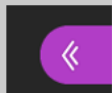
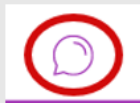


Welcome to the webinar,
Utilizing Audio/Video in Courses
We will begin the session shortly.

Audio has been disabled. Enter all questions in the Chat panel.



Open the Collaborate Panel for more settings.

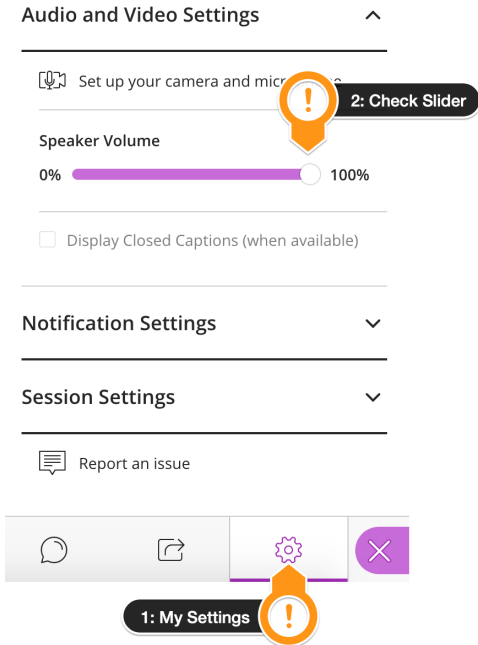


Select the Chat bubble (first icon) to open the Chat panel.

NOTE: *Chrome and Firefox are the recommended browsers for the best Collaborate experience.*

Sound Check in Progress

- If you are having issues with sound:
 - we recommend **Chrome** or **Firefox** for the best experience
 - make sure your browser tab is not muted (unmute site / unmute tab option when right clicking the session tab)
 - refresh your browser window
 - make sure your session sound is turned up to 100% (go to the settings cog to check)





Technical College

System of Georgia

Utilizing Audio/Video in Courses

Nikki Stubbs, GVTC

Webinar Overview

- Blackboard Collaborate
- YouTube
- Microsoft OneDrive
- FERPA

Recording in Collaborate

- Recorded sessions are compressed and saved as MP4s.
- Only moderators can turn recording on in sessions.
- You can have multiple recordings during one session. If you decide to continue recording a session after you have stopped, a new recording is saved and added to the list of recordings for that session.
- Everyone can view the recordings from any device as often as they want. There are no view limits.



Settings BEFORE Session Begins

- **Allow recording downloads:** If you want to let users download recordings, you can set this before the session and recording begins.
- **Anonymize chat messages:** You can make chat messages posted during the live session appear as anonymous posts in the recording.

Recording



Allow recording downloads



Anonymize chat messages

What's Included in Recordings?

- **Audio**
- **Any content shared or active speaker video.** If both are shared during the session, only the content shared is recorded.
- **Captions entered during the live session or added later by a moderator.** Only one caption track is available. If your session had more than one caption track, only the first available one is captured.
- **Chat messages in the *Everyone* channel.** Private messages and chat messages in breakout groups are not recorded.

Where are the Recordings?

- Recordings are found within the course in which the session was created/held.
- Collab recordings do not utilize your allotted course space/size.

Blackboard Collaborate Ultra

Blackboard Collaborate

Nikki Stubbs

Sessions

Recordings

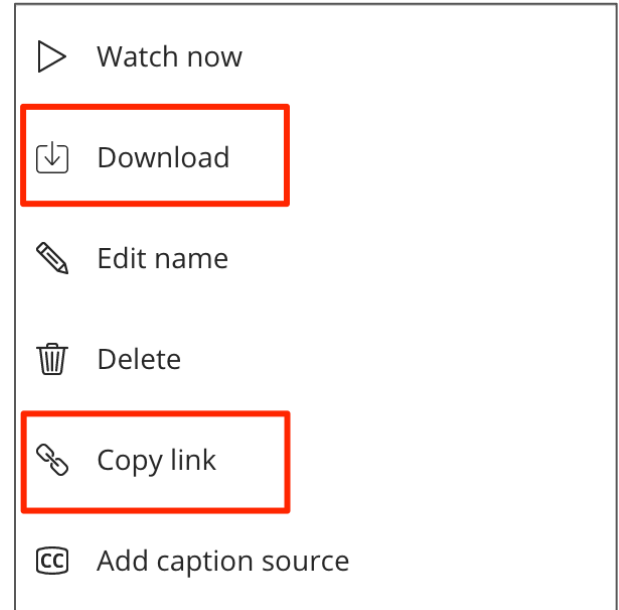
Recordings

Filter by | Re

Session name / Recording name	Date	Duration
Orientation Session / recording_1	4/29/20, 9:51 AM	00:00:38

