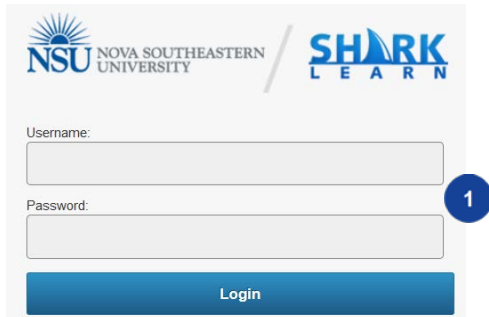


# How to Launch CaptureSpace from Blackboard

Please follow the direction below to record in CaptureSpace. Note that all recordings have a maximum length of **2 hours**.



1. Login to <https://sharklearn.nova.edu>.



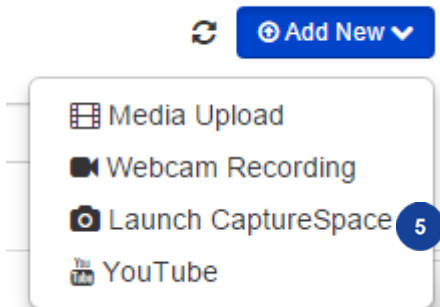
2. Click the My Institution tab.



3. Under the **SharkMedia** Tab Click **My Media**



4. In the top right corner, click the Add New button

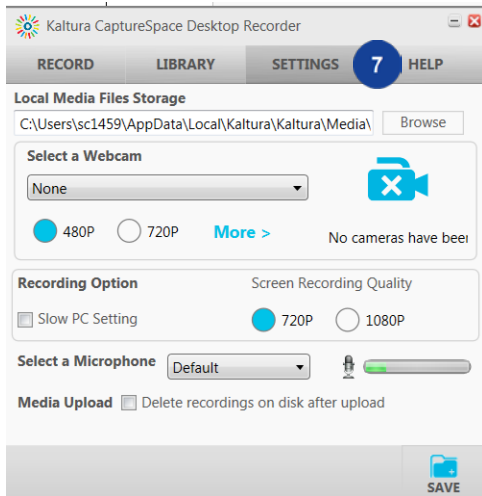


5. Select Launch CaptureSpace

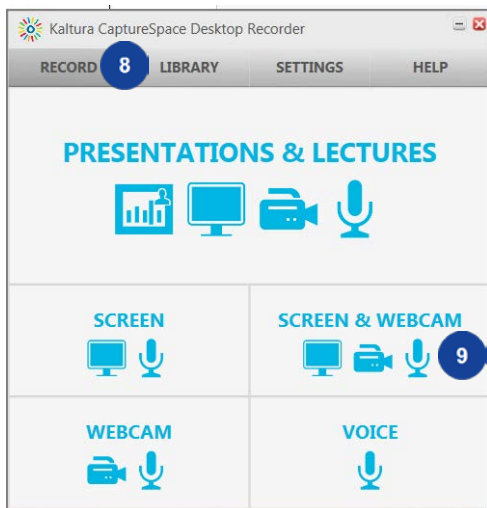
6. A new window will open at the bottom corner of your screen.



