

## Lecture Podcasts using MacVideo on your Personal Computer

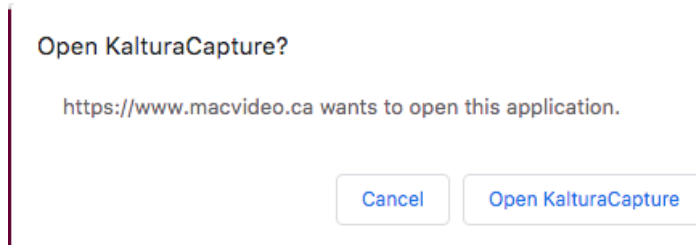
### Recording your lectures

1. Visit [www.macvideo.ca](http://www.macvideo.ca)
2. To login, select **Guest** in the top right hand corner of the screen. From the drop-down menu, select **Login**
3. You will then be prompted to **Login**. Use your MacID and Password (this is the same one you use to Login to Avenue and your email).
4. The next page is a Privacy notice. Read the terms of use, **accept by clicking the box** and press the **Submit** button
5. Once you reach the landing page, you will need to now record your lecture. This will be done with **Kaltura Capture**

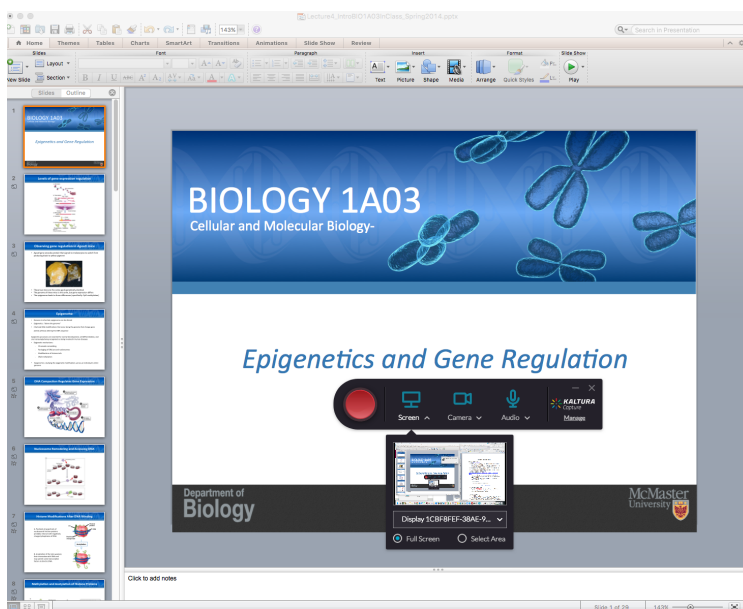
See this link for step by step instructions and a lot more detail.... <https://macvideo.mcmaster.ca/knowledge-base/exec/how-do-i-use-kaltura-capture/>

But I also include a summary of the essentials below:

6. If you have not already done so, you will need to download and install Kaltura Capture to your personal computer. This software is both Windows and Mac Compatible
7. Once you download and install, refresh your browser. You will now get a menu that looks like this pop up:



