Using Capture

Audience:

- Instructor

Webcasting a live CaptureCast presentation

If you are webcasting a live presentation, use a high-speed internet connection to ensure quality streaming for viewers. There should be at least 1 Mbit/s of upstream and downstream network bandwidth availability for SD videos, and 3+ Mbit/s for HD videos. Additionally, network ports for RTMP (Port 1935) and RTMPT/HTTP (Port 80) must be open.

You should create and schedule your live event in Capture Portal or Capture Central before you begin webcasting to inform viewers ahead of time about the event. Once you create a live event, its information and access link appear in Capture Portal’s Calendar page and in the Live Event Schedule widget on the Capture Portal Home page. If you embed a live event in Learning Environment, the event remains paused in the Capture viewer until the presenter begins the live webcast session. The Capture viewer automatically loads the live webcast once it begins.

Tip If your presentation is longer than three hours, we recommend you divide it into multiple live events to ensure you minimize interruptions during lengthy recordings. For example, you can create two 2.5-hour long live events for a five hour presentation.

Present a live webcast

1. On the main Capture Software screen, click Webcast.
2. Do one of the following:
   o Select your pre-scheduled live event's name from the Event drop-down list. The event names listed correspond to "Upcoming" live events in the Capture Portal or Capture Central connected to your Capture Software.

   Note By default, the Title, Presenter, and Layout fields, and the Chat check box automatically populate with information entered from Capture Portal or Capture Central. You can change this information by selecting different options on this screen.

   o Create a new webcast by selecting Create a new event from the Event drop-down list. Enter information for your live event.
3. Click Continue.
4. You can switch between Add Media and Capture Screen during a webcast if you want to display static files and images, and desktop demonstrations. You can do the following to enhance your presentation:
   o Click Add Media to import files (PPT, PPTX DOC, DOCX, PDF) to the presentation. This option is ideal for presenting static slides or document pages.
   o Click Capture Screen (Image Mode) to share your desktop as screenshots.
   o Click Capture Screen (Video Mode) to share your desktop in continuous video. This option is ideal for presenting animated content such as web browsing or a software demonstration.

   Note: The option to capture screen is unavailable in the Capture Station if the event is preset to record in automated mode.

5. Once the interface loads, you can see audio and video preview feeds in the encoder screen. Click to begin streaming the live webcast in Capture Portal or Learning Environment.

   Tip: You can click the Pause icon anytime during streaming to pause your live stream. Paused sections of your presentation are not released to viewers. Click the Start icon to resume streaming.

6. When you are finished webcasting, click Stop.

   Important: Clicking Stop during a live event indicates you are finished recording. Clicking the Start icon after clicking Stop overwrites your current recording with a new recording.

7. Click Finish to return to the main Capture Software screen.

**Audience:**

- Instructor

**Recording an offline CaptureCast presentation**

If you do not have access to a network or you are creating a presentation that does not require a live stream, you can record a presentation offline and store it on your local hard drive for future publishing to Capture Portal or Capture Central.

**Record an offline presentation**
1. On the main Capture Software screen, click Record.
2. Enter a title for the presentation you are recording in the text field.
3. Select a presentation layout.
4. Click Continue.
5. The following options are available for presentation visuals:
   - Click Add Media to import files (PPT, PPTX DOC, DOCX, PDF) to the presentation. This option is ideal for presenting static slides or document pages.
   - Click Capture Screen (Image Mode) to share your desktop as screenshots.
   - Click Capture Screen (Video Mode) to share your desktop in continuous video. This option is ideal for presenting animated content such as web browsing or a software demonstration.

   Note: The option to capture screen is unavailable in the Capture Station if the event is preset to record in automated mode.

6. Once the interface loads, you can see audio and video preview feeds in the encoder screen. Click Start to begin.

   Tip: You can click the Pause icon anytime during the recording. Paused sections of your presentation are not released to viewers. Click the Start icon to resume recording.

7. When you are finished recording, click Stop.

   Important: Clicking Stop during a presentation indicates you are finished recording. Clicking the Start icon after clicking Stop overwrites your current recording with a new recording.

8. Click Finish to return to the main Capture Software screen.

Audience:

- Instructor

Publishing a CaptureCast presentation

Once you complete a live webcast or an offline recording, the CaptureCast presentation is available for publishing to Capture Portal or Capture Central. If you are publishing to Capture Central, you can only perform post-production editing in Capture Central and on-demand viewing is only available if a presentation is embedded in Learning Environment course content.
Publish a presentation

1. On the main Capture Software screen, click Publish.
2. Select the presentation you want to publish from the event drop-down list. Once you select an event, its information automatically populates with information entered in Capture Portal by the Capture administrator. You can change this information (e.g. Title, Presenter) by modifying the options on the screen.
3. Select from the Folder drop-down list where you want to publish your presentation to.