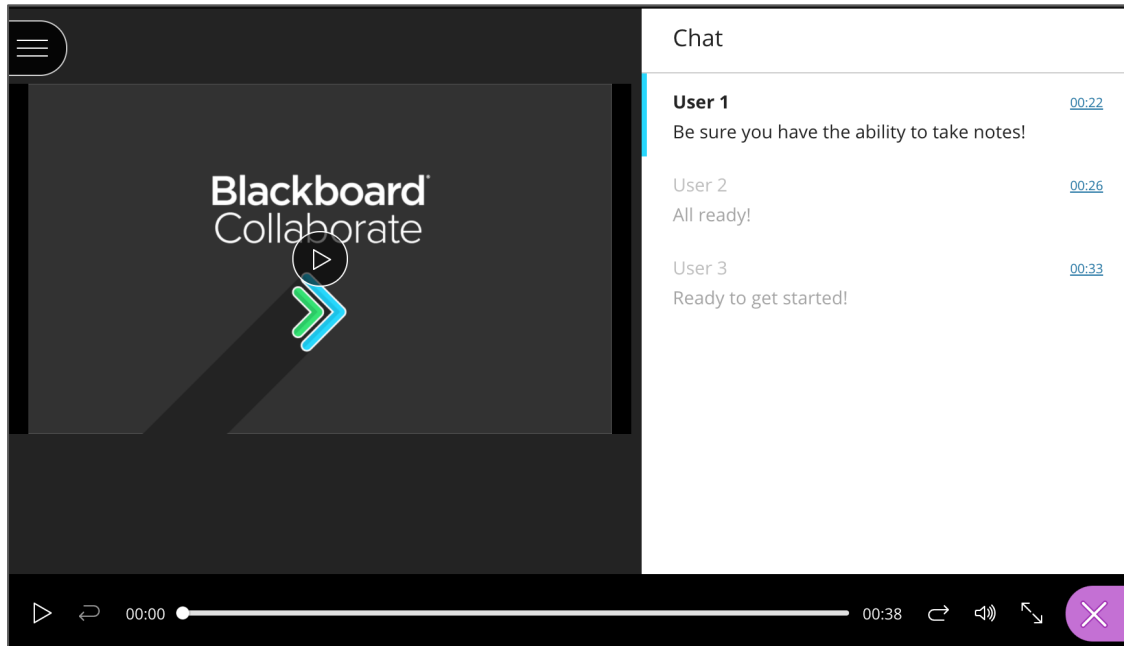
Sharing Collaborate Recordings

- Share via “Copy Link” URL
- Share recordings by downloading and uploading MP4 into YouTube
- Share via downloading and uploading the MP4 into OneDrive



Collab Recording (Interface)

- Collaborate recording viewer interface includes, Play/Pause, Repeat/Forward (10 sec), Progress, Volume, Caption (if available)



Collab Recording (Anonymize Chat)

- Names become User 1, 2, 3, etc.
- This includes the moderator
- As recording plays, the specific chat entered is highlighted in blue for that time frame and becomes more visible.

Chat

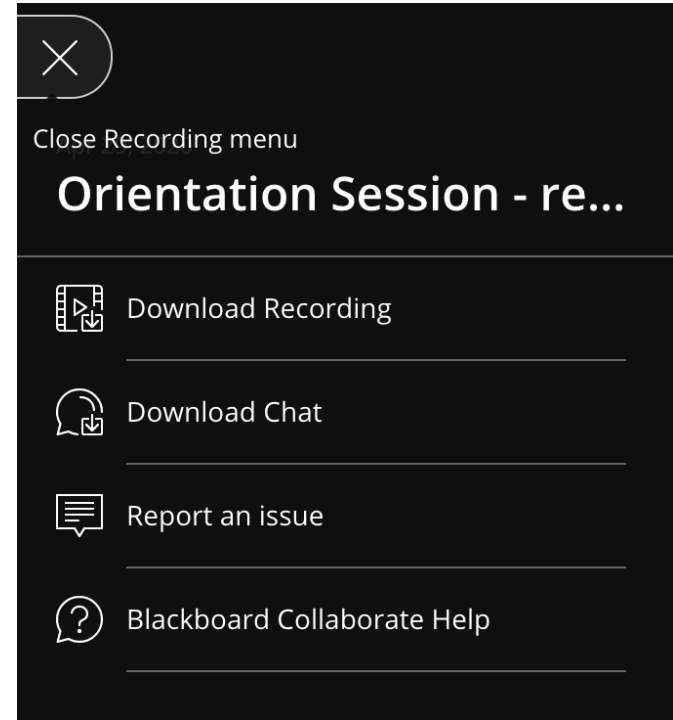
User 1 [00:22](#)
Be sure you have the ability to take notes!

User 2 [00:26](#)
All ready!

User 3 [00:33](#)
Ready to get started!

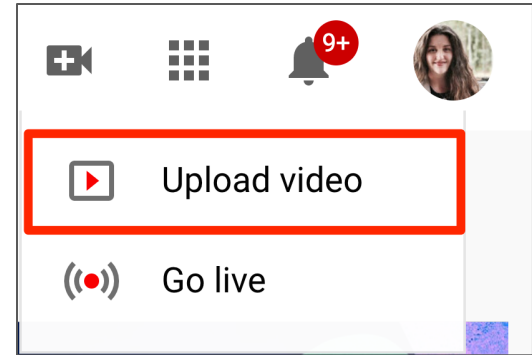
Collab Recording (Menu)

- When watching a collaborate recording housed in Blackboard, viewers can download the recording (if available) or download a copy of the chat transcript.
- Downloading the recording does not include the chat view within the recording. Only the content shared area is provided.



