INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

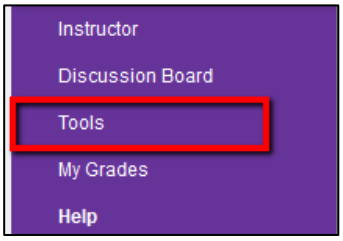
Recording Sessions with Blackboard Collaborate

Blackboard Collaborate is a powerful asynchronous classroom tool that is integrated into our existing Blackboard and allows instructors to record an online interactive class session. This document will review how to record using the **Blackboard Collaborate** tool.

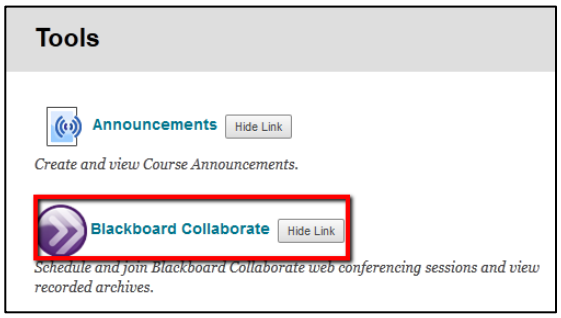
Getting Started with Blackboard Collaborate

Before getting started with Blackboard Collaborate, please make sure your computer meets the minimum requirements to run Blackboard Collaborate. Please review document titled **Configurations Recommendations for Bb Collaborate**.

1. Log into the CUNY Portal (http://portal.cuny.edu) to access **Blackboard**
2. Select the course to which you wish to add the collaborate session
3. On the left side click on **Tools**

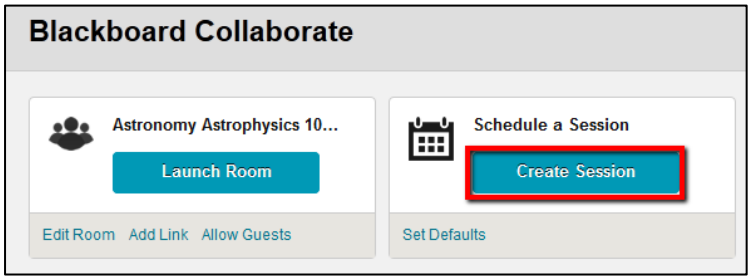


4. Next, click on **Blackboard Collaborate**



5. Click on **Create Session**

   Note: Every course will have a room automatically created for the course available all semester.



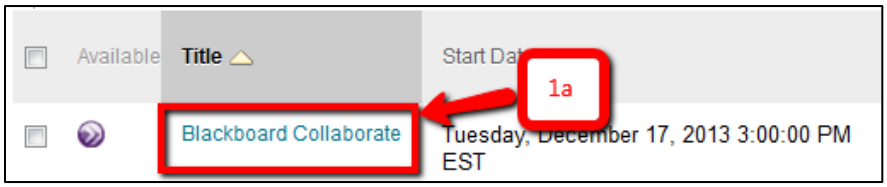
Note: For more information on setting up a Collaborate session, please refer to the document titled **Getting Started with Bb Collaborate**.

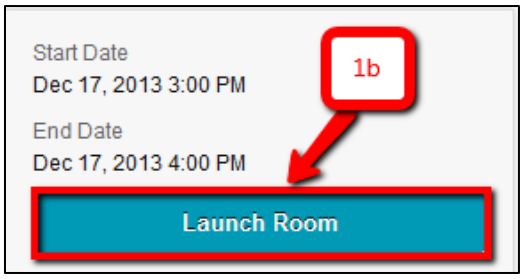
How to Join a Session

1. Once your session is created, you can join the session by following these steps:

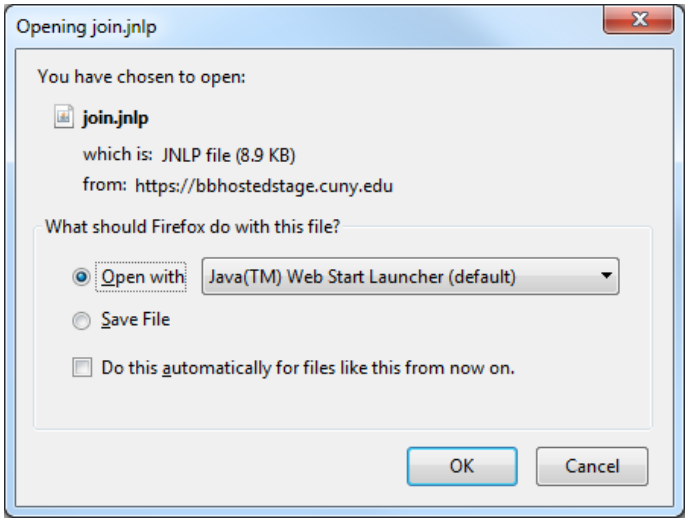
   a. Click on the session title
   b. Click the **Launch Room** on the following page

   Note: The **Blackboard Collaborate** link appears only if the session is about to start or near the start time or date.





