

Instructions for recording your presentation using UW-Madison's Kaltura Mediaspace

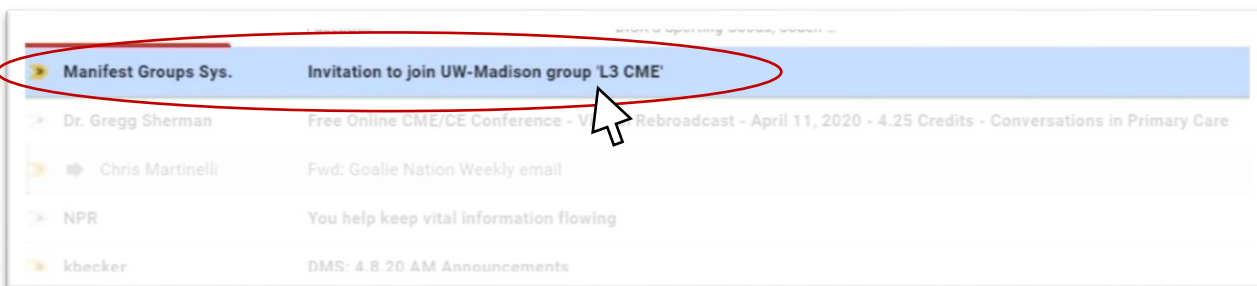
In order to use Kaltura Mediaspace, you will be invited to create a UW-Madison NetID and password. If you already have a UW-Madison NetID and password, you can go to Section 2: Access Kaltura

If you have any difficulties with this process, please contact Julie Martinelli at julie.martinelli@wisc.edu.

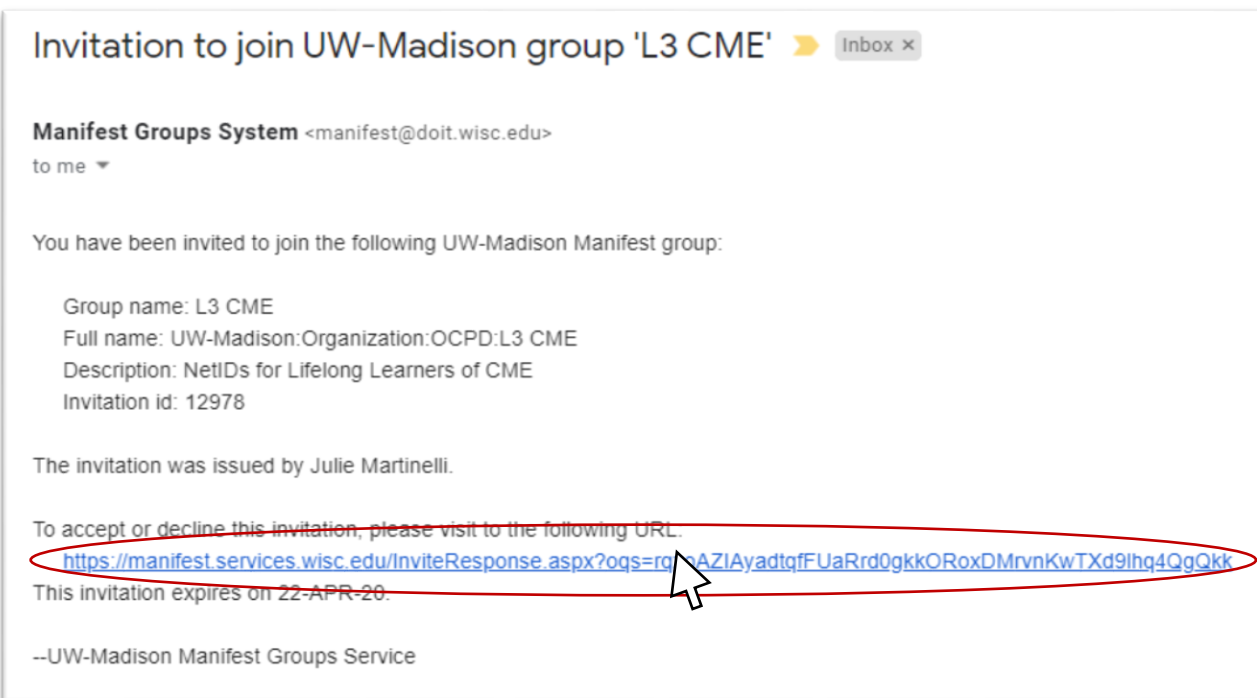
Section 1: Activate Your NetID

Estimated time 5 minutes (plus up to 15 minutes passive time)

1. From **your email**, click on the **message** titled "Invitation to join UW-Madison group 'L3 CME'" from "Manifest Groups System" manifest@doit.wisc.edu



2. Click on the **URL** in the message



3. Click **Accept Invitation**

Invite

You have been invited to join the UW-Madison Manifest group:

Name	L3 CME
Description	NetIDs for Lifelong Learners of CME

Send feedback and questions to: manifest@doit.wisc.edu

© 2020 Board of Regents of the University of Wisconsin System

4. Click **No**

Invite

Do you have a UW-Madison NetID?

Send feedback and questions to: manifest@doit.wisc.edu


© 2020 Board of Regents of the University of Wisconsin System

5. Your email address will be auto-populated. Complete the remaining fields and click **Accept Invitation**

Identity

To issue you a UW-Madison NetID, you must supply the following information. After submitting the information, an email message will be sent to the same address that you received the invitation to join this group. The email will contain a link that you can use to activate your UW-Madison NetID and set a password.


For more information, click [here](#).

Email address	<input type="text" value="your.email@domain.com"/>
First name	<input type="text" value="Your First Name"/>
Middle name	<input type="text" value="Your Middle Name"/>
Last name	<input type="text" value="Your Last Name"/>
Birth date	<input type="text" value="XX/XX/XXXX"/> 
<input type="button" value="Accept invitation"/>	

Send feedback and questions to: manifest@doit.wisc.edu

© 2020 Board of Regents of the University of Wisconsin System

6. You will see a confirmation invite page. Your NetID activation email will arrive in your email inbox within approximately 5-15 minutes.

A NetID has been requested for you. You will receive an email message at jamartinelli1411@gmail.com when it is ready for you to activate. When you receive that email, click on the enclosed link to create the NetID and set the password and security questions. 

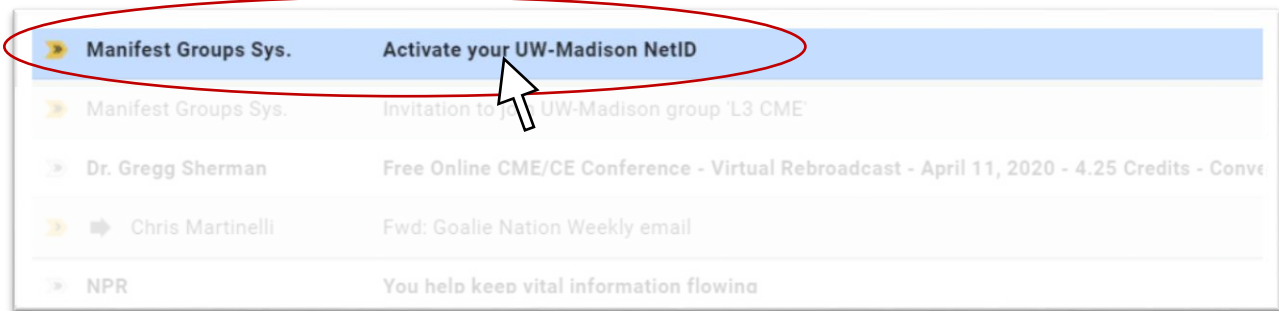
Invite

This invitation has already been accepted and is pending NetID activation. You should receive your NetID activation email shortly.