   Note: Some folder options you see might be password protected or belong to other Capture users. Contact your Capture administrator if you are unsure which folder you should publish your presentations to.

4. If you share a computer, select the Queue for Publishing check box (this option is only available when Capture Publishing Service is installed on the computer). Queued publishing allows you to log out of the computer while your presentation continues to publish to Capture Portal. If you do not see this check box option and would like to have it, contact your Capture administrator.

5. Click Publish.
6. Click Finish.
7. In the Clean up event? dialog, select Yes to remove the presentation from the list of presentations available for future publishing from Capture Software. Select No to keep the presentation on the computer and have it available for future publishing from Capture Software (this is useful if you have multiple portals you want to publish the presentation to).

Audience:

- Instructor

Creating live events

Before viewers can watch a live webcast from Capture Portal or Learning Environment, you must create and schedule the live event. Once you create a live event, its information and access link appear in Capture Portal's Calendar page and in the Live Event Schedule widget on the Capture Portal Home page. If you embed a live event in Learning Environment, the event pauses in the Capture viewer until the presenter begins the live webcast session. The Capture viewer automatically loads the live webcast once the presentation begins.
Create a live event in Capture Portal or Capture Central

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.

2. On the Manage Live Events page, click Create Live Event.

3. Enter a Title for your live event.

4. Enter the name of the Presenters and a Description of the event.

5. You can add Tags to the live event. Tags are keywords or terms that describe the presentation and allow it to be found through Search. Tags are keywords or terms that describe the presentation and allow it to be found through Search. Press Enter or"," on your keyboard after you enter each tag to add it.

6. Enter the Start/End Times in the date and time fields. If you want to create an event that spans across multiple days, select the Show end date check box to modify your event end date.

7. In the Layout Settings section, select a presentation layout.

   Note: Presenters can still modify the layout of the presentation before they start presenting with their Capture Software if they want to change what you set.

8. In the Access Control section, you can do the following:
   - If you want to create a password for an event, select the Event Password Required check box and enter a password in the text field. Password protected events require viewers to enter the password to access the event.
   
     Note: Password protected live events require the same password to access the presentation after it is published. You can change published presentations' passwords in the Manage Presentations area.

   - If you do not want users to access a live event's chat room, select the Chat Disabled check box.
   - Select the Viewer Limit check box and enter the maximum number of viewers in the text field.
   - Note: If the viewer limit is above 750, the live event's waiting area is disabled. If the viewer limit is above 1250, chat is disabled.

9. In the Permissions area, enter your search criteria in the search field to find a user, group, or role you want to add to the permissions list to indicate what specific users can do for this presentation. You can set the following permissions from the drop-down list:
   - Can View Can view presentation only.
   - Can View and Manage Can view, manage, and edit presentation. Can embed presentation into Learning Environment course content. For example, a user with Admin access rights can create an event, search for multiple instructors' names and specify that they can view and manage the presentation so they can post it to their Learning Environment.
10. In the Pre-roll/Post-roll section, you can select a clip from the Pre-roll clip and Post-roll clip drop-down lists to add video before and after your presentation. You can select the Users can skip pre-roll and post-roll video clips check box to make viewing optional.

See [Managing pre-roll and post-roll video clips in Capture Portal](#) to learn about uploading clips to Capture Portal.

11. Click Create.

**See also**

- [Managing pre-roll and post-roll video clips in Capture Portal](#)

**Audience:**

- [Instructor](#)

**Managing live events**

The Manage Live Events area enables you to edit existing information in scheduled live events. You can also upload file attachments as supplementary information, manually set events' scheduled availability, and use the provided URL and Embed codes to share live events with viewers outside of Capture Portal or Learning Environment.

**Note** Changes you make in the Manage Live Events area do not affect published CaptureCast presentations. You can edit published presentations in the Manage Presentations area.

**Edit a scheduled live event**

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click 📚 Capture Central on your course navbar.
2. In the Manage Content area's Live section, click Manage Live Events. Your live event appears in Manage Live Events until it is published.
3. Click on the event you want to edit.

**Note** You can also manage Access Control settings for your event if there are specific users, groups, or roles you want to access it. See [Understanding access controls](#) for more information.

