Creating presentations and lectures using the Desktop Recorder
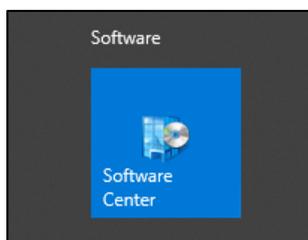
Media Hopper Create's Desktop Recorder is the main starting point for capturing your media content. This guide covers installation on the Windows operating system, as well as how to record a basic presentation/lecture.

Installing the Desktop Recorder

Before the Desktop Recorder can be used, it must first be downloaded and installed on the computer. This only has to be done once, either via the Media Hopper Create web portal, or if you're on a managed desktop, through the Self Service software catalogue.

Install from the Software Centre (for managed computers)

1. Launch the *Software Centre* application from your Start Menu.

2. Search for 'Media Hopper Create' using the box at the top right.

3. Click on the *Media Hopper* icon, and click *Install.*

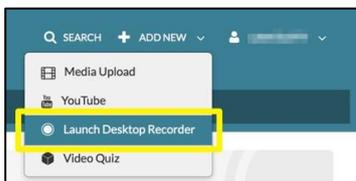4. The Desktop Recorder will appear in your Start Menu with the name *Kaltura Capture*

5. Navigate to Media Hopper Create in your browser, making sure that you are logged in, and click on the *Add New* button from the menu at the top of the screen, and select *Launch Desktop Recorder*.
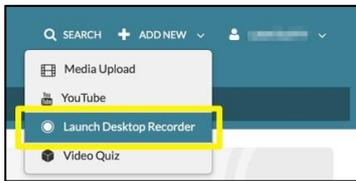
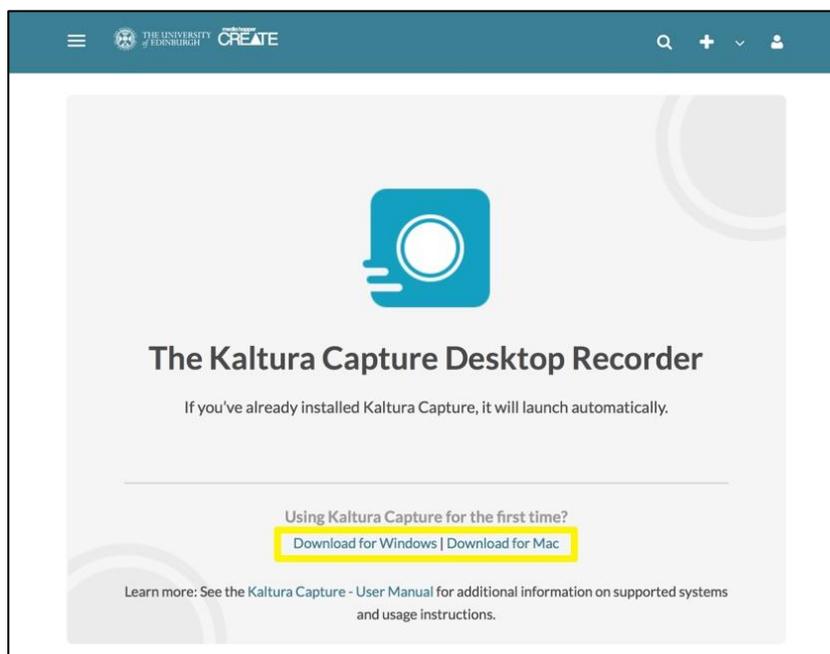

6. The recorder will now open.

Install from the Media Hopper Create web portal

1. Navigate to Media Hopper Create in your browser, making sure that you are logged in. Click on the *Add New* button and choose *Launch Desktop Recorder*.
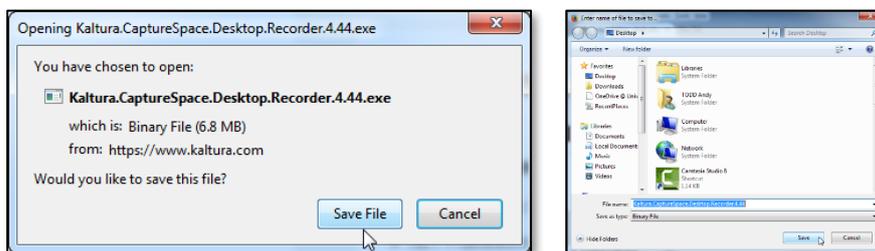