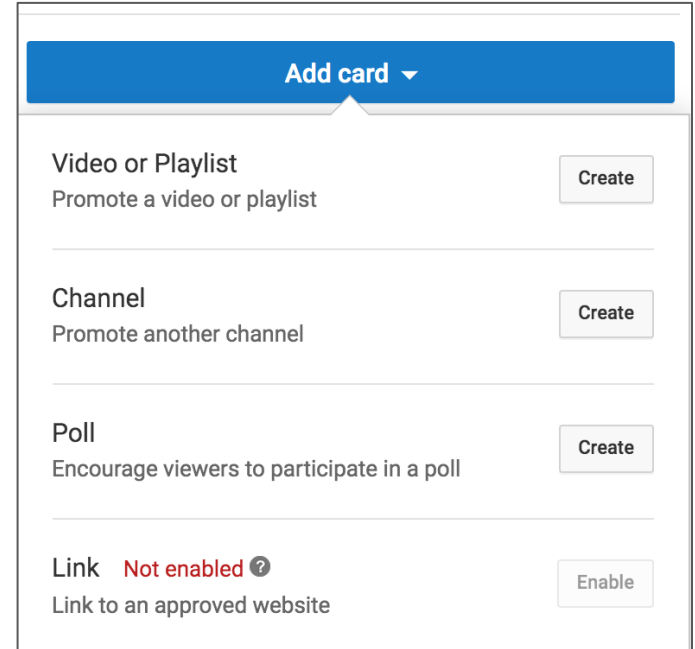
YouTube (Upload Video)

- **Situation:** Uploading Video File from Collaborate
- Login to YouTube
- **Step 1: Details of Video**
 - Title/Description
 - Select Thumbnail
 - Decide on Playlists
 - Audience/Paid Promotion Notice/Tags
 - Language, subtitles, and closed captions (CC)
 - Recording Dates
 - Licensing/Category
 - Comments



YouTube (Video Elements)

- **Step 2: Video Elements**
 - Add an end screen
 - Add cards (Interactive cards, lets creators share clickable links to relevant content throughout a video)
 - Channel
 - Poll
 - Can update afterwards also



The image shows a screenshot of the YouTube 'Add card' menu. At the top is a blue bar with the text 'Add card' and a downward arrow. Below this are four options, each with a description and a button:

- Video or Playlist**: Promote a video or playlist. Button: Create
- Channel**: Promote another channel. Button: Create
- Poll**: Encourage viewers to participate in a poll. Button: Create
- Link**: Not enabled [?]. Link to an approved website. Button: Enable

YouTube (Visibility)

- **Step 3: Visibility**

- **Public:** Everyone can see your video
- **Unlisted:** Anyone with the video link can see your video
- **Private:** Only you and people you choose can see your video
- **Schedule:** Select a date to make your video public

Announcement Video

1 Details — 2 Video elements — 3 **Visibility**

Visibility

Choose when to publish and who can see your video

Save or publish
Make your video **public, unlisted, or private**

Public
Everyone can see your video
 Set as instant Premiere ?

Unlisted
Anyone with the video link can see your video




Private
Only you and people you choose can see your video

Schedule
Select a date to make your video **public**

YouTube (Subtitles)

- **Step 3: Video Subtitles**

- Wait until your video is processed and ready then edit auto-generated subtitles.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (Automatic)	Apr 28, 2020		 Edit on Classic Studio
English (United States) (video language)	Apr 28, 2020	Published by Creator	 Download  Delete

YouTube (Subtitles) 2

- **Video Subtitles**

- Subtitles must be edited in YouTube Classic Studio

The screenshot shows the YouTube Classic Studio subtitle editor interface. On the left is a list of subtitle lines with their start and end times and the text. The first line is selected. The main video player on the right shows a woman speaking with a subtitle overlay. Below the video is a timeline and a table of subtitle lines. At the bottom, there is a checkbox for 'Pause video while typing'.

Actions ▾ Keyboard shortcuts | Help

Type subtitle here then press Enter +

0:00.0	hi I'm Nikki and I want to welcome you	✕
0:06.0	to the open tech training this training	+
0:06.0	will provide you with an opportunity to	
0:10.9	develop a course by applying the	
0:10.9	theories and resources behind the open	
0:16.5	education initiative in a mentored	
0:16.5	learning environment one of my goals for	
0:21.0	the training is to support you in the	
0:21.0	inclusion of oh we are as your primary	
0:26.1	course material the first component of	
0:26.1	the course will give you an overview of	
0:31.2	all things that we are will discuss	
0:31.2	topics such as researching and	

