Student Guide for creating a Video Presentation

Prerequisites:

- Your Instructor must create a unique Collaboration session giving you Moderator Access
- You must have a WebCam and Microphone
- Prepared PowerPoint Slides
- Recommend using FireFox as your Internet Browser
- Start your Collaborate session by clicking on the Presentation Recordings link on the Blackboard menu bar

Steps

1. Click the Collaborate session your instructor created for you
2. When the Collaborate session opens, run the Audio Setup wizard. Red gear in the top right of your Audio & Video panel.
3. Load your PowerPoint slides by clicking Load Content located in the upper right corner.
4. Select Import Presentation with openoffice.org, click Load. Wait for slides to open.
5. Close the page explorer box.
6. Select the Pointer from the tool menu (see screen shot below). Double click on the pointer you wish to use. You must hold down your left mouse button for the pointer to follow your mouse movements. Releasing your mouse leaves the pointer at that location.

7. Use the arrows on the Slide Navigation Bar to change your PowerPoint slides (see screen shot below).

8. Click on the Talk and Video buttons to turn them “on” (you will see icons pop up). Verify you can see yourself on your video.

9. Click Start on the Recording Reminder box when ready to record your presentation.
10. Click the **Red** Record button in the upper right corner to stop the recording when finished with your presentation. It will say “stop/pause recording?” Click OK.
11. Blackboard will automatically post your presentation. It may take several hours before you will see your recording post.
12. Close the Blackboard Collaborate window by saying OK when it asks you to leave the session.
13. Check back later to ensure your video posted.