

Using Collaborate to Record a Presentation

Student 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 there are quite a few steps involved, the process essentially consists of only the following elements:

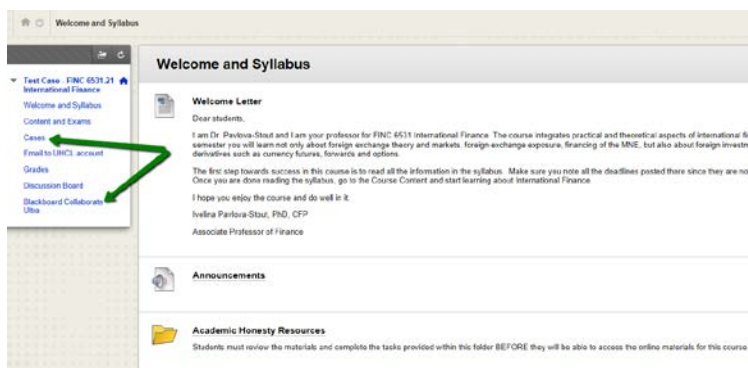
1. Creating, editing, and saving your final draft of the PowerPoint that will accompany/support your presentation (should be saved in PPT or PPTX format for use in Collaborate);
2. Navigating to Collaborate and entering a session;
3. Preparing for your presentation (testing your microphone and camera, uploading your PowerPoint to the session);
4. Recording your presentation; and
5. Exiting the session and viewing the video.

Part 1 – Creating/Saving Your PowerPoint Presentation

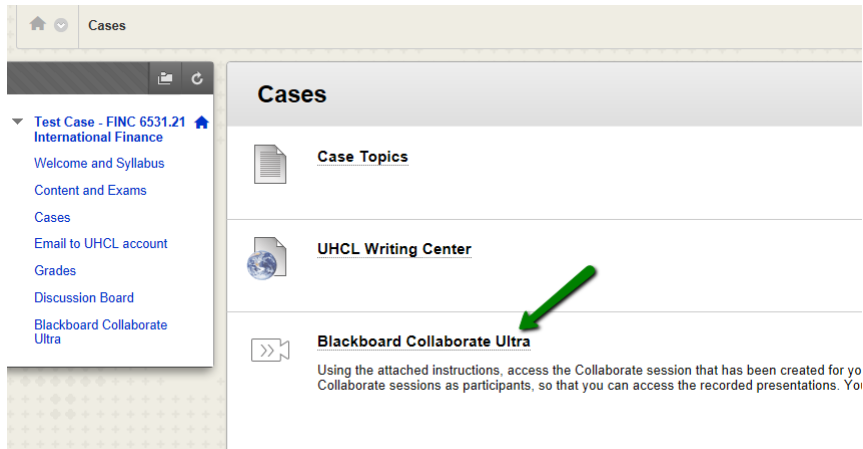
To use Collaborate to present a PowerPoint-supported presentation, you will first need the PowerPoint. Make sure that you save your completed PowerPoint in either PPT (older PowerPoint) or PPTX (newer PowerPoint) format before you enter your Collaborate session.

Part 2 - Accessing and Starting a Collaborate Session in Blackboard

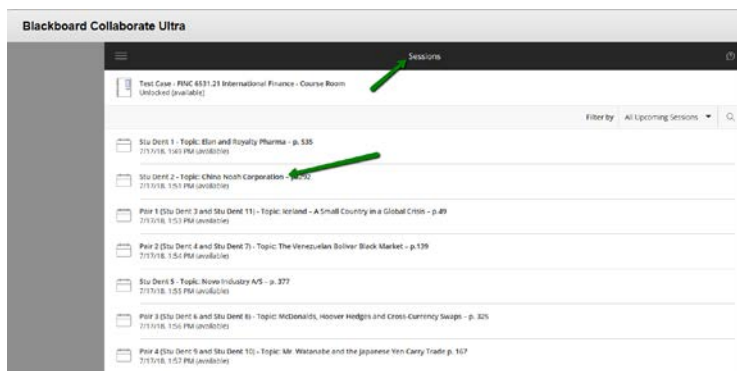
1. Enter the Blackboard course and navigate to the location where your instructor has provided a link to Blackboard Collaborate. In the example below, students can access Collaborate for the Case assignment via either the Blackboard Collaborate Ultra or Cases link, both of which are located on the course menu. I'll use the Cases link for this demonstration.