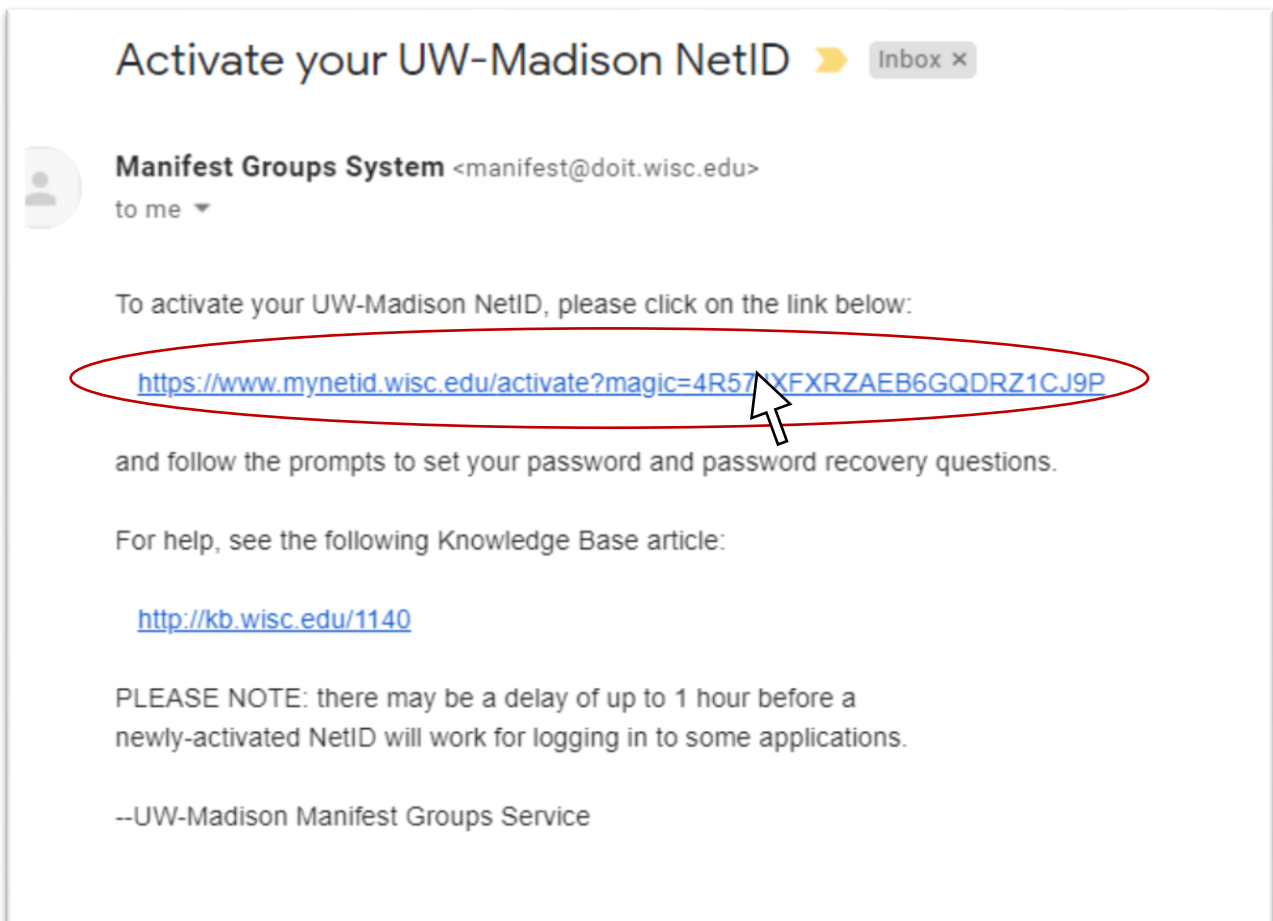
Send feedback and questions to: manifest@doit.wisc.edu

© 2020 Board of Regents of the University of Wisconsin System

7. From **your email**, click on the message titled “Activate your UW-Madison NetID” from “Manifest Groups System <manifest@doit.wisc.edu>”



8. Click on the **first URL** in the message



9. Scroll to the bottom of the **UW-Madison IT Compliance Agreement**, select “I ACCEPT” and click **Next**

as published in the University of Wisconsin System Administrative Code and UW-Madison policies. For example, disruption of University activities or harassment as described in UWS 17 and 18; student academic misconduct in UWS 14; selling, peddling and soliciting in UWS 18; and ethical staff in UWS 8.

Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action.

Policy on Electronic Devices Connected to the UW-Madison Network

Devices connected to the University of Wisconsin-Madison network by any means must:

- run up-to-date anti-virus software, when available, and
- keep all operating system software, device firmware, application software and other software current with the latest security-related patches

In cases where it is not possible to update software or firmware, the device must be protected by other means, such as, but not limited to, a dedicated device. The University reserves the right to suspend access to preserve the integrity of the network.

More information about this Policy can be viewed at: <https://www.cio.wisc.edu/policies/electronic-devices/>

Policy and Practices for a Baseline Password Standard for UW-Madison

Devices and systems connected to the University of Wisconsin-Madison network must require passwords meeting the minimum standards set by the University and, if possible, technically enforce them. Faculty, staff and students must adhere to the Minimum Password Standards for all systems and applications.

More information about this policy can be viewed at: <https://www.cio.wisc.edu/policies/password-standard/>

I acknowledge and accept the following policies as stated above:

- The [Policy for Appropriate Use of University of Wisconsin-Madison Information Technology Resources](#)
- The [Policy on Electronic Devices Connected to the UW-Madison Network](#)
- The [Policy and Practices for a Baseline Password Standard for UW-Madison](#)

☒ **I ACCEPT**

☐ I Don't Accept

Next

10. Scroll to the bottom of the **Terms of Service for NetID and other Campus Credentials** and click **I Understand**

Health Insurance Portability and Accountability Act (HIPAA) (<https://hipaa.wisc.edu/>), the UW Madison Policy on Faculty and Staff Racial/Ethnic Heritage Data, governed by Wisconsin Public Records Law, and other state and federal law) to protect the confidentiality of personal identifiable information.

- The University has agreements with third-party service providers that allow you to use your NetID/Password to access applications that are external to the University, including those provided by the U.S. Federal Government. This might be the only way you are able to access those applications. For a list of service providers that provide applications to the higher education community, see: <https://www.incommon.org/participants/>. To enable your access to those applications, the University may send the following information about you to the service provider:
 - First Name
 - Last Name
 - Affiliation with University of Wisconsin - Madison (e.g. "Student" or "Employee")
 - NetID and eduPersonPrincipalName
 - UW-Provided email address.
 - A unique identifier

I acknowledge and understand the Terms of Service for NetID and other Campus User Credentials

I Understand

11. Select and provide answers for three **Account Recovery Questions**, and click **Save my answers**

Account Recovery Questions for YOUR NAME

For personal security and to verify your identity, please set up 3 account recovery questions. If you forget your password or need assistance from the Help Desk you will need to answer these questions in order to recover your account. Make sure your answers are easy for you to remember but difficult for others to guess.

Please choose 3 questions from the lists below:

Your questions:

Question: When you were young, what profession did you want to be when you grew up? (for example, Doctor, Lawyer or Firefighter) ▼

Answer: Your Answer

Question: What is the name of your favorite childhood friend? ▼

Answer: Your Answer

Question: What is your mother's middle name? ▼

Answer: Your Answer

Save my answers Clear this form

© Board of Regents of the University of Wisconsin System

12. Create and re-type a **strong password**. Select a **recovery email** (something different from the one you used to activate your NetID). Click **Activate Account**

We think your name is JULIE ANN FUSCO with NetID jfusco. If this is incorrect, please contact the DoIT Help Desk at 608-264-HELP (608-264-4357).

CHOOSE A PASSWORD:

Your NetID and password is your gateway to important campus resources. Creating a strong NetID password helps protect your personal identity and the resources of the University. UW-Madison has a [Password Policy](#) that requires you to create NetID and other passwords using standards below. For assistance, see [Creating](#) and [Managing](#) passwords.

Passwords chosen must

- be a minimum of eight (8) characters in length
- be memorized; if a password is written down, it must be stored in a secure place
- contain at least one (1) character from three (3) of the following categories:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Digit (0-9)
 - Special character (~!@#\$%^&*()+=_-[]\|;:~?<>.,)
- be private

Passwords chosen must not

- contain a common proper name, login ID, email address, initials, first, middle or last name
- have been used in the last year or last three passwords, whichever is greater.

It is strongly recommended that

- passwords are changed twice per year (e.g., when clocks are adjusted in the spring and fall)
- each password chosen is new and different

Maximum password characters: 36

Your new password:

36 characters left

Re-enter password:

36 characters left

SET RECOVERY EMAIL

Your recovery email is used to recover your NetID in the event that you forget your password or other account information. It should not be an email account that you use your NetID to get to (@wisc.edu, @dept.wisc.edu, for example).

Recovery Email:

Your Recovery Email

Activate Account

© Board of Regents of the University of Wisconsin System

13. You will see Your **UW-Madison Account Summary**. You may want to save this information for your records. *You now have a NetID.* It may take a few minutes for services to be activated.

Your UW-Madison Account Summary

Your NetID is **jfusco** 

Please check your email for a summary of your account activation (save this for your records). You will also receive an email asking you to confirm the recovery address for your account. Please click the link in this email to confirm your recovery email address.

Account information:

- NetID: **jfusco**
- Recovery Email: **sfmhockey66@gmail.com** (*pending*)
 - **You must click the link that has been mailed to you to confirm the change.**

Messages

- Activate: **Active**
 - My UW-Madison: You are **not eligible** for My UW-Madison. If you believe this is an error, contact the helpdesk at 608-264-4357.
 - Network: You are **not eligible** for Network. If you believe this is an error, contact the helpdesk at 608-264-4357.
 - NetID: **Active**
 - Email and Calendar: You are **not eligible** for Email and Calendar. If you believe this is an error, contact the helpdesk at 608-264-4357.
- Recovery Questions: **Active**

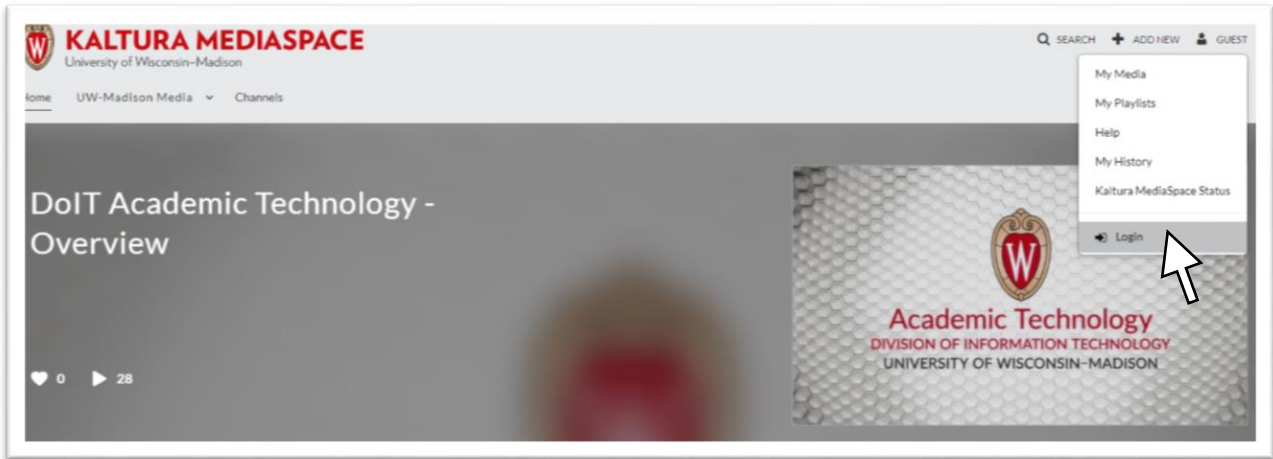
What to do next

- **Set your preferred name.** You can set a preferred name so that your name appears as you like it on UW-Madison websites and resources.
 - **Student Instructions**
 - **Employee Instructions**
(If you're both, you only need to set one or the other!)
- Go to **MyUW** to access many UW-Madison services.

