

# Using Collaborate to Record a Presentation

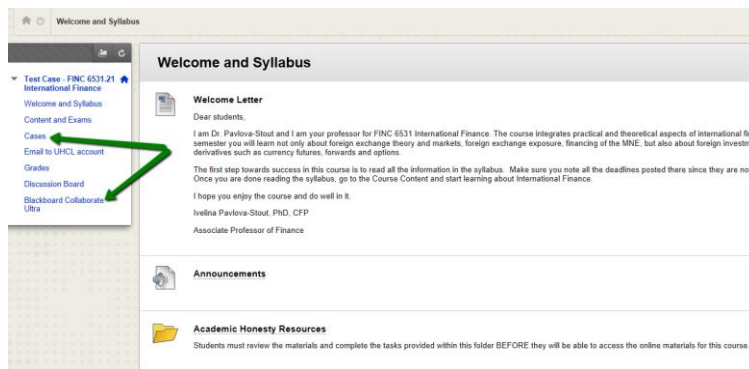
## Faculty Guide

It's a relatively simple process to create a narrated video presentation using Blackboard's built in Collaborate web conferencing tool. In the following handout, we'll demonstrate how to do so. Although it looks as though there are many steps, the process essentially consists of only the following elements:

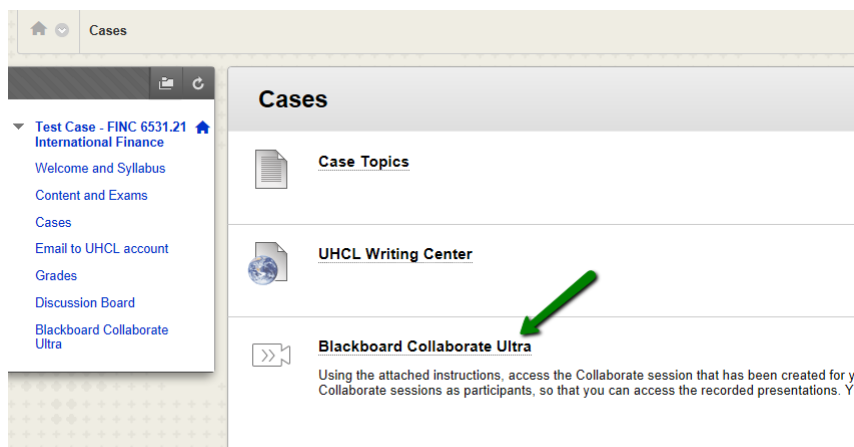
1. Navigating to Collaborate and entering a session;
2. Preparing for your presentation (testing your microphone and camera, uploading your PowerPoint to the session);
3. Recording your presentation; and
4. Exiting the session and viewing the video.

### Part 1 - Accessing and Starting a Collaborate Session in Blackboard

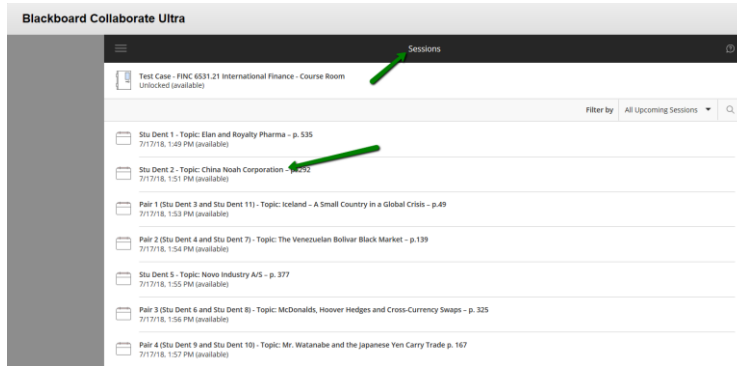
1. Enter the Blackboard course and navigate to the location at which you have provided your students with a link to Blackboard Collaborate. **NOTE: You will need to have also created at least one Collaborate session in this location, as well.** In the example below, students can access Collaborate for the Case assignment via either the Blackboard Collaborate Ultra or Cases link, both of which are located on the course menu. I'll use the Cases link for this demonstration.



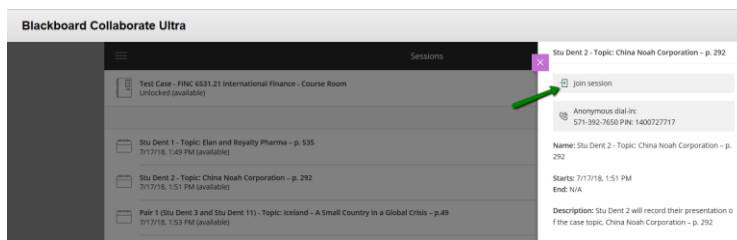
2. On the Cases page in our example, you can see the Blackboard Collaborate Ultra link. Click on the Blackboard Collaborate Ultra link to access the Collaborate tool.