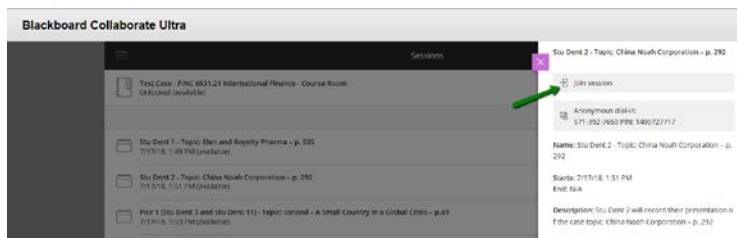
2. On the Cases page in our example, you can see the Blackboard Collaborate Ultra link. The instructor has also provided some text below the link to explain how and when to use Collaborate. Click on the Blackboard Collaborate Ultra link to access the Collaborate tool.



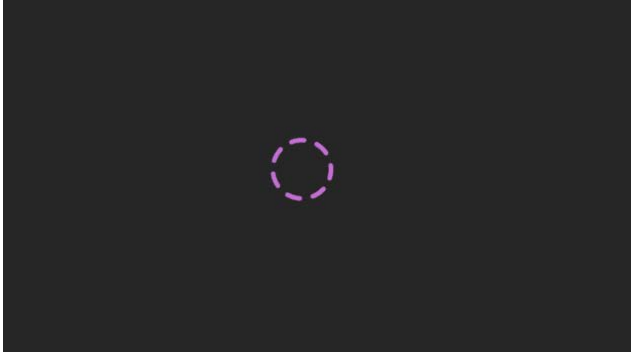
- By default, you should see the Sessions screen when you first enter the Collaborate tool. In this example, you can see that the instructor has created several sessions for individuals or pairs of students to use to present and record their case presentations. To get started, click on the presentation session that your instructor has told you to use. For our example, I'll access the session for Stu Dent 2 – Topic: China Noah Corporation – p. 292 in the text.



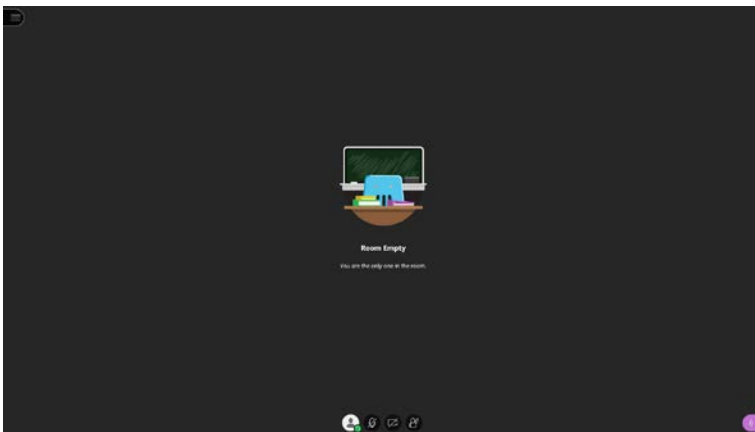
- A session menu will then appear on the right side of the screen. Click the “Join session” button to continue.



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

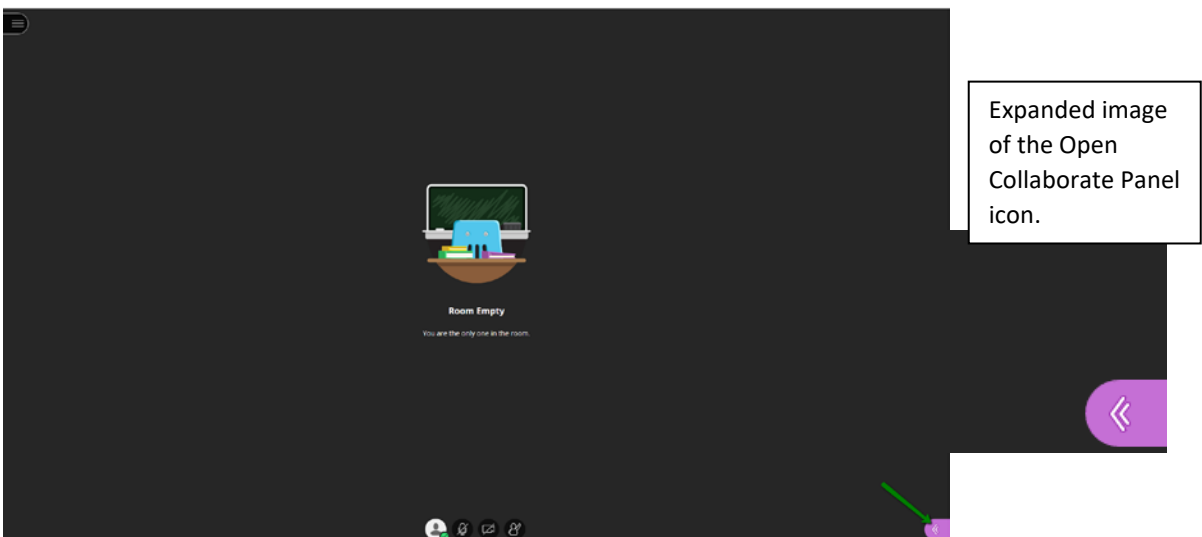


6. If you are recording a session on your own, you will eventually arrive at a screen like the following image. From here, you're ready to get things prepared for your presentation.

