Lecture Record with Content Sharing in Canvas Using Collaborate Ultra

Collaborate Ultra is a video conferencing tool that can be used for real-time interactions with students, recordings, or both. **More detailed information can be found at UW Extended Campus' Using Blackboard Collaborate page.**

Tips:

- To decrease background noise, have all students mute their microphones unless they need to speak.
- Keep recordings short (5-10 minutes) to make file sizes more manageable. Full lectures can be recorded if needed but be ready to allow more time for uploading. If something goes wrong, it's also easier to recreate a 10-minute segment than an hour-long lecture.
- Do a test run before you try this with students for the first time.

Whether you are recording a lecture alone or have students in the Collaborate session, the steps are mainly the same. **Here is the basic outline of steps to use Collaborate Ultra in Canvas:**

1. **Enabling Collaborate Ultra in Canvas:**

   Click on Collaborate Ultra on the Navigation bar of your course.

   Note: If Collaborate Ultra is not currently displayed in the Navigation bar for your course, you will need to **Enable** it. See https://kb.uwosh.edu/84484 This only needs to be done once for each Canvas course.

2. **Creating a Session:**

   Click on Create Session
   a. Give the session a name.

      New Session

      A name for the session is required.

      You can choose a generic name here if you'd like (i.e. Class Lecture) and use this same session to record multiple lectures. You will be able to name recordings at the end of this process.

   b. Choose **Start** and **End** times if this is a live class or check the box for ☑ No end (open session) if you would like to use this one session to record multiple lectures.

   c. Click the down arrow to display **Session Settings**,

      Session Settings ⌄

      Recording
      ☑ Allow recording downloads

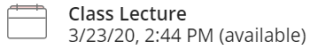   and check the box for **Allow recording downloads**.
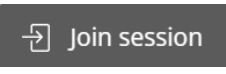
   d. **Save.**

3. **Will you be sharing content?**
   If you will be referring to a PowerPoint or another application window (ie. doc cam, Word doc, webpage, etc.), open that content now so it will be ready for Screen Sharing.

4. **Joining a Session:**
   Go to Collaborate Ultra and click on the name of the session that you created in Step 2a above.

   📅 Class Lecture
   3/23/20, 2:44 PM (available)

   Click on 🔁 Join session on the right. Collaborate Ultra will open in a new tab in your browser.

5. **Audio/Video and Other Features in Collaborate:**
   If this is your first time using Collaborate Ultra on this computer, you can Allow it to use your Camera and Microphone. See Get Started with Collaborate Ultra for Participants.
   Also Find Your Way Around may help you become comfortable with the environment.

6. **Recording and Sharing Content:**
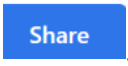
   a. In the top-left corner click on the Session menu ≡

   b. Choose 📷 Start Recording

   c. In the bottom-right corner click on the Collaborate Panel button 《
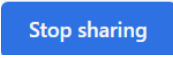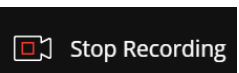
   d. Click on the Share Content button ↗

   e. Choose Application Window from the choices on the top

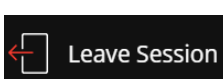 | Your Entire Screen | **Application Window** | Chrome Tab |
   |---|---|---|

   f. Choose the content you want to share (that you opened in Step 3 above) and click on Share .

   g. Proceed with talking and sharing content for your lecture. Students can unmute their microphones to ask questions if you'd like.

   h. When you are done sharing content, choose Stop sharing near the bottom of the screen or ⏹ in the top-right corner.

   i. When the lecture is complete, in the top-left corner click on the Session menu ≡ and choose 📹 Stop Recording .
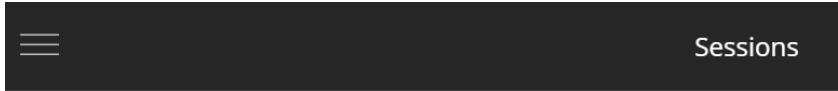
   j. In the top-left corner click on the Session menu ≡ and choose ⬅ Leave Session

7. Navigate back to the browser tab that has Canvas open. (Note that Collaborate opened in a new tab.)

8. **Session Recordings:**

Note: It takes a while for the video to upload to the Recordings area. The longer the video, the longer it will take. Go do something else and come back to check later. Refresh the browser window or navigate away/back to see if your recording is displayed in the list.

a. Click on   Collaborate Ultra   on the Navigation bar of your course.

b. Click on the Menu button (3 horizontal lines on the left side of the Sessions bar)

☰	Sessions

c. Click on   ▶ Recordings

d. Your recording will be listed here after it finishes uploading.

Click on the Recording Options button ⋯ on the right side of the screen next to the video you would like to work with.

    i. Choose **Watch Now** to check the audio and video quality.

    ii. Choose **Edit Name** to give the video a meaningful name.   If you're breaking a lecture into pieces you may want to use a numbering system along with a descriptive name to help you remember what order the students should view them, as well as the descriptive part so they can quickly go to a specific lecture if reviewing content. For example:
Chapter 3.1 Quadratic Equations, Example 1
Chapter 3.1 Quadratic Equations Example 2

    iii. Use **Copy Link** so you can link to this video in a Discussion, on a Page, etc.
See How do I create a hyperlink in the Rich Content Editor as an instructor?

▷ Watch now

⬇ Download

✎ Edit name

🗑 Delete

🔗 Copy link

CC Add caption source