

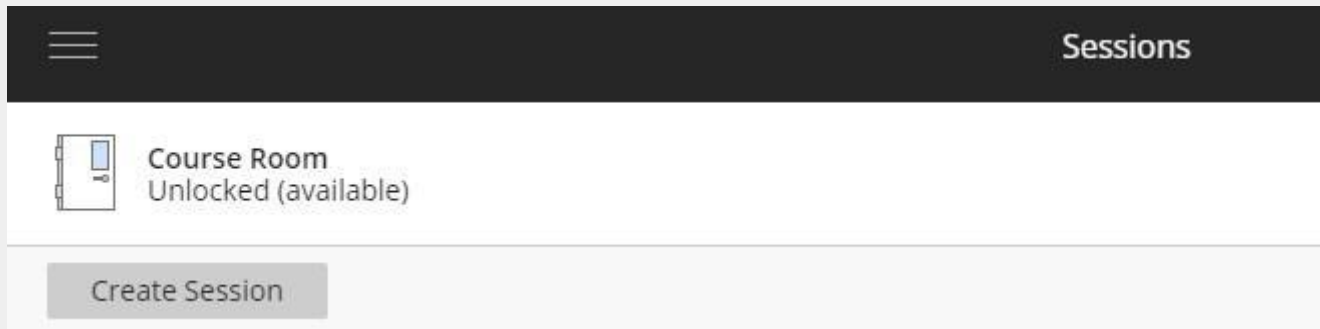


How to Create a Video Welcome Message

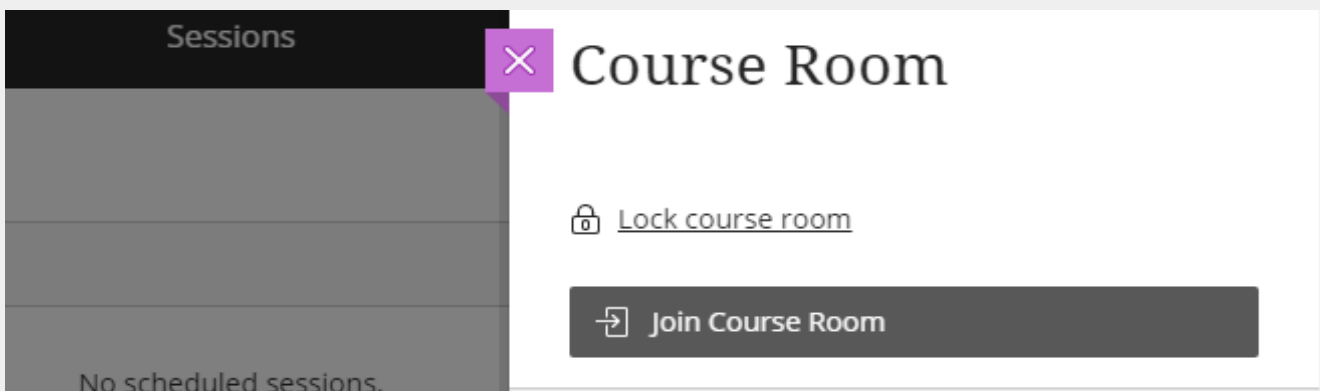
Once you are inside of a course, click on the Collaborate Ultra link to take to you the Blackboard Collaborate home page.

Collaborate Ultra

Click on the **Course Room**.



On the right hand side, you will receive a message about the Course Room. Click **Join Course Room**.



PLEASE NOTE: Prior to entering your room, you must scroll down to session settings and check the box to confirm that recordings can be downloaded. If you do not check this box, then you cannot download your recording at a later time.