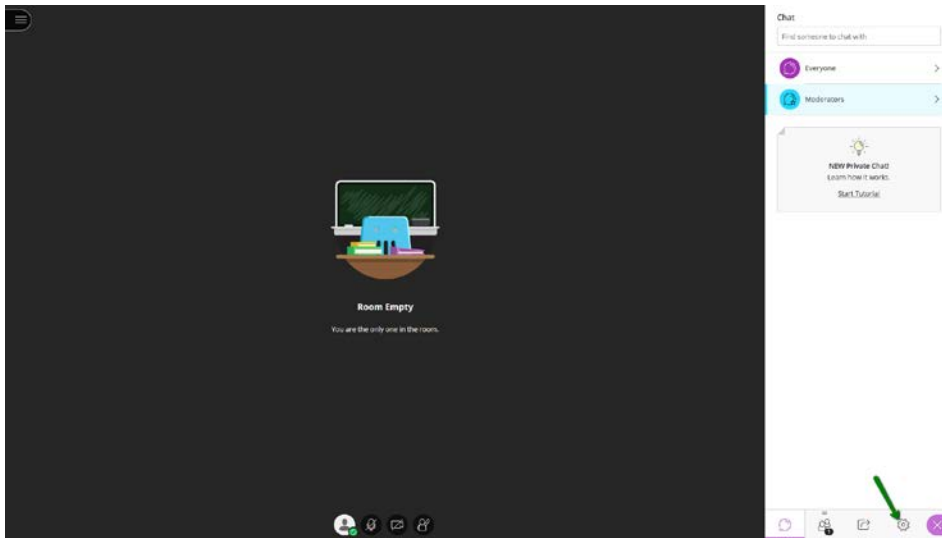


Part 2 - Preparing to Record Your Collaborate Presentation

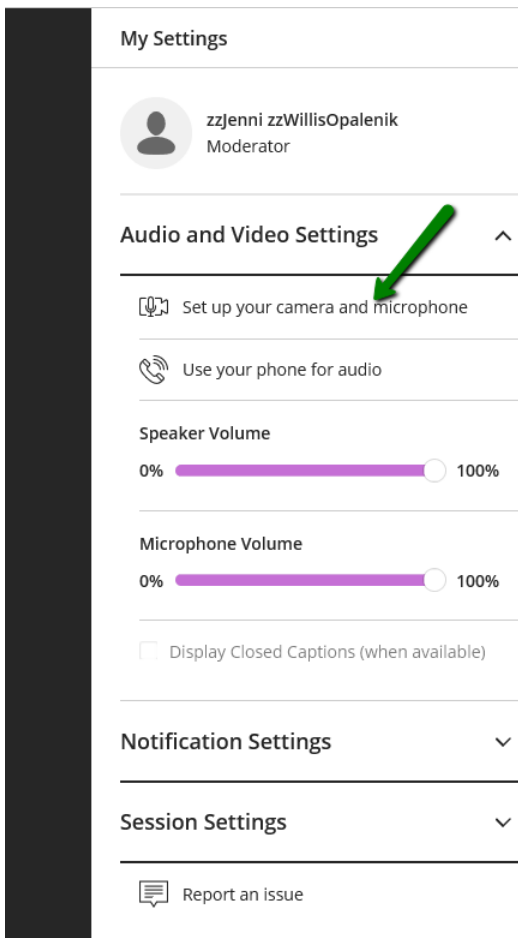
1. Let's first make sure that your microphone and camera (optional) are working properly in Collaborate. Begin by clicking the icon in the lower right corner of the screen to open the Collaborate panel.