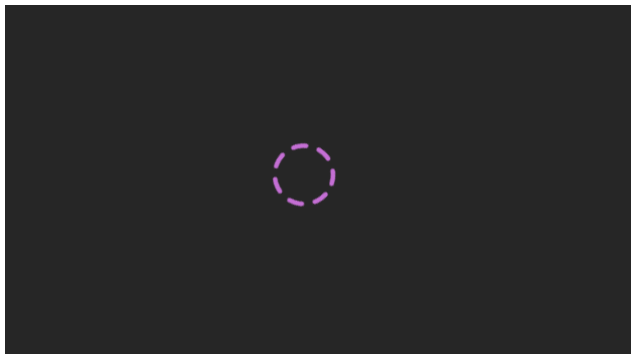
3. By default, you should see the Sessions screen when you first enter the Collaborate tool. In this example, you can see that several sessions have already been created. To get started, click on the presentation session that you have created for this specific recording. For our example, I'll access the session for Stu Dent 2 – Topic: China Noah Corporation – p. 292 in the text.



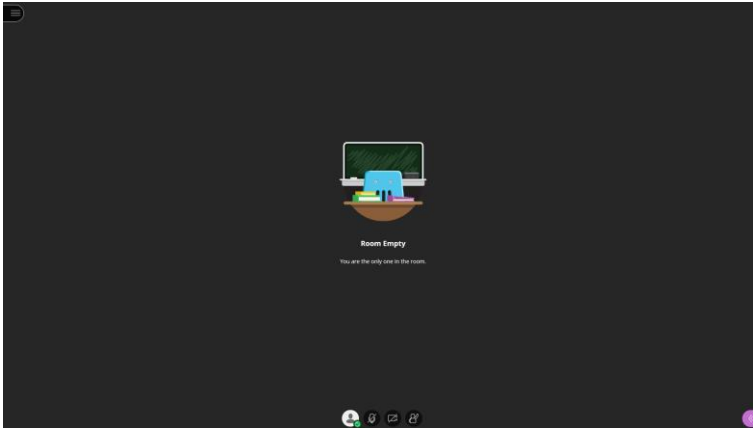
4. A session menu will then appear on the right side of the screen. Click the “Join session” button to continue.



5. It may take a minute or two for the Collaborate session to load, during which your screen may look like the one shown below.

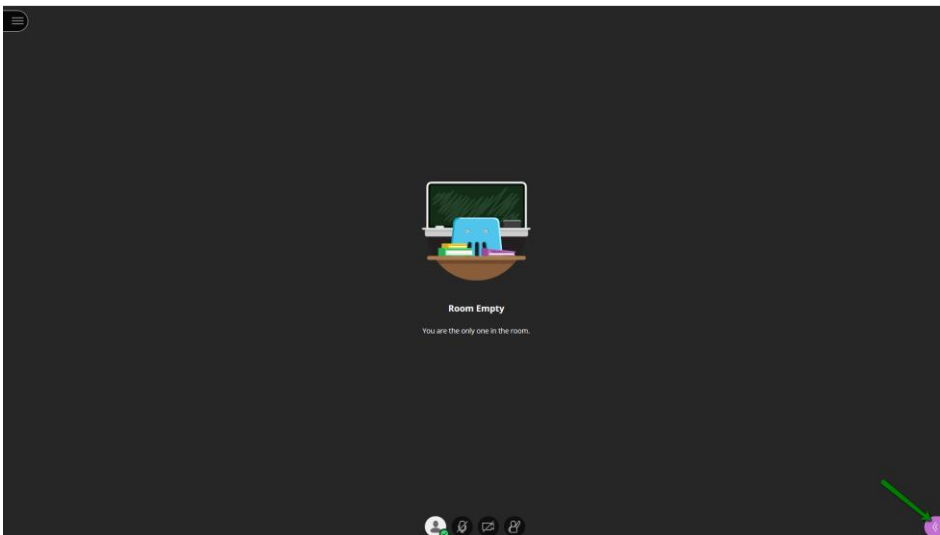


6. If you are recording a session on your own, you will eventually arrive at a screen like the following image. From here, you're ready to get things prepared for your presentation.