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Session Settings

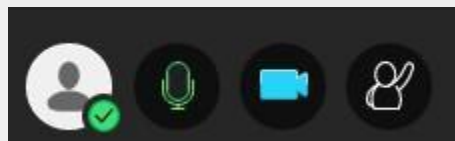
Default Attendee Role

Participant ▼

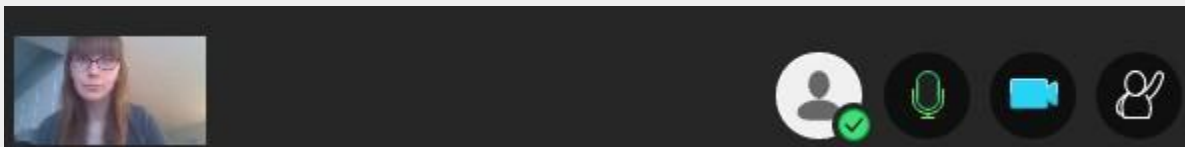
Recording

☒ Allow recording downloads

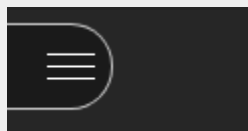
Once in your empty session, please click the microphone button and camera button to ensure they are on and working. When your microphone and camera are on, you will see them highlighted in green. If they are off, they will be red and have a line through them to indicate that they are off.



Another way to confirm that your video is on and working is to check the bottom left hand corner of your screen. A small video preview box will be on and showing you your face.



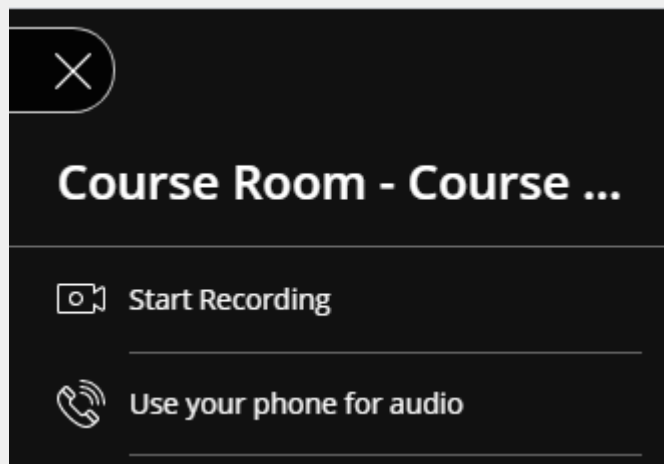
Next, once you have your camera and microphone on, **click the oval** with three lines in the upper lefthand corner. This will open your session menu.