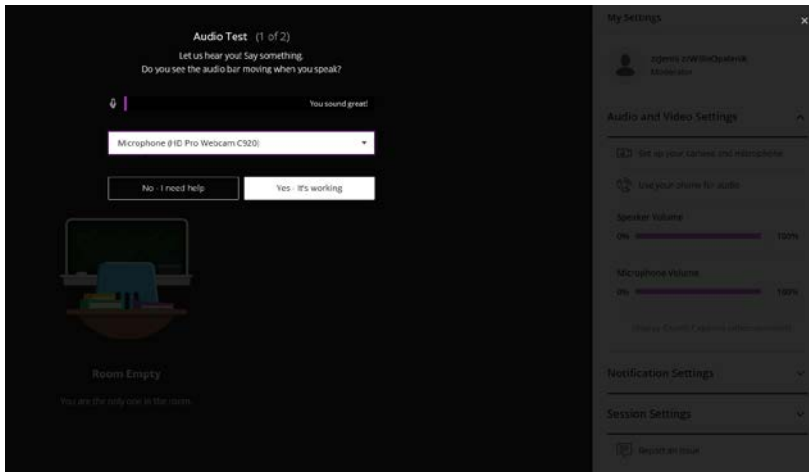
2. Click the gear icon in the panel to access My Settings.



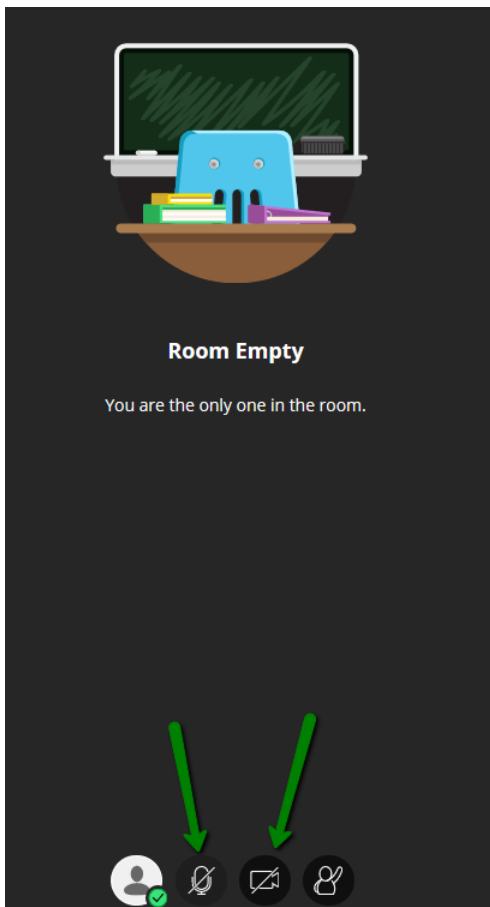
3. Click the link to “Set up your camera and microphone.”



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




5. 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.


My Settings


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Moderator

Audio and Video Settings ^

 Set up your camera and microphone

 Use your phone for audio


Speaker Volume
0%  100%

Microphone Volume
0%  100%

Display Closed Captions (when available)

Notification Settings v

Session Settings v

 Report an issue



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

Share Content

Primary Content



Share Blank Whiteboard



Share Application - Unavailable
Only available in Chrome and Firefox browsers
[Learn more](#)



Share Files



Secondary Content



Polling



Interact



Breakout Groups



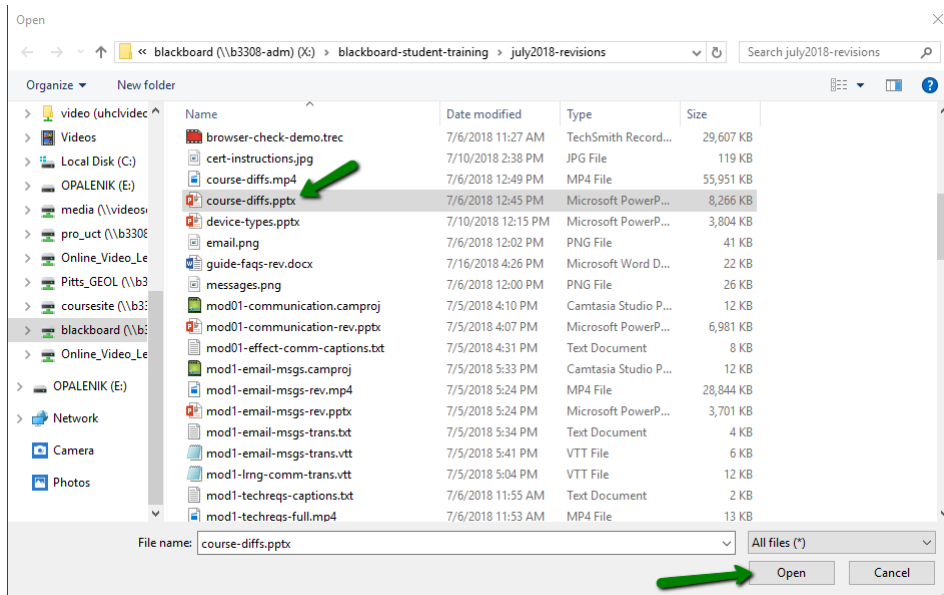
8. On the Share Files panel, click the “Add Files” region.

