

Re-using Blackboard Collaborate Recordings from semester to semester

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Meetings and recordings are typically restricted to your class. The easiest way to re-use recordings from semester to semester is to enable Guest access for the recording and then post that Guest link in a content area or folder. Then when the course is copied from semester to semester the links will work for the students in the new class (who aren't in the original class).

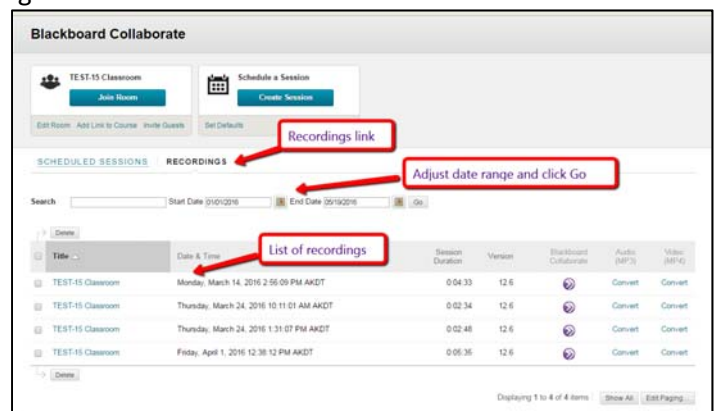
NOTE - this is best used for lectures you may wish to record with no students present that are specifically intended for asynchronous use - that way you don't have to worry about privacy and FERPA considerations. You should not make publically available lecture with students names or identifying information without their permission.

If you plan ahead you can set your recordings to not show students names in the participant list. This must be done ahead of time in the session settings. (Editing session settings will be described at the end of this document.)

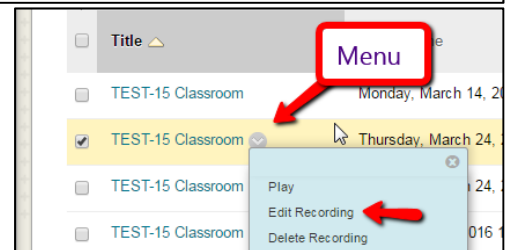
1) Enable Guest Access for the recording

If the original session has Guest access enabled then by default the recordings will also have Guest access enabled. Otherwise you will need to enable that access for the recording.

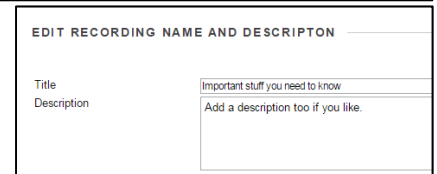
- Locate the recording by following the WebMeeting link in the course menu (or go to the Control Panel > Course Tools > Blackboard Collaborate Manager)
- Click on the word RECORDINGS
- Adjust the date range if needed to show the recording.



- Locate the recording you want to re-use
 - Move your mouse/cursor over the name of the recording – a circle/arrow menu appears to the right
 - Choose “Edit Recording”
- (Note – despite the name this does not actually allow you to edit the recording – it lets you change settings for the recording.)



- It's a good idea to change the name of the recording – indicate the subject matter.
- Add a description if you like.



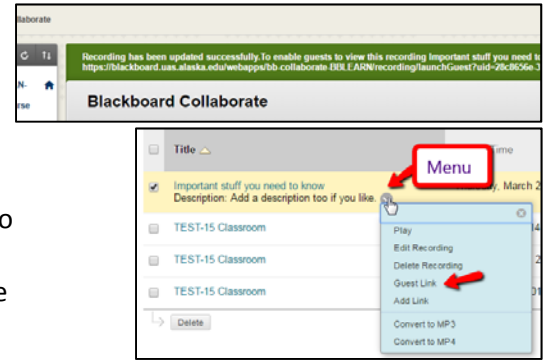
- Check the box in the section “GUEST LINK” to allow Guest access.
- Submit



Re-using Collaborate Recordings in Blackboard (continued)

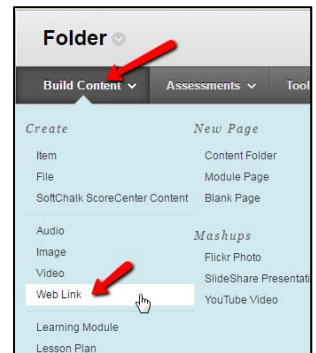
2) Obtain the guest link

- A) After you submit the guest link will appear above the Blackboard Collaborate manager. You will need to copy this link.
- B) You can also find the guest link by using the menu next to the recording name and choosing "Guest Link"
- The guest link will appear above the recording list – again, you'll need to copy it.
- Drag over all the text of the link. Be sure not to select extra space at the end.
- Type Cntrl-C to copy (or right-click and choose copy)