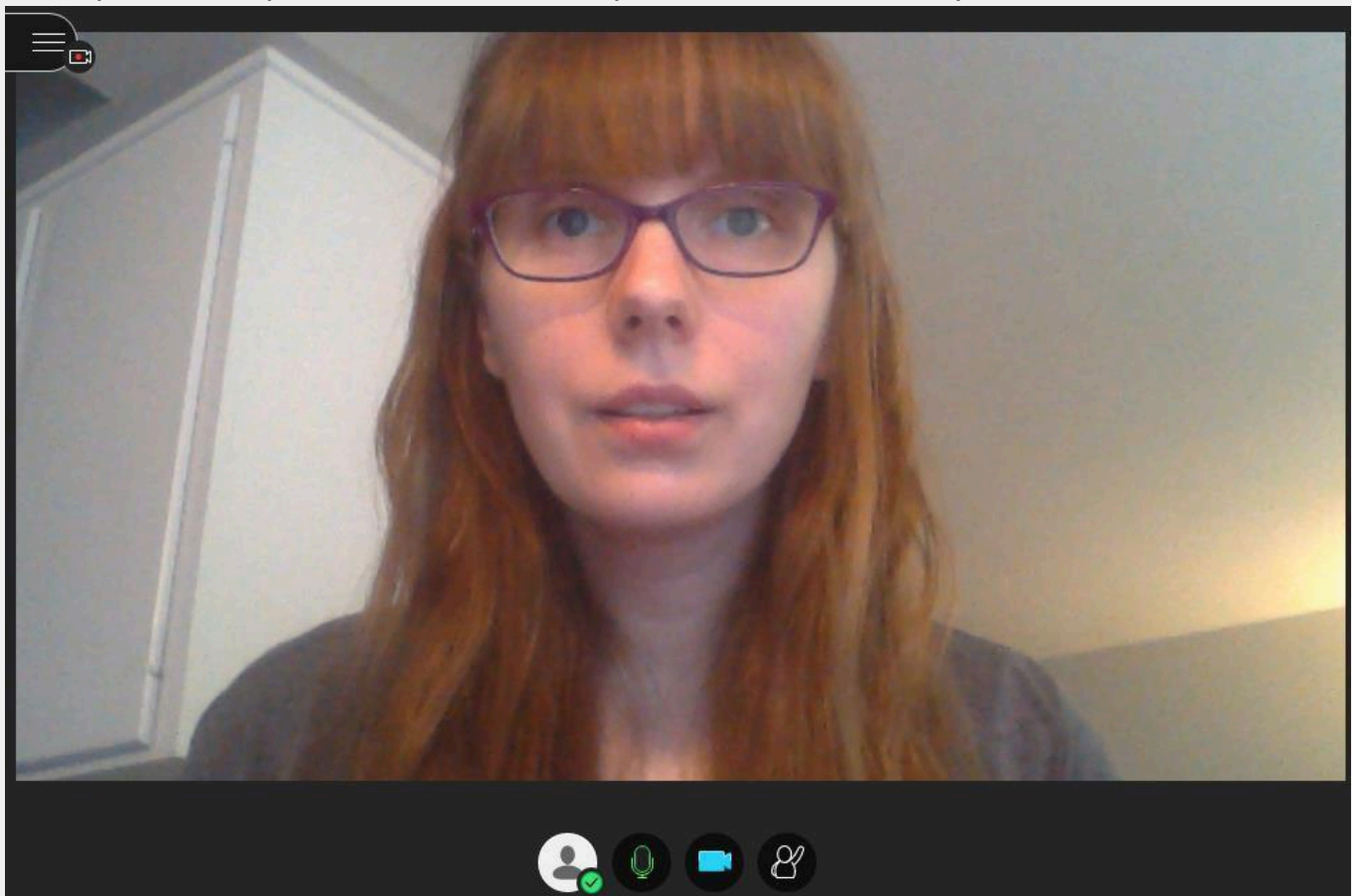
The session menu will provide you with many options. For recording a video, please **click the Start Recording button**. Once this button is clicked your session will begin recording automatically. The session menu will automatically update and have a camera icon with a red dot.

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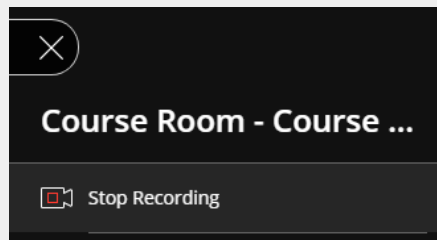
At this point in the process, the small video preview should become your entire screen.



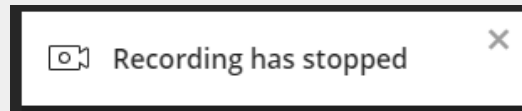
Once you have finished recording your video message, click on the **Session Menu**. This is the oval in the upper lefthand corner of your screen. Then, click **Stop Recording**.

Blackboard Questions?

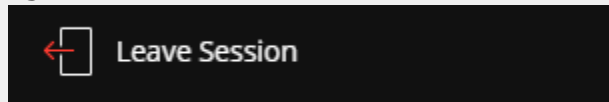
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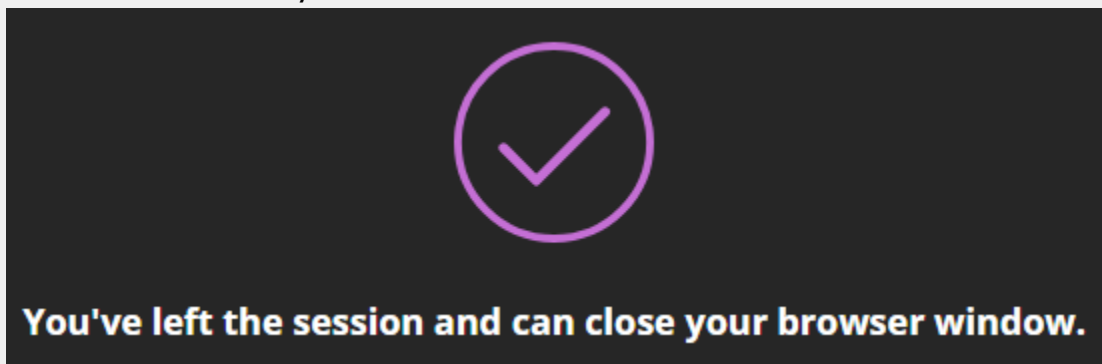
Within a second Blackboard will process your request and you will receive a message on the right hand side of your video feed that recording has stopped