2. A file will automatically start downloading. You must download this file in order to launch the session.

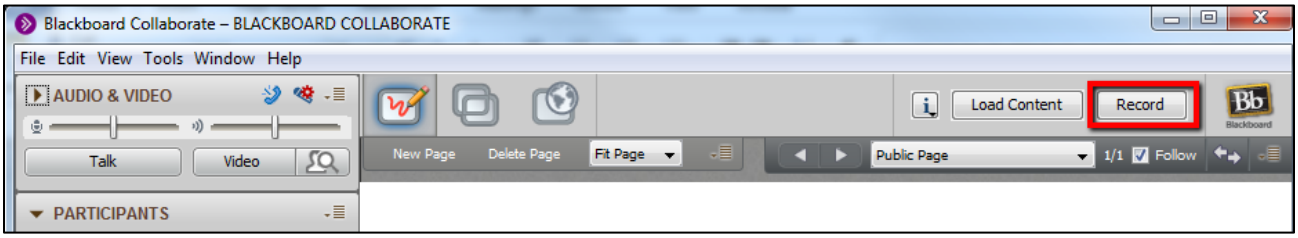


Note: Steps are slightly different if you are using a Mac. You need to download the Collaborate Launcher to launch the session. For more information on the Collaborate Launcher, please visit the Blackboard Collaborate Knowledgebase.

How to Start a Recording

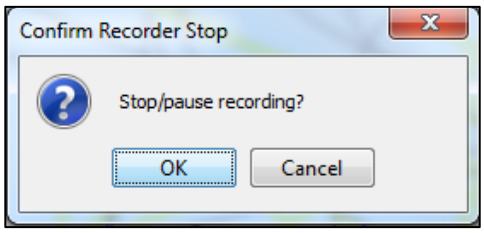
Once your **Blackboard Collaborate** session is launched, a **Recording Reminder** will pop-up. You may start to record the session by clicking **Start** or press **Close** to record later.

To start recording the session manually, press the **Record** button located on the top right corner of the interface.



The **Recording** button indicates that your session is being recorded by showing a red circle

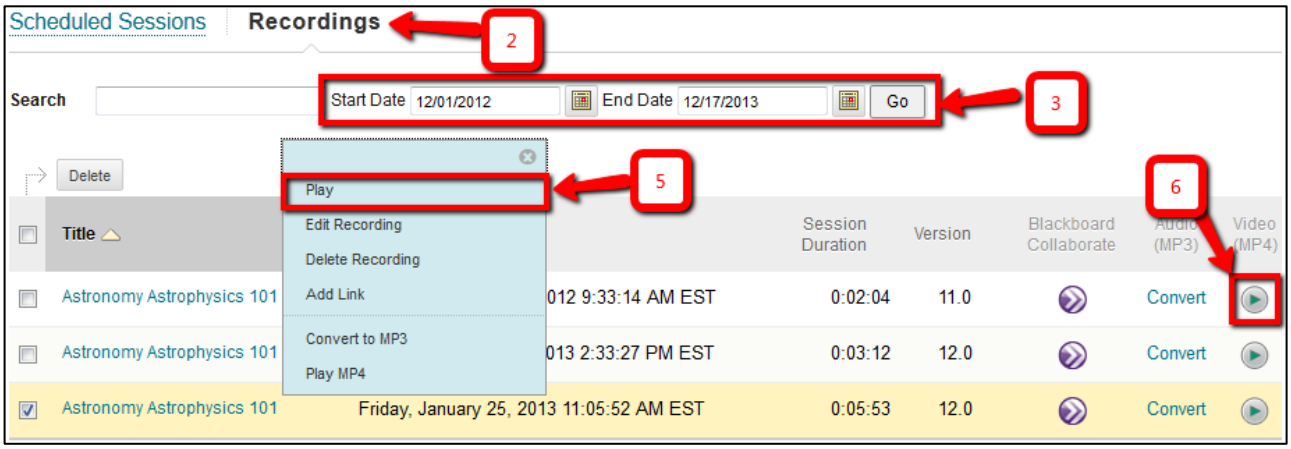
Once you are done, press the **Recording** button to stop recording. Each time you start or stop the session, you will get the following prompt, press **OK** to continue, and **Cancel** to go back.



Note: Make sure everyone is logged out when you are finished with the session.

Accessing Previous Recordings

1. Log into **Blackboard** and find the **Blackboard Collaborate** tool in your **Tools** page
2. You will notice a tab called **Recordings**; click it to access your recorded sessions
3. By default, only recordings in the last 30 days will show; edit the **Start Date** and **End Date** to view older recordings
4. All of your previously recorded sessions will be listed on that page. You can play them either by:
   a. Clicking on the **title** or
   b. Clicking on the **chevron** (dropdown arrow) and selecting **Play**
5. A **.jnlp** file will automatically start which you can run with Java and view the entire session.
6. You can also play the MP4 version of the video by clicking on the play button



Note: **Everyone MUST EXIT the session in order for the recording to be processed. It is recommended that moderators be the last ones to leave the session and manually disconnect users when session is over if necessary.** Once the recording session is completed; it may take up to two hours for the recording to appear.

Additional Tips:

1. *Do not start the recording before the official start of the session (by default, a session becomes available 15 minutes before the official start).*
2. *When you are done, "leave the session" (item on the help menu), do not just close the window.*
3. *Be patient and wait until after the posted end of the session; do not change the end time after you are done.*

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-650-3358.