Announcement Video

hi I'm Nikki and I want to welcome you
to the open tech training this training

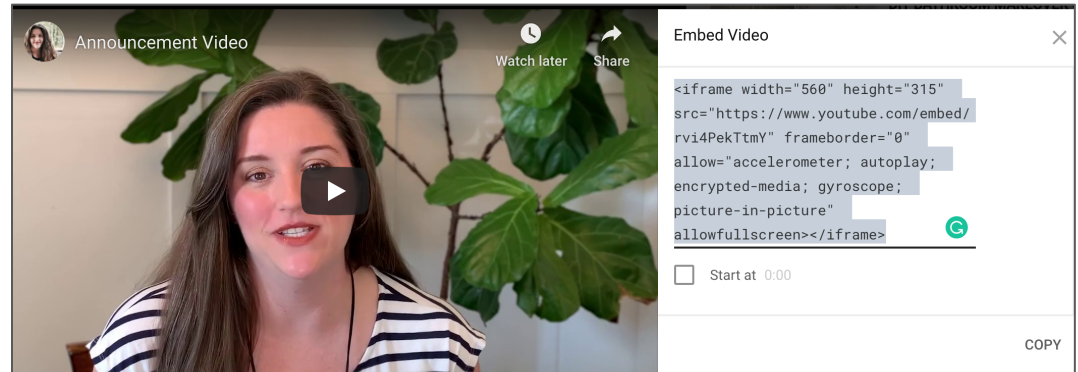
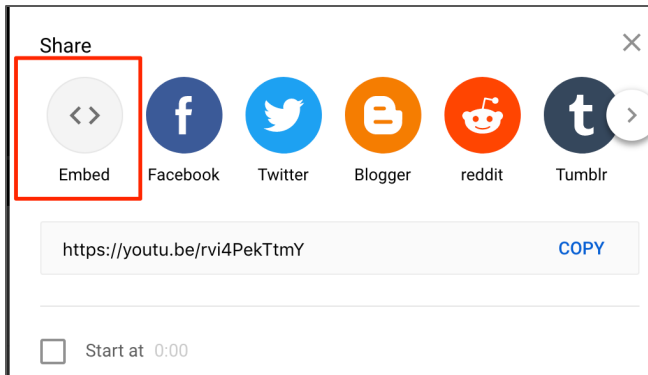
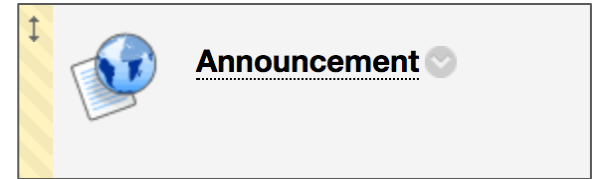
0:01 / 1:27

hi I'm Nikki and I want to welcome you to the open tech training this training	will provide you with an opportunity to develop a course by applying the	the ed
---	---	-----------

Pause video while typing

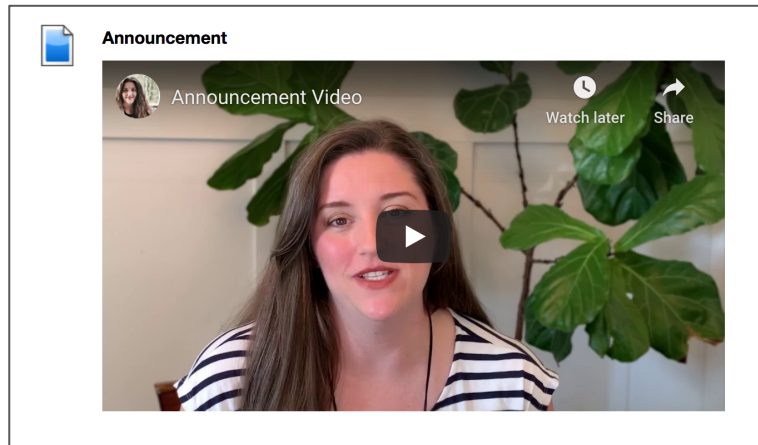
Sharing YouTube Video

- Share URL link in Blackboard via weblink tool, URL in VTBE (content editor), etc.
- Embed in Blackboard
- Download video from YouTube