Section 2: Access Kaltura

Estimated time 1 minute

1. Go to <https://mediaspace.wisc.edu>
2. In the upper right corner of the page, click **GUEST > Login**



3. Enter your <NetID> and <Password> and click **Log In**

A screenshot of the Kaltura login form. It features a 'Login' heading, a 'NetID' field with a 'Forgot NetID' link, a 'Password' field with a 'Forgot password' link, and a red 'Log In' button with a mouse cursor pointing to it. To the right, a 'Need help?' section lists links: 'Activate your NetID', 'Modify your account', 'Create a strong password', 'Common login questions', and 'Contact the Help Desk'. The footer contains the copyright notice: '© Board of Regents of the University of Wisconsin System'.

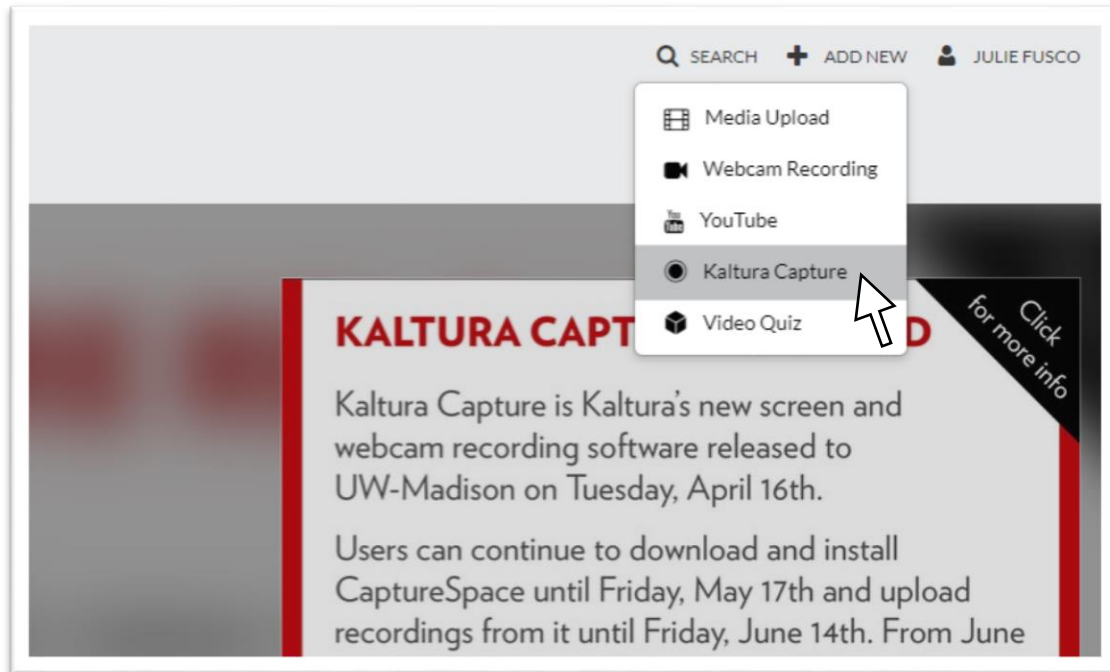
4. You are now logged into Kaltura, and you should see your name in the top right corner.

Section 3: Install Kaltura Capture

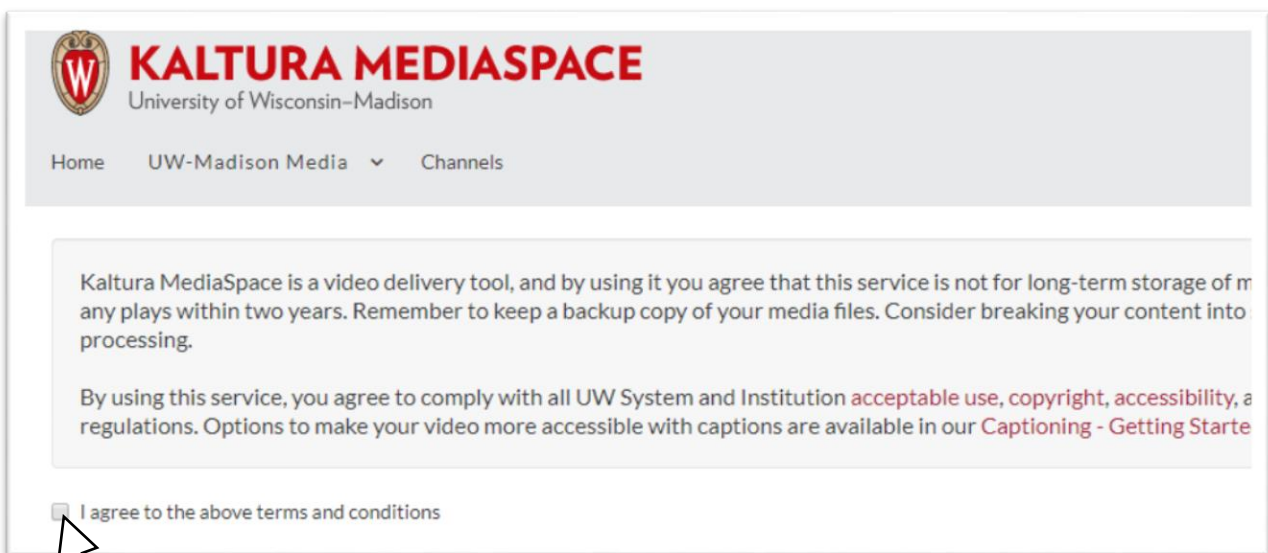
Estimated time 5 minutes (plus up to 10 minutes passive time)

Now that you are logged into Kaltura (<https://mediaspace.wisc.edu>) you can install Kaltura Capture and record your presentation.