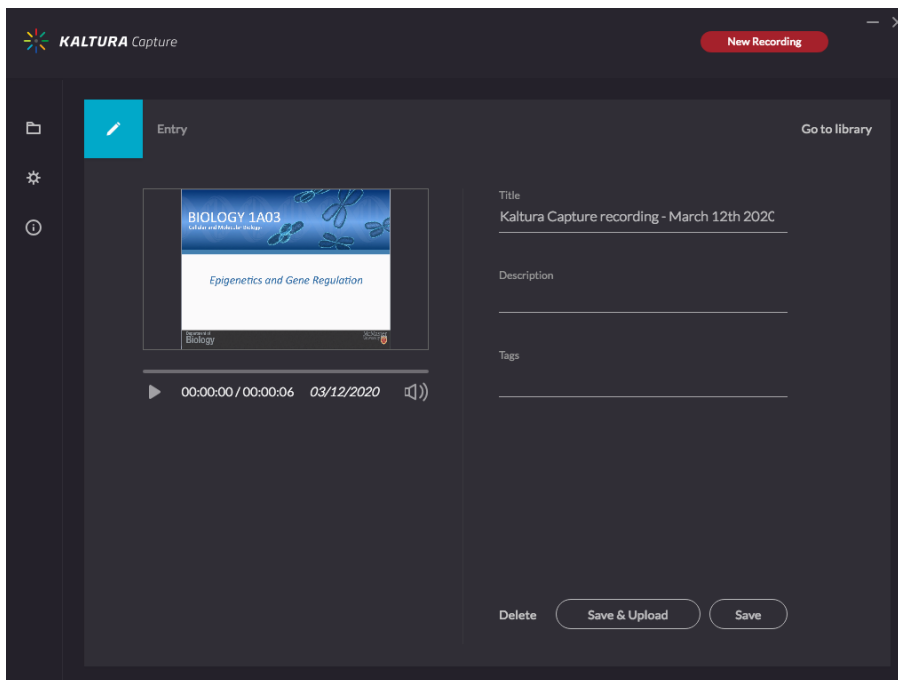
8. Click **Open KalturaCapture**
9. Also, select the Powerpoint, PDF or other file that you would like to record (from your Computer) and walk through for this recording. It will be on your screen. When Kaltura is open, this **Record Menu** seen below, will show up overlaid on your screen. In this menu, you can select to record the **Full Screen**, or a **Select Area**



10. If you would like to just record your slides, click **Select Area** and move the box to just fit your slides on the screen. The screen tab will now show you a preview of what you will be recording on your screen. It should only show your slides.
11. Now click on the **Audio** button and select which microphone you want to use. For most, it will likely be the **Built-in Microphone** on our computers.
12. Important Note: by default, the camera will turn on when you click record. If you don't want your camera to record YOU, then press the **Camera icon** on the camera button. An "X" will appear on the camera icon and you will now only record your screen
13. Once ready, press the **RED record button**. You will get a 3-second countdown and your video will start recording as soon as you see the "1" disappear
14. Once done, press the **square grey button** in your recording window. You can also pause your video.

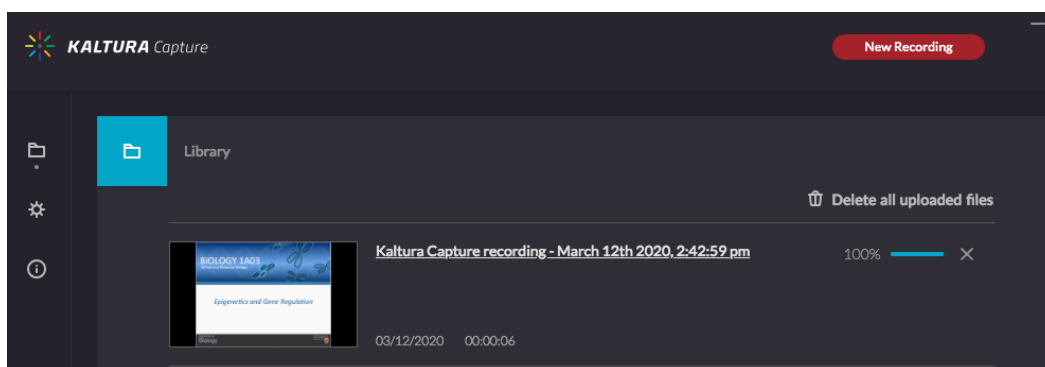


15. If you stop, you will be asked **Are you sure you want to stop this recording?** Click Yes.
16. A new menu pops up to save your video:

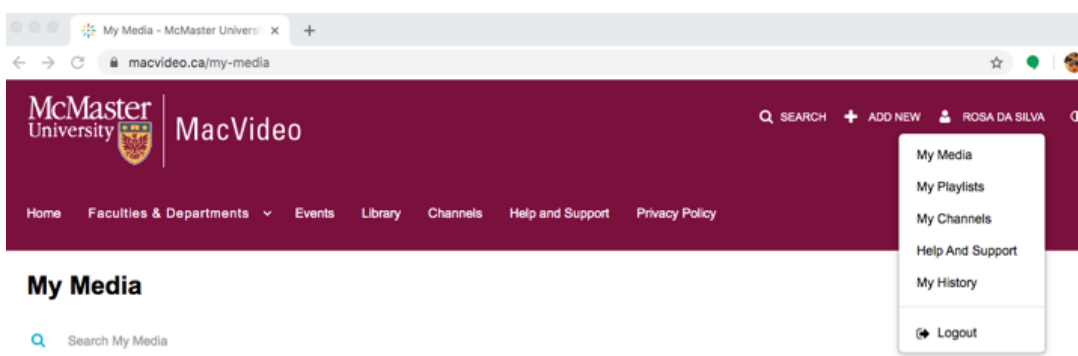


- In this menu, name your video, include a description.
- You can save to your local computer, or directly to your **MacVideo account**.
- For ease to upload your video to Avenue, select the **MacVideo account**.