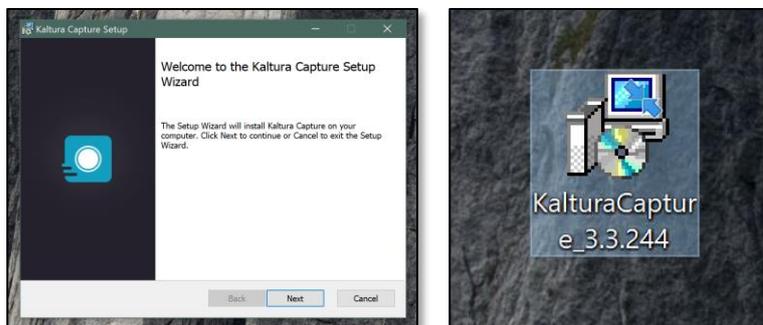The *Desktop Recorder* page will now load. It provides download links for both Windows and Mac systems.

2. Click on the *Download for Windows* link

3. When the dialog box appears, click *Save File*. Select a location to save the file to and click *Save*.
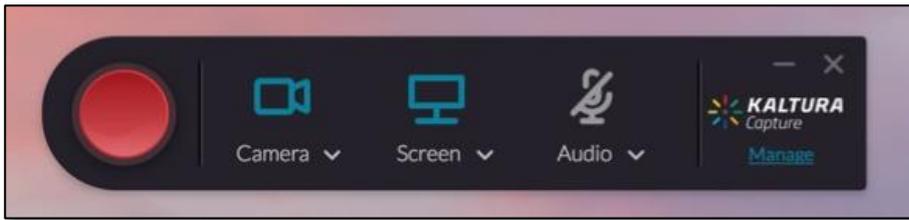

4. Open the installation file to start the process.

5. Navigate to Media Hopper Create in your browser, making sure that you are logged in, and click on the *Add New* button from the menu at the top of the screen, and select *Launch Desktop Recorder*. The Desktop Recorder will now open.

Desktop Recorder overview

The Desktop Recorder tool allows you to simultaneously record either 2 displays or webcams, a webcam and a display, or either of these by themselves, in addition to a voiceover.