1. Click Add New > Kaltura Capture

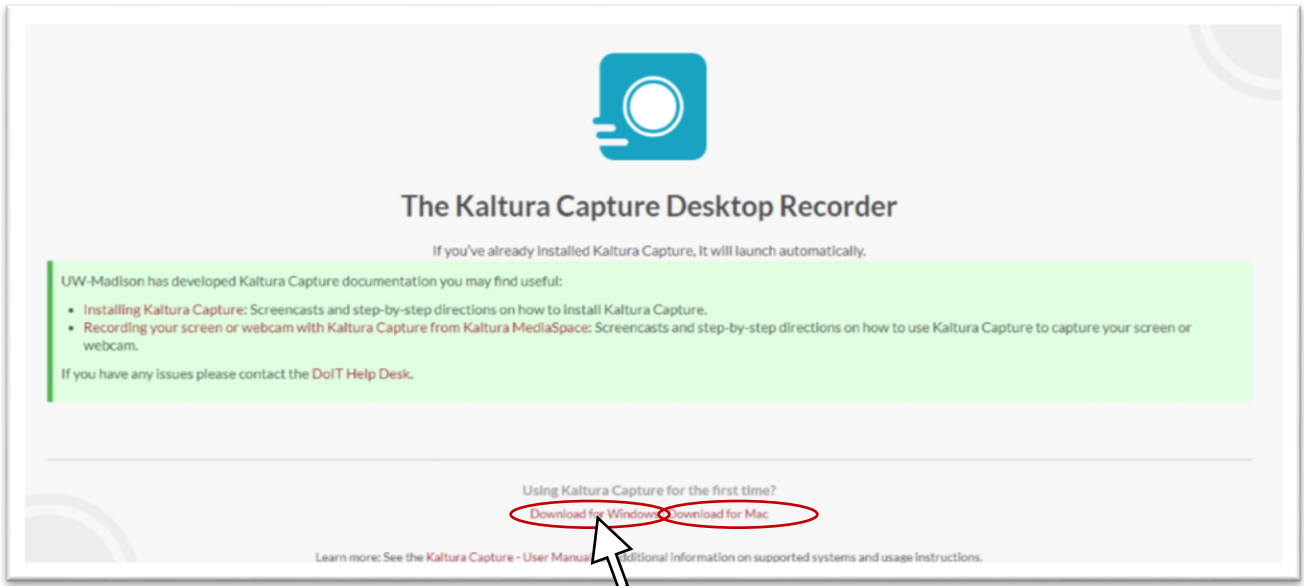


2. Check "I agree to the above terms and conditions"

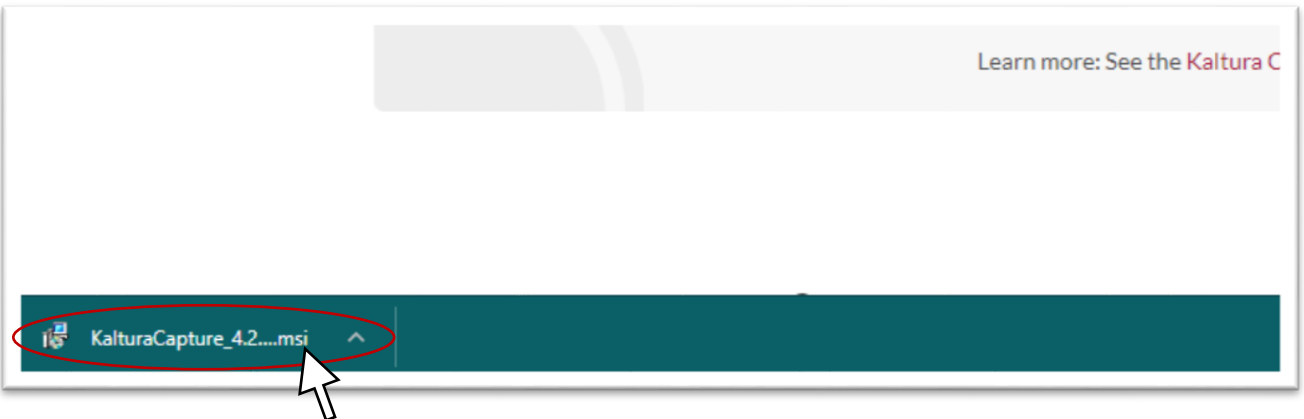


3. A new area will appear on the page. Click “Download for Windows” or “Download for Mac”

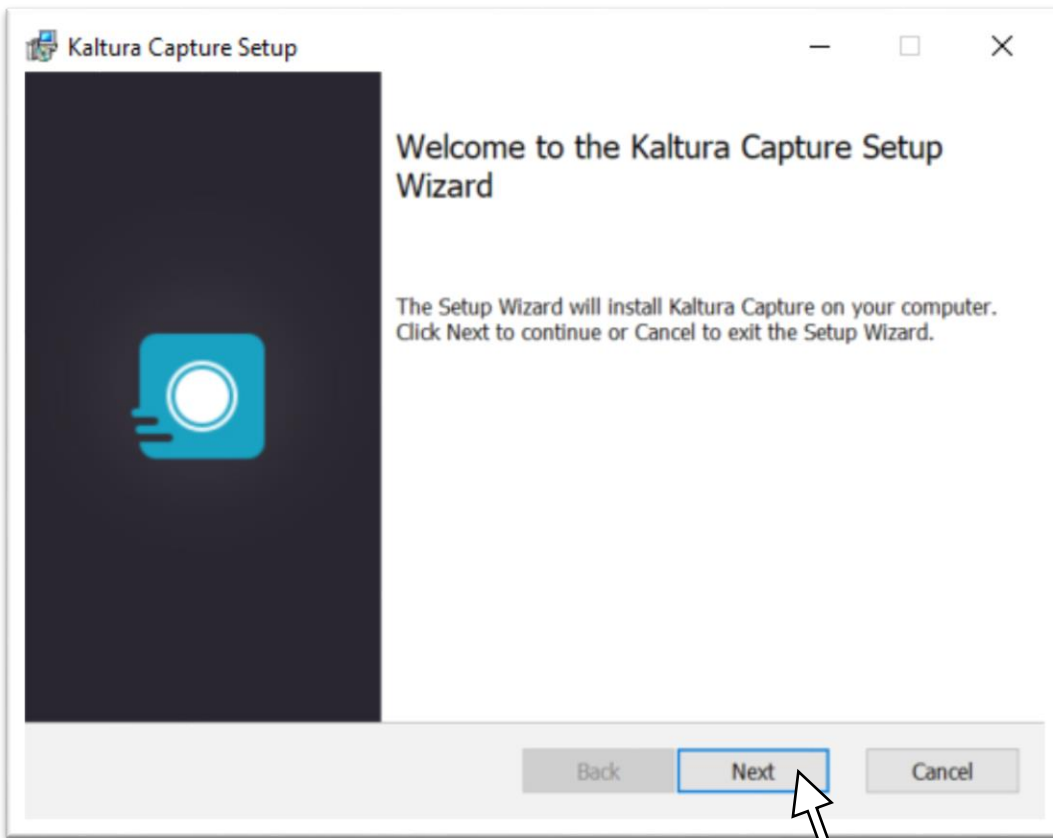
Use the documentation provided to assist you in installing Kaltura Capture Desktop Recorder. The following describes the process for Windows using Chrome web browser.



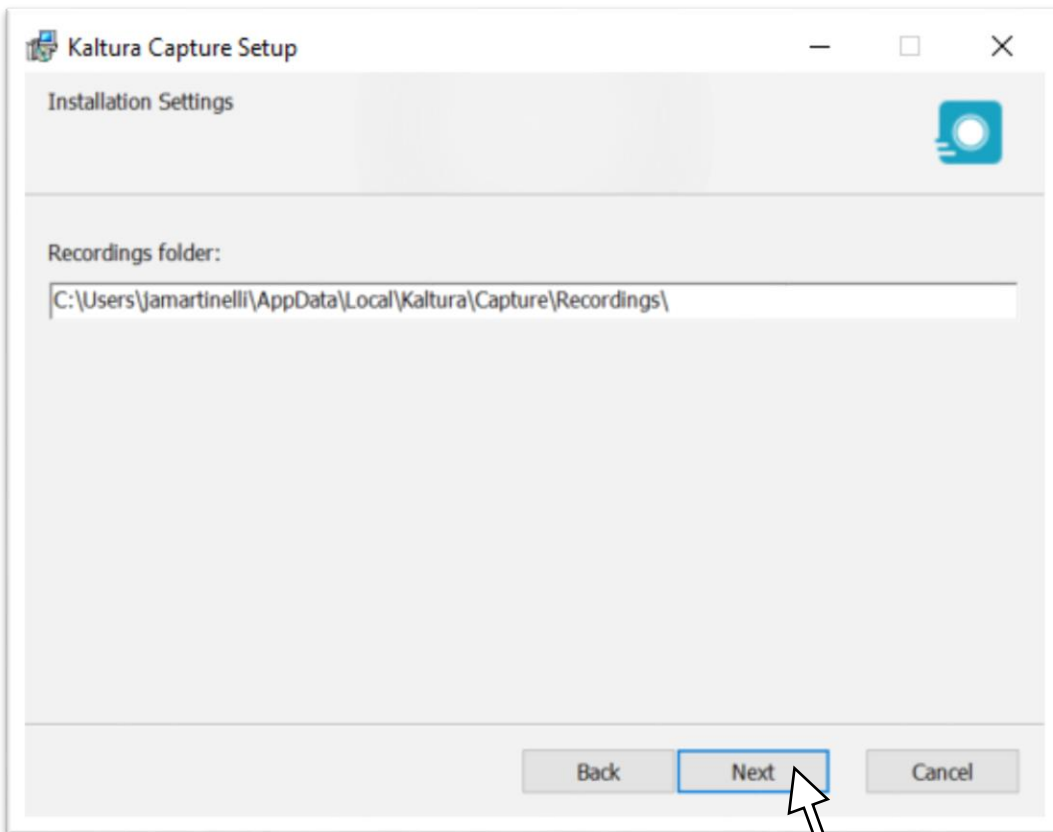
4. Once the software is downloaded, click the installer in the lower left corner of your screen.



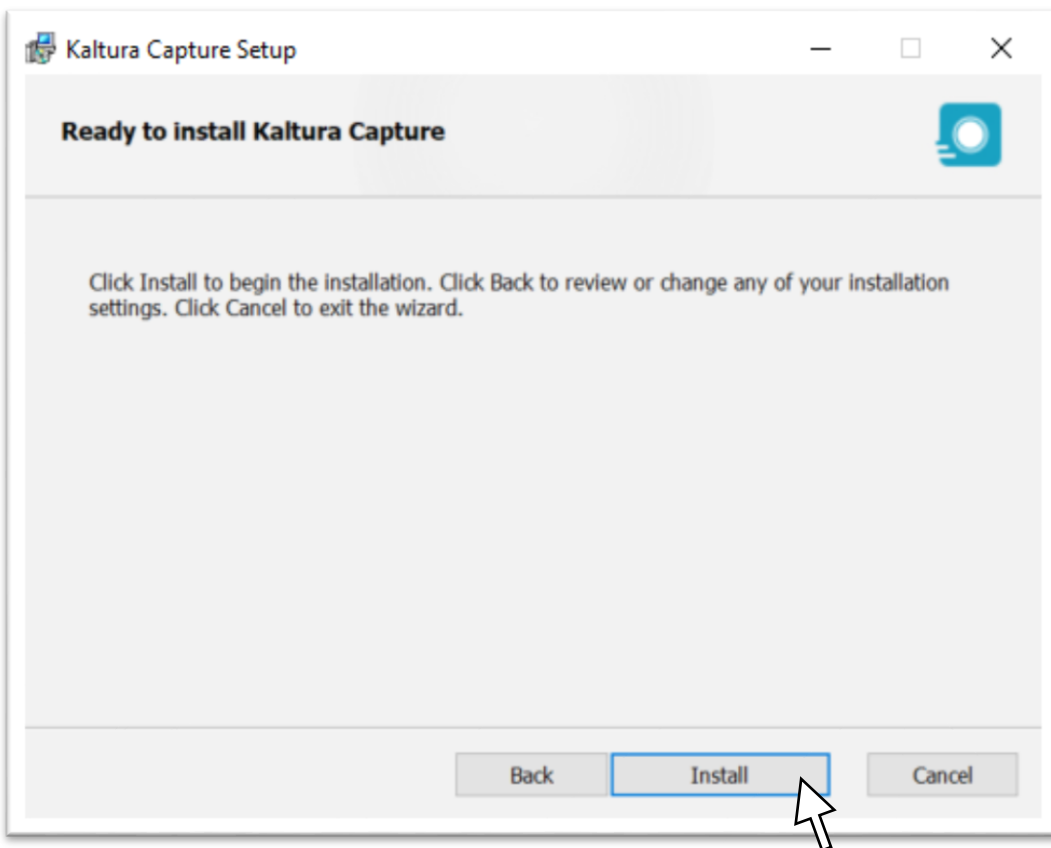
5. The **Kaltura Capture Setup Wizard** will begin. Click **Next**



