

Kaltura Classroom Recording Procedure:

- Begin by pressing the “big red button”.
- Next, authenticate using your normal Purdue Fort Wayne credentials
- Once you authenticate, recording will begin. Note your common Kaltura username is in the upper right-hand corner. The “fw.” is added in the background to identify you as a Fort Wayne user.
- Once your lecture is complete, press the square stop icon, verify your username is there and click “SAVE” in the upper right-hand corner. Your lecture will automatically go to your “My Media” in Common Kaltura, which is fully integrated with Brightspace.
- If you have any technical issues, please contact the ITS Helpdesk.

