

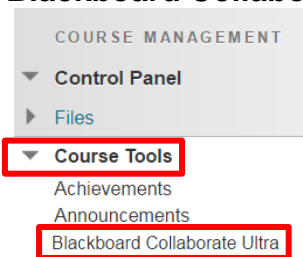
OVERVIEW:

Blackboard Collaborate is a powerful classroom tool that is integrated into your existing Blackboard courses and allows instructors and students to record an online meeting or presentation and share those recordings with their class or others. This document will review how to record using the Blackboard Collaborate tool and [how to share a link](#) or [embed that recording](#) for your students.

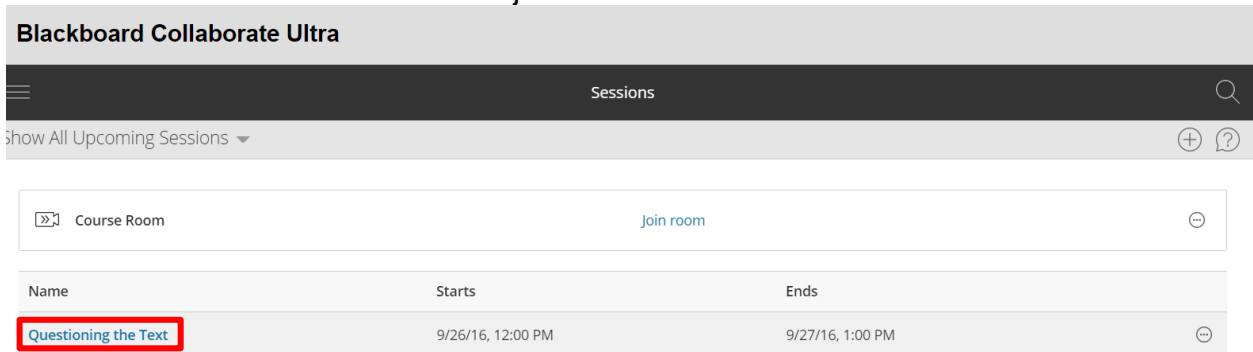
HOW TO CREATE A RECORDING IN BLACKBOARD COLLABORATE:

You have some options. If you are solely recording for one course, use that course to record in. However, if you are using the recording for multiple courses across terms you will want to use your MyWorkspace to record; however you can download and reuse recordings from live sections. *Always create a session for recording in order to give recordings a unique name.*

1. Login to Blackboard and access the course with the Collaborate room you would like to use.
2. From the Control Panel below the Course Menu, click on **Course Tools**, then **Blackboard Collaborate Ultra**.



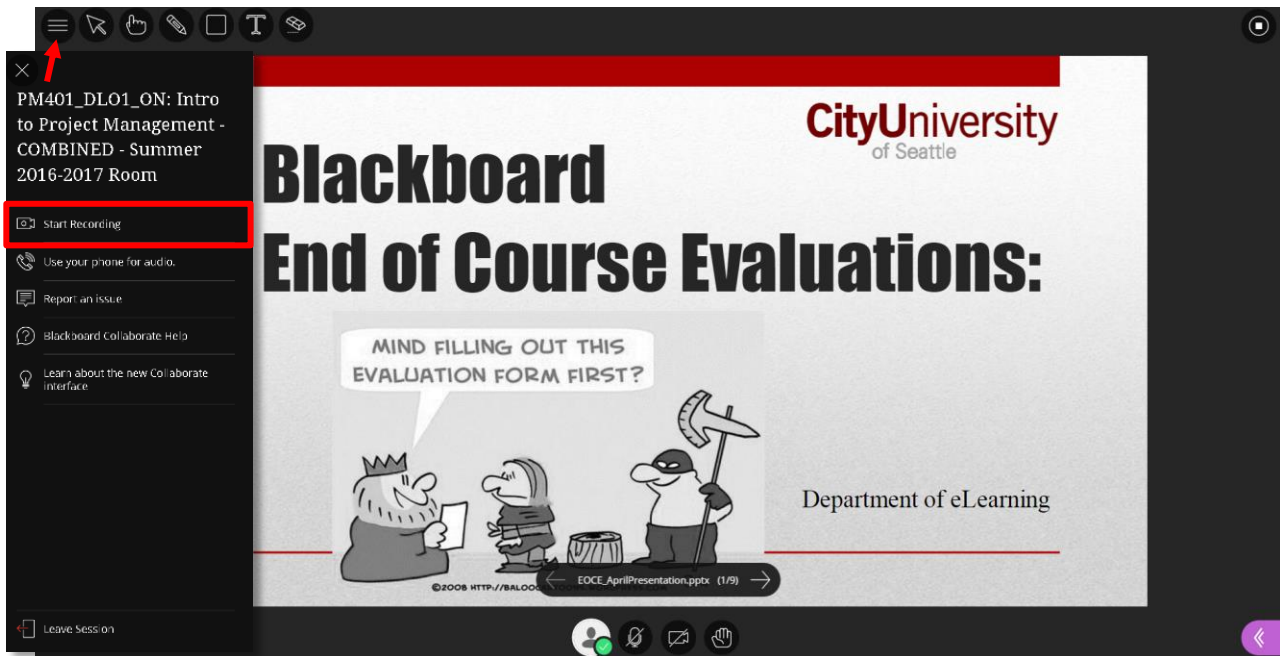
3. Create a session with the name of whatever you'd like the recording name to be. Review the [Getting Started Tutorial](#) (page 3) to review how to create a session. Make sure to allow recordings to be downloaded in the session settings.
4. Click on the name of the session to join.