6. The software will choose a Recordings folder in your C: drive. Click **Next**



7. Click **Install**



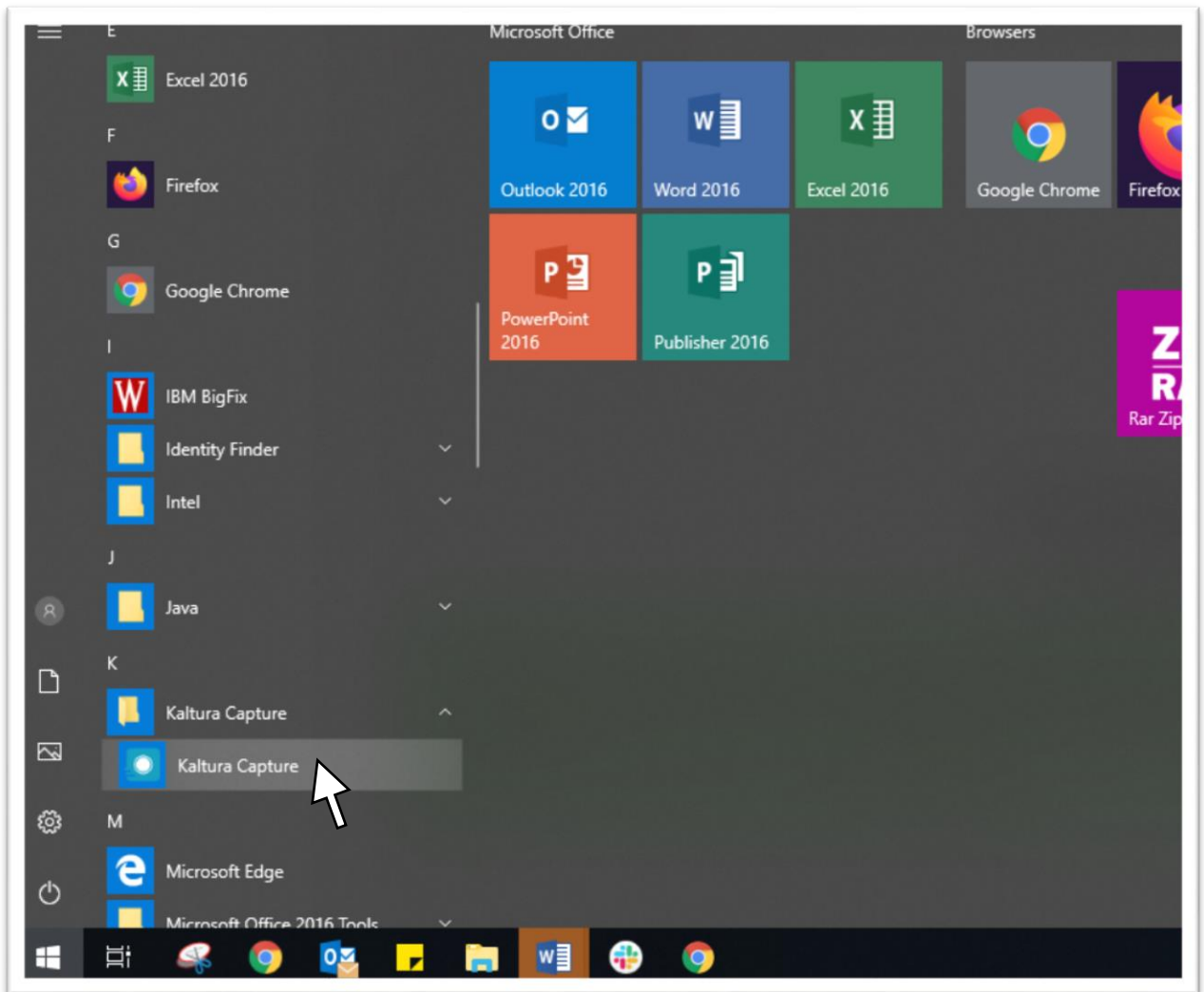
8. Once the installation is complete, click **Finish**. *You are now ready to use Kaltura Capture to record your presentation!*

Section 4: Record Your Presentation

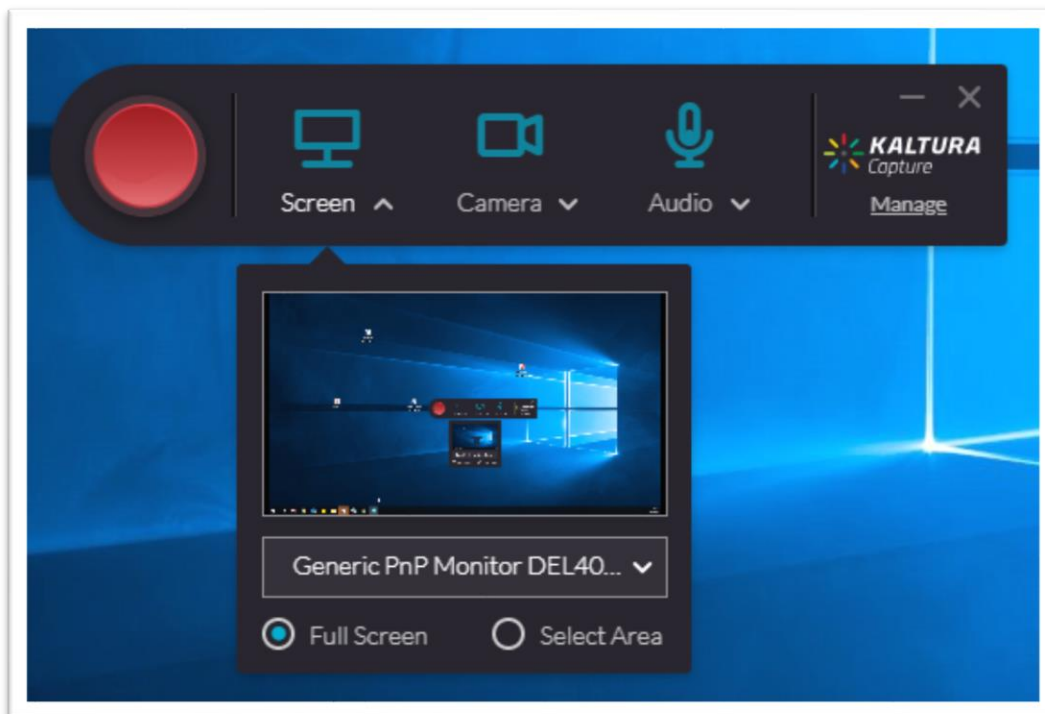
Estimated time 5 minutes (plus recording time)

Before you begin your presentation, make sure you are prepared. Read the “10 Tips and Tricks for Recording your Presentation and Webcam” provided at the end of this document before you begin.

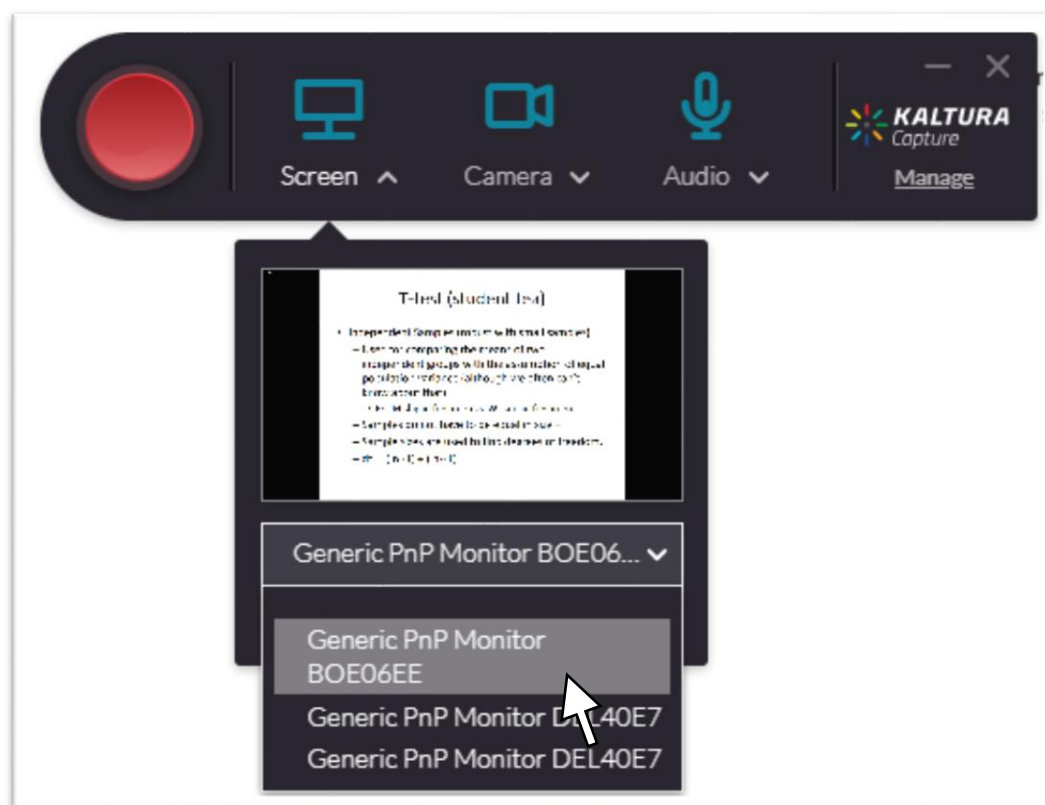
1. To prepare, open your **presentation** and put it in presentation mode/full screen.
2. Open **Kaltura Capture**. Below is an example from a Windows 10 computer. Click Windows Icon>K>Kaltura Capture>Kaltura Capture



