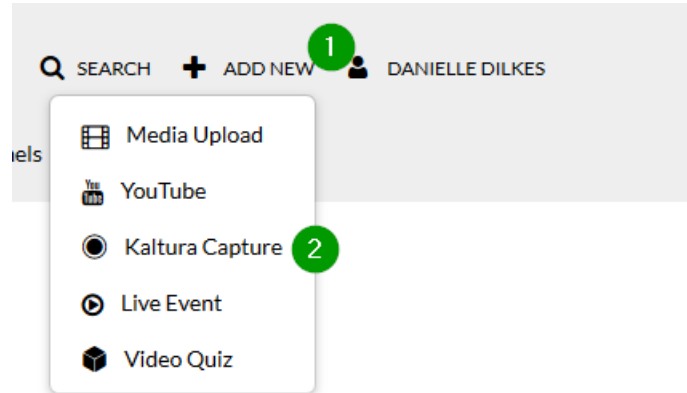## Recording in VOD

You can also record slides directly in VOD. To use this method, you will need your UWO username and password.

6.) Go to https://vod.schulich.uwo.ca/. Login with your UWO username and password.

7.) Click "+ ADD NEW" (**1**). Then select "Kaltura Capture" (**2**).

8.) The first time you use this tool, you will need to download it to your computer. Click on "Download for Windows" or "Download for Mac" and follow the instructions to download the tool (**3**).
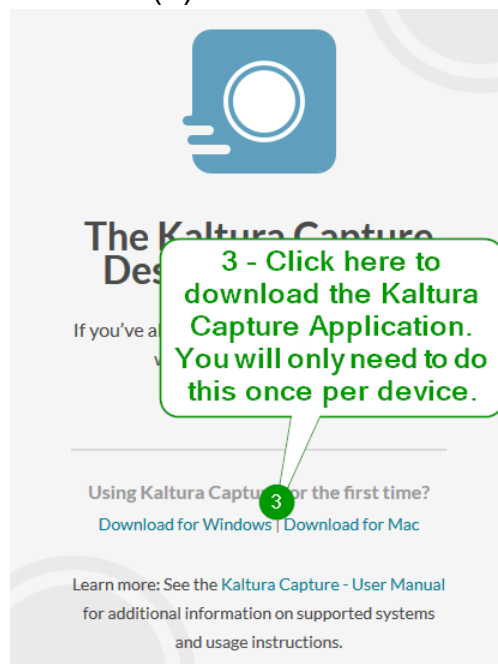
9.) Once you have installed the tool, return to VOD at https://vod.schulich.uwo.ca/.
Login with your UWO username and password if you are prompted. Click "+ ADD
NEW" (**4**). Then select "Kaltura Capture" (**5**).
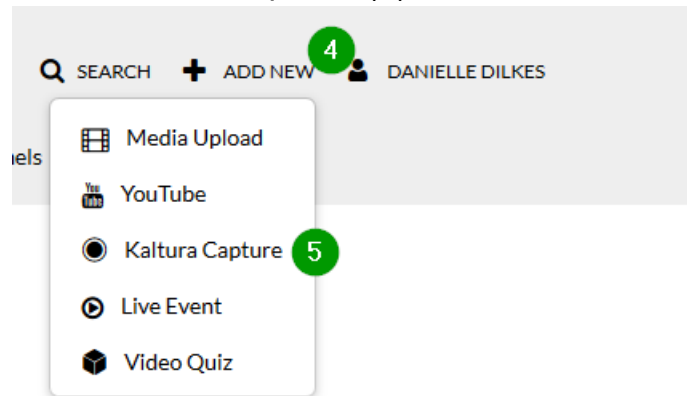
10.) If you have installed the application, you should be prompted to launch the
Kaltura Capture application. Check off "Remember my choice for Kaltura-pc
links" (**6**). Then click "Open link" (**7**).
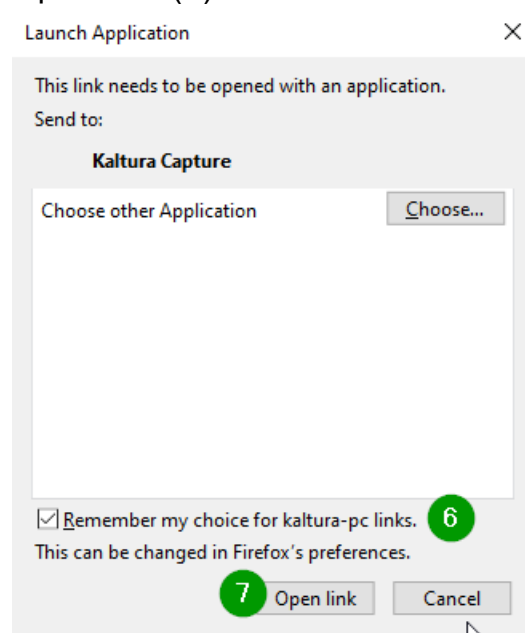
11.) The Kaltura Capture application will open on top of the programs opened on your computer. There are three settings:

