to record, click the red dot. You will see a countdown, then the video will begin recording. The software will capture your VOICE and SCREEN MOVEMENTS. Click DONE in the recording toolbar when you are finished.



- 9) A new window will appear with a player that will allow you to view the recording that you just created. If you are satisfied, type a title in the title box, then click **Upload**.



- 10) After receiving the Upload Complete message, click Close, and the video preview window will disappear. Restore your web browser, and you'll see that you've been taken to a form to add additional information about the video. Set the privacy to **Unlisted**, then click Save. After saving, click **Go to Media**

- 11) On the next page, click the **Share** button beneath the player box, and then copy the web address from the box that appears. You may paste this web address into a new web link in your Desire2Learn course, or email it to your students or colleagues.

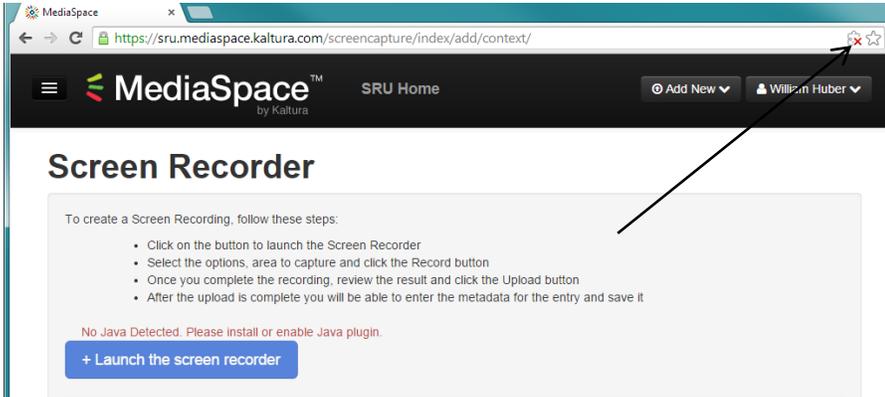


Troubleshooting Tips

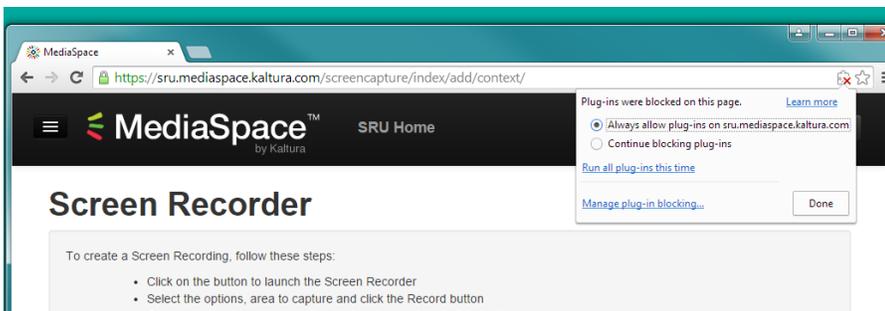
If you click the blue **Launch the Screen Recorder** button and nothing happens, look at the top toolbar of your browser for indications of blocked plug-ins or pop-ups. This can vary depending on web browser.

Google Chrome

There will be an icon resembling a puzzle piece with a red x in the URL box. Click that.



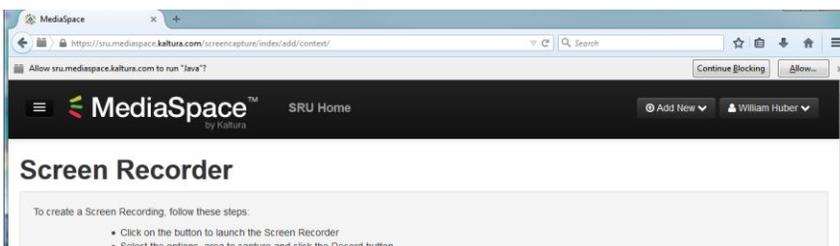
In the menu that appears, click **Always allow plug-ins**



After clicking **Always allow plug-ins**, click the refresh button on your browser's toolbar to reload the page, and then click the blue button again.

Mozilla Firefox

In Firefox, look for a gray toolbar that appears along the top of the web page. Click **Allow**, then refresh the page.



If You Still Have Difficulty

If you still have difficulty launching the screen recorder, go to <http://java.com/download> and click the red download button to update your computer to the latest edition of the Java software. If you still encounter difficulty, consider trying a different web browser.