Collaborate Ultra Guide:
Create a Narrated PowerPoint Presentation Video
using Collaborate Ultra

Collaborate Ultra is a web conferencing software available through D2L. Collaborate Ultra has recording capabilities. This tutorial will demonstrate how to narrate and record a PowerPoint presentation in Collaborate Ultra and post a link in a content module in D2L for students to access and view the recording.

EQUIPMENT/SOFTWARE NEEDED:
• Computer with Internet access
• D2L course in which you are the instructor
• Browser: Chrome or Firefox (recommended browsers for Collaborate Ultra)
• PowerPoint presentation
• Microphone
• Webcam (optional)

Add Collaborate Ultra to your course

(If you already added Collaborate Ultra to a content module your course, you can skip ahead to step 5.)

1. Log into your course in D2L and select “Content.”

2. Create a new module by entering the title, “Collaborate Ultra,” in the “Add a Module” text box below the list of modules on the left. Press Enter/Return on your keyboard after entering the title.

3. Select the title of the new module to open if it is not already open.

5. Select the “Collaborate Ultra” link you added to the content module to open Collaborate Ultra in D2L.

6. Select the Course Room.

7. Select the “Join Course Room” button in the window that pops out on the right. The Course Room will open in a new tab on your browser.

Audio and Video Setup

To use your microphone or webcam, you must give the browser permission to use audio and video. You will be asked to do this when you first join the Course Room or when you first activate your microphone or camera.

8. If prompted to allow the program to access your microphone and your webcam, select “Allow.”

9. If prompted to complete the Audio and Video Setup, follow the directions on the screen.

Upload your PowerPoint Presentation

10. Open the Collaborate panel by selecting the purple arrow in the bottom right corner of the screen.

11. Select the “Share Content” button.
12. Select “Share Files” on the top right.

13. Select “Add Files” to browse and upload your presentation or drag and drop the file into the box to upload. The file may take a few seconds to convert during the upload process.


15. Select “Share Now” in the bottom right of the screen. Allow a minimum of eight seconds for the recording to include your shared file before proceeding.

16. After the slide navigator panel opens, select the slide you want to appear first in your recording.
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17. During your presentation, you will use the right arrow below the slide to advance the presentation to the next slide. Use the left arrow to go back to the previous slide.

18. Select the Microphone icon at the bottom of the screen to activate your microphone.

19. Select the Camera icon at the bottom of the screen to activate your webcam then select “Share Video.” (Skip this step if you do not want your webcam displayed.)

**YOU ARE NOW READY TO BEGIN RECORDING**

Recommendation: Nearly all experts firmly believe that training videos should be as long as they need to be in order to meet learning objectives; however, research suggests that 6 minutes is the optimal length for instructional videos. (https://www.panopto.com/blog/how-long-should-training-videos-be/, January 2019)

Recording

Each time you select “Start Recording” and then “Stop Recording,” a new recording (video clip) is saved and added to the list of recordings. Be prepared to begin narrating your presentation when you select “Start Recording.”

20. To Start the recording, open the Session menu (top left) and select “Start Recording.” The recording camera appears with a red dot while recording is in progress.

21. After you select Start Recording, begin talking into your microphone and narrating each slide. Use the right arrow below the slide to advance the next slide.

22. TIP: Select and use the Pointer Tool located on the top left with the Whiteboard Tools to draw attention to the text or images on the slide during your presentation. Alternatively, you can use the Pencil Tool from the whiteboard tools to write on the screen or highlight items on a slide.

23. To finish recording, open the Session menu again and select “Stop Recording.”

24. You can start and stop recording at any time. Each segment will produce a separate video clip.
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Access and View the Recording(s)

NOTE: It will take several minutes after you stop recording before the recording will appear in D2L especially if it is a long recording.

25. Go back to your course in D2L. (It should still be open in a different tab on your browser.)

26. Go to the Collaborate Ultra session list by selecting Content > Collaborate Ultra (module) > Collaborate Ultra.

27. From the session list, select the hamburger stack on the left of the black "Sessions" toolbar to open the Collaborate Ultra menu.

28. Select “Recordings” from the menu. This will open the recordings list.

29. Select the title of the desired recording and select “Watch Now.”

30. The recording will open in a separate tab, full screen, within Collaborate Ultra.

31. Select the play button. (If you are not happy with the recording and want to re-record, just go back and repeat the recording steps 20-24 above to create another recording.)

Link the Recording in a Content Module

32. From the Recording list, select the “Recording Options” circular button to the right of the desired recording.

33. Select the “Recording Options” button again and select “Copy link.”

34. Select “Content” (in your D2L course) and select the content module in which you want the link to appear for students to view.

35. Select “New” and then “Create a Link.”

36. Enter the title of the recording.

37. Click inside the “URL” box and paste the link you copied. (The command for paste is “Ctrl + V” on a Windows keyboard or “Command + V” on a Mac keyboard.)

38. Select “Open as External Resource.”

39. Select “Create.”