3) Add the link in a content area or folder for your course

- Have the guest link copied
- Go to a content area or folder where you want to put the recording
- From the Build Content menu choose "Web Link"



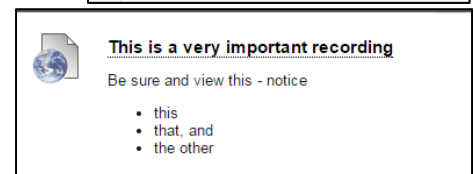
- Paste the guest link into the box for "URL" (Cntrl-V or right-click and choose Paste)
- Give the link a name
- Add a description (optional but always a good idea – let students know why they want to view this link and what to look for).

A screenshot of the "WEB LINK INFORMATION" form. It has two main fields: "Name" and "URL". The "Name" field contains the text "This is a very important recording". The "URL" field contains the text "https://blackboard.uas.alaska.edu/webapps/bb-collab". Below the URL field, there is a note: "For example, http://www.myschool.edu/".

- Submit

A screenshot of the "DESCRIPTION" form. It has a "Text" field with a rich text editor. The text in the field is "Be sure and view this - notice" followed by a bulleted list: "• this", "• that, and", "• the other".


- Now the recording is a link in your class. When the link is copied from semester to semester it will remain accessible to students. You can also use the same link in different classes, email it to students etc.



Re-using Collaborate Recordings in Blackboard (continued)

3) Convert recording to mp3 (sound only) or mp4 (video)

- In the recording list you'll also see links ("Convert") to create mp3 (sound only) or mp4 (video) version of the recording
- Click these links and the sound or video versions will be created. The video version shows only the whiteboard and/or application sharing – it does not show the participant list, chat, etc.
- If you convert to mp3 and/or mp4 then the guest link will provide access to all versions (Collaborate, mp3 and/or mp4).
- Students (or you) will be able to download the mp3 and/or mp4 to listen or view off-line.
- There is no way to prevent downloading if you choose to convert and make the link available.
- If you download the mp4 you will be able to edit it – but then must load it elsewhere (for example YouTube) for students to view.

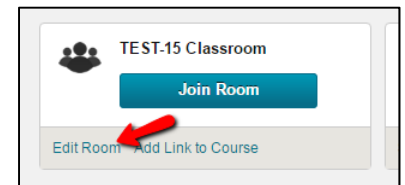


| Title | Date & Time | Session Duration | Version | Blackboard Collaborate | Audio (MP3) | Video (MP4) |
|-------------------------------------------------------------------------------------|-------------------------------------------|------------------|---------|------------------------|-------------------------|-------------------------|
| Important stuff you need to know Description: Add a description too if you like. | Thursday, March 24, 2016 10:11:01 AM AKDT | 0:02:34 | 12.6 | | Convert | Convert |
| TEST-15 Classroom | Monday, March 14, 2016 2:56:09 PM AKDT | 0:04:33 | 12.6 | | Convert | Convert |

4) Editing the session (in advance of making the recording)

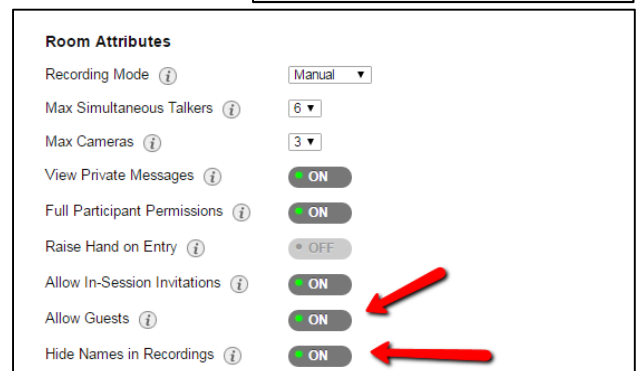
Prior to making the recording you may wish to change some of the session options to:

- Allow guest access to the session (automatically makes recordings have guest access)
 - Hide student names in the recording
-
- If you are using the main "Join Room" session then you edit the session settings using the "Edit Room" link.



For the purposes of making recordings the two Room Attributes you may want to change are

- Allow Guests (makes all recordings automatically have the Guest link available)
- Hide Names in Recordings (replaces all names in the participant list with aliases)



If you have scheduled a different session using the "Create Session" link you can change its attributes at the time you create it or by using the "Edit Session" link in the drop-down menu next to the session name.

(Note – when you schedule alternative sessions you must set a date range – you can make this range be a whole semester if needed. When searching for the session you may need to adjust the Start and End dates if its outside the current week, just as you have to with recordings.)