In the Attachments section, you can do the following to add files to a presentation:

- Click Upload File and select a file you want to upload.
Enter a URL link in the Enter Attachment URL field, then click Add Link.

Tip: If your presentation has a slideshow, you can include files from the slideshow to provide viewers with the option to download the files and follow the slides at their own pace.

In the Sharing section, you can do the following to share a presentation:

- Copy and paste the Embed code into another webpage.
- Copy the URL address and share it with other people.
  4. Click Save Changes.

**Manually set a live event's availability status**

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's Live section, click Manage Live Events.
3. Click on the event you want to change the status for.
4. In the Access Control section, you can select one of the following options from the Availability drop-down list:
   - Deleted: Removes live event and all associated content.
   - Important: If you manually delete a live event, the event and its associated attachments are permanently removed from the Manage Live Events area, the Live Event Schedule widget, and the Capture Calendar page.
   - Current: Event is occurring now.
   - Upcoming: Event is scheduled to occur.
   - Recording: Removes live event and all associated content from Manage Content area. The event is highlighted as a "Recordings" event in Capture Calendar on the date the live event was scheduled to occur.
5. Click Save Changes.

**Delete a scheduled live event**

When you delete a scheduled live event, the event and its associated attachments are permanently removed.

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's Live section, click Manage Live Events.
3. Click the Delete icon beside the event you want to delete.

**See also**
Managing published CaptureCast presentations

In Capture Portal or Capture Central's Manage Presentations area, you can manage published presentations by modifying a presentation's details, adding security conditions to a presentation, and accessing the Producer tool to edit a presentation.

Edit details in a published presentation

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click on the presentation you want to edit and make your changes.

Note: You can also manage Access Control settings for your published presentation if there are specific users, groups, or roles you want to access it. See Understanding access controls for more information.

4. Click Save Changes.

Password protect a published presentation

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click on the presentation you want to password protect.
4. In the Access Control section, select the Password required check box and enter a password in the text field.
5. Click Save Changes.

Require user login to view a published presentation

Note: This option is unavailable to Capture Central users.
1. Log in to Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click on the presentation you want to add a login requirement for.
4. In the Access Control section, select the Login Required check box and enter a password in the text field.
5. Click Save Changes.

**Reorder published presentations**

*Note* This option is unavailable to Capture Central users.

Reordered presentations in a folder are reflected in the appearance of published presentations on the Published Events page.

1. Log in to Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click and drag the Reorder icon to move a presentation up or down through a folder's presentation list.

**Copy a published presentation**

*Note* In Capture Portal, copying a presentation in the Manage Presentations area duplicates the published presentation on the Home page and on the Calendar page.

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click the Copy icon beside the presentation you want to copy.

   *Note* By default, the newly copied presentation is listed directly above the original presentation it was copied from.

**Delete a published presentation**

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click the Delete icon beside the presentation you want to delete.

**See also**

- *Understanding access controls*
Audience:

- Instructor

Managing folders

All published CaptureCast presentations are published into folders in the Manage Presentations area. All folders are created in the Manage Folders area.

TipIf you do not want viewers to access published presentations in their unedited form, create a password-protected folder and save presentations there when you publish. After your edits are complete, you can move the presentations into a public folder.

Manage Folders area

Create a folder

1. Log in to the Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Folders.
3. Enter a folder name in the Folder Name field. You can also enter a Password for the folder to keep its presentations hidden from users without the password.
4. Click Create New Folder.

Edit folder properties

1. Log in to the Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Folders.
3. Click on a folder you want to modify and make your changes.

NoteYou can also manage Access Control settings for your folder if there are specific users, groups, or roles you want to access the folder. See Understanding access controls for more information.
4. Click Save Changes.

Reorder folders

Folder order in Manage Folders is reflected in the folders display on the Published Events page. First folder that displays on the Manage Folders page is the default folder of presentations that opens when you navigate to the Manage Presentations area.

1. Log in to the Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Folders.
3. Click and drag the Reorder icon to move a folder up or down through the folder list.

Delete a folder

1. Log in to the Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Folders.
3. Click the Delete icon beside the folder you want to delete.

Note: Deleting a folder does not delete the presentations inside it. By default, a deleted folder's presentations are placed in the first folder on the Manage Folders list, but you can manually delete presentations in the Manage Presentations area.

See also

- Understanding access controls

Audience:

- Instructor

Presenting and publishing with Web Capture

Instructors may want to invite guests to present lectures or events from remote locations. If guests are not members of the institution, it is difficult to provide them with Capture Software and Capture credentials. Web Capture is a light-weight solution to this problem.