< Share Files

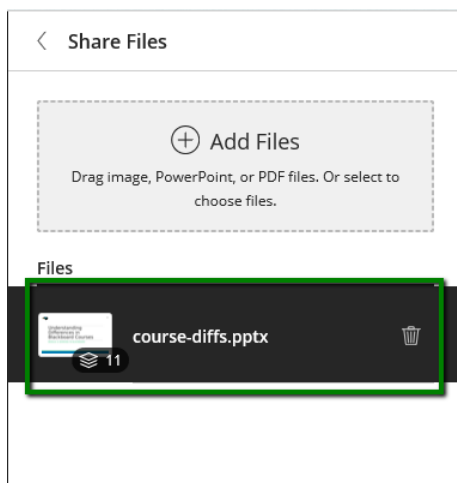
⊕ Add Files

Drag image, PowerPoint, or PDF files. Or select to choose files.

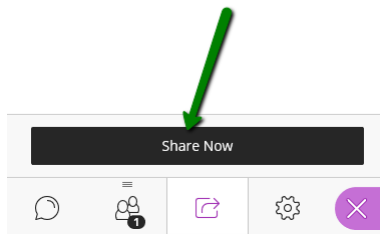
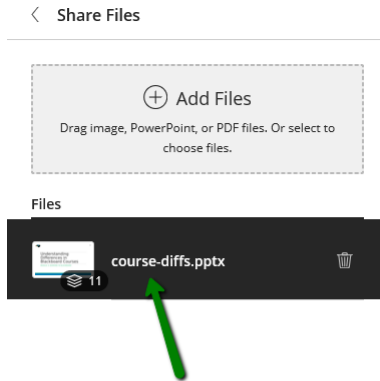
9. At the resulting screen, navigate to your saved PowerPoint file on your device, select it, and then click the Open button.



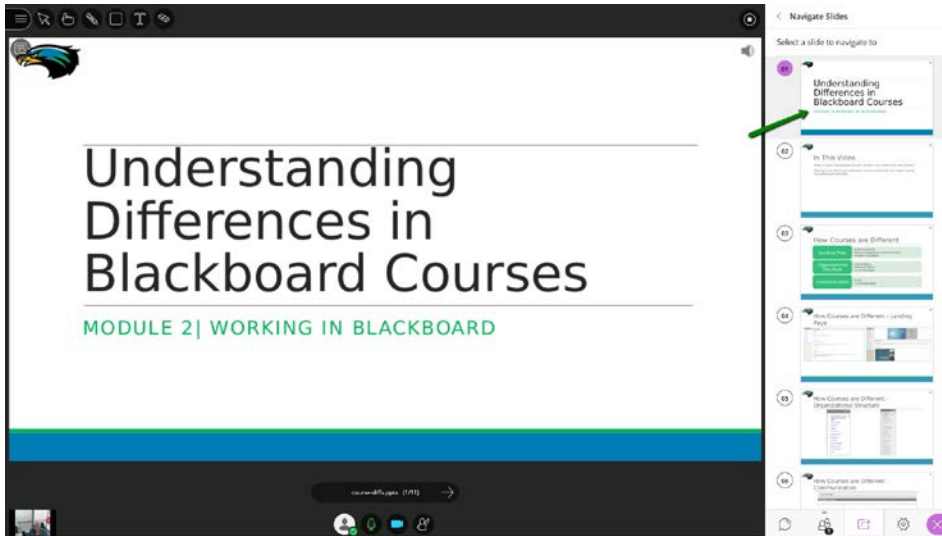
10. It may take a minute or two for Collaborate to convert and upload the PowerPoint. When it's ready, the uploaded file will appear under the Files heading in the Share Files panel, as shown below.



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.

