Recording a Power Point Presentation

with Blackboard Collaborate

# Create Your Online Collaboration Session

1. Open http://uic.blackboard.edu in a web browser.
2. Login in to Blackboard Learn with your UIC NetID and Password.
3. Select the *course site* which will be used to run Blackboard Collaborate.
4. Select **Tools** from the *site menu* at the left of the page.
5. Select the **Blackboard Collaborate Session (Scheduling) Manager**.
6. Select **Create Session** to display the **Create Session** page.
7. Enter a **Session Title**.
8. Select **Public** as the audience *in Blackboard Learn* who will see and be able to access the session.
9. Select the **Start Date**, start time, **End Date**, and end time for the session **Schedule**.
10. Select the length of time in the **Early session entry** drop down menu during which the session will be open prior to the scheduled start time.
11. Select the **Participation** link at the top of the **Create Session** page.
12. Select **Allow Unregistered Guests** to create a URL that allows non-authenticated (external) participants to join the session.
13. Select **Submit** to create the session and display the **Create Session** page.

# Make Your Connections

1. Connect your laptop to the network.
2. Connect your laptop to the projector.
3. Connect your headset with its microphone to your laptop.

# Start Power Point and Blackboard Collaborate

1. Open your Power Point presentation.
2. Select **SLIDE SHOW** from the Power Point menu bar.
3. Select **Set Up Slide Show** in Power Point to display the **Set Up Show** window.
4. Select **Browsed by an individual (window)** as the **Show Type** to display the presentation in a window rather than across the full screen.
5. Select **OK**.
6. Select the **Slide Show** icon in Power Point to display the presentation in a window.
7. Open http://uic.blackboard.edu in a web browser.
8. Login in to Blackboard Learn with your UIC NetID and Password.
9. Select the *course site* that will be used to run Blackboard Collaborate from the **My Course** list.
10. Select **Tools** from the *site menu* at the left of the page.
11. Select **Blackboard Collaborate** from the list of **Tools**.
12. Search for and select the link for the Blackboard Collaborate *session* that will be used for presentation and recording.
13. Select **OK** in the dialog box for **Opening join.jnlp** with the **Java Web Start Launcher**.
14. Select the appropriate button to allow **Blackboard Collaborate Web Conferencing** to run.
15. Wait for **Blackboard Collaborate** to start.
16. Select **Close** in response to **Recording not started. Start recording now?**

# Test Your Headphones and Microphone

1. Place your headset on your head.
2. Select the *red gear and the blue microphone* at the top right of the **AUDIO & VIDEO** *control panel* to run the **Audio Setup Wizard**.
3. Select your **Audio Output Device** from the list.
4. Select **OK**.
5. Use the laptop sound control to adjust the level of sound through your speakers.
6. Select **Play**.
7. Adjust the sound level with the *slider* on the **Audio Setup Wizard** to show green with a little bit of yellow on the *volume display bar*.
8. Select **Stop** to complete the test of the sound level through your speakers.
9. Select **Yes** if you were able to set the speaker volume to a comfortable listening level.
10. Select your **Audio Input Device** from the list.
11. Select **OK**.
12. Select **Record**.
13. Adjust the sound level with the *slider* on the **Audio Setup Wizard** to show green with a little bit of yellow on the volume display bar while talking.
14. Select **Stop** to complete the test of the sound level through your microphone.
15. Select **Play** to hear what you recorded.
16. Select **Stop** to complete the test of the sound level through your microphone.
17. Select **Yes** if you were able to set the microphone level such that your recorded voice had the same loudness and clarity as the recording to which you listened when setting the speaker volume.
18. Select **OK** to exit the **Audio Setup Wizard**.
19. Select the third icon with the red **X** to the right of **MAIN ROOM** in the **PARTICIPANTS** *control panel* to allow participants to use **CHAT** throughout the session.
20. Enter a greeting in the box at the bottom of the **CHAT** control panel to demonstrate its use.

# Share Your Power Point Presentation

1. Select the **Application Sharing** icon (the *interlocking squares*) at the top of the screen (or select **Tools** from the menu bar, **Application Sharing** from the drop down menu, and **Start Sharing ...** from the subsequent drop down menu).
2. Select **Power Point** from the **Available Sharing Selections**.
3. Select **Share**.
4. Select **OK**.
5. Select **OK** in response to the **Hosting Notification** of **Now sharing: Power Point**.
6. Notice the *yellow border* around the **Power Point** window.
7. Move the Blackboard Collaborate *control panel* to where it is visible adjusting the size of the **Power Point** window.
8. Select **Talk** in the **AUDIO & VIDEO** *control panel*.
9. Notice the changing *microphone sound level* just above the **Talk** button when you talk.
10. Select **Tools** from the Blackboard Collaborate menu bar.
11. Select **Erase Recording** from the drop down menu.
12. Select **OK** in response to **Are you sure you want to erase everything recorded so far**?
13. Select **Tools** from the Blackboard Collaborate menu bar.
14. Select **Recorder** from the drop down menu.
15. Select **Record** (**Ctrl**+**Shft**+**R**).
16. Select **OK** in response to **Start/Resume Recording**?
17. Notice the *yellow border* around the **Power Point** window.
18. Use Power Point as you would for any presentation.
19. Select the *Pause* (**II**) button in the upper corner of the *yellow border* to pause the recording.
20. Select the *Pause* (**II**) button again to move on in the presentation.
21. Select the *Stop* (**□︡**) button in the upper corner of the screen to exit Application Sharing.
22. Select the *Whiteboard icon* (*square with a red squiggle*) at the top of the screen to produce a quiescent, blank screen.
23. Select **Esc** in Power Point to stop the presentation.
24. Select the **Record** button with the red light at the top of the Blackboard Collaborate window to pause the recording or:
    1. Select **Tools** from the Blackboard Collaborate menu bar.
    2. Select **Recorder** from the drop down menu.
    3. Select **Record** (Ctrl+Shft+R).
    4. Select **OK** in response to **Stop/Pause Recording**?
25. Select **Talk** in the **AUDIO & VIDEO** control panel to turn off the microphone pick up.
26. Close the Blackboard Collaborate window to exit the session.

# Play the Recording of Your Presentation

1. Return to the Blackboard Collaborate Session (Scheduling) Manager in Blackboard.
2. Use the drop down to the right of **Live Session** to select **Recorded Sessions**.
3. Select the *magnifying glass icon* to the right of **Recorded Sessions** to display the recorded sessions for today.
4. Notice the name and date of your session in the list.
5. Select the link for your session to play the recording.
6. Select **OK** when presented a dialog box for **Opening play.jnlp** with the **Java Web Start Launcher**.
7. Wait for Blackboard Collaborate to start.
8. Notice the progress of the presentation below the presentation.
9. Use the drop down menu to the right of the progress bar to jump to various points in the presentation indicated by vertical lines on the progress bar.
10. Select the **Play** button to play the presentation.
11. Select the **Pause** button to pause the presentation.
12. Close the Blackboard Collaborate window to exit the recording.