If you are pleased with your recording, then you can exit the course room by clicking on the **session menu** and selecting **Leave Session** in the bottom left hand corner.



Blackboard will then instruct you to close the window.



To view your recording (as well as any other recordings), please return to your course page. From there, you will navigate to Collaborate Ultra in the left hand column.

****Note:** Depending on the size of your videos, it may take a few minutes or a few hours for the recording to appear in your recordings folder.

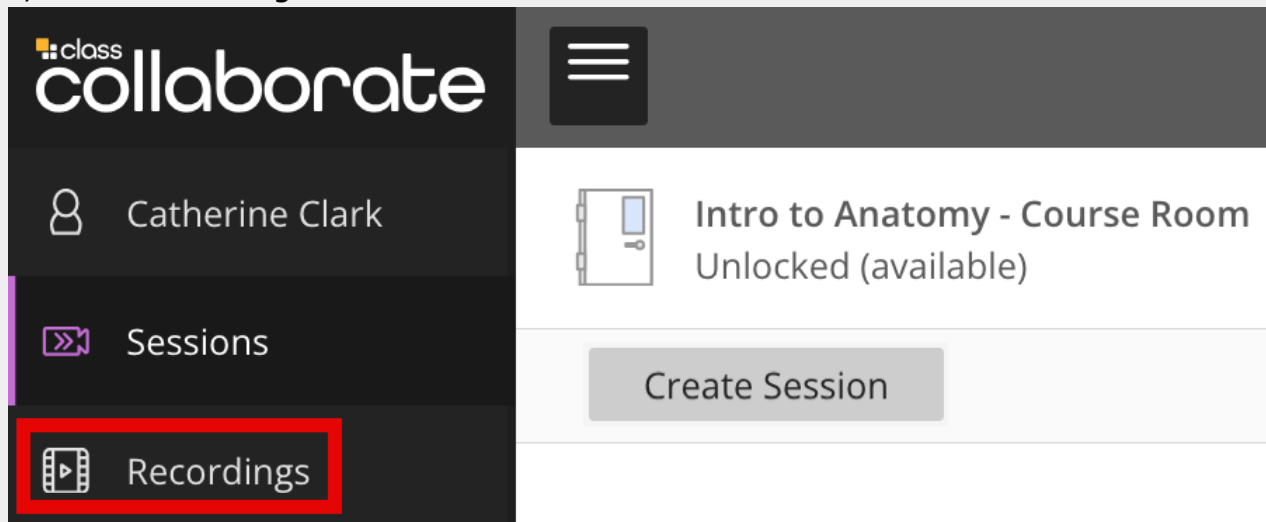
Click on **Collaborate Ultra**. From there, you will click **the three lines on the left hand side of your screen**.



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Next, click on recordings.



Your screen will reload and show you all your recordings.

Recordings						Filter by		Recent Recordings			
All Recordings		Recording Usage									
Session name / Recording name		Start date	Duration	Access	Closed Captions						
✓ Testing Course / Welcome!		10/2/24, 11:11 AM	00:00:13	Public	No captions						

Locate the session name/recording name that you would like to download. Then, on the right hand side, click on the three dots to populate the drop down menu.

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All Recordings
Recording Usage

Session name / Recording name	Start date	Duration	Access	Closed Captions	
Testing Course / Welcome!	10/2/24, 11:11 AM	00:00:13	Public	No captions	Watch now Download Recording settings Copy link Delete

Click on **download** to download the file to your computer. Once the file downloads (speed of download will depend on your file size and internet connection), it will be available in your downloads folder as an mp4 file format.