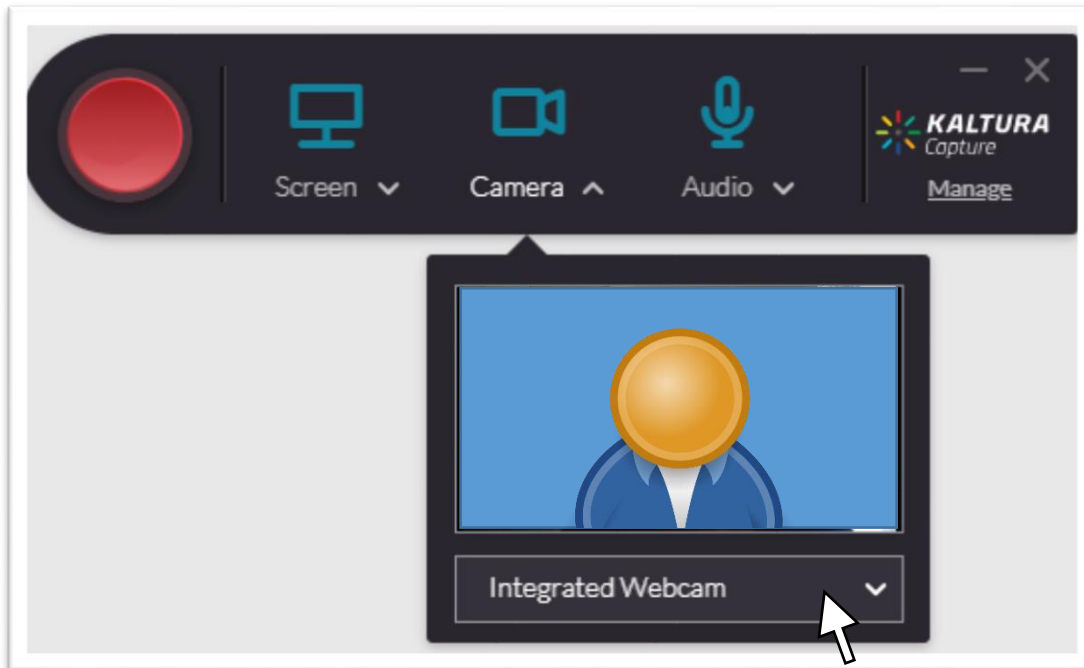
3. It may take a moment for the software to start. The interface is a black horizontal bar. You will be prompted to select your screen, camera, and audio. You can click/hold and drag this bar to a desired location.



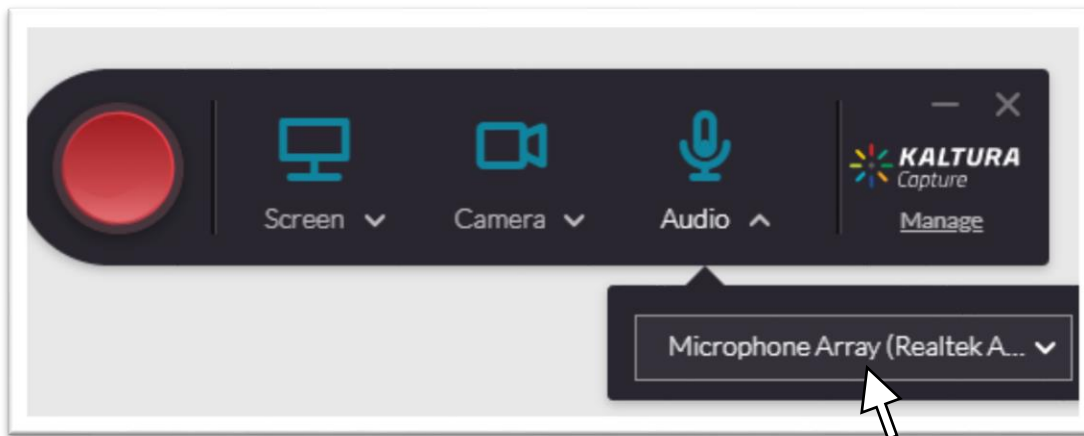
4. For **Screen**, select “Full Screen.” If you have more than one monitor, choose the monitor on which the presentation is open. The presentation will show up in the thumbnail view of the screen selected.



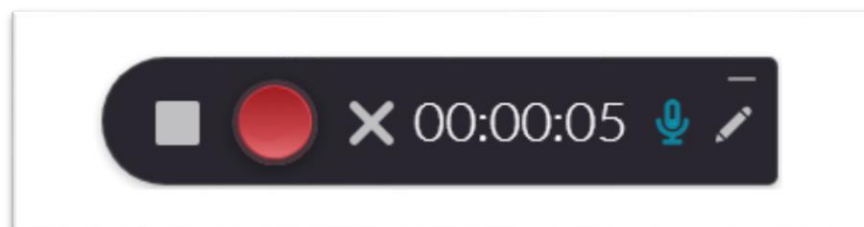
5. For **Camera** select your computer's camera (or an external camera, if you have one). You will show up in the thumbnail view of the camera selected.



6. For **Audio** select your computer's audio (or an external mic, if you have one).

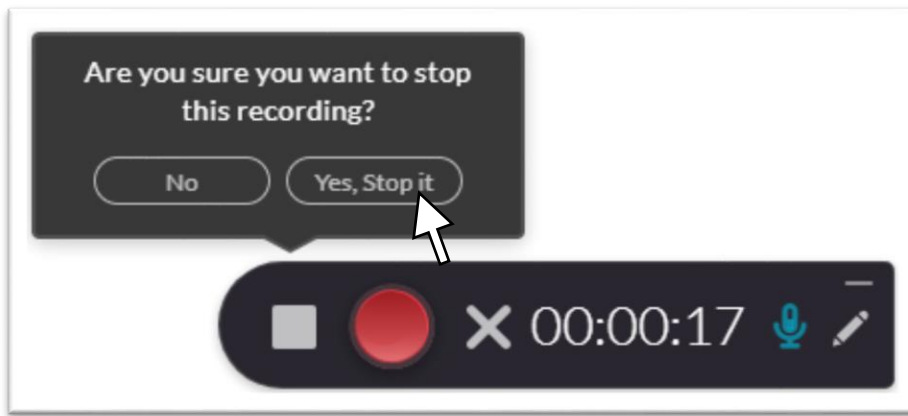


7. *You are ready to record.* Click the **red circle** to start recording. The black bar becomes smaller and starts timing your presentation. You will be given a 3 second countdown. Begin your presentation. You may pause and resume recording at any time by clicking the **red circle**.

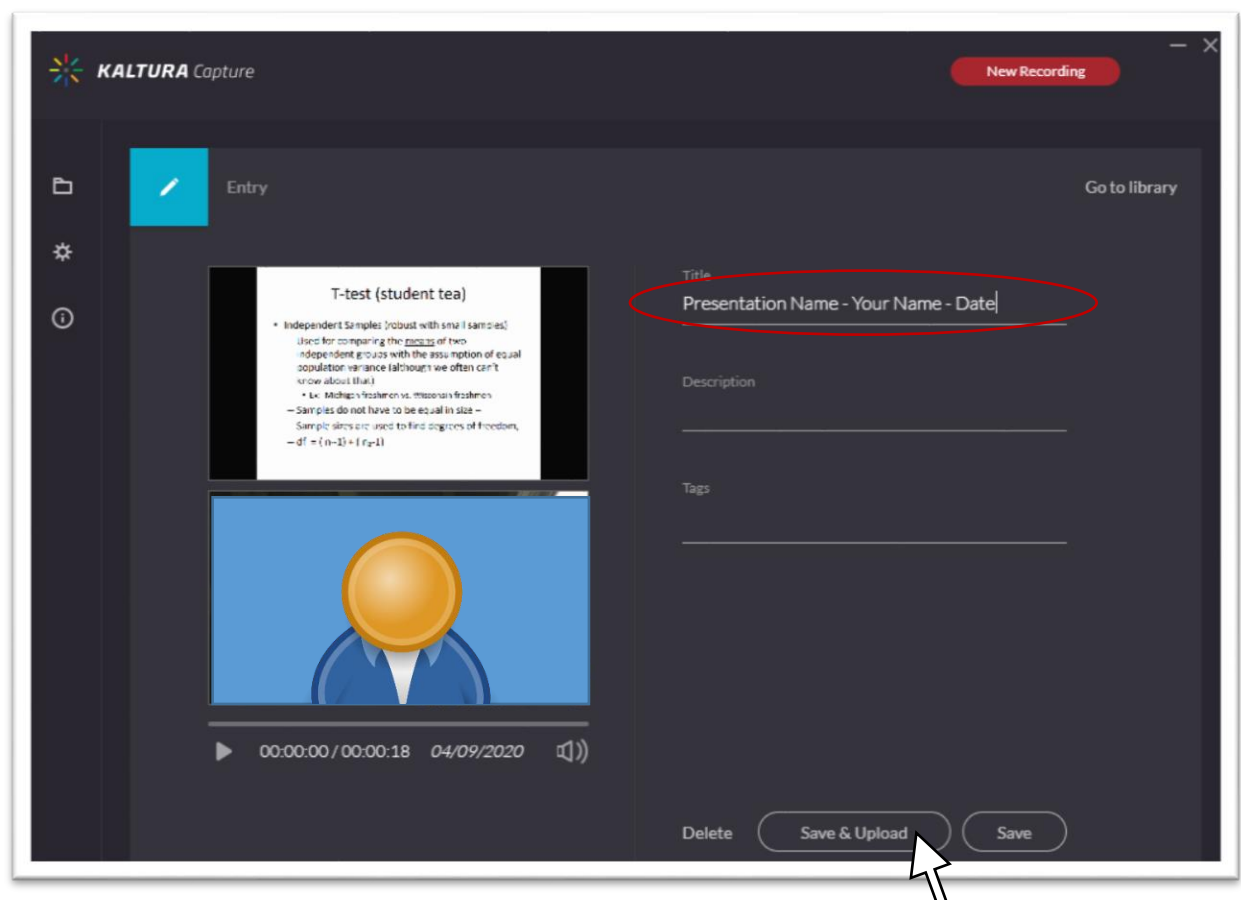


(There are tools available that you can use during your presentation, such as draw, add text, add an arrow, if you would like to add this during your presentation to emphasize something on screen. These can be found by clicking the "pencil" icon on the bar.)