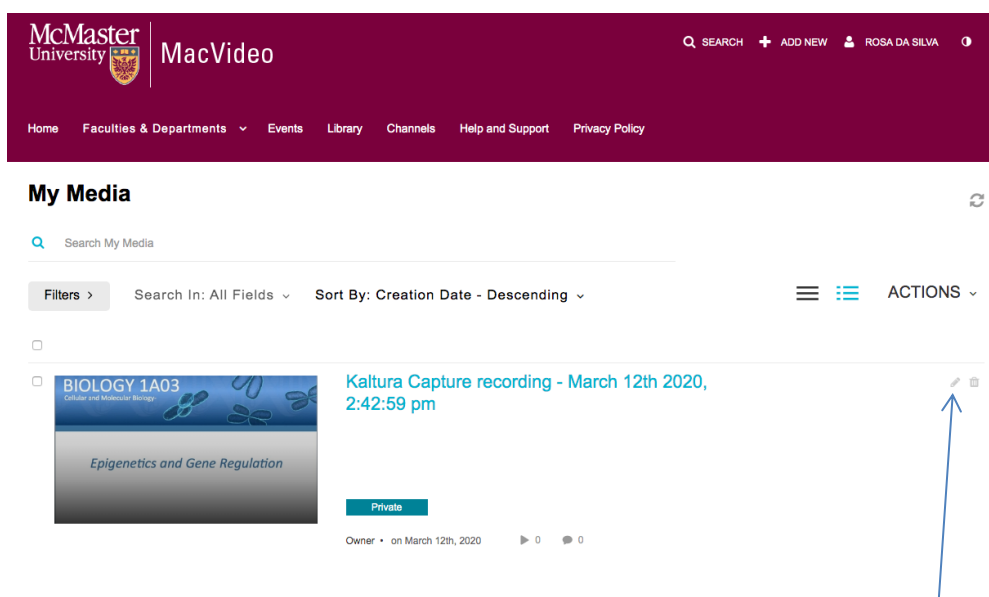
17. An upload progress menu will now show up on your screen:



18. You can preview your recorded lectures once they have been uploaded to MacVideo. To do so, to go your MacVideo. From the top right-hand corner, select your name, and a dropdown menu will emerge. Click **My Media**



19. You will now see your video in your My Media area. Select the video title and it will open up in a new screen that you can then play.



20. Now that your video is there, you can add closed captioning. Select the Edit Tool on the right.

**21. You will now see an expanded screen with options underneath the video:**

Details Options Collaboration Thumbnails Downloads Captions Timeline Replace Media

Name: (Required) Kaltura Capture recording - March 12, 2020

Description: **Black** **Bold** *Italic* Underline [List] [Grid] [Table] [Link] [Unlink] [Image]

Tags:

Save Go To Media

**22. In the Tags field, type “captionasr” (without quotes), hit enter and then click Save.**

Tags: x captionasr |



Save Go To Media

**23. Your video will now be machine captioned. Note that it takes up to 48 hours depending on the length of your video. Also note that machine captions are 75% accurate and you have the ability to [edit your captions if needed](#).**

### Uploading your lectures to Avenue


1. Login to Avenue
2. Enter your course shell
3. At the bottom of your **Content Menu** (bottom left hand panel of your screen), create a new folder for your **Lecture Videos** in the **Add a module...** box
4. Enter that new folder and you will see a menu like this below, on the right side of your page (note that you can click the little eye icon on the right side to keep this folder hidden until you are ready to release)
- 5.

## Lecture Videos ▾

 Print  Settings

Add dates and restrictions...

Add a description...