You can choose which video input to record using the dropdown menus under the icons on tool. Click on the 'down' arrow to see a preview of each input and select what should be recorded from the dropdown menu, such as a display or a webcam. If you would not like to record multiple inputs, click on the icon to turn it from blue to grey, indicating that it will not be recorded.
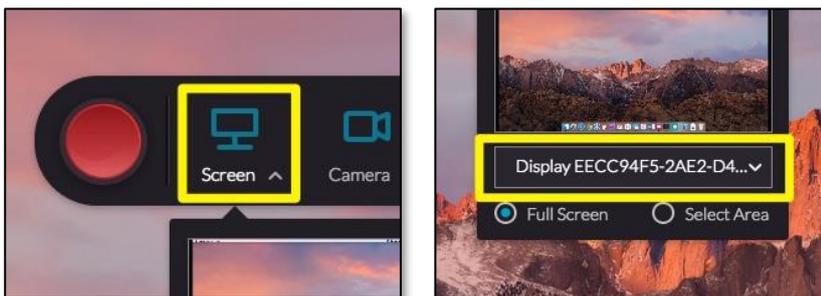
To access the Desktop Recorder settings, first click on *Manage* from the Recorder's main screen. The library of your desktop recordings will appear. Click on the *Settings* icon from the left hand side menu. Remember to click *Save* when you're done.
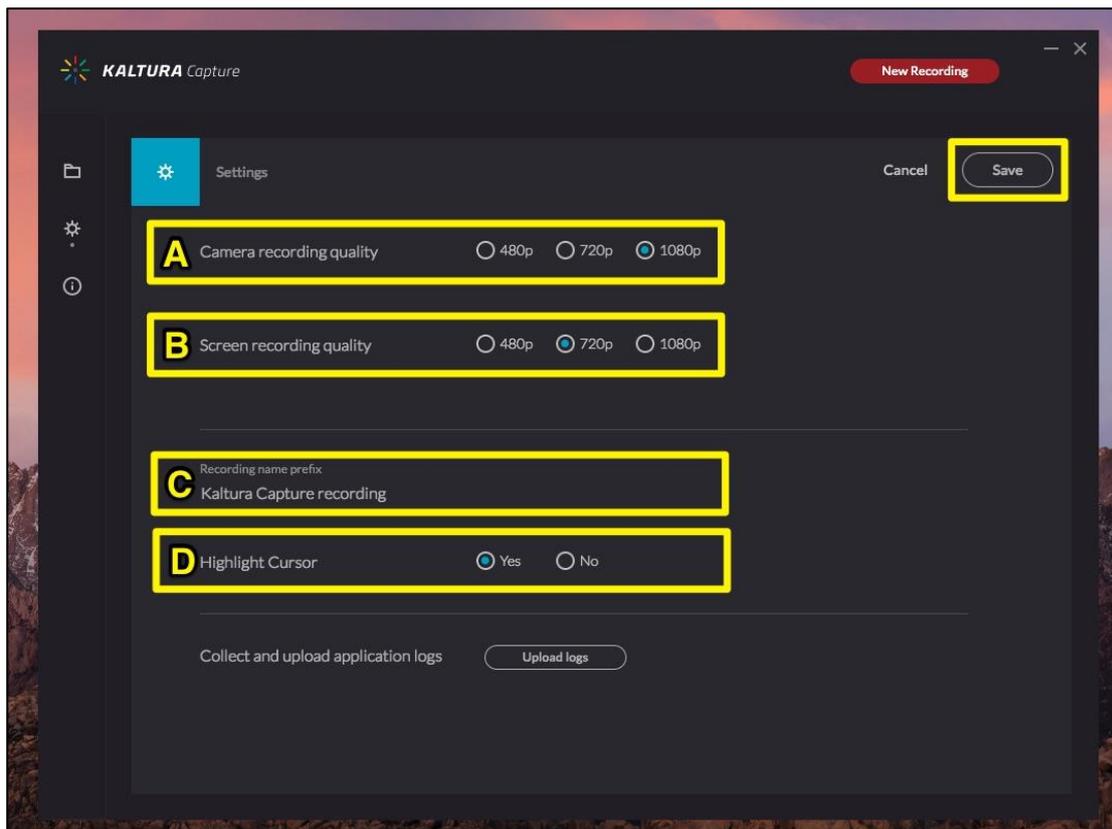
A. **Webcam Settings** – Select a recording resolution for all of your camera inputs*. You can connect and capture two webcams simultaneously.
B. **Screen Capture** – Select capture resolution for your screens*.
C. **Name Prefix** – Enter a default name that will be used for your recordings, with the date and time added to the end. Your titles can be changed before or after uploading.
D. **Highlight Cursor** – When turned on, while you are recording your mouse position will be highlighted with an animation when it is clicked.

As a rule of thumb, always select the highest recording resolutions to help record better quality content for your audience.

Recording a presentation

The Desktop Recorder tool can be used to capture your screen, including a presentation (MS PowerPoint etc.), audio narration, multiple webcams and on-screen drawings using the drawing tools.

The following steps focus on one of the main uses for the Desktop Recorder tool – to capture a PowerPoint presentation with audio narration and webcam.

In order to record audio narration and capture webcam footage, both a microphone and webcam must be connected to and installed on your computer, unless integrated.

