

## Blackboard Collaborate Lecture Capture Support

### How to record your lecture

Several components are need to successfully record lectures.

1. Video and audio only (scenario from bullet one)
  - Webcam with built in microphone
    - Camera with microphone must be positioned close to presenter to capture good audio
  - Webcam & USB microphone or headset
    - It is important to record clear audio. This is best done with a microphone that can be placed close to the presenter's mouth
  - Notebook or tablet with a built in camera & USB microphone
    - It is important to record clear audio. This is best done with a microphone that can be placed close to the presenter's mouth
2. Video, audio and graphical material (scenario from bullet two)
  - Webcam with built in microphone
    - Camera with microphone must be positioned close to presenter to capture good audio
  - Webcam & USB microphone or headset
    - It is important to record clear audio. This is best done with a microphone that can be placed close to the presenter's mouth
  - Notebook or tablet with a built in webcam & USB microphone
    - It is important to record clear audio. This is best done with a microphone that can be placed close to the presenter's mouth
  - Desktop recording software
    - This allows you to record whatever is presented on your desktop including video, audio and any graphics. All components must be visible on one screen while capturing.

### Equipment and software Setup

1. Classroom with no webcam
  - Connect a USB Webcam to PC or use a laptop with camera or tablet with camera
  - Connect a USB microphone and position close to lecturer's mouth
  - Proceed to step 2a
2. Classroom with camera
  - Log in to Blackboard
  - Enter your course (consider having your Blackboard administrator setup a staging course for this content)

- From Control Panel click Course Tools > Blackboard Collaborate>Create Session>
- Name your recording. Each recording requires a new Session.
- Complete the form with the date and time of the recording
- Click Save
- A link to your session will be listed on the Blackboard Collaborate page at the date and time you designated
- Click the link to begin the session > Launch Room >Save the launch file> Click the launch file to run>Click Later from popup> Wait several minute for launch
- Once Collaborate opens run the audio setup wizard from Tool>Audio>Audio Setup Wizard. This allows you to select and test your microphone
- **To capture video and audio click Talk & Video.**
  - To properly configure the video window click Tools>Video>Make Video Follow Moderator

3. To capture graphical presentations with video and audio do one of the following:

- Click Tools>Application Sharing>Share Entire Desktop (recommended) or Start Application Sharing (The application must be partially open on the screen).
- If “Share Entire Desktop” is used, position your application over the Whiteboard area then drag the yellow border line around your application.
- If “Application sharing” is used, select the application from the list of open applications.
- Press Record
- When the presentation ends click Stop Recording then close all Collaborate sessions on all machines

**NOTE:**

**We recommend opening a second session on a separate machine to monitor what is being presented over the Internet. This is important because you do not have students to respond to what they are seeing. If your desktop sharing is not working you will record an entire session that can't be used.**

**Playback on demand for your students**

Once your lecture has been processed for playback by Blackboard it is ready for posting.

**To post your lecture to Blackboard follow these instructions:**

1. Open the course it was recorded in
2. From Control Panel>Course Tools>Blackboard Collaborate>Recordings
3. You must copy the link from this page and post it to the student area of Blackboard
4. Right Click the link>Copy Link Location
5. Open a folder or menu item in the student navigation area
6. Mouse over Build Content>Click Web Link<Enter a name>past URL in URL box
7. Save

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**To make your lecture available outside Blackboard, follow these instructions:**

1. Download and install Collaborate Publish
  - o <http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Publish/Publish-Download.aspx>
2. Follow the instructions in Collaborate Publish to export your lecture for playback on demand.

**Lecture Capture video by Kate Evans**

[https://www.youtube.com/watch?v=Ae\\_TeyFoceQ](https://www.youtube.com/watch?v=Ae_TeyFoceQ)

**Collaborate Support**, 24 hours / day \* 7 days / week \* 52 weeks / year

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