Collaborate Ultra Guide:
Create a Narrated PowerPoint Presentation Video
using Collaborate Ultra

Collaborate Ultra is a web conferencing software available through D2L. Collaborate Ultra has recording capabilities. This tutorial will demonstrate how to narrate and record a PowerPoint presentation in Collaborate Ultra and post a link in a content module in D2L for students to access and view the recording.
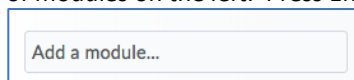
EQUIPMENT/SOFTWARE NEEDED:
- Computer with Internet access
- D2L course in which you are the instructor
- Browser: Chrome or Firefox (recommended browsers for Collaborate Ultra)
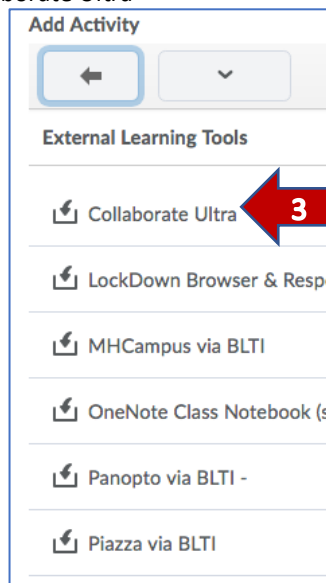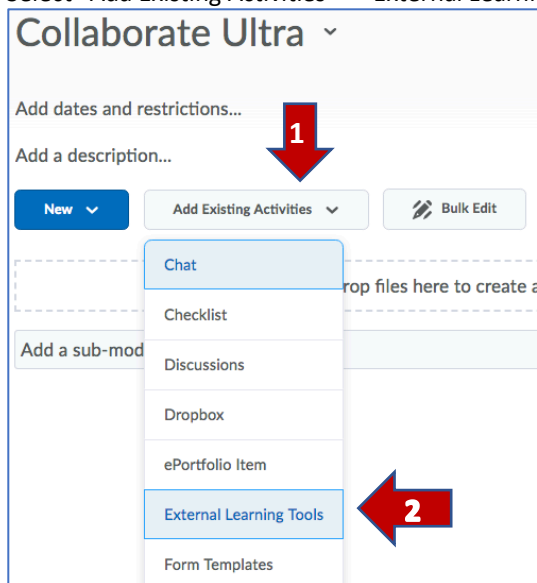- PowerPoint presentation
- Microphone
- Webcam (optional)

Add Collaborate Ultra to your course

(If you already added Collaborate Ultra to a content module your course, you can skip ahead to step 5.)

1. Log into your course in D2L and select "Content."

2. Create a new module by entering the title, "Collaborate Ultra," in the "Add a Module" text box below the list of modules on the left. Press Enter/Return on your keyboard after entering the title.

3. Select the title of the new module to open if it is not already open.

4. Select "Add Existing Activities" > "External Learning Tools" > "Collaborate Ultra"
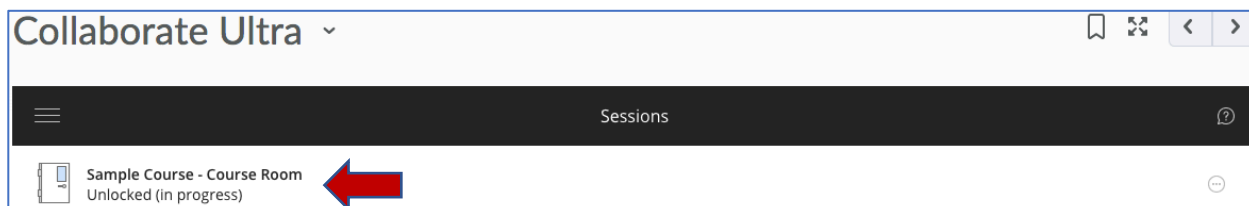
5. Select the "Collaborate Ultra" link you added to the content module to open Collaborate Ultra in D2L.
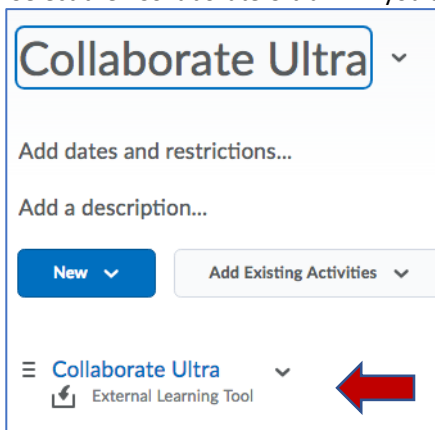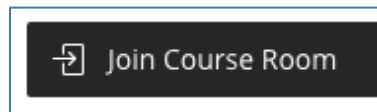