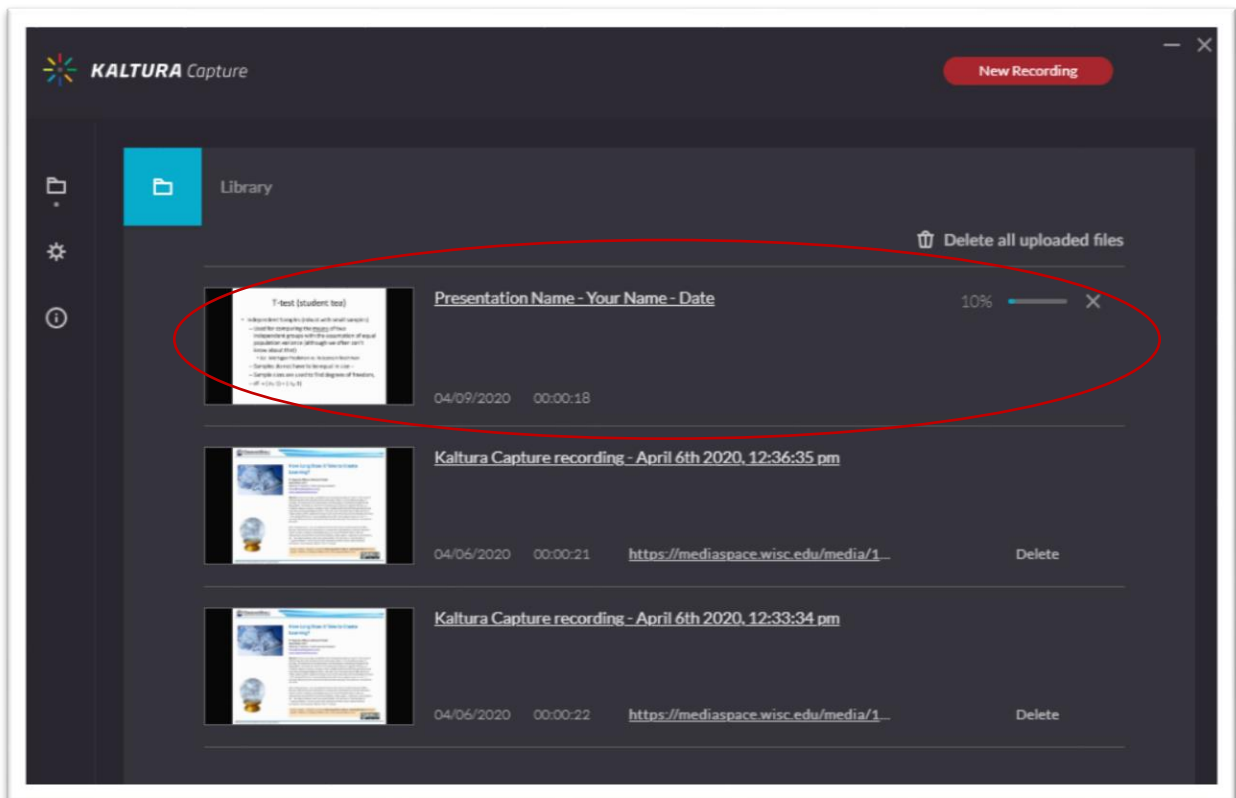
8. Once you are finished with your presentation, click the **gray square** > **Yes, Stop it** to stop recording.



9. At the save screen, change the **Title** to <Your presentation name – your name – Date>. Click **Save & Upload**



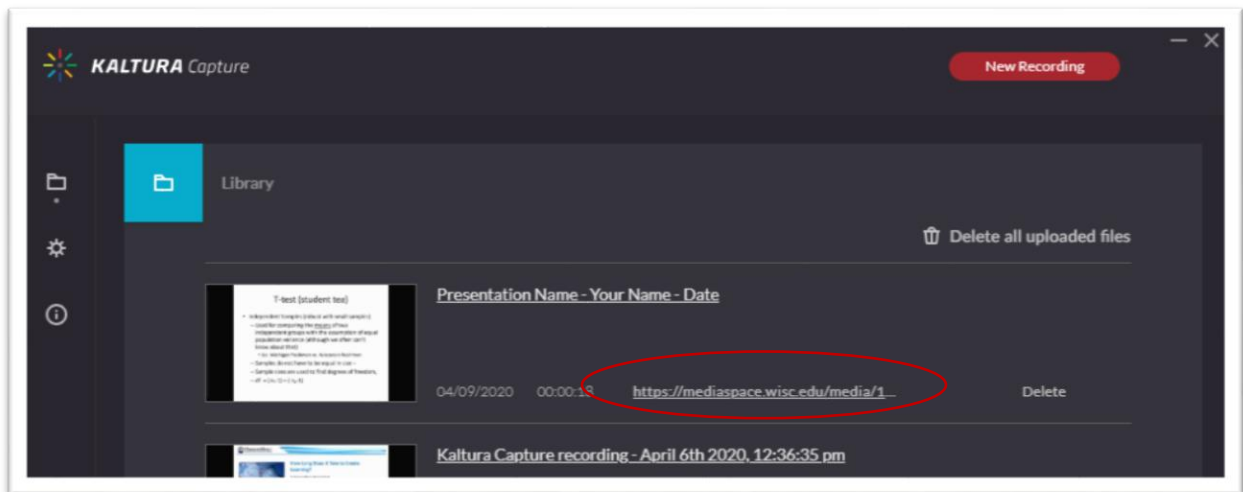
10. Your presentation will upload. It depending on the size, may take a while to complete.



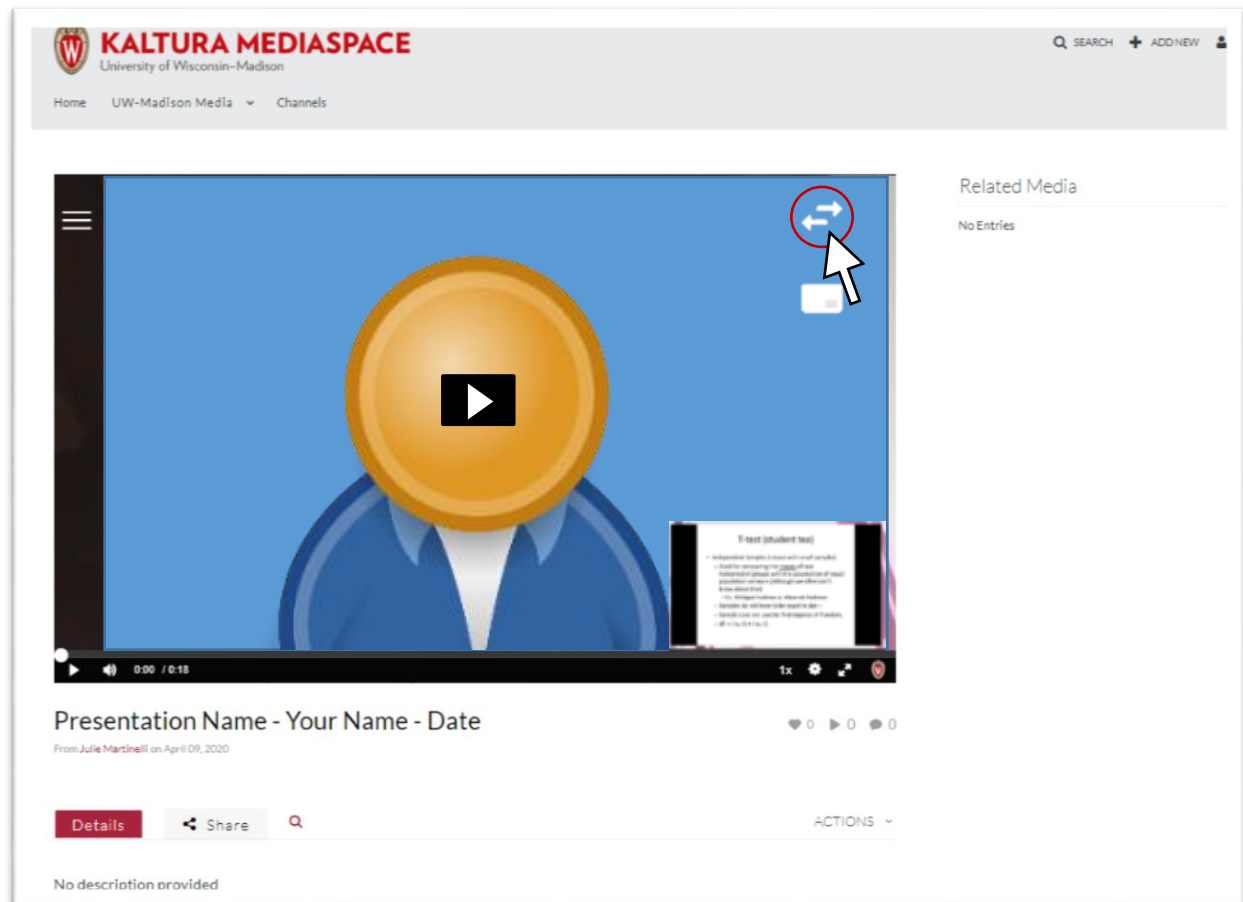
Section 5: Hand Off Your Presentation to OCPD