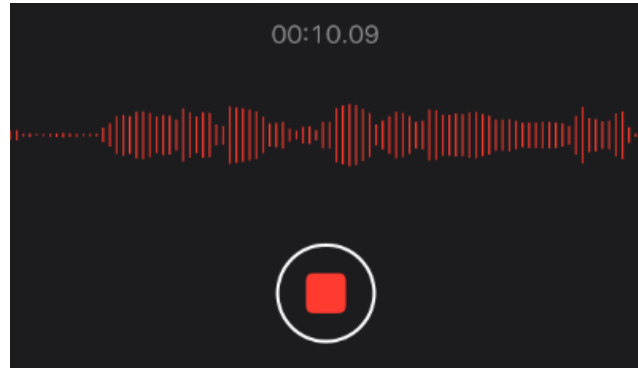
Embedded Video in Blackboard

- Paste *embed code* into HTML Code View in Blackboard



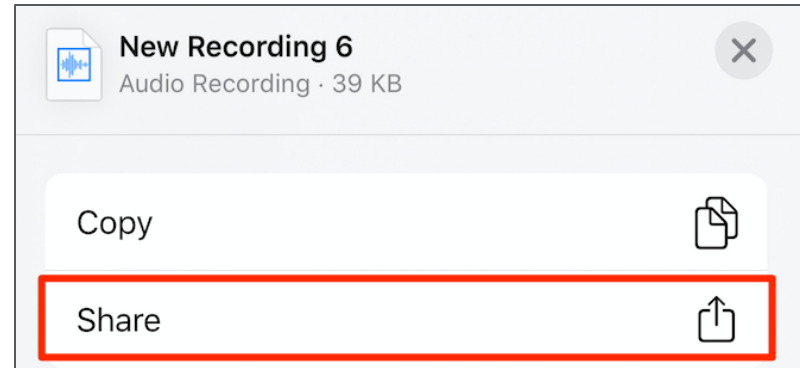
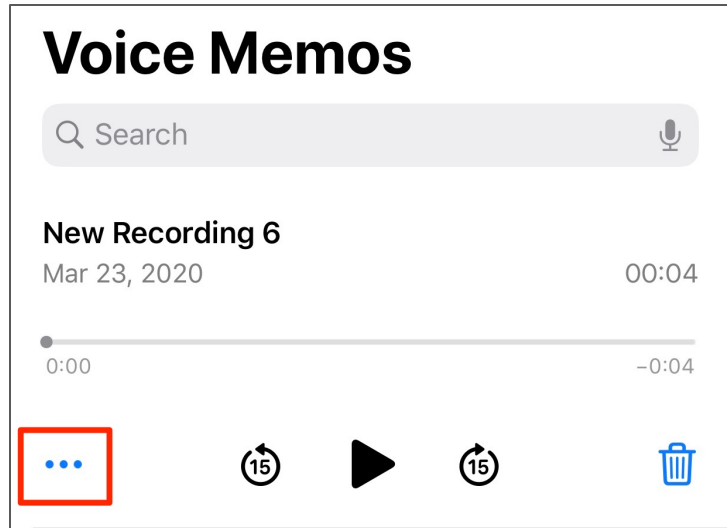
Creating Audio Files with VoiceMemos

- **Situation:** Audio file recorded on iPhone, sharing with students
- Utilize VoiceMemos app on iPhone
- As you record you will see a timer and soundwaves.



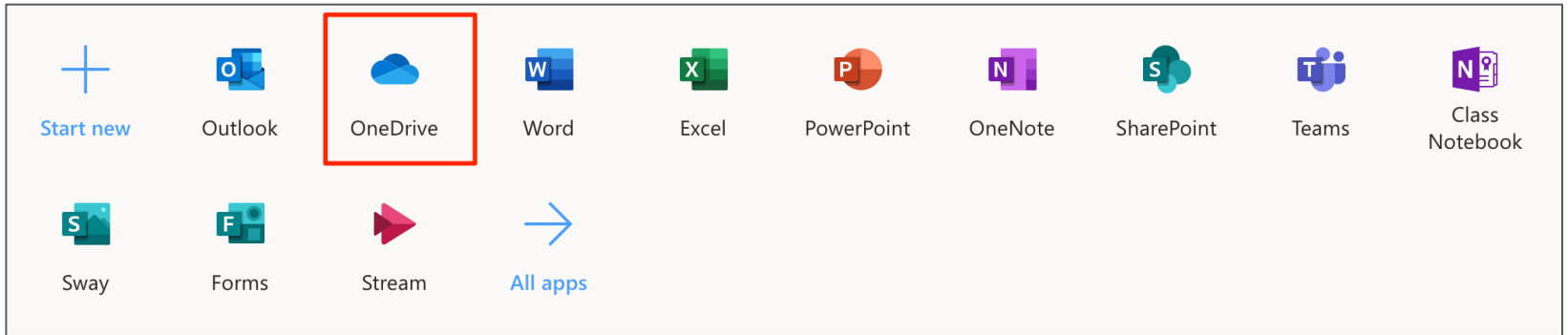
Uploading Audio File to OneDrive

- Select *more* three dots action button (...)
- Select Share, then locate One Drive app



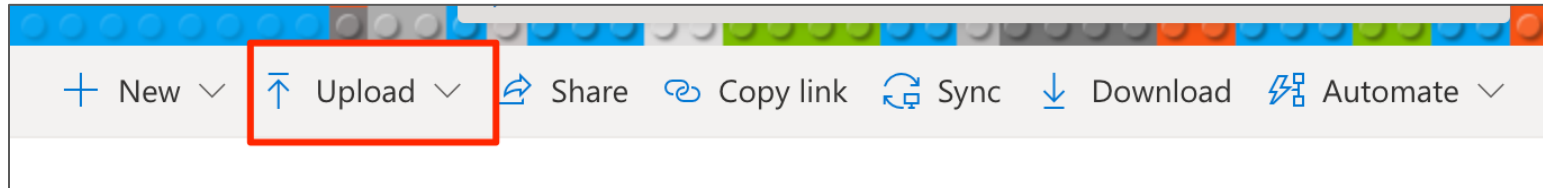
Access OneDrive

- Access [MS Office 365](#) using college network login credentials. (via web browser)