    a. Click on the first option (Screen) (8) to choose what to record on the first screen. You can choose between a monitor or, if connected, a webcam (9).
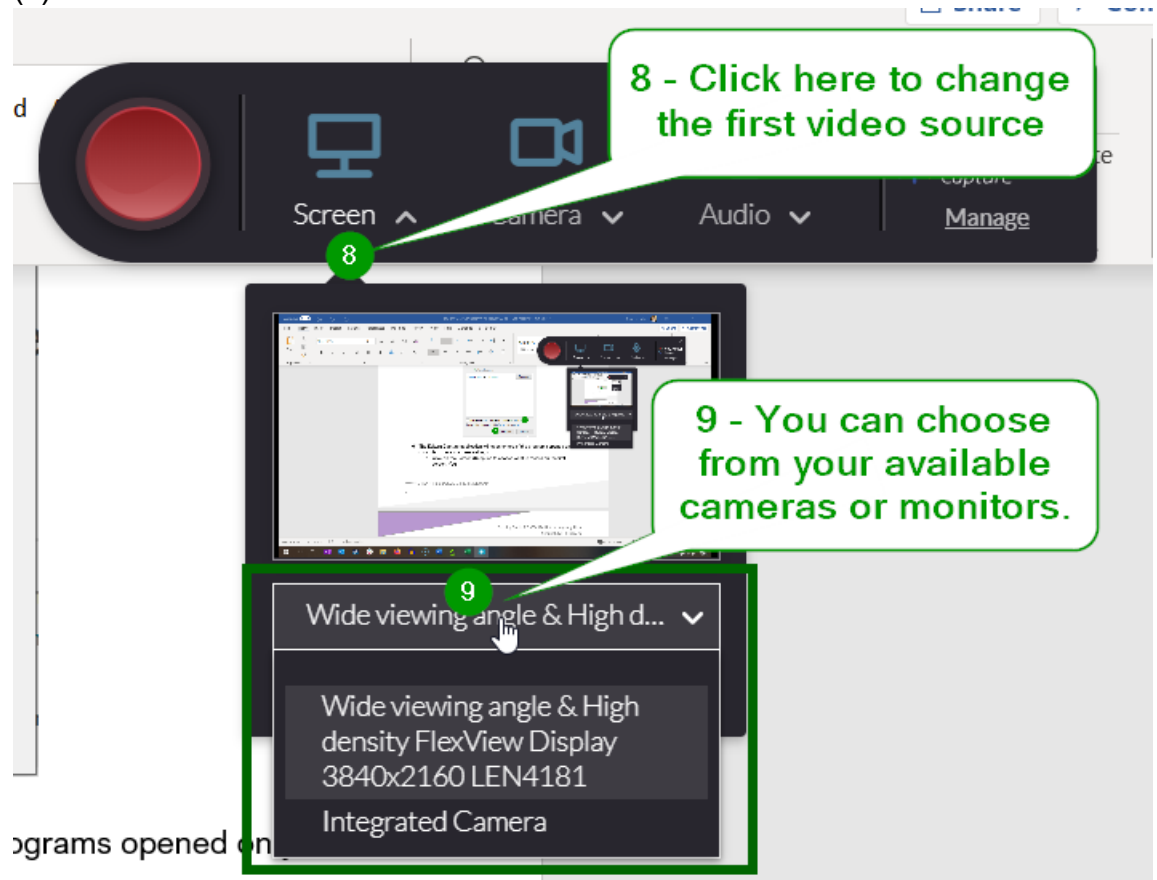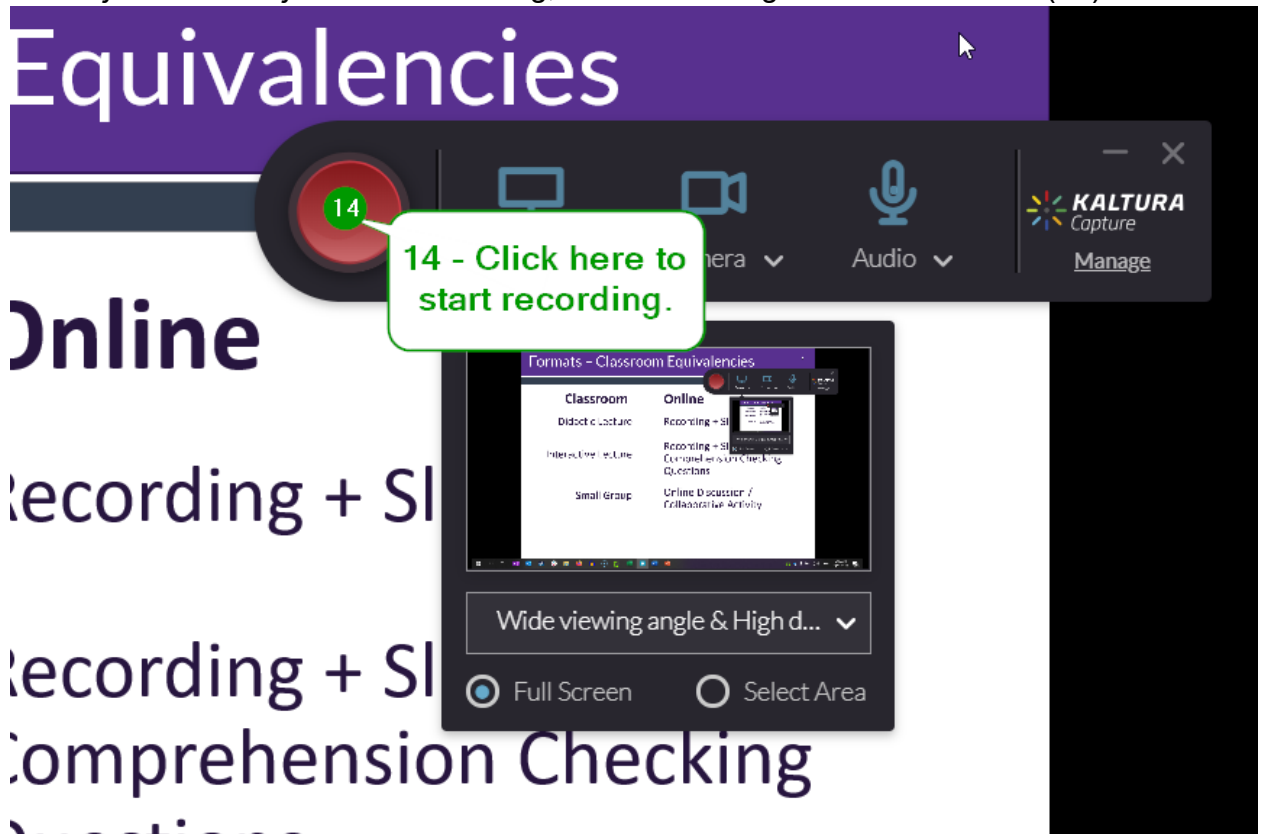