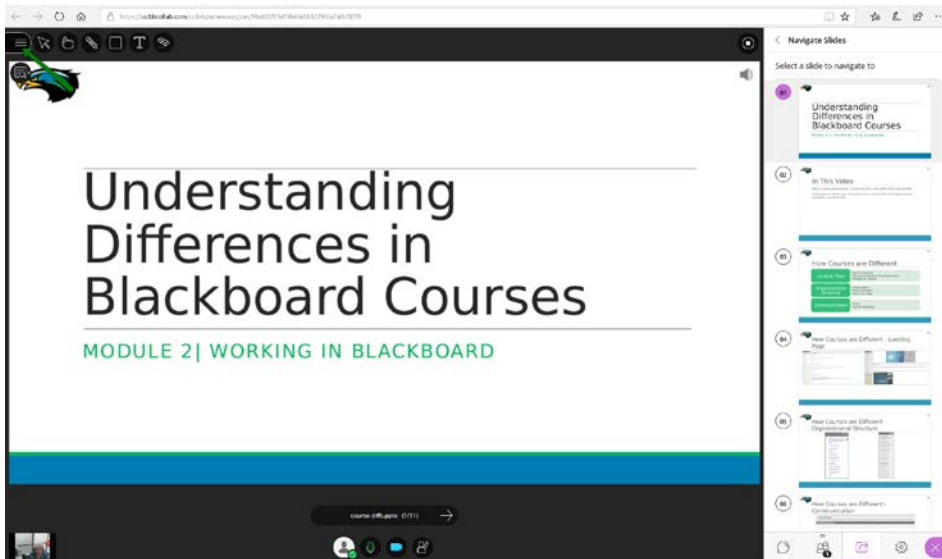


12. Your PowerPoint slides will then be displayed in the panel. Click on a slide to display it on the session desktop. You can move between the slides by clicking on them in the Navigate Slides panel. You are now ready to record your presentation.

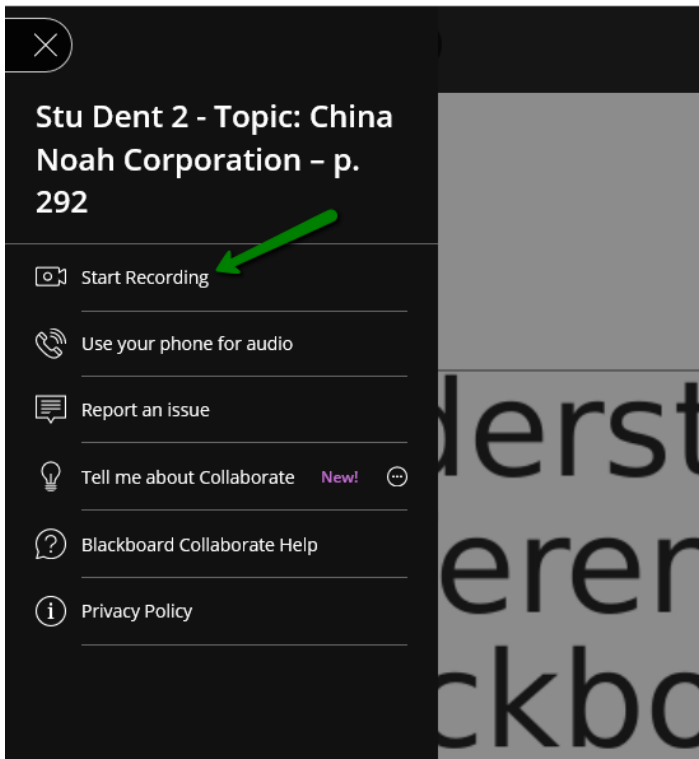


Part 3 – Recording Your Presentation

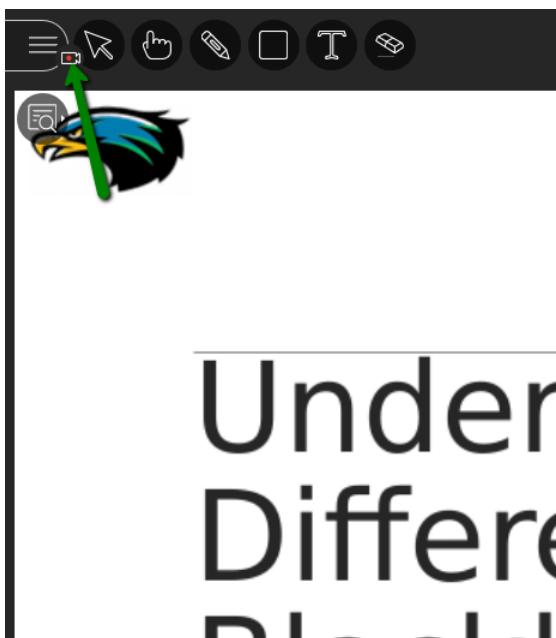
1. Begin by double checking the following:
 - a. Is your microphone and, if desired, camera active (refer to step #5, above)?
 - b. Is your PowerPoint visible on the presentation screen and is it showing the first slide?
2. Navigate to and click the Open Session menu, located in the upper left corner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



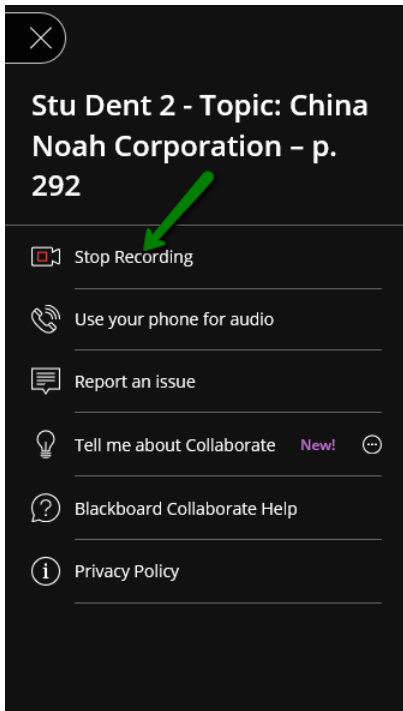
3. Once the new panel opens, click the Start Recording link.



