

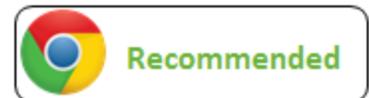
Recording & Sharing a Screencast in Collaborate Ultra

The Recording Experience in Collaborate Ultra

Collaborate Ultra recordings can be made inside any Blackboard Shell, and audio can be recorded via a computer microphone, headset, or even a cell phone. Collaborate Ultra can record your entire screen, allowing you to present documents, websites, or anything you need to display. The recordings are stored inside the Blackboard shell, and a link to the recording can be copied and pasted anywhere, allowing anyone with the link to view the recording without having to be enrolled in your course or needing to log into Blackboard.

Things to Consider Before You Record

1. Collaborate Ultra works best in an updated **Chrome browser**.
2. It is highly recommended that you run through a practice session of the steps below and check the resulting recording before recording your final product. You can make as many recordings as you like in Collaborate Ultra.
3. The link to the recording will only be available as long as your course still exists on Blackboard. You may wish to download your recording to save for future courses (e.g., uploading to YouTube) if it is a recording you wish to reuse in many classes.

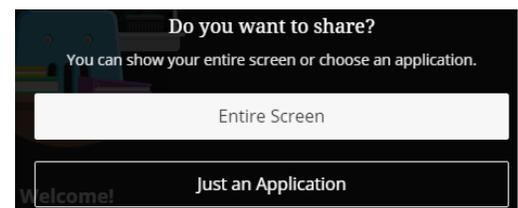


Preparing to Record

1. In your Blackboard course, click on **Course Tools**. Click on **Blackboard Collaborate Ultra**.
2. Click on the **options button**  to the right of the Join room button. Select **Edit settings**. Make sure **Allow recording downloads** is checked. If not, check it to activate it.
3. Click **Join room**.
4. Open the **Collaborate panel**  by clicking on the purple arrow in the bottom right of the screen. Click on the **My Settings** cog icon. Select **Set up your camera and microphone** or **Use your phone for audio** to set up a way for your session to capture your voice.
5. Click the **microphone icon** on the bottom of the screen to begin capturing your voice.  → 

Recording Your Screen

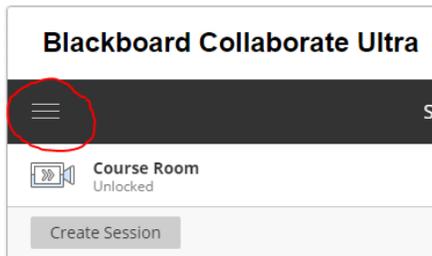
1. Click on the 3-bar **Session menu**  button in the upper left of the screen.
2. Select **Start recording**.
3. Click on the **Share content**  icon inside the **Collaborate panel**.
4. Select **Share Application** and select **Share Entire Screen**.
 - a. If prompted, follow the prompts to add the sharing extension to Chrome and then click on **Share Application** again once the extension has been added.
 - b. Until you navigate to a new application or browser tab, there will be a “rabbit hole” effect on the tab in Chrome that is running Collaborate Ultra. This is normal!



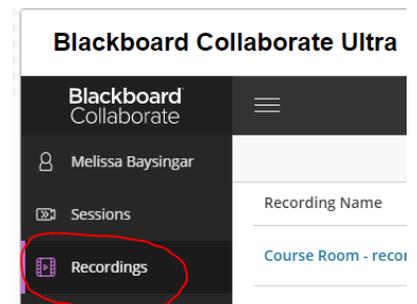
- c. There is also the option to share just one application that you have open on your computer (e.g., Word, Excel, etc.). This works well for sharing too. Practice with different methods and see what you prefer.
5. Navigate to the documents and programs you wish to record and speak into your phone or microphone to record your audio. 
6. Click the **Stop sharing**  icon at any time to stop sharing your screen. The recording of the session continues even when you are not sharing your screen. 
7. Click on the 3-bar **Session menu** button in the upper left of the screen. 
8. Select **Stop Recording**. Close out the session by closing the Chrome tab that is running the Collaborate Ultra session.

Sharing the Recording

1. Navigate back to the Blackboard Collaborate Ultra tool inside your Blackboard course.
2. Click on the 3-bar **Menu** in the top left of the Sessions screen.



3. Click **Recordings**.
 - a. Note: Recordings will appear here only after they have finished processing. The time needed to process can take a few minutes to a few hours, so you may need to close out of Blackboard and come back later.



4. Click on the **Recording options**  button to the right of the name of the recorded session.
5. Select **Copy link**.
6. Copy the link that displays and paste into an email, into your Blackboard course, or wherever you wish. Viewers can access this link from any browser without needing to be enrolled in the course or having to log into Blackboard.