b. Click on the second option (Camera) (**10**) option to choose what to record on the second screen. You can choose between a monitor or, if connected, a webcam (**11**).
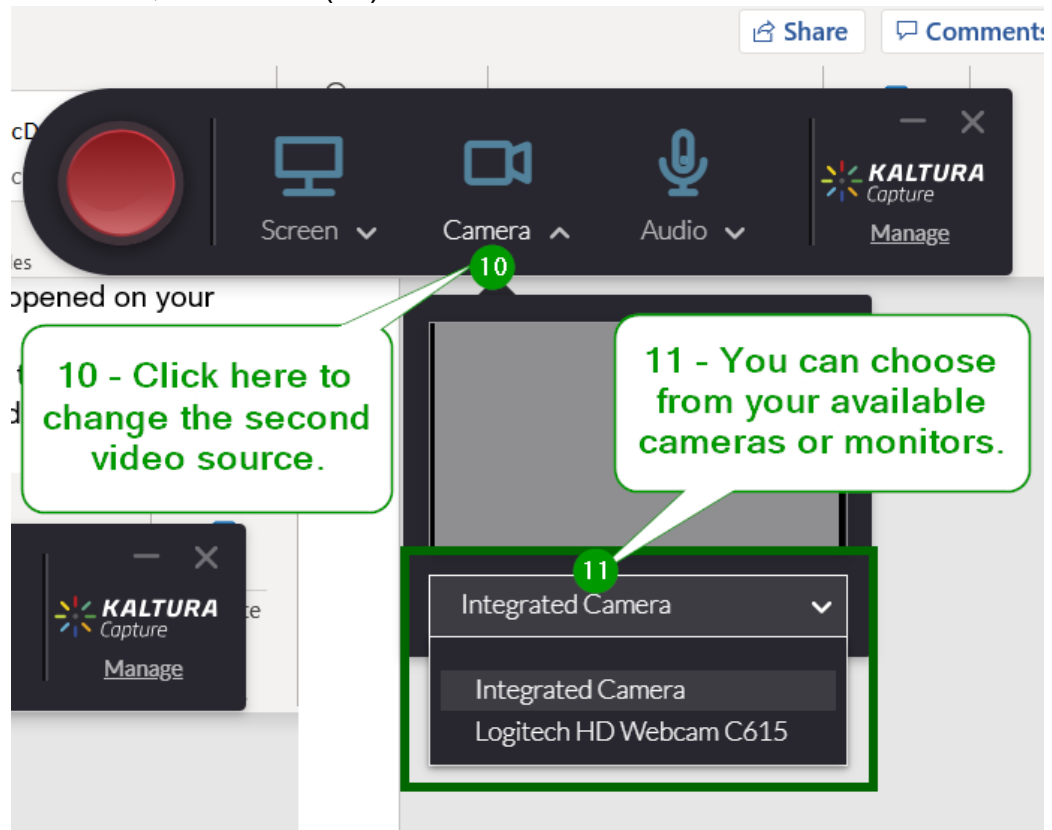