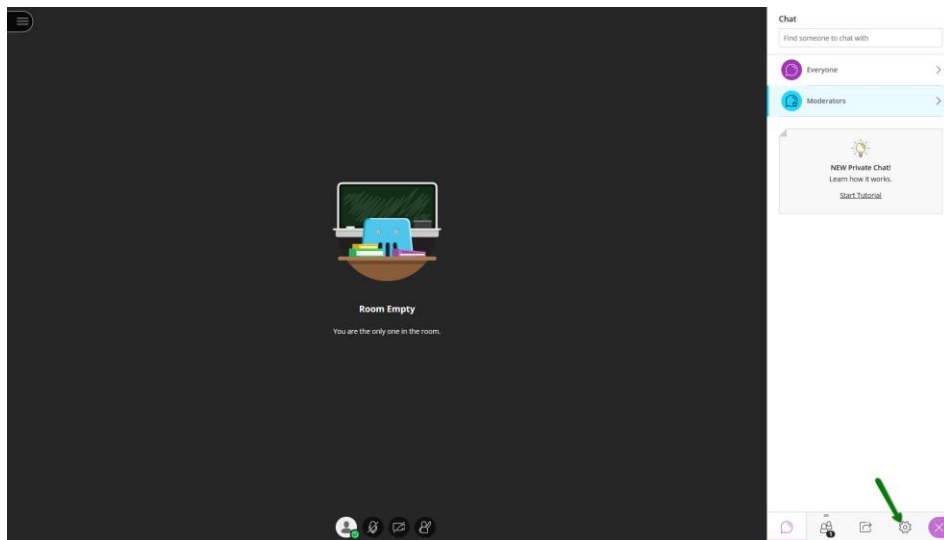


## Part 2 - Preparing to Record Your Collaborate Presentation

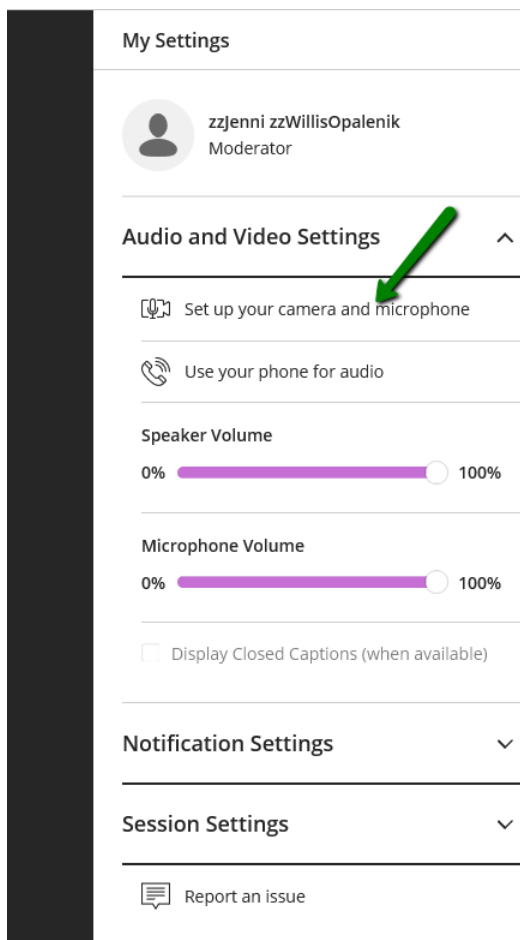
1. Let's first make sure that your microphone and camera (optional) are working properly in Collaborate. Begin by clicking the icon in the lower right corner of the screen to open the Collaborate panel.



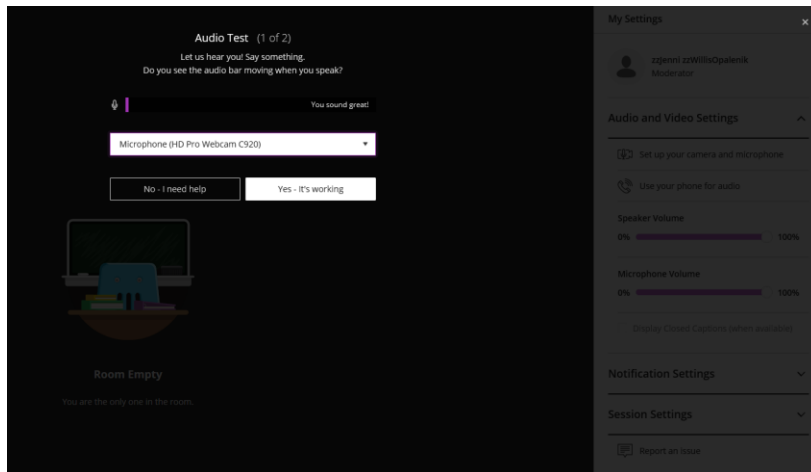
2. Click the gear icon in the panel to access My Settings.