Web Capture is a Flash-based presentation tool available within Capture Portal or Capture Central. Presenters can launch Web Capture from any browser. Presenters with Publisher, Manager, Admin, or Super Admin access rights can conduct live webcasts with Web Capture, or share specific Web Capture URLs to presenters who do not have access to Capture Software.

Capture Software is a computer application, whereas Web Capture is a web browser experience. Capture administrators or instructors create live events in Capture Portal, and send each event's
generated URL to guest presenters. Guest presenters ready to create live webcasts navigate to the URL to launch the recording interface.

Tip: Think of a Web Capture URL as a secret key. The URL is sent to a guest presenter, who opens the link at the time of the event and records the webcast from a remote location.

After a user presents a live webcast with Web Capture, the presentation is stored in Capture Portal or Capture Central for further editing or publishing. As a best practice, consider limiting your use of Web Capture to unique use-case scenarios only (e.g., special guest presenters; presenters with no access to Capture Software). Do not use Web Capture as the main tool in recording webcasts since it has less options and capabilities in comparison with Capture Software.

Note: You must be online with a high speed internet connection to present from Web Capture.

**Record a presentation with Web Capture**

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's Live section, click Manage Live Events.
3. Click the Web Capture icon beside the live event you want to present.

![Manage Live Events Table]

Manage Live Events area

4. Do one of the following:
   - If you are the presenter, click Start Presenting.
If you are coordinating the presentation for a presenter, click Copy URL and paste the URL in the event invitation you are sending to the presenter. The presenter navigates to the URL and clicks Start Presenting.

Web Capture presentation link and URL

5. Click Allow when the Flash player prompts you to allow camera and microphone access.
6. If your presentation layout allows a slideshow, you can click Add Media to import files (PPT, PPTX, DOC, DOCX, PDF) to the presentation. The quality of the upload and conversion process may not be as high quality as the conversion within Capture Software.
7. Once the interface loads, you can see audio and video preview feeds in the encoder screen. Click Start to begin streaming the live webcast in Capture Portal or Learning Environment.

Tip You can click the Pause icon any time during streaming to pause your live stream. Paused sections of your presentation are not released to viewers. Click the Start icon to resume streaming.

8. When you are finished webcasting, click Stop.

Important Clicking Stop during a live event indicates you are finished recording. Clicking the Start icon after clicking Stop overwrites your current recording with a new recording.

9. Click Finish. Guest presenters cannot publish presentations to Capture Portal and must wait for Capture administrators or instructors to publish the completed event.

Publish a Web Capture presentation

1. Do one of the following:
   o Log in to Capture Portal and click Admin.
   o In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's Live section, click Manage Live Events.
3. Click the Publish icon beside the presentation you want to publish.
Publish a Web Capture webcast presentation from the Manage Live Events area.

4. If your presentation publishes successfully, select one of the following options:
   - Click Watch to view the published presentation.
   - Click Edit Details to modify presentation details on the Edit Recorded Presentation page.

Audience:

- Instructor

Managing participants in live event chat

Once a live event begins streaming, users can select the event and view it from Capture Portal or Learning Environment course content. If chat is enabled, you can moderate the chat session in Capture Portal by navigating to the live presentation, and in Capture Software or Web Capture's live recording interface.

Send a message to all participants

1. Do one of the following:
   - Navigate to the live event in Capture Portal, and in the live event's chat room Chat tab, click the Send a regular message icon.
   - In Capture Software or Web Capture's recording interface, click the Messages icon and click the Send a regular message icon.
2. Enter your message in the text box and press Enter on your keyboard.
Make an announcement to all participants

1. Do one of the following:
   - Navigate to the live event in Capture Portal, and in the live event's chat room Chat tab, click the Make an announcement icon.
   - In Capture Software or Web Capture's recording interface, click the Messages icon and click the Make an announcement icon.
2. Enter your message in the text box and press Enter on your keyboard.

Ask a general question

1. Do one of the following:
   - Navigate to the live event in Capture Portal, and in the live event's chat room Chat tab, click the Ask a question icon.
   - In Capture Software or Web Capture's recording interface, click the Messages icon and click the Ask a question icon.
2. Enter your message in the text box and press Enter on your keyboard.

Private message a participant

1. Do one of the following:
   - Navigate to the live event in Capture Portal, and in the live event's chat attendance list, double-click on a participant's name to open a private chat tab.
   - In Capture Software or Web Capture's recording interface, click the Users icon, then click on a participant's name in the chat attendance list to open a private chat tab.
2. Enter your message in the text box and press Enter on your keyboard. Messages entered in private chat are only visible to the person you are communicating with.