c. Click on the "Audio" menu to select a microphone (**13**).
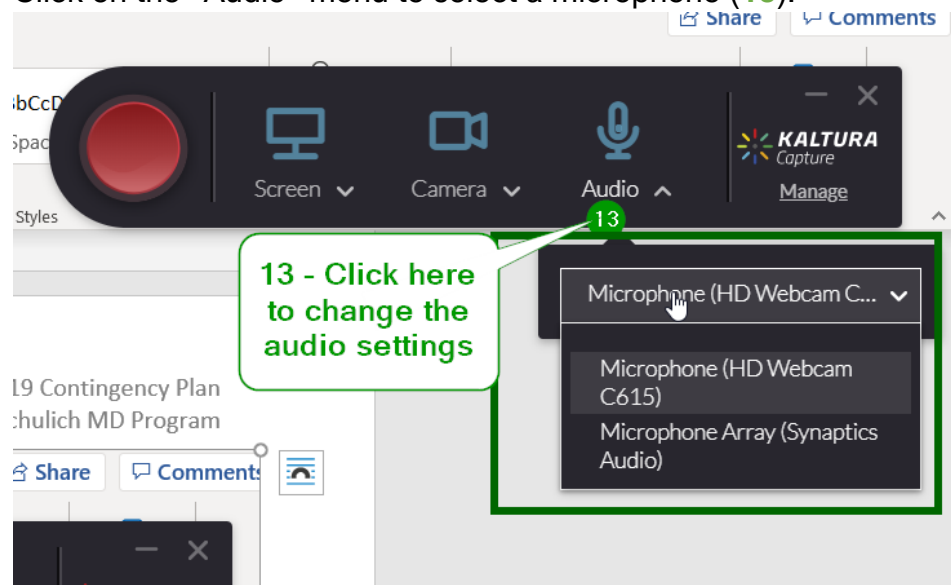
12.) Before you start recording, open your slides or presentation on your computer. When you are ready to start recording, click on the big red record button (**14**).