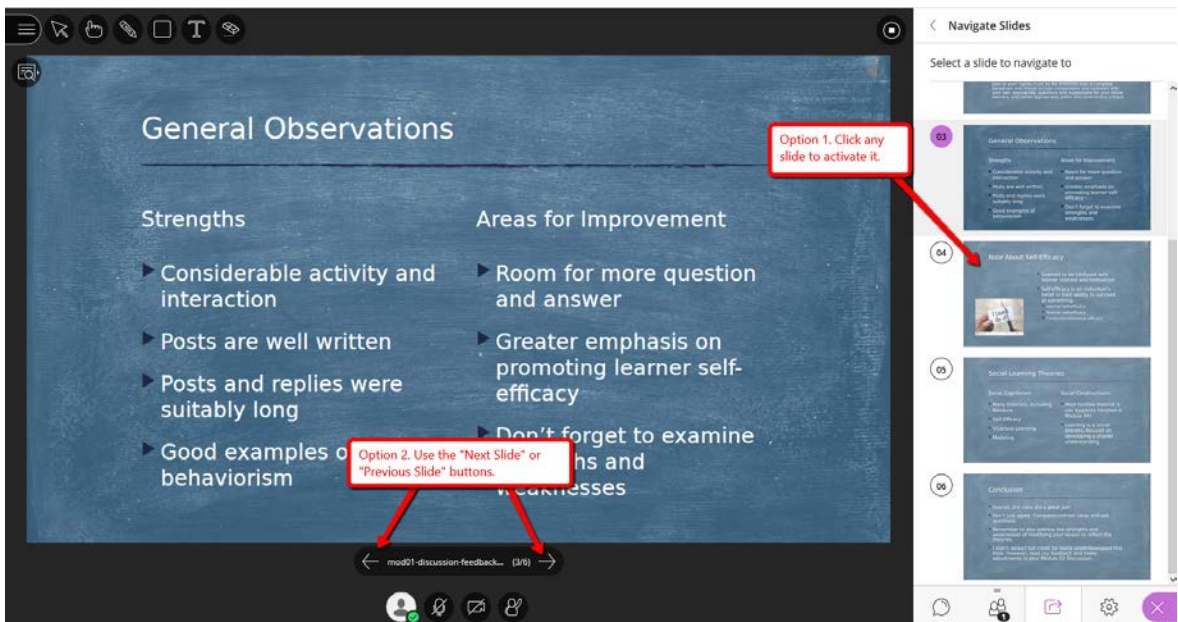
4. The Open Session menu will then close and recording will begin. You can see that the session is being recorded by the presence of the “Recording in progress” icon in the upper left corner of the screen.



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 “Stop Recording” link.



6. To navigate your PowerPoint while recording your session, you have two options:
 - a. click on a specific slide in the Navigate Slides pane on the right side of the screen; or
 - b. Use the “Next Slide” and “Previous Slide” buttons, located below the currently displayed slide on the main part of the presentation screen.