Estimated time 1-2 minutes (plus passive time for video processing)

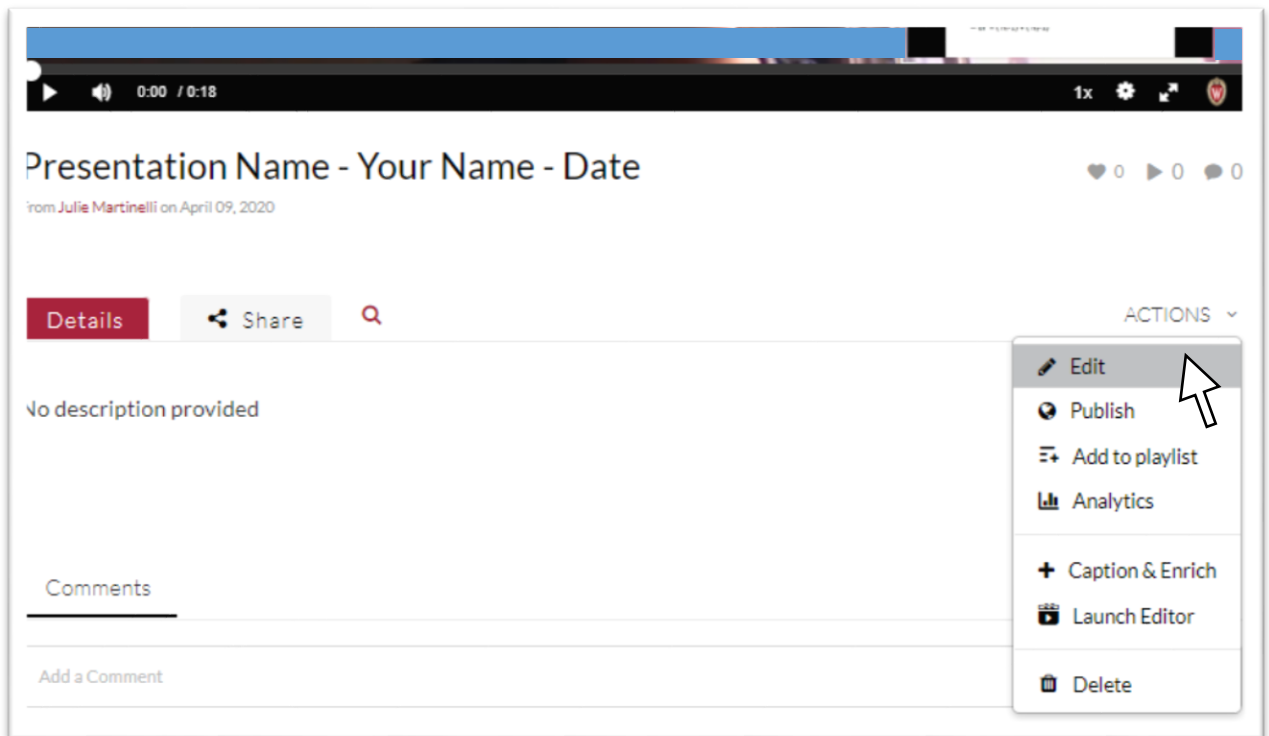
1. Once your presentation has finished uploading, click the link to open it. (You may need to log in with your NetID again.)



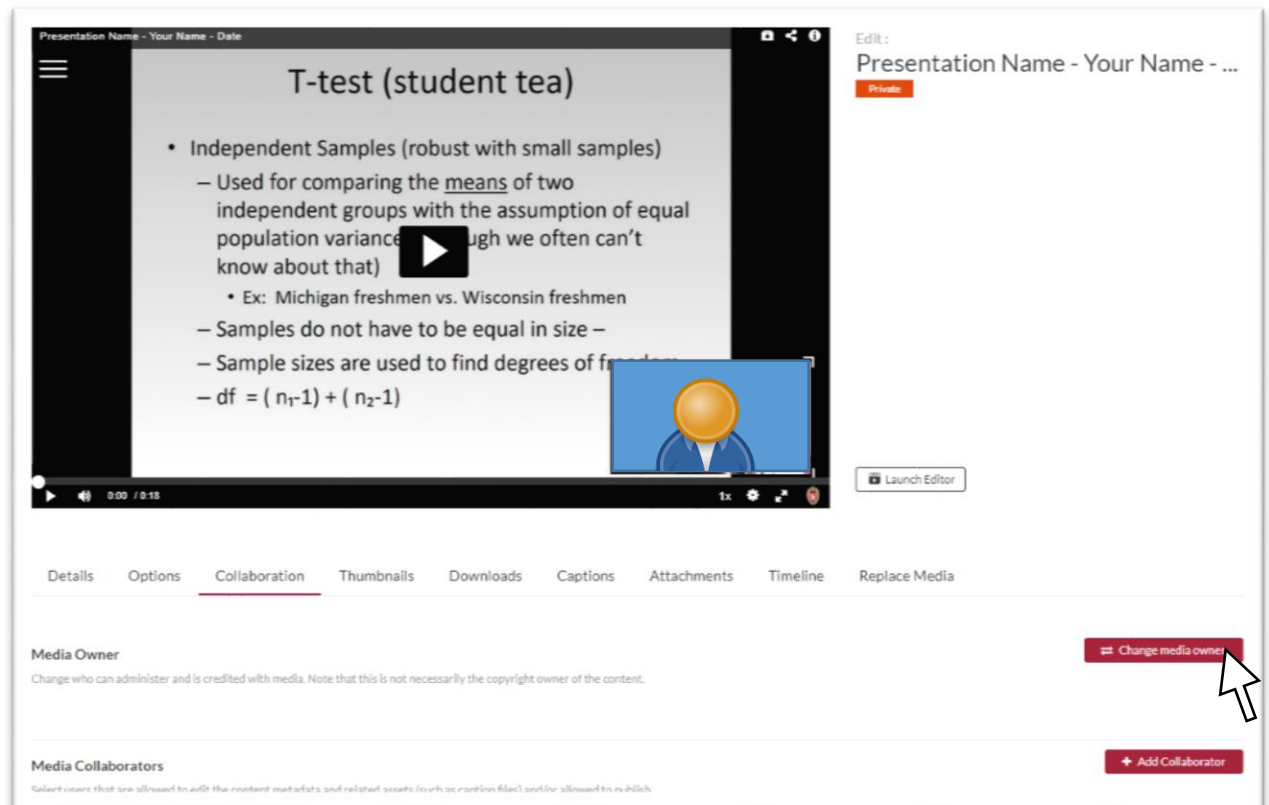
2. Your video, depending on whether it is finished processing, will be available. You may watch your presentation now. You (and your audience) can toggle between your presentation and you. To do this, slide your pointer to the upper right section of the presentation. The **set of arrows** "Toggle View" icon will appear, along with options to make changes to picture-in-picture. Click the **arrows** to switch the view.



3. Under the presentation screen on the right, click **ACTIONS > Edit**



4. A horizontal menu will appear. Click **Collaboration > Change media owner**




5. Type "Julie Martinelli" and select from the dropdown

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

julie martinelli

 sfmartinelli@wisc.edu (SOFIA MARTINELLI)

 jamartinelli@wisc.edu (Julie Martinelli)



6. Click Save

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

 jamartinelli@wisc.edu (Julie Martinelli)

x

v



Cancel

Save



10 Tips and Tricks for Recording Your Presentation and Webcam

1. Wear solid colors that contrast well with your background, and prepare yourself the same way you would if you were presenting live.
2. Check the lighting to make sure there is adequate lighting and not too many shadows.
3. Choose a location with little distraction in the background.
4. Choose a location where you will not be interrupted, or with many extraneous sounds.
5. If you have an external microphone, this may be higher quality than your computer mic. However, you may decide to use your computer mic if your external mic is a headset.
6. Make sure you are an effective distance from the camera. People should be able to see your head and shoulders, but not only your face or your entire torso. Make sure the camera is straight on, not angling up or down at you.
7. Close ALL applications aside from those you are using to record (Kaltura Capture and PowerPoint, for example). This will ensure you don't get any notifications during recording.
8. Practice your presentation ahead of time so you feel comfortable. You should act naturally and speak in a relaxed manner that is not too fast. Speak clearly and enunciate, and speak in a natural volume. Avoid reading directly off of a script, and pretend you are speaking directly to someone. Look directly into the camera to help people feel engaged and present.
9. Do a 1-minute test video to check your appearance, sound/volume, and whether your presentation was captured.
10. Don't worry if you "mess up," as a small amount of hiccups makes the presentation appear more natural. However, if you are making multiple mistakes, you may choose to re-record.