# 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.

   Recommended

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.
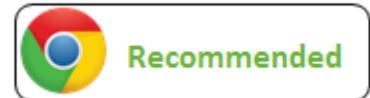
Preparing to Record

1. In a Blackboard course where *you are enrolled as instructor*, click on **Course Tools**. Click on **Blackboard Collaborate Ultra**.
2. Click on the **options button** ⊙ to the right of the page. Select **Edit settings.** Make sure **Allow recording downloads** is checked. If not, check it to activate it. Click **Save**.
3. Click **Course Room** option and then **Join Course Room**.
4. When the new tab opens, 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 **Share content** ⤴ icon inside the **Collaborate panel**.
2. 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!

   Do you want to share?
   You can show your entire screen or choose an application.
   Entire Screen
   Just an Application

   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.
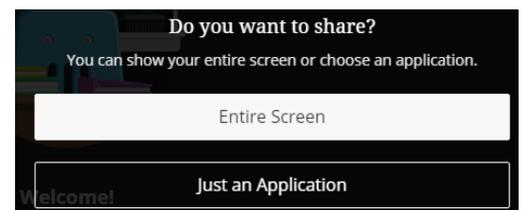
3. Click on the 3-bar **Session menu** button in the upper *left* of the screen.
4. Select **Start Recording**.
5. Navigate to the document, program, etc. that you wish to record and speak into your phone or microphone to record your audio.
6. Click the **Stop sharing** blue rectangle, at the bottom of the screen, at any time to stop sharing your screen. (The recording of the session continues even when you are not sharing your screen.)
7. To stop recording, go back to the **Course Room** web browser tab.
8. Click on the 3-bar **Session menu** button in the upper left of the screen.
9. 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.
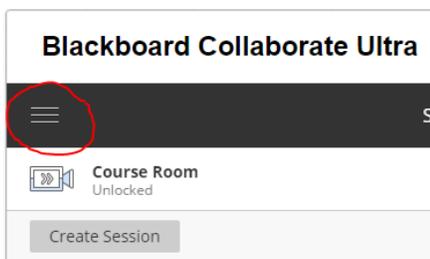
3. Click **Recordings**.
   a. Note: Recordings will appear here only after they have finished processing. The time needed to process can be a few minutes to a few hours, so you may need to close out of Blackboard and come back later.
4. Click on the **Recording options** button to the right of the name of the recorded session.
5. Select **Copy link**.
6. Copy (Ctrl+C) the link shown and paste (Cntrl+V) into an email or your Blackboard course. Viewers can access the recording using the link without needing to be enrolled in the course or having to log into Blackboard.
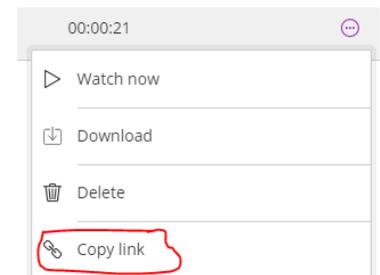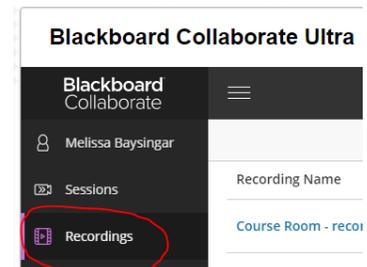
Downloading the Recording

For recordings that are reusable in future semesters, it is recommended that you download a copy of the session for your own files. This allows for later sharing (e.g., on YouTube), without relying on the existence of the originating Blackboard shell.

1. Follow **Steps 1-4** in the **Sharing the Recording** instructions above.
2. Select **Download**. *(Note: Download option may not appear in Internet Explorer. Chrome or Firefox is recommended.)*
3. The download may start automatically. If prompted, select **Save File.**
4. The download will be in an MP4 format and should appear in the **Downloads** area of your computer. The file can be copied or moved to a desired area on a computer or flash drive.