Block a participant from chat

1. Do one of the following:
   - Navigate to the live event in Capture Portal, and in the live event's chat attendance list, right-click on the name of the user you want to block and click Block.
   - In Capture Software or Web Capture's recording interface, click the Users icon, then right-click on the name of the user you want to block and click Block.
2. Click Yes to confirm.

Unblock a participant from chat
1. Do one of the following:
   - Navigate to the live event in Capture Portal, and in the live event's chat attendance list, right-click on the name of the user you want to block and click Unblock.
   - In Capture Software or Web Capture's recording interface, click the Users icon, then right-click on the name of the user you want to block and click Unblock.
2. Click Yes to confirm.

**Compile all questions**

In the Capture Software or Web Capture recording interface, or from the live event's chat session in Capture Portal, click the Questions tab to view all questions submitted by participants. If you cannot access the Questions tab, right-click along the bottom of the chat area and select Open questions tab from the context menu.

**Audience:**
- Instructor

**Understanding access controls**

Access controls are permission settings that allow users in Public, Basic, Publisher, or Moderator roles to access published presentations that they normally cannot interact with in Capture Portal or Capture Central. For example, an instructor with Publisher permissions can create and publish a presentation and then set access controls to allow only a specific group of students with Basic permissions to view the presentation.

NoteUsers in Manager, Admin, and Super Admin roles can manage and view all folders and published CaptureCast presentations regardless of how access controls are set.

**User categories and access control settings**
The access control area for a folder

User categories

Users are grouped and listed in the following categories when you search for them in a folder or presentation's Access Control area:

- **Everyone**: All users including those without Capture accounts.
- **Authenticated Users**: All users with Capture accounts.
- **User**: An individual user with a Capture account.
- **Group**: A Capture group.

Access control settings

You can assign the following access control settings:

- **Can View**: Allows users to watch published CaptureCast presentations.
- **Can View and Manage**: Allows users to watch and edit published CaptureCast presentations. Also allows users to embed presentations into Learning Environment course content.

Important: Although you can assign "Can View and Manage" access control to users or groups with Public or Basic roles, these roles' permissions do not allow users access to the Admin area in Capture Portal or Capture Central. "Can View and Manage" does not take effect until users or groups with Public or Basic role permissions are promoted to a Publisher level or higher.
Adding access controls to folders and presentations

If multiple users share a Capture Station and an automated process is set for publishing presentations to folders, you can create access controls for each folder to ensure that instructors and students can only view (or view and manage) the presentations specific to their course's publishing folder.

Note A presentation in a folder inherits the folder's access control settings unless the presentation itself has access control settings greater than the folder's settings. For example, if an instructor assigns "Can View" access to a folder, but decides to give "Can View and Manage" access to one of the presentation within it, that presentation does not inherit the folder's settings.

Setting access control to "Can View" for "Everyone"

You can set access control restrictions at the folder or presentation level. Unless a presentation has its own access control settings, it will inherit the folder's access control settings. If you set access controls to "Can View" for "Everyone" at the folder level, it overrides all access control settings you set for published presentations within the folder.

Note "Can View and Manage" for "Everyone" overrides "Can View" for "Everyone", but your use of this access control setting should be rare and limited.

Add access controls to a folder

1. Log in to Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Folders.
3. Click on a folder you want to add access controls to.
4. In the Access Controls section, enter your search criteria in the search field to find and select your users and groups from the user categories.
5. Once you add users or groups, select the access control setting you want to assign from the corresponding drop-down list.
6. Click Save Changes.

Add access controls to a presentation

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click on the presentation you want to add access controls to.
4. In the Access Controls section, enter your search criteria in the search field to find and select your users and groups from the user categories.
5. Once you add users or groups, select the access control setting you want to assign from the corresponding drop-down list.
6. Click Save Changes.
Removing access controls

Remove access control for a folder

1. Log in to Capture Portal and click Admin.
2. In the Manage Content area's On-Demand section, click Manage Folders.
3. Click on a folder you want to remove access controls for.
4. In the Access Controls section, click the Delete icon beside the access control you want to remove.
5. Click Save Changes.

Remove access control for a presentation

1. Do one of the following:
   - Log in to Capture Portal and click Admin.
   - In Learning Environment, click Capture Central on your course navbar.
2. In the Manage Content area's On-Demand section, click Manage Presentations.
3. Click on the presentation you want to remove access controls for.
4. In the Access Controls section, click the Delete icon beside the access control you want to remove.
5. Click Save Changes.

Audience:

- Instructor