



= NOTES




= CAUTION



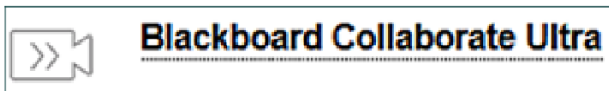
= BEST PRACTICES

## UPLOADING AND RECORDING IN COLLABORATE ULTRA

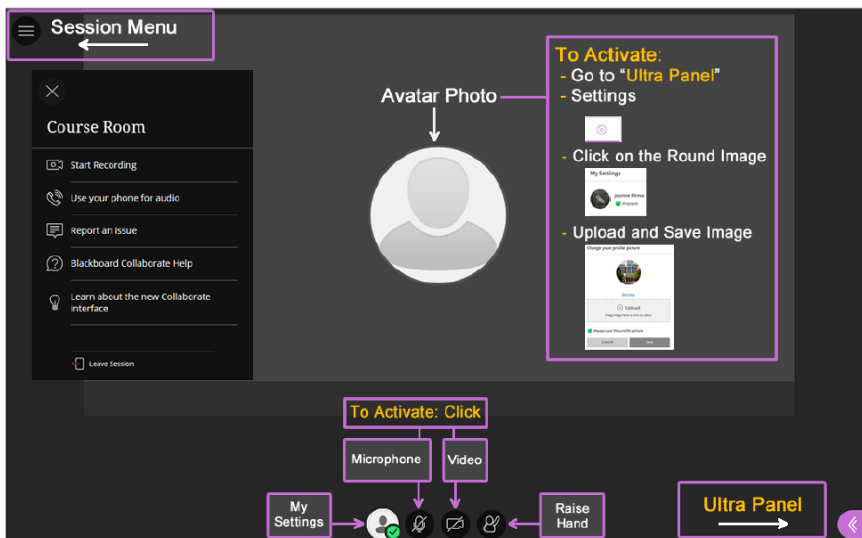
1. Open your course in Blackboard.
2. On the left navigation area, click on “Collaborate Ultra”.



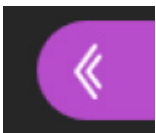
3. Click Blackboard Collaborate Ultra”. Click “Collaborate Ultra Main Room/Group Room”.



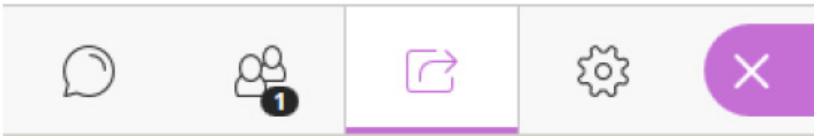
4. For your assignments you may only record ONE time (you may practice in your Collaborate Ultra room without recording multiple times). After recording, close Collaborate Ultra.
5. The below graphic shows the differnt parts of Collaborate Ultra.



6. To upload already created documents, click on the Collaborate Ultra panel, pink tab on the bottom right.



7. Click on the “Share Content” icon.



8. Click on the “Share Files” icon, then click on the “Add files Here”. Upload your files.

### Share Content



Share Blank Whiteboard



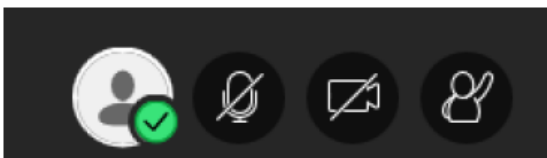
Share Application - Unavailable  
Only available in Chrome and Firefox  
browsers.  
[Learn more](#)



Share Files

### Secondary Content

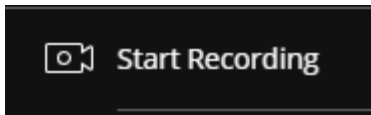
9. To show your documents on the main screen, click on the uploaded document, click on the “Share Now” button, and then click on the first slide/page.
10. Recordings capture the audio, video, and any content that is shared during a session. To record, you will have to share the “Audio” and “Video”.
11. To share, click on the microphone icon then click on the video icon to activate them.



12. Once you have uploaded, share your documents, activate your audio and video, you then may begin your recording.
13. To begin recording, click on the “Open Session Window” (top left icon)

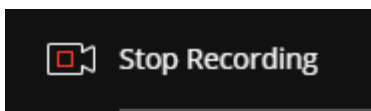


14. Click on “Start Recording”

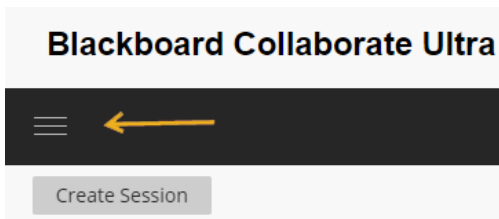


15. Once you start a recording you may not pause that recording. If you pause the recording it will create a new recording

16. To stop the recording, click “Stop Recording” and or close out of Collaborate Ultra by clicking on the “Session Menu” button (top left).

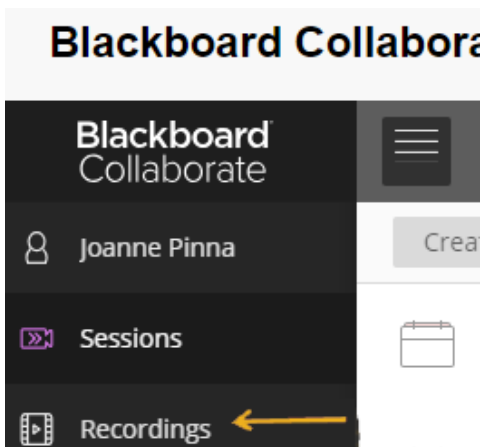


17. To get information about your recording, go back to Blackboard Ultra and click the below:



It may take up to 20 minutes for your recording to post.

18. Click on Recording



19. Copy and paste your session recording time stamp into the Discussion Board

2018 Spring NURS 810 WB3 Group 4 / recording 1

5/8/18, 3:43 PM

00:05:19

20. Your link will be posted by the Learning Technologies team

21. Once posted, be sure to check it is your recording