1. Navigate to the Media Hopper Create web portal.

2. Click on the *Add New* button and select *Launch Desktop Recorder* from the list.
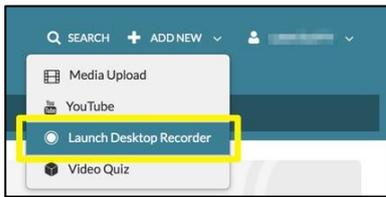
3. When the *Desktop Recorder* appears, click on the input dropdown menus to make sure that the correct monitor and webcam are being recorded. If a different monitor is being shown, use the dropdown beneath the preview to change the input. Both icons should be blue.
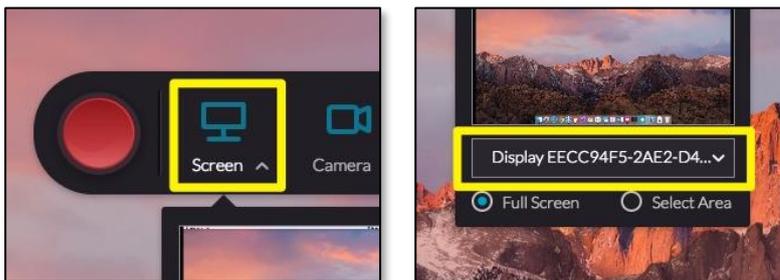
4. Make sure your microphone selected and set to record. Click on the dropdown icon under the microphone icon and select your microphone from the dropdown menu. The microphone icon should be blue.
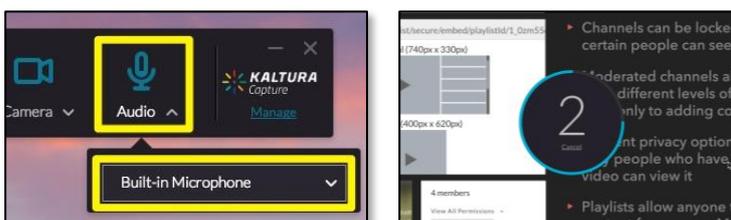
5. Launch your presentation in PowerPoint, making the slides full screen on the monitor you have set to be recorded.

6. Navigate through your presentation using mouse clicks or the arrow keys.
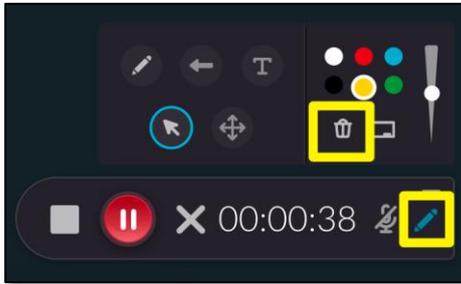
You can click the *Pencil* icon to show the drawing tools during your presentation/screen recording to annotate and highlight information. Press the *Delete* button to clear your annotations.

7. Click *Pause* to temporarily suspend your recording, or *Stop* to finish recording, then click *Yes, Stop it* to confirm.


8. Your recorded presentation can be previewed before being saved and uploaded.

Use this screen to enter relevant information about your video. Remember to add tags as this is a useful way for others to search for and reuse your content (depending on your privacy settings).
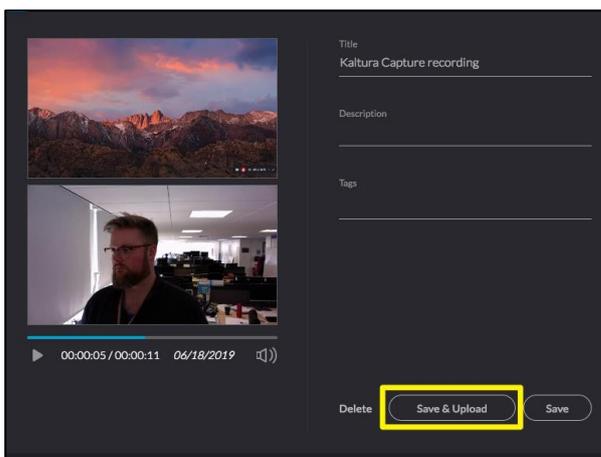
9. When you are ready to upload your presentation to Media Hopper Create, click *Save & Upload*. It will be added to your *My Media* area on the Media Hopper Create web portal.
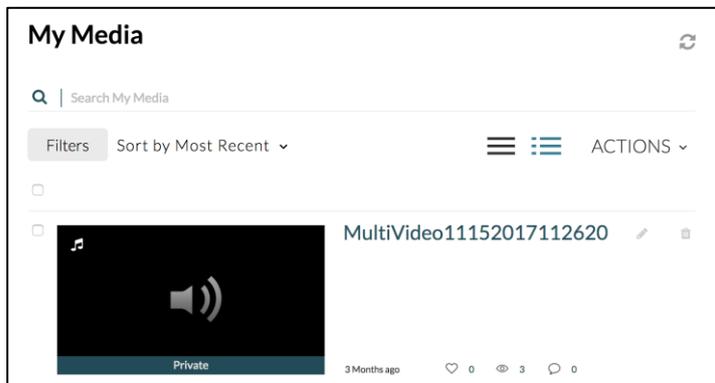
10. Once your presentation has been uploaded, you can make edits to it, such as Trimming and Chopping by clicking the *Edit* icon next to the entry and clicking *Launch Editor*