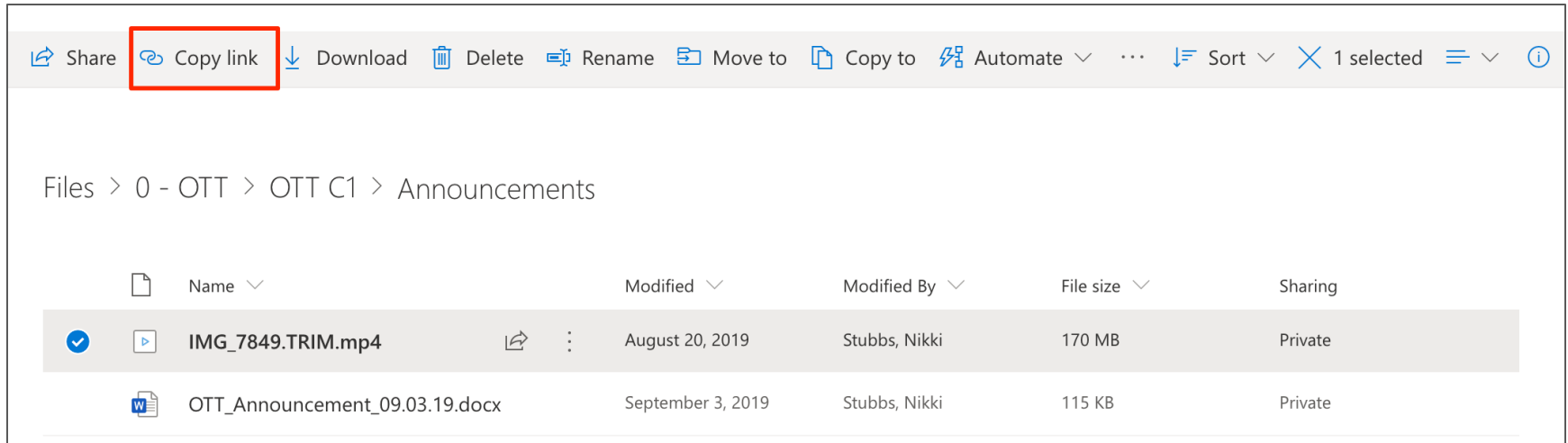
Upload Video File to OneDrive

- **Situation:** Sharing video file with students, but do not want to share via YouTube.
- Navigate to the area in OneDrive you want to place your video.
- Select Upload OR drag and drop your video file.



File Sharing

- Navigate to the file you want to share
- Select *Copy link*

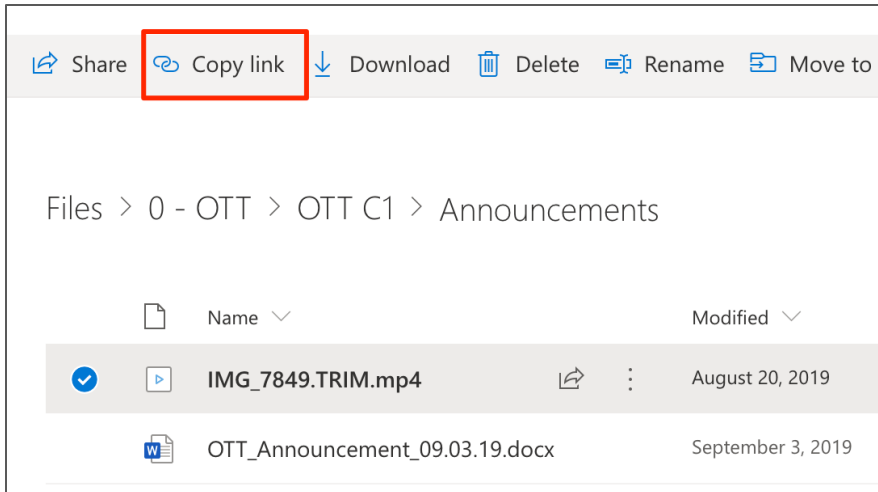


The screenshot shows a file management interface with a toolbar at the top. The 'Copy link' option is highlighted with a red box. Below the toolbar, the breadcrumb path is 'Files > 0 - OTT > OTT C1 > Announcements'. A table of files is displayed below, with the first file, 'IMG_7849.TRIM.mp4', selected. The table has columns for Name, Modified, Modified By, File size, and Sharing.