To upload this file to YouTube, go to: <https://www.youtube.com>

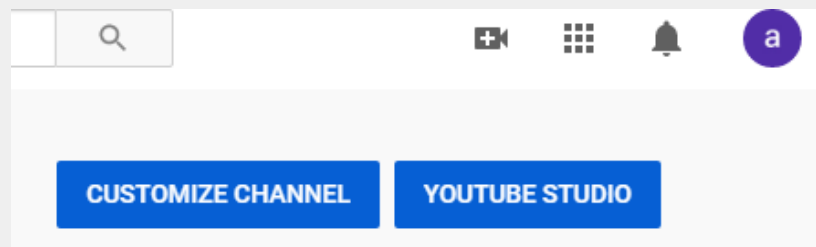
Note: You must have your own gmail account to complete the following steps. If you need to create a YouTube account, the following CTL tutorial will walk you through the steps to create an account:

<https://www.govst.edu/caes/faculty-resources/faculty-tutorials/youtube/>

Then, click the circle (either your initial or profile picture) in the upper right hand corner.



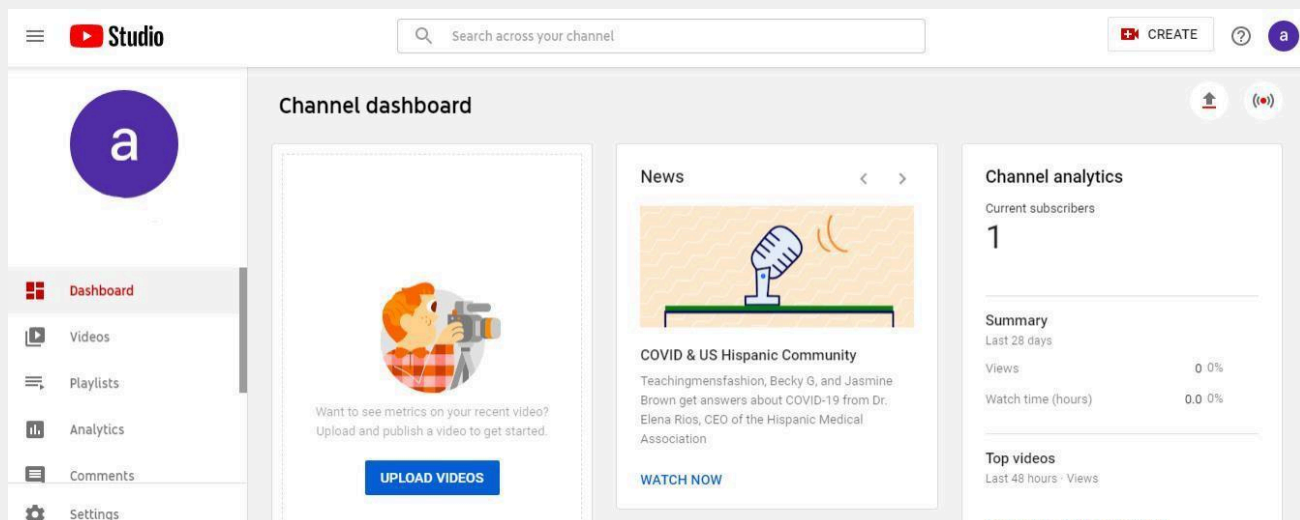
From there, you will click the **YouTube Studio** button.



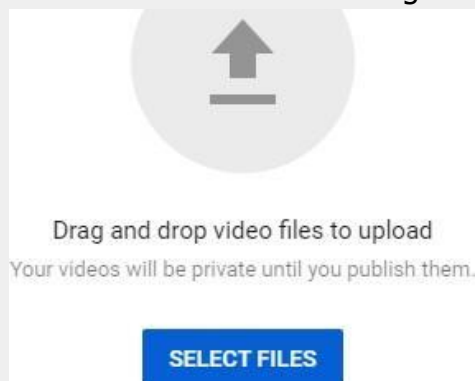
Once the page loads, you will locate the **Upload Videos** button and click on it.

