

Collaborate Recording Management

Best Practice

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Introduction

This guide provides an overview of the best practices to follow when recording content using Blackboard Collaborate in courses.

Recorded content that is stored within courses should be of value, be relevant and be accessible. It is good practice to manage recordings throughout the year, for example, deleting those no longer required or moving recordings to Panopto.

Timescales for archiving and deletion is set out in our [Collaborate Recordings Retention and Storage Policy](#) and this will also impact how you manage recordings.

The best practices that are outlined within this document use the following principles:

- Ensuring that storage levels are continually kept within licensing levels.
- Supporting information security and data protection through the removal of redundant information assets that may contain personal identifiable information.
- Ensuring that relevant, high-value intellectual property is identified and retained for continued use, when and for however long is appropriate, whilst purging recorded data that has no value or cannot be reused.
- Ensuring that recordings meet accessibility requirements by being fully and accurately captioned.
- Ensuring that recordings are available for use by students when and where they are required.

Best Practices

The best practices for managing Collaborate recordings can be divided in to four stages:

- **Stage 1: Before Recording – Collaborate Session Settings**
- **Stage 2: After Recording – Managing Collaborate Access**
- **Stage 3: Downloading from Collaborate**
- **Stage 4: Upload and Distribute Using Panopto**

A step-by-step guide to these stages and their best practices are outlined in the following sections:

Stage 1: Before Recording – Collaborate Session Settings

Best Practices Covered in Stage 1

- Naming your Collaborate sessions so that they can be easily identified by students and colleagues.
- Ensuring that the 'Allow recording downloads' setting is **disabled**. This prevents students from being able to download their own copy of the recording file.
- Ensuring that the 'Anonymise chat messages' setting is **enabled** to remove identifiable student data from the chat messages in the recording.

Before beginning to record, there are important settings which need to be considered for your Collaborate session that is to be recorded.

Firstly, create a new Collaborate session and assign a session name so that it can be easily identified by students and staff:



ANDREW WRIGHT - Sandbox - Course Room
Unlocked (available)

Create Session

S