**Upload / Create ▾** Add Existing Activities ▾  Edit description for Lecture Videos

Drag and drop files here to create and update topics

Add a sub-module...


- Click the **Upload/Create** button, and select **Create a File** from the drop down menu

## Lecture Videos ▾

 Print  Settings

Add dates and restrictions...

Add a description...

**Upload / Create ▾** Add Existing Activities ▾  Bulk Edit

- Upload Files
- Video or Audio
- Create a File**
- Create a Link
- Add from Manage Files
- New SCORM/xAPI Object
- New Assignment
- New Checklist
- New Discussion













and drop files here to create and update topics

- Now, click on the **insert stuff** button in the window that pops up.

## Create a File in "Lecture Videos"


Enter a Title Browse for a Template


☐ Hide from Users


    Paragraph        


- Once you click on the icon, a drop down menu will pop up, scroll through the dropdown menu. From the drop down menu, select **Add MacVideo Media**.


Insert Stuff ×


 Add Video Note >



 Video Note Search >


 YouTube >


 Flickr >

 Insert Link >

 Enter Embed Code >

 Add MacVideo Media  >

 PebblePad Resources >

Cancel 

- A window will pop up and your videos will be in that window:

## Insert Stuff




### Add MacVideo Media


My Media Media Gallery ↺

+ Add New

🔍 Search My Media

Filters > All Fields ▾ Creation Date - Descending ▾ ☰ ☷



 **Kaltura Capture recording - March 12th 2020, 2:42:59 pm**

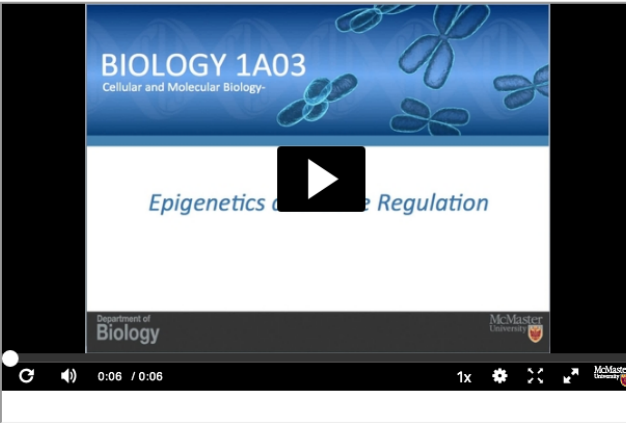
Select ▾

Next Back Cancel ⌵

10. Click the **Select** button, and select **Large**. I recommend this especially if you want to have the best video quality. A preview window will open. **Click the Insert Button**

## Insert Stuff

Refresh Preview



Insert Back Cancel

11. Your video will now be embedded in the Create a File window. Make sure you **add a title**, then **press Save and Close**:

# Videos"

12. You will now come back to a main Avenue window.

The screenshot shows the Avenue LMS interface for a course titled "BIOLOGY 1A03:Cellular and Molecular...". The user is logged in as "RD ROSA DA SILVA". The navigation menu includes Content, Resources, Communication, Assessments, PebblePad, and Course Admin. The current page is "Test video 1", which displays a video player for "BIOLOGY 1A03 Cellular and Molecular Biology" with a play button and a progress bar. Below the video player are buttons for "Edit HTML", "Download", and "Print". The "Activity Details" tab is selected, showing options for "Visible", "Required: Automatic", and "Add dates and restrictions...".

13. If you go back to your course **Content** Menu, you will now find your new video in your **Lecture Podcasts** folder! Well done! 😊 :

The screenshot shows the Avenue LMS interface for the same course. The user is logged in as "RD ROSA DA SILVA". The navigation menu includes Content, Resources, Communication, Assessments, PebblePad, and Course Admin. The current page is "Lecture Videos", which displays a search bar, a list of topics (Overview, Bookmarks, Course Schedule, Table of Contents, COURSE OUTLINE/1ST, LECTURE INFORMATION/COURSE CALENDAR, ABOUT YOUR BIOLOGY 1A03), and a list of activities. The "Test video 1" activity is listed under the "Lecture Podcasts" folder. The page also includes buttons for "Print", "Settings", "Upload / Create", "Add Existing Activities", and "Bulk Edit".