Blackboard Questions?

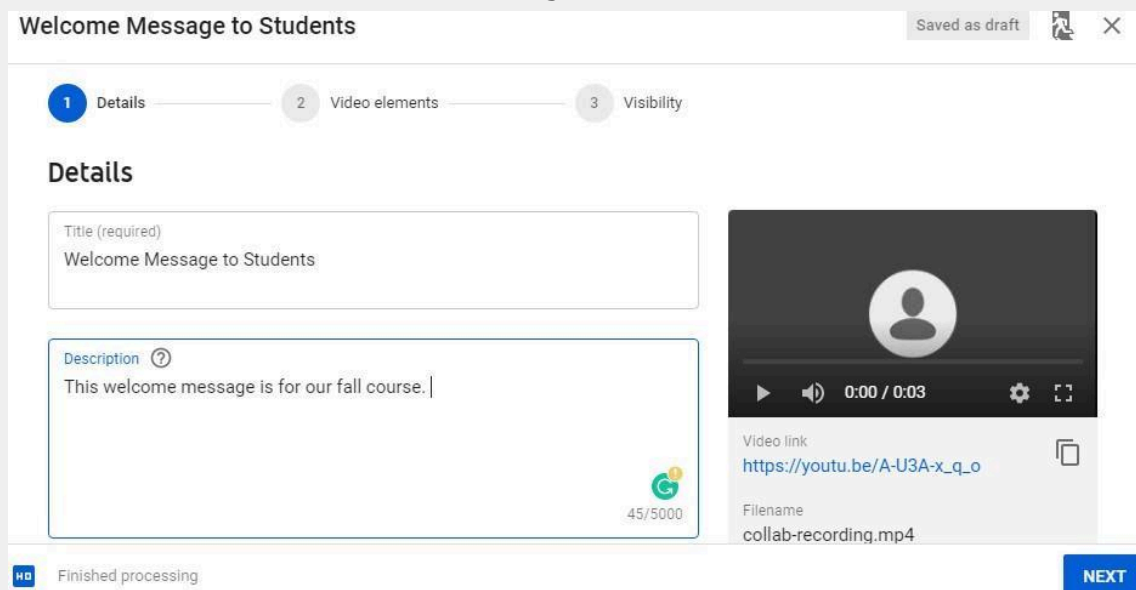
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You can either drag the file into YouTube or search for it using the Browse button.



After the video is uploaded, YouTube will walk you through the next three steps. The first step is to give your video a name and description. Below the preview of your video, there is a sharable link. It is important to copy this link for use on Blackboard. Once you are done with this step, click the **next** button in the bottom right hand corner.



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The second step on YouTube is to add any visual elements to your recording. For your welcome message, you will not need to add anything.

The screenshot shows the 'Video elements' step of the YouTube video creation process. At the top, the title 'Welcome Message to Students' is displayed next to a 'Saving draft...' status and a close button. Below the title, a progress bar indicates three steps: 'Details' (completed with a checkmark), 'Video elements' (current step, highlighted with a blue circle and number 2), and 'Visibility' (step 3). The main heading is 'Video elements', followed by the instruction: 'Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)'. There are two main options: 'Add an end screen' with the subtext 'Promote related content at the end of your video' and an 'ADD' button, and 'Add cards' with the subtext 'Promote related content during your video' and an 'ADD' button. At the bottom, there is a 'Finished processing' status, a 'BACK' button, and a blue 'NEXT' button.

Once you have completed this step, click the **next** button.

The final step on YouTube is to set the visibility of your video. Since you are sharing a link to Blackboard, Unlisted or Public are the two recommended options. Again, the link to your YouTube video is displayed below the video preview.