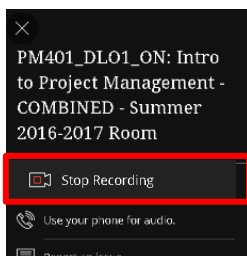
5. Collaborate will open in a new tab in your browser. For instructions on enabling sound, video, and sharing content see the [Getting Started Tutorial](#) (page 6) and

[Collaborate Tools](#) (specifically Share Application or Share Files which are in the purple box near the bottom; if you are recording a webcam video you can toggle your webcam on using the video icon). Test everything you plan to record before you start recording, consider doing a test recording if time permits.

6. Set up your screen and when you're ready to start recording, select the three dashes in the circle near the top left of the page. Then select **Start Recording**.



7. When you've completed what you want to record, select the three dashes in the circle again. Now select **Stop Recording**.



8. You have now recorded using Blackboard Collaborate! The next steps are either sharing it by posting a link, embedding the video recording in the content editor, or telling students where to go to find it.

HOW TO VIEW OR SHARE A LINK TO YOUR COLLABORATE RECORDING:

1. To access the recordings in your course, click on the menu in the Collaborate Ultra area that looks like three dashes in the top left corner.

Blackboard Collaborate Ultra

Sessions

Show All Upcoming Sessions ▾

Course Room [Join room](#)

Name	Starts	Ends
Questioning the Text	9/26/16, 12:00 PM	9/27/16, 1:00 PM

2. Then select Recordings.

Blackboard Collaborate Ultra

Blackboard Collaborate

Whitney Boswell



Show All Upcoming Sess

Sessions

Recordings

Course Room






Name

3. Recordings for the course are listed. If you don't see a recording, change the search parameter dates. You can view, download , and delete  the recordings from this page. Just click on the View Recording link to open and watch a recording.

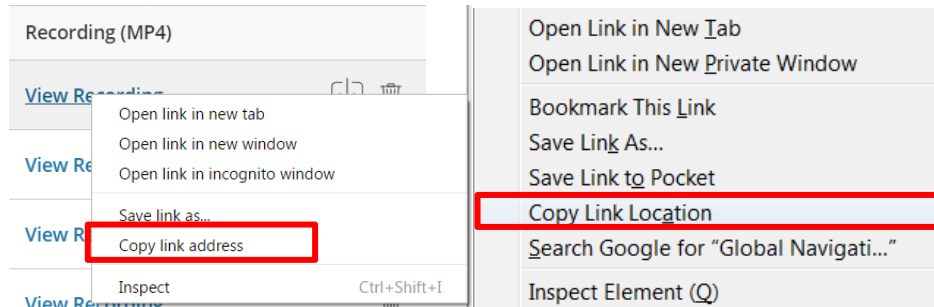
Blackboard Collaborate Ultra

Recordings

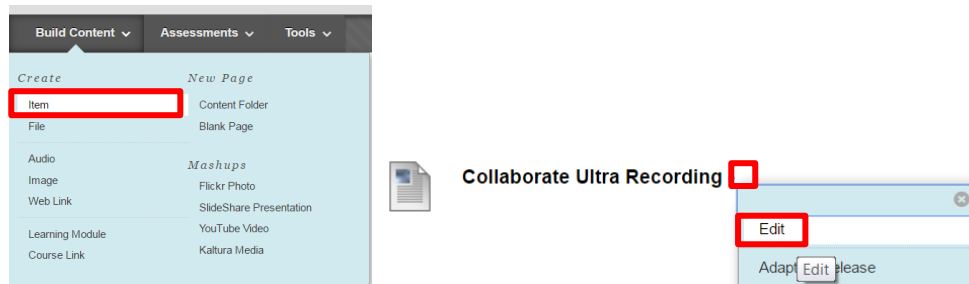
Show Recent Recordings ▾

Session Name	Recording Name	Duration	Date	Recording (MP4)
Questioning the Text	Questioning the Text - recording_1	00:01:52	9/26/16, 12:12 PM	View Recording  
Course Room	Course Room - recording_1	00:25:45	9/23/16, 10:24 AM	View Recording 
Group Alpha	Group Alpha - recording_1	00:25:04	9/23/16, 8:53 AM	View Recording  