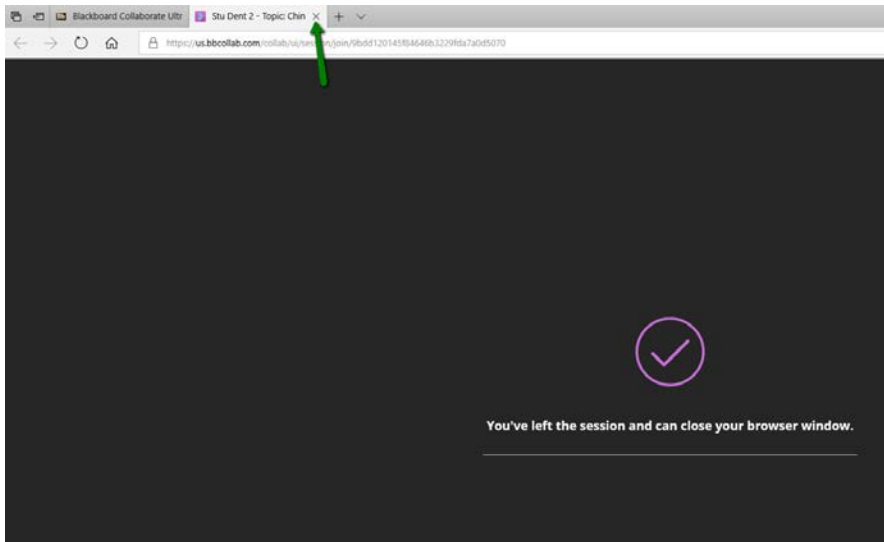


Part 4 – Exiting the Session and Viewing your Video

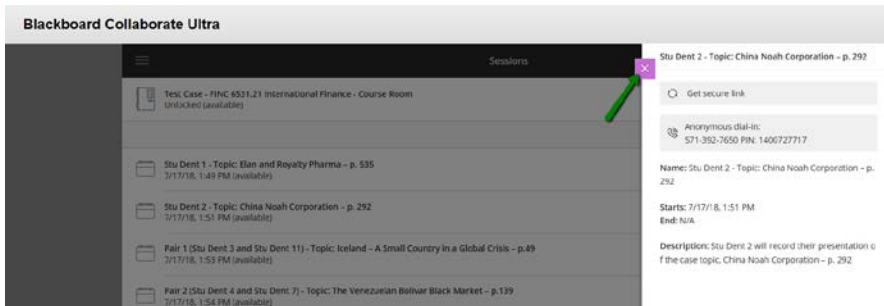
1. When you are ready to end your presentation session, return to the Open Session menu and click the “Leave Session” link, located at the bottom of the screen. You will be presented with an

optional post-session survey from Blackboard Collaborate. You may either choose to participate or select the “Skip” option.

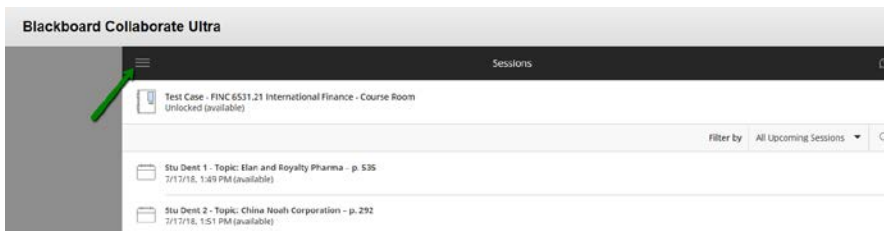
2. When prompted to do so, close your browser window or tab for the Collaborate session.



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



4. 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.



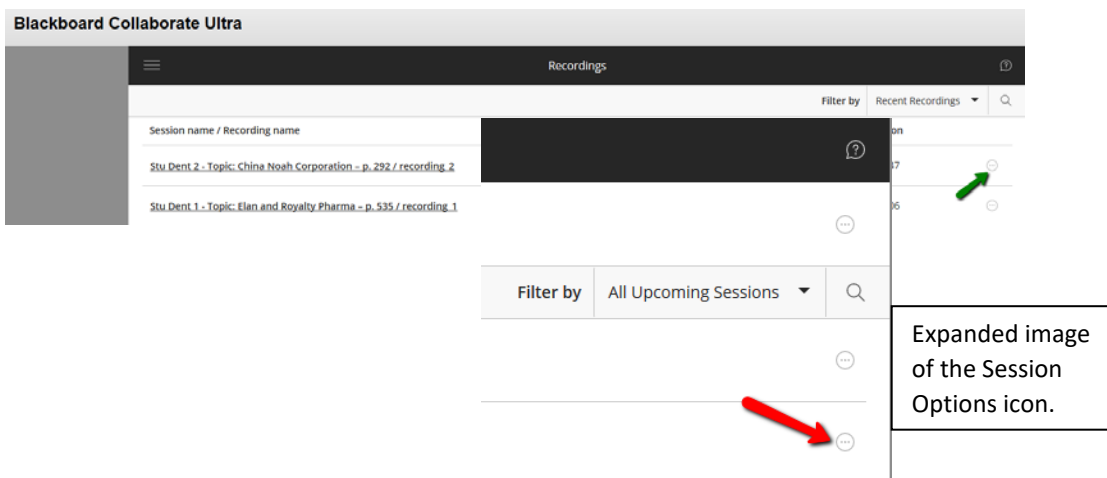
5. Click the Recordings link on the Menu panel.



- You will then see a list of all recorded presentation sessions for the course, including your own. Click on the name of the session and then click the “Watch Now” link to view the video.



- If your instructor has set up the sessions to allow it, you can also use the Recording options icon on the right side to download and save an MP4 video file of the presentation.



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](#).