7. Click the **Settings** Tab, and verify your microphone is recognized and the green bar fluctuates as you speak.

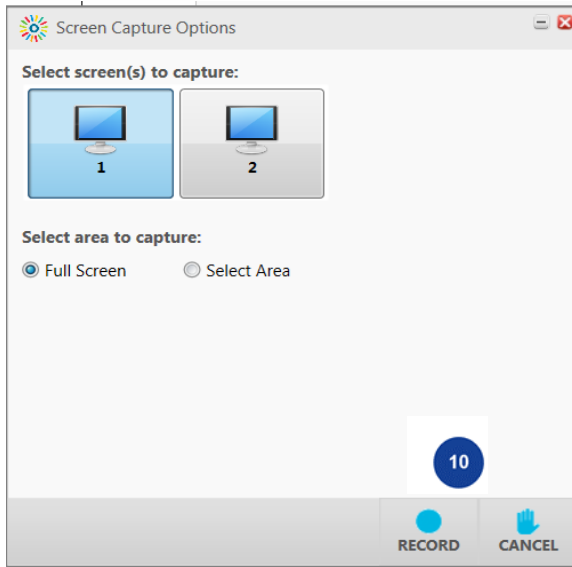


8. Click the **Record** tab.

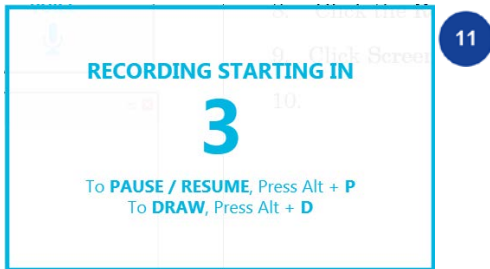


9. Click **Screen & Webcam**.

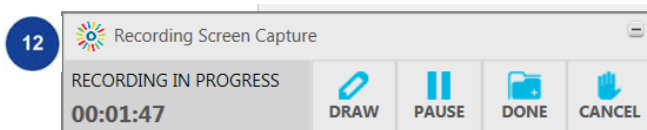




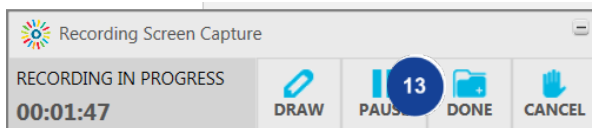
10. Click **Record**.



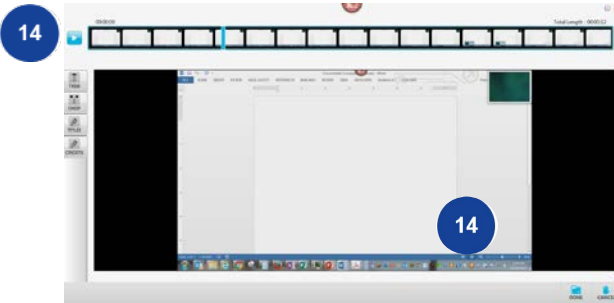
11. A countdown window will appear.



12. Next, the Recording Screen Capture Menu will appear on the right bottom corner.



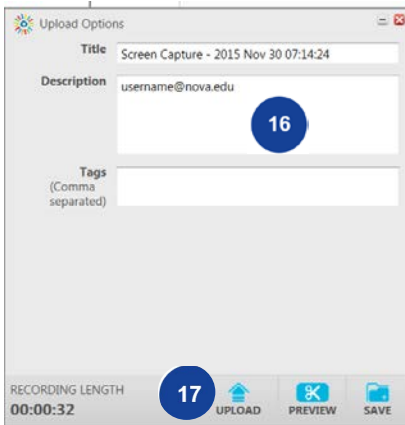
13. When finished recording, locate the screen capture menu and click **Done**.



14. A new window will open with a preview of the content you have just recorded.

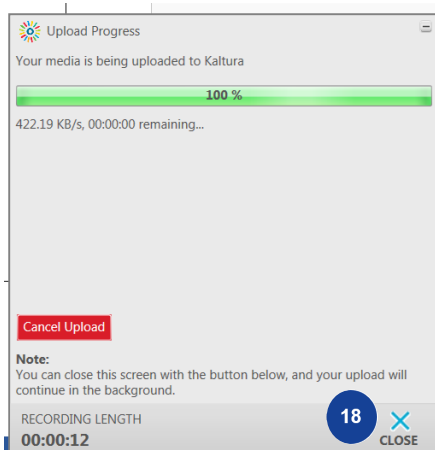


15. Click **Done** in the bottom right corner to begin the upload process.



16. Enter a title and your nova email address in the description

17. Click Upload.



18. Click **Close**