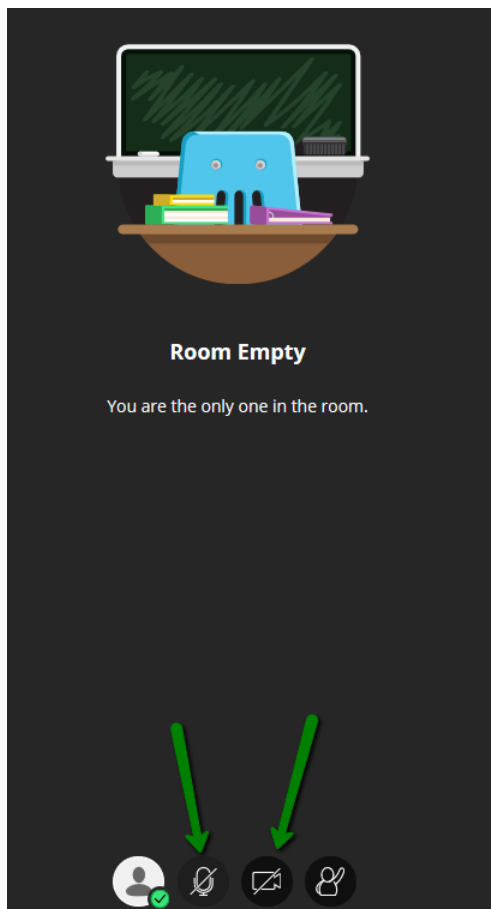
3. Click the link to "Set up your camera and microphone."



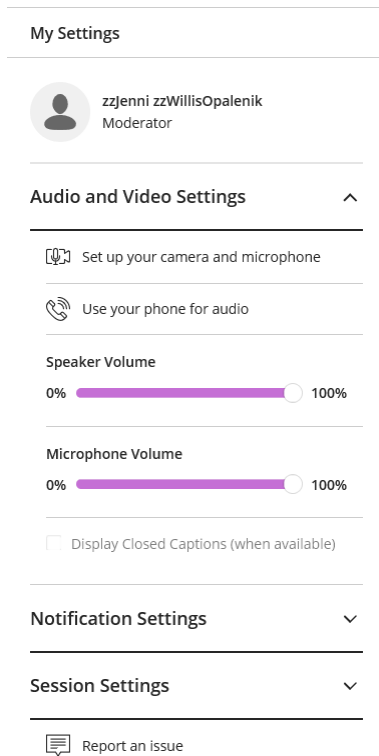
- Follow the instructions on the screen to first test your microphone (audio) and camera (video) to ensure that they are working properly.



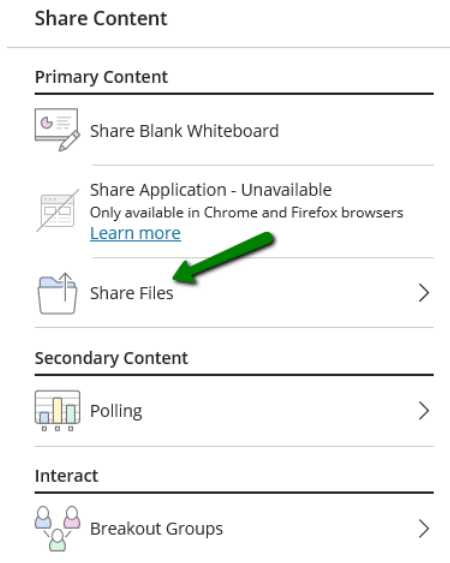
- Once your mic and camera are working properly, let's make sure that they are "shared" in the session. Click "Share audio" and (if desired) "Share video" icon, located at the bottom of the Collaborate screen to make them active.



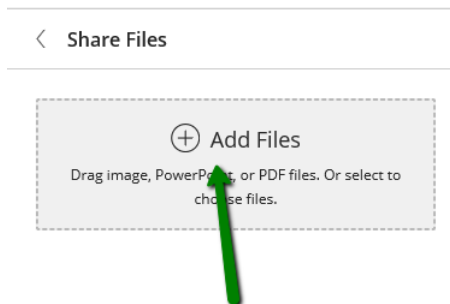
6. You're now ready to bring your saved PowerPoint slide show into the Collaborate session. If you closed it, you need to first open the Collaborate panel again. Then click the "Share Content" icon in that panel.



