

## Helpsheet

### Managing Your Blackboard Collaborate Recordings

This helpsheet guides academic staff through the recommended recording management workflow for Collaborate Ultra Sessions, and the steps for making them accessible to students through Panopto.

By following the steps in this short guide, you will be able to better manage your recorded Collaborate content and ensure an organised and coherent provision of teaching material to your students. We strongly advise that staff follow this practice when making Collaborate recordings available through Blackboard.

By uploading to Panopto you can:

- Ensure that your students have access to captions.
- Trim the start, end, and remove any breaks from the recording to reduce its length.
- Allow student to make use of interactive features such as notes, comments, and quizzes.

An overview of the process can be seen here:

#### Step 1A - Download your Blackboard Collaborate Recording

Navigate to the Collaborate Recordings tab on your Blackboard site. Locate a recording you want to keep and download the video file.

Once the video download has completed, ensure that the MP4 file is not corrupted and/or has downloaded as expected.

#### Step 1B - Delete your Blackboard Collaborate Recording

You must delete the recording from the Collaborate Ultra area on your Blackboard Site now that the video has been downloaded. **You can also delete off any recordings you do not wish to retain going forward (e.g. test recordings).**

#### Step 2A - Upload your Recorded Lecture to Panopto

Navigate to the Panopto tool on your Blackboard Site and upload the MP4 file that you downloaded from Collaborate.

We advise that you create a separate 'Collaborate' folder in Panopto to organise your lecture recordings, and also ensure the file has a meaningful name - including week, lecture title and date.

#### Step 2B - Enable Automatic Captions and Make Corrections

Locate the Panopto video that you have successfully uploaded, in the Video Editor enable automatic captions.

Take some time to verify the accuracy of automatic captions - checking discipline specific terminology as a priority.

#### Step 3 - Important Management and Communication

You will want to delete the recording from your computer's local storage in order to free up space. This includes emptying your PC's 'Recycle Bin/Trash'.

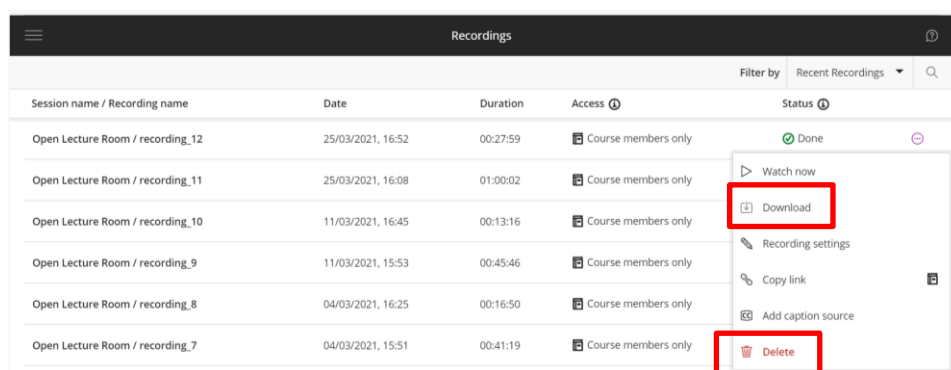
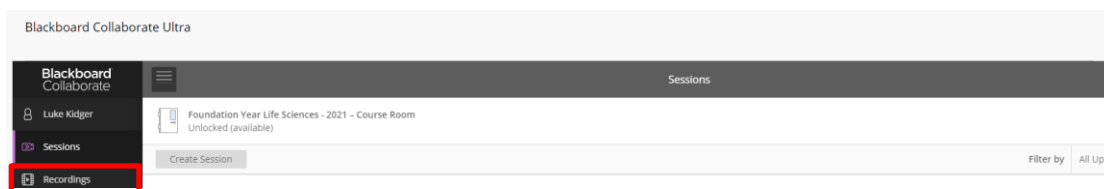
You may also want to send a Blackboard Announcement to students informing them the lecture is now available in the Panopto area of the module site.



## How to Download and Delete a Blackboard Collaborate Recording

1. Navigate to the Collaborate Ultra area on your Blackboard Site.
2. Expand the Collaborate menu, and click on the Recordings tab.
3. Locate your recording and click on the ellipses icon next to the video status.
4. Here you can download the video but will also see the delete option. You will receive an MP4 file.

Ensure to allow enough time for the video to download correctly as this will be dependent on the length of the lecture and your internet speed.

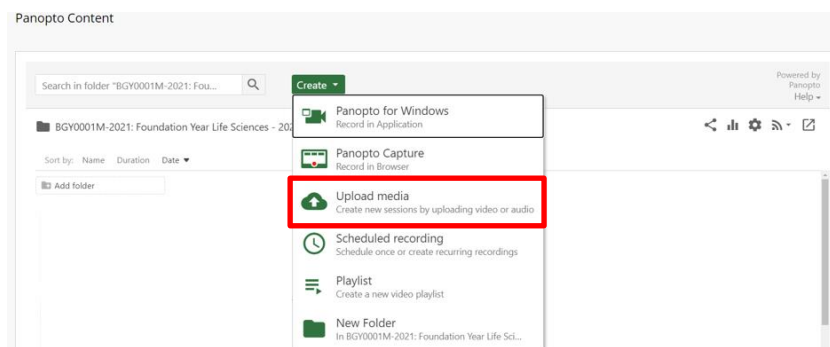


## How to Upload a Blackboard Collaborate Recording to Panopto

Before uploading, create a new folder by clicking on the Add Folder icon in the Panopto tool interface.

1. Navigate to the Panopto tool on your Blackboard Site.
2. Expand the Create menu and choose Upload Media from the drop-down list.
3. You can then locate the file on your computer and allow the file adequate time to upload.

Ensure that you give the recording a meaningful title, as this may not be reflected in the file name.





## How to Enable and Correct Automatic Captions

Once your video has completed processing in Panopto, you can enable automatic captions.

1. Locate the video in the Panopto tool in your Blackboard Site.
2. Hover your mouse over the video and click on the Edit button (pencil icon).
3. Open the Captions Tab and choose Import Automatic Captions.
4. Review the captions and correct any critical discipline specific terminology.
  - a. In the example the word supplant has been added instead of submit, to amend click into the text field, amend, and simply press enter on your keyboard or click out of the text box.