Name	Modified	Modified By	File size	Sharing
IMG_7849.TRIM.mp4	August 20, 2019	Stubbs, Nikki	170 MB	Private
OTT_Announcement_09.03.19.docx	September 3, 2019	Stubbs, Nikki	115 KB	Private

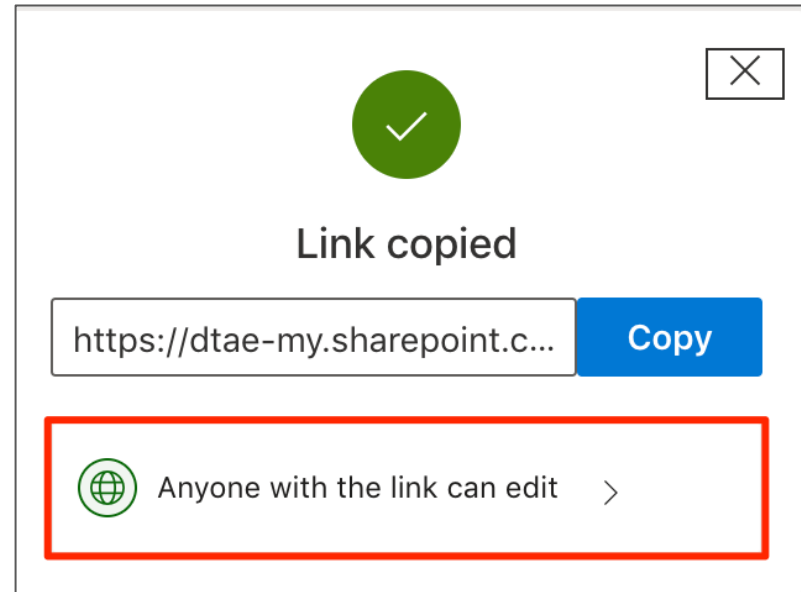
Review Link Settings

- Note link setting default (*Anyone can edit*)



A screenshot of the SharePoint interface showing file sharing options. The 'Copy link' option is highlighted with a red box. Below the options, the breadcrumb path is 'Files > 0 - OTT > OTT C1 > Announcements'. A table lists files with columns for Name and Modified.

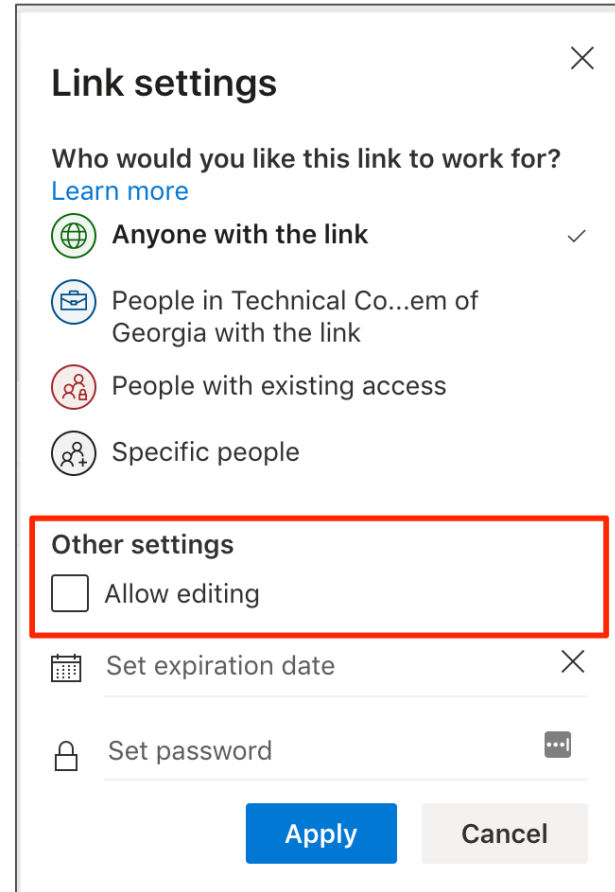
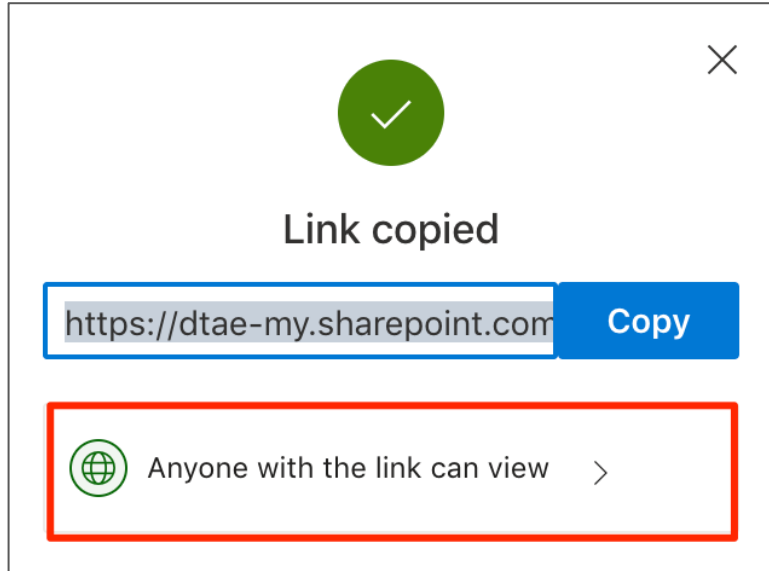
Name	Modified
IMG_7849.TRIM.mp4	August 20, 2019
OTT_Announcement_09.03.19.docx	September 3, 2019



A screenshot of the 'Link copied' dialog box. It features a green checkmark icon and a close button. The URL 'https://dtae-my.sharepoint.c...' is displayed next to a blue 'Copy' button. Below this, the link settings are shown as 'Anyone with the link can edit' with a globe icon and a right-pointing arrow. This settings section is highlighted with a red box.