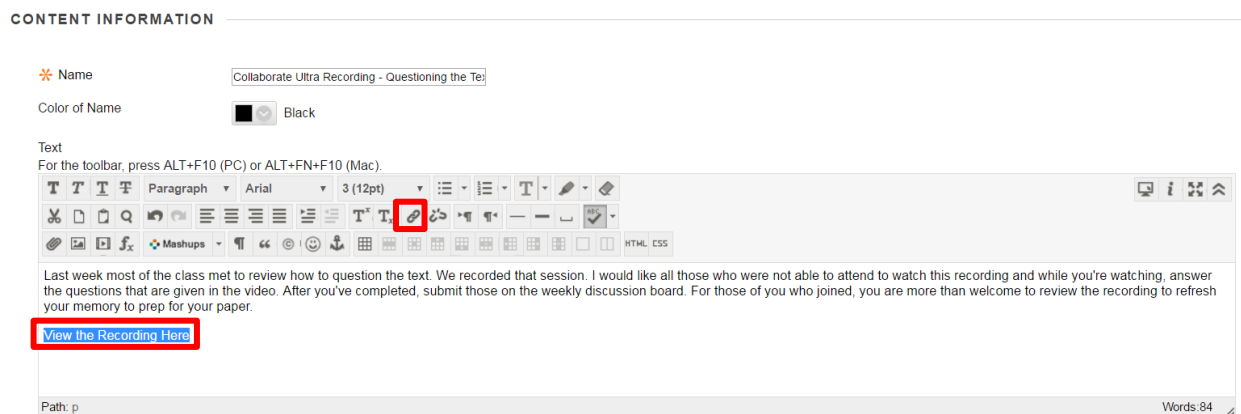
4. To get a recording link to put in a course, right click on the View Recording link and then click on **Copy link address** or **Copy link location** (or other variations depending on your browser).



5. Now that you have the link to the recording, you can go into any area of the course that has a content editor and place the link there. For this tutorial example, the link will be added to a content item in a module.
 - a. Create or edit the item.



- b. Provide the context for your recording (name, purpose, etc.). Then highlight the text which you want to hyperlink. Then click on the chain icon in the editor tools.



- c. Click on the Link Path area and paste in the recording URL link. Then in the drop down menu next to Target, select **Open in New Window (_blank)**.

Insert/Edit Link - Google Chrome
https://courses.cityu.edu/webapps/vtbe-tinymce/tiny_mce/plugins/advlink/link.jsp?name=

General

Link Path

When attaching a file from your computer, you must first submit

Target

Title

Class

- d. Then click **Insert**, then **Submit**.

HOW TO EMBED YOUR COLLABORATE RECORDING:

1. To access the recordings in your course, click on the dashes icon for the Collaborate Ultra menu in the top left corner.

Blackboard Collaborate Ultra

Sessions

Show All Upcoming Sessions

Course Room [Join room](#)

Name	Starts	Ends
Questioning the Text	9/26/16, 12:00 PM	9/27/16, 1:00 PM

2. Then select Recordings.

Blackboard Collaborate Ultra

Blackboard Collaborate



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Sessions

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Course Room






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Blackboard Collaborate Ultra

Recordings

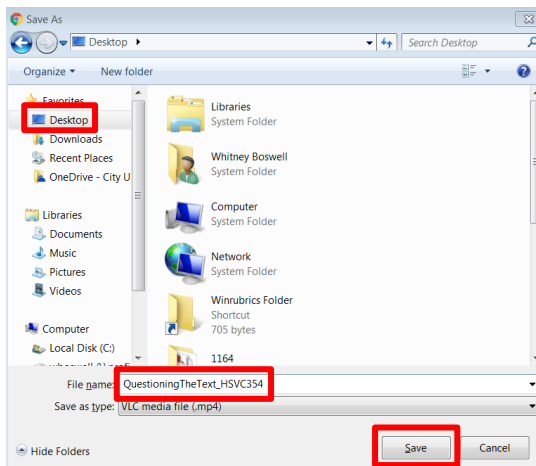
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- To embed the recording first you need to download it. Click on the download icon next to the recording you would like to embed.

Session Name	Recording Name	Duration	Date	Recording (MP4)
Questioning the Text	Questioning the Text - recording_1	00:01:52	9/26/16, 12:12 PM	View Recording  

- Save it to your computer with a name that makes sense and in a place where you will find it. Then wait for it to download.



- Once it downloads, you will want to upload it to a streaming service such as YouTube, Vimeo, or Kaltura.
 - Follow [this tutorial to upload and embed a video using Kaltura](#).
 - Follow [these instructions to embed a video](#) once they've been uploaded to YouTube or Vimeo.