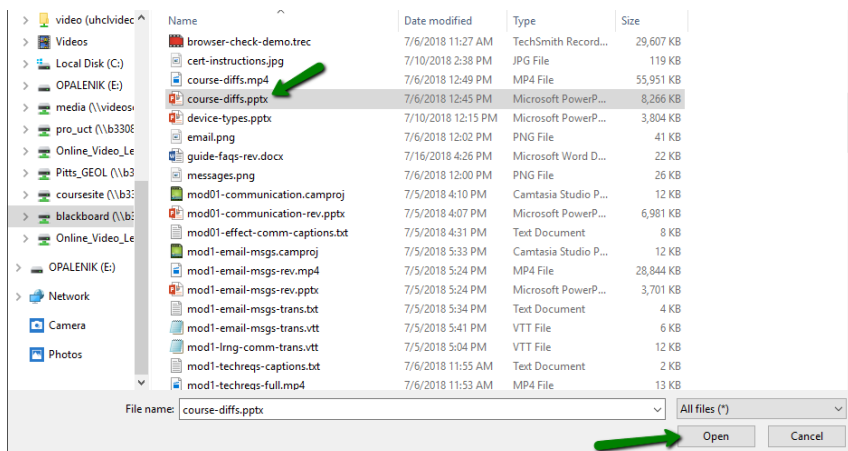
7. At the Share Content panel, click the “Share Files” link.



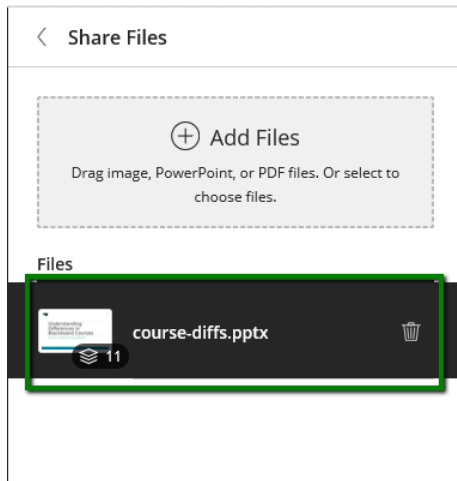
8. On the Share Files panel, click the “Add Files” region.



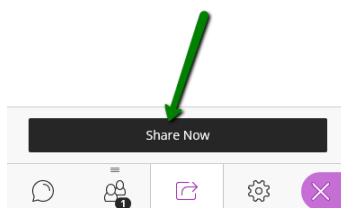
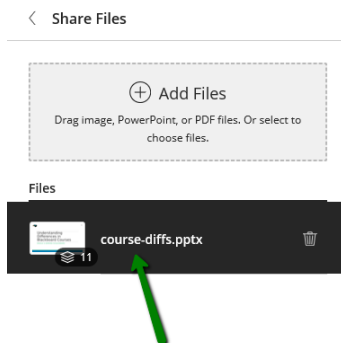
9. At the resulting screen, navigate to your saved PowerPoint file on your device, select it, and then click the Open button.



10. It may take a minute or two for Collaborate to convert and upload the PowerPoint. When it's ready, the uploaded file will appear under the Files heading in the Share Files panel, as shown below.

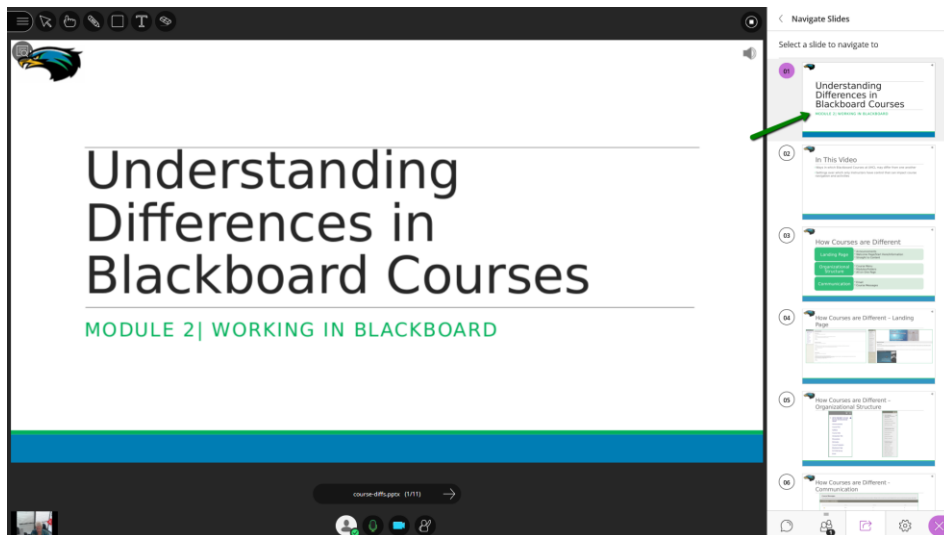


11. Click once on the uploaded file to select it (the file information area is black when selected) and then click the "Share Now" button, located at the bottom of the panel.