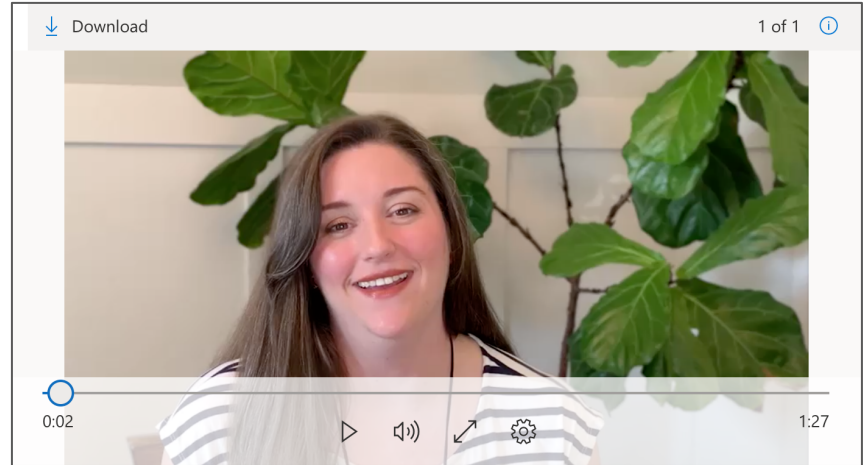
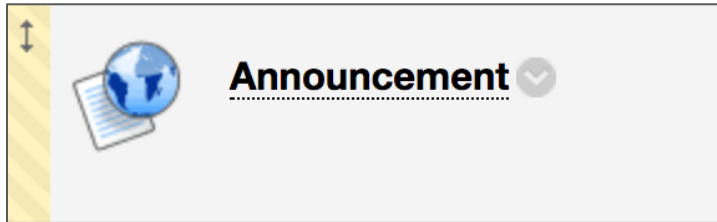
Update Link Settings

- Disable “Allow editing”



Add Link in Blackboard

- Add via Weblink Tool in Blackboard
- Announcement/Content Area or VTBE (content editor)

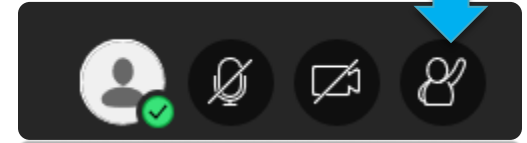
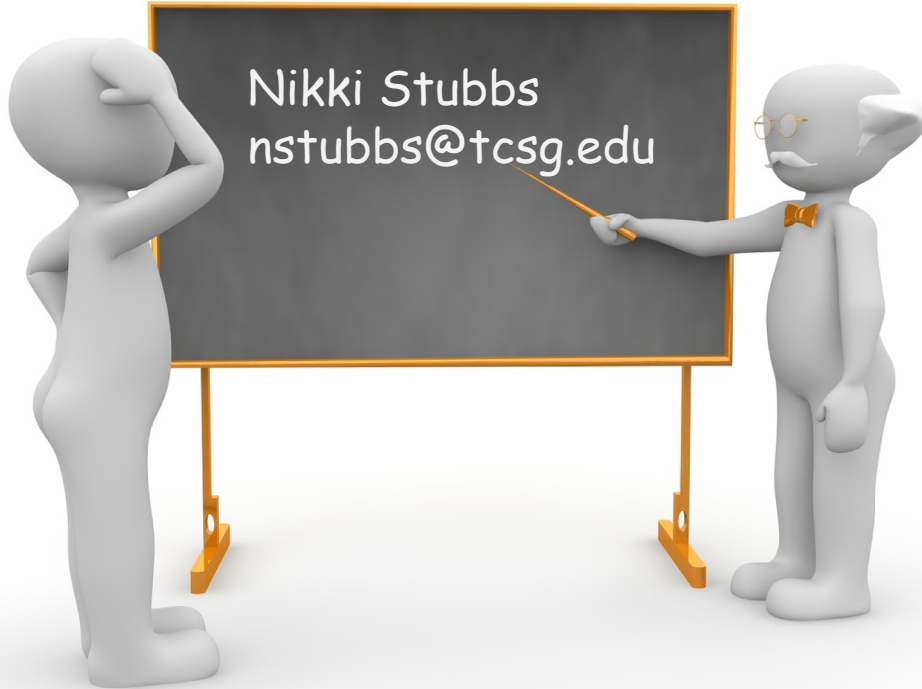


Questions and Answer

- What is FERPA?
- TCSG FERPA information
- Past Questions
 - Is using YouTube for transcription the same as posting to YouTube?
 - Are there any considerations about posting recorded live sessions?
 - Are there any special considerations for Dual Enrollment students?
 - Would posting the live recording to the Blackboard course be considered a nonpublic/unlisted site?
 - Would posting the video of a live lecture from one Blackboard course to another Blackboard course be ok?

Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.



Once you have been granted access press the microphone icon to turn on your microphone – a live microphone will not have a line through the icon.