13.) The Recorder will count down from 3, then recording will begin. As you are recording, you will see a timer in the bottom right of the screen. At anytime, you can click the pause top to temporarily stop recording (**15**). To erase everything and start again, click on the X (**16**).
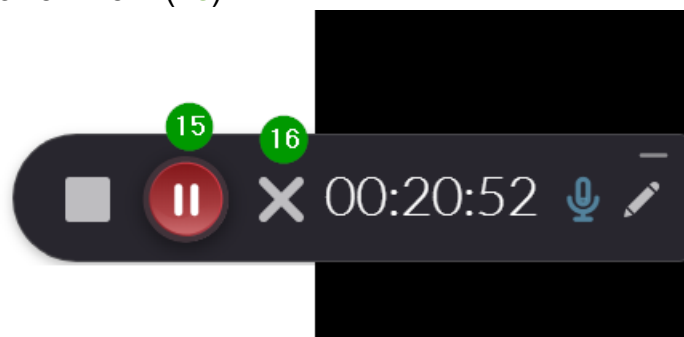
14.) When you are finished recording, click on the square button (**17**). You will see a prompt asking you to confirm. Click "Yes, Stop it" (**18**).
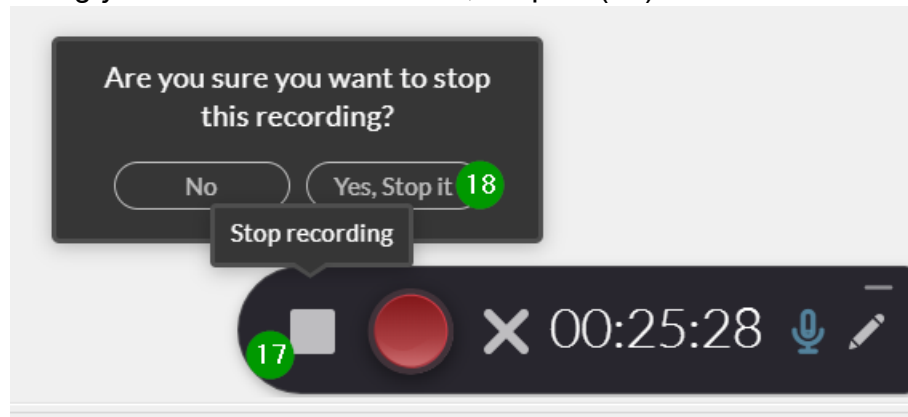
15.) Enter the details of the recording (**19**), and click "Save & Upload" (**20**) to upload directly to VOD.
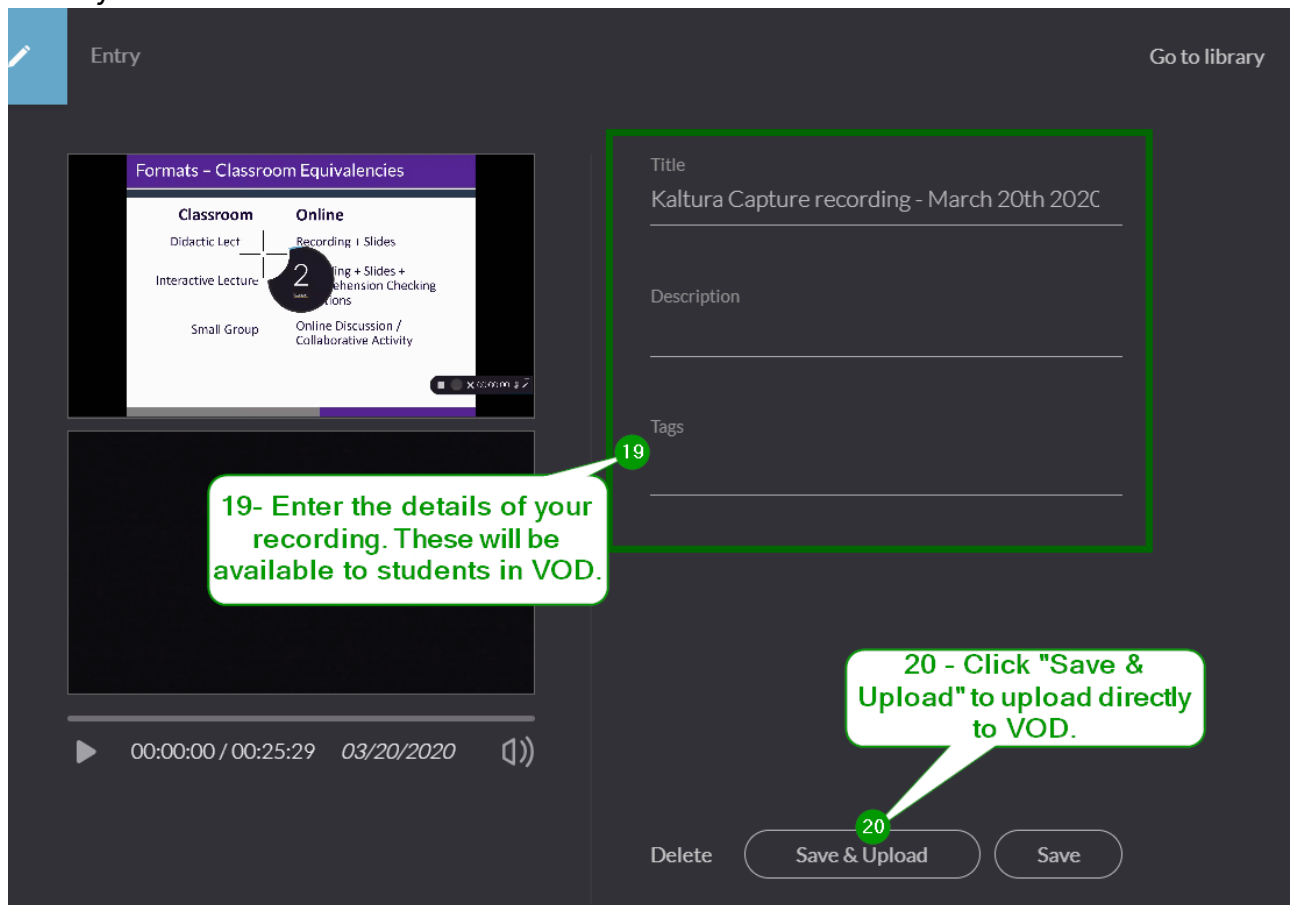
Tips for Recording a Lecture

1.) Keep it short! Cut out all extraneous details and unnecessary information. Focus on your learning objectives and remember the level of your learners. If you're scheduled for an hour lecture, aim for a 30 minute or less recording.

2.) If possible, add comprehension or critical thinking questions throughout the lecture to allow students to pause and reflect on the content of the lecture.

3.) Include a clear and concise summary at the end that reiterates the key points of your lecture.

4.) Many people are uncomfortable when recording themselves; focus on your lecture content and relax. Speak clearly and avoid talking quickly. Try not to be self-conscious!