The screenshot shows the 'Visibility' step of the YouTube video creation process. At the top, the title 'Welcome Message to Students' is displayed next to a 'Saved as draft' status and a close button. Below the title, a progress bar indicates three steps: 'Details' (completed with a checkmark), 'Video elements' (step 2), and 'Visibility' (current step, highlighted with a blue circle and number 3). The main heading is 'Visibility', followed by the instruction: 'Choose when to publish and who can see your video'. On the left, there are three radio button options: 'Save or publish' (selected), 'Private' (with subtext 'Only you and people you choose can watch your video'), and 'Unlisted' (with subtext 'Anyone with the video link can watch your video'). Below these is a checkbox for 'Set as instant Premiere' with a help icon. On the right, there is a video preview player showing a person icon, a play button, a volume icon, a progress bar at '0:00 / 0:03', a settings icon, and a full screen icon. Below the player, the title 'Welcome Message to Students' is shown, followed by the text 'Video link' and the URL 'https://youtu.be/A-U3A-x_q_o' with a copy icon.

When you are done, click the **save** button. Your video is now published on YouTube.

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From the Announcements home page, you will click create the **Create Announcement** button on the left hand side.

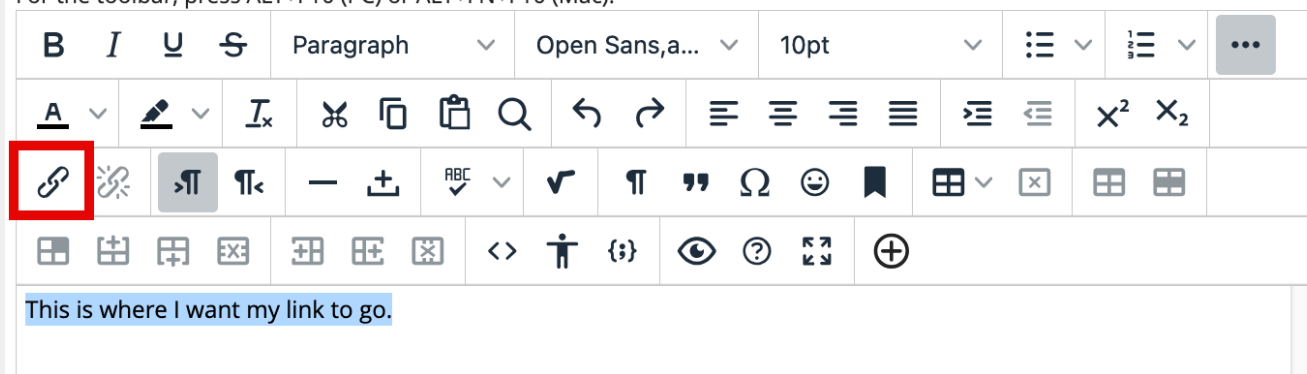
Next, you will be taken to a screen where you will compose your message to students. Fill out the information. To include the link to your video, you will need to click the **chain link** button.

ANNOUNCEMENT INFORMATION

[illegible]

Note: the chain link will be grayed out unless text is highlighted.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



After clicking the button, you will be taken to a screen to enter your link and all corresponding information.

Insert/edit link ✕

Url

Text to display

Title

Open link in...

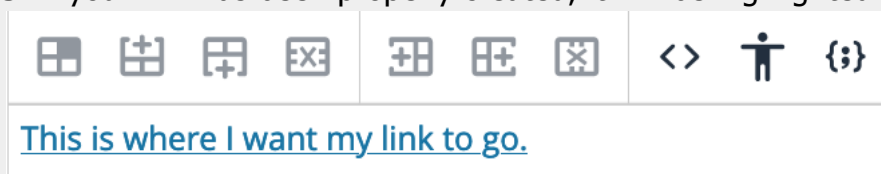
New window ▼

CancelSave

Helpful Tips:

- URL can be pasted from what was copied from YouTube.
- Title should be something that is meaningful.
- The best Open link in... is **New Window** so students receive a new tab and Blackboard does not close.

Then, click **Save**. If your link has been properly created, it will be highlighted in blue.



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At this point, it is best to proof read your post and ensure the video works by clicking on the link. Once you are happy with your video message, click the submit button in the bottom right hand corner.

Submit

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