The Course Room

Each D2L course has a Collaborate Ultra Course Room. The Course Room is an established, ready-to-use Collaborate Ultra session dedicated to the course. **We will use the "Course Room" for this tutorial**.

6. Select the Course Room.
7. Select the "Join Course Room" button in the window that pops out on the right. The Course Room will open in a new tab on your browser.


Audio and Video Setup

To use your microphone or webcam, you must give the browser permission to use audio and video. You will be asked to do this when you first join the Course Room or when you first activate your microphone or camera.

8. If prompted to allow the program to access your microphone and your webcam, select "Allow."
9. If prompted to complete the Audio and Video Setup, follow the directions on the screen.
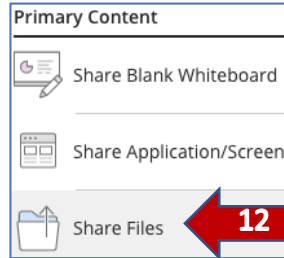
Upload your PowerPoint Presentation

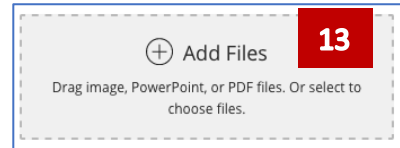10. Open the Collaborate panel by selecting the purple arrow in the bottom right corner of the screen.

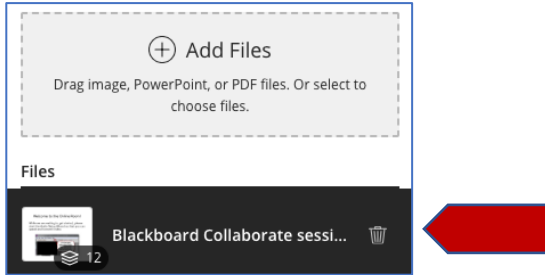11. Select the "Share Content" button.
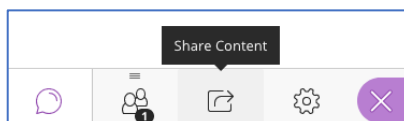
12. Select "Share Files" on the top right.