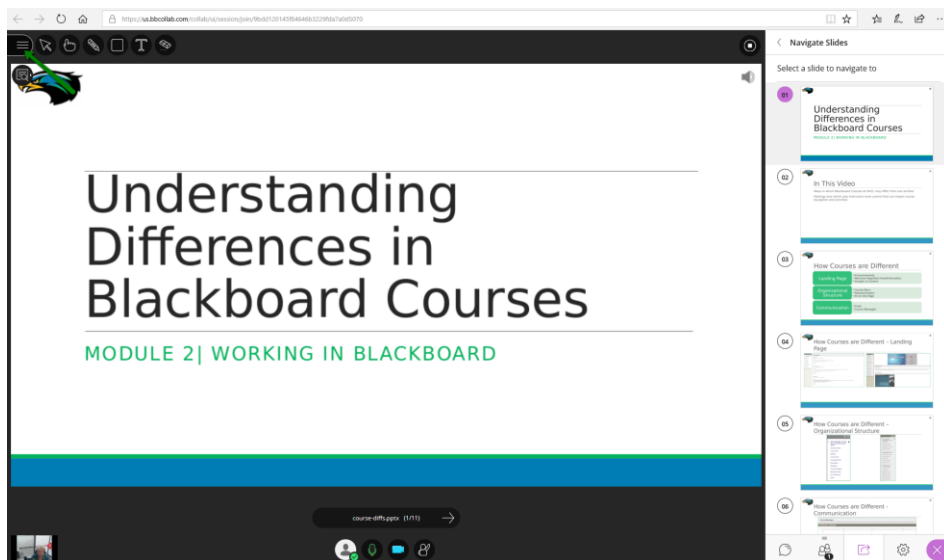


12. Click on the first slide in your presentation. Your PowerPoint slides will then be displayed in the panel. Click on a slide to display it on the session desktop. You can move between the slides by clicking on them in the Navigate Slides panel. You are now ready to record your presentation.

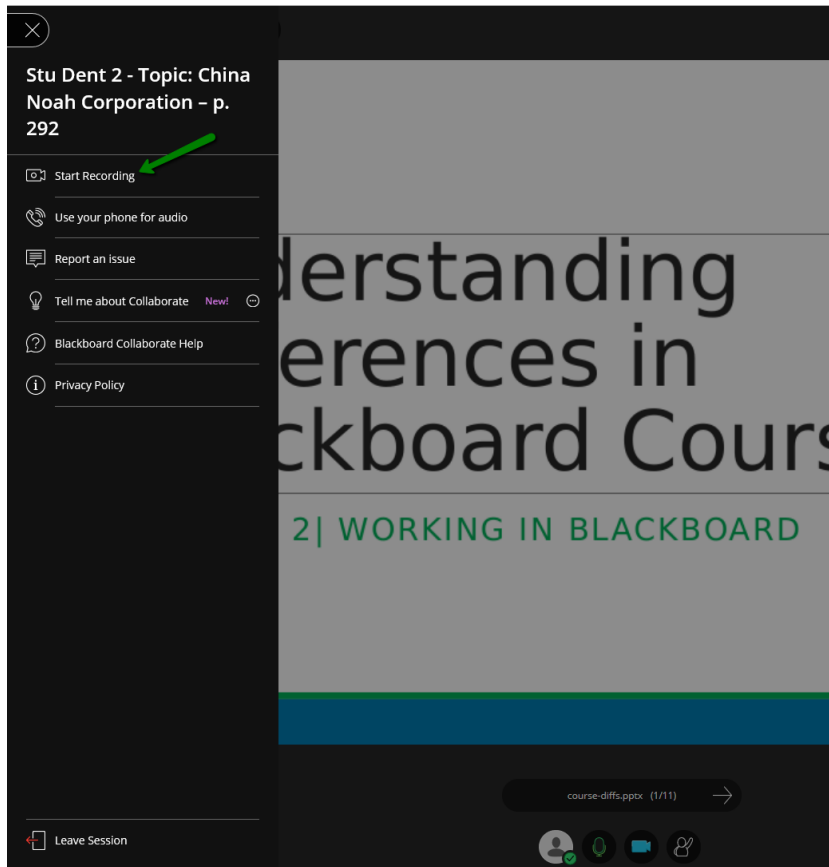


### Part 3 – Recording Your Presentation

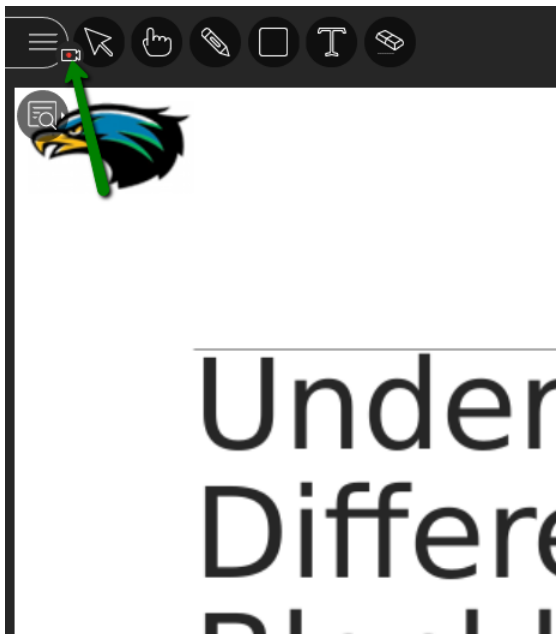
1. Begin by double checking the following:
  - a. Is your microphone and, if desired, camera active (refer to step #5, above)?
  - b. Is your PowerPoint visible on the presentation screen and is it showing the first slide?
2. Navigate to and click the Open Session menu, located in the upper left corner of the screen.



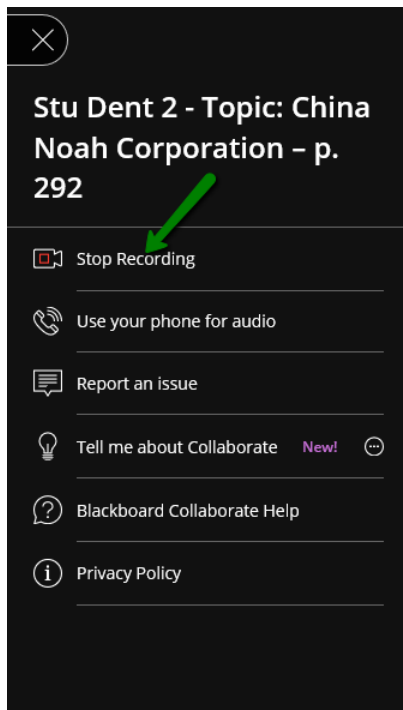
3. Once the new panel opens, click the Start Recording link.



4. The Open Session menu will then close and recording will begin. You can see that the session is being recorded by the presence of the “Recording in progress” icon in the upper left corner of the screen.

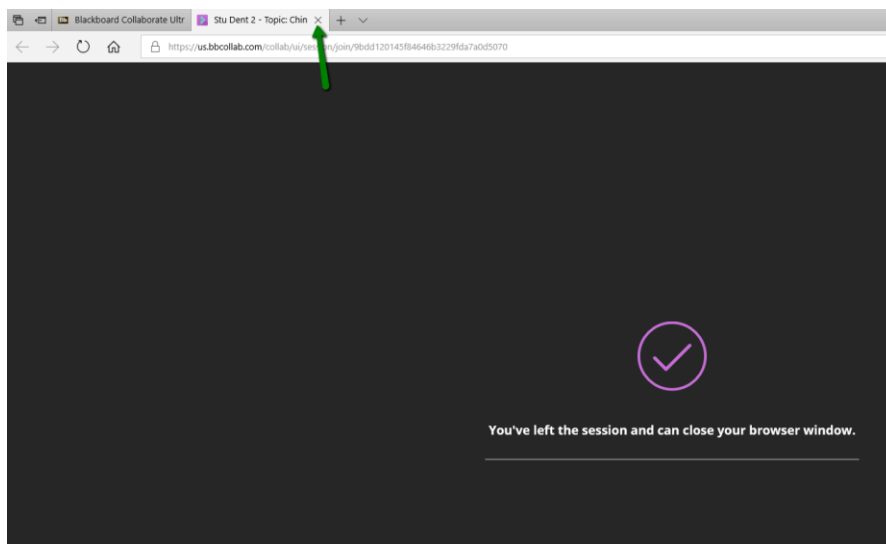


5. We recommend that you wait ca. 5-6 seconds after starting the recording before you begin speaking and going through your presentation. When you have finished your presentation, open the Open Session menu again and click the “Step Recording” link.