13. Select "Add Files" to browse and upload your presentation or drag and drop the file into the box to upload. The file may take a few seconds to convert during the upload process.
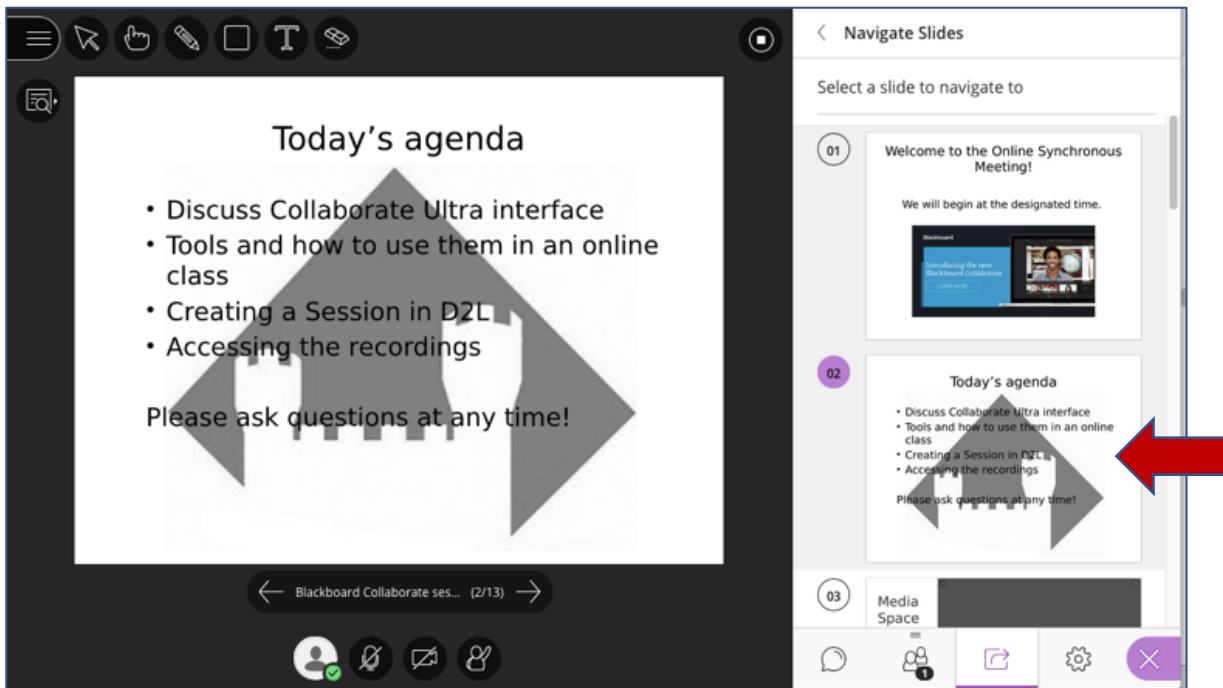
Primary Content

Share Blank Whiteboard

Share Application/Screen

Share Files **12**

13
⊕ Add Files
Drag image, PowerPoint, or PDF files. Or select to choose files.

14. Select the title of the presentation file.

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

Files

Blackboard Collaborate sessi...
12

15. Select "Share Now" in the bottom right of the screen. Allow a minimum of eight seconds for the recording to include your shared file before proceeding.

Share Now
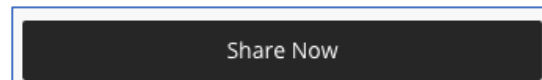
16. After the slide navigator panel opens, select the slide you want to appear first in your recording.

Today's agenda

- Discuss Collaborate Ultra interface
- Tools and how to use them in an online class
- Creating a Session in D2L
- Accessing the recordings

Please ask questions at any time!

Blackboard Collaborate ses... (2/13)

Navigate Slides

Select a slide to navigate to

01 Welcome to the Online Synchronous Meeting!
    We will begin at the designated time.

02 Today's agenda
    - Discuss Collaborate Ultra interface
    - Tools and how to use them in an online class
    - Creating a Session in D2L
    - Accessing the recordings
    Please ask questions at any time!

03 Media Space

17. During your presentation, you will use the right arrow below the slide to advance the presentation to the next slide. Use the left arrow to go back to the previous slide.

← giving effective feedback.p...   (2/22)   →
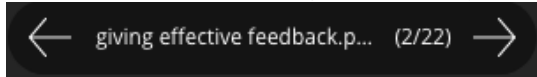
18. Select the Microphone icon at the bottom of the screen to activate your microphone.

19. Select the Camera icon at the bottom of the screen to activate your webcam   then select "Share Video." (Skip this step if you do not want your webcam displayed.)

YOU ARE NOW READY TO BEGIN RECORDING

Recommendation: Nearly all experts firmly believe that training videos should be as long as they need to be in order to meet learning objectives; however, research suggests that **6 minutes** is the optimal length for instructional videos. (https://www.panopto.com/blog/how-long-should-training-videos-be/, January 2019)
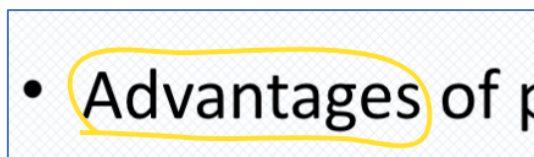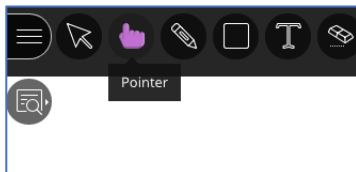
Recording

Each time you select "Start Recording" and then "Stop Recording," a new recording (video clip) is saved and added to the list of recordings. Be prepared to begin narrating your presentation when you select "Start Recording."