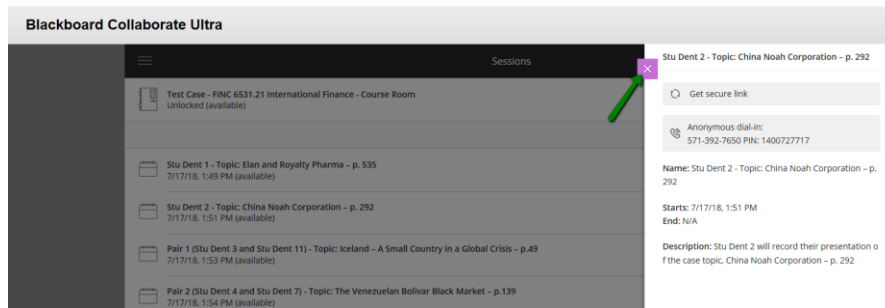


#### Part 4 – Exiting the Session and Viewing your Video

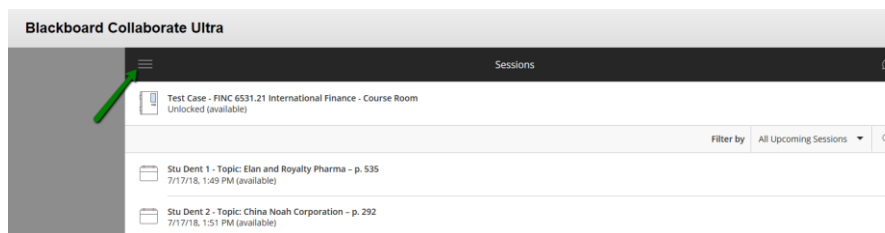
1. When you are ready to end your presentation session, return to the Open Session menu and click the “Leave Session” link, located at the bottom of the screen.
2. When prompted to do so, close your browser window or tab for the Collaborate session.



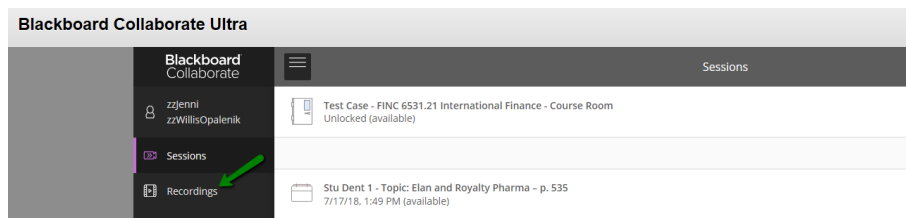
- You should then find yourself back at the Collaborate Sessions screen within your Blackboard course. Close the information panel for your session.



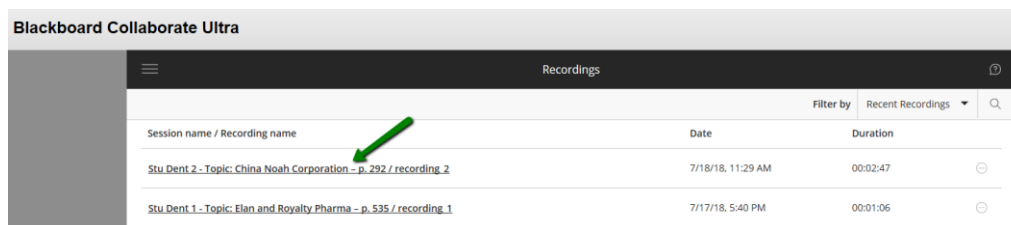
- Depending on the length of your video, it may take Collaborate 5-10 minutes to generate the MP4 video file of your presentation. Wait at least 10 minutes and then return to the Collaborate Sessions page in the course again. Click on the Menu icon in the upper left corner.



- Click the Recordings link on the Menu panel.



- You will then see a list of all recorded presentation sessions for the course, including your own. Click on the name of the session to view the video.



- Once you have verified that the recorded lecture is ready, notify your students that there is a new video available to them. We recommend that you write specific instructions on how to locate and access the video(s).

**NOTE: Make sure that you create a new session for each video lecture that you record. Otherwise, you run the risk of overwriting existing lectures with new ones.**

## Conclusion

The procedures provided in this document cover only the most basic information about how to create video presentations using Collaborate. The Collaborate system has additional features (e.g., chat rooms, mark up tools) that have not been presented. You can learn more about Collaborate and its additional features by visiting [Blackboard's On-Demand Help system for Collaborate moderator users](#).