20.   To Start the recording, open the Session menu   (top left) and select "Start Recording." The recording camera appears with a red dot   while recording is in progress.

Biology 101

Start Recording
Use your phone for audio
Report an issue
Blackboard Collaborate Help
Tell me about Collaborate

21. After you select Start Recording, begin talking into your microphone and narrating each slide. Use the right arrow below the slide to advance the next slide.

22. TIP: Select and use the Pointer Tool located on the top left with the Whiteboard Tools to draw attention to the text or images on the slide during your presentation. Alternatively, you can use the Pencil Tool from the whiteboard tools to write on the screen or highlight items on a slide.

Pointer

• Advantages of p

23. To finish recording, open the Session menu again   and select "Stop Recording."
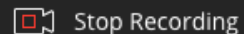
Stop Recording

24. You can start and stop recording at any time. Each segment will produce a separate video clip.

Access and View the Recording(s)

NOTE: It will take several minutes after you stop recording before the recording will appear in D2L especially if it is a long recording.

25. Go back to your course in D2L. (It should still be open in a different tab on your browser.)

26. Go to the Collaborate Ultra session list by selecting Content > Collaborate Ultra (module) > Collaborate Ultra.

27. From the session list, select the hamburger stack [≡] on the left of the black "Sessions" toolbar to open the Collaborate Ultra menu.

28. Select "Recordings" from the menu. This will open the recordings list.

29. Select the title of the desired recording and select "Watch Now."
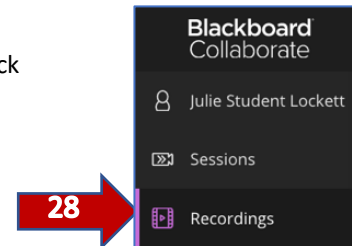
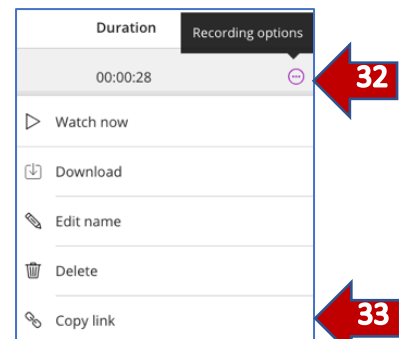30. The recording will open in a separate tab, full screen, within Collaborate Ultra.

31. Select the play button [▷]. (If you are not happy with the recording and want to re-record, just go back and repeat the recording steps 20-24 above to create another recording.)

Blackboard Collaborate

- 🔒 Julie Student Lockett
- 🔲 Sessions
- **28** → 🎞 Recordings

Link the Recording in a Content Module

32. From the Recording list, select the "Recording Options" circular button to the right of the desired recording.

Duration	Recording options
00:00:28	⊖ **32**

- ▷ Watch now
- ⬇ Download
- ✎ Edit name
- 🗑 Delete
- 🔗 Copy link **33**

33. Select the "Recording Options" button again and selct "Copy link."

34. Select "Content" (in your D2L course) and select the content module in which you want the link to appear for students to view.

Module 1 ⌄

Add dates and restrictions

Add a description...

| New ⌄ | Add Exist |

- Upload Files
- Video or Audio
- Create a File
- **Create a Link**

35. Select "New" and then "Create a Link."

36. Enter the title of the recording.

37. Click inside the "URL" box and paste the link you copied.
(The command for paste is "Ctrl + V" on a Windows keyboard or "Command + V" on a Mac keyboard.)

38. Select "Open as External Resource."

39. Select "Create."

New Link   ✕

Title *

Introductory Video

URL *

https://www.dropbox.com/s/qz5jyt3r5pzee4q/$

☑ Open as External Resource

User progress is not tracked for external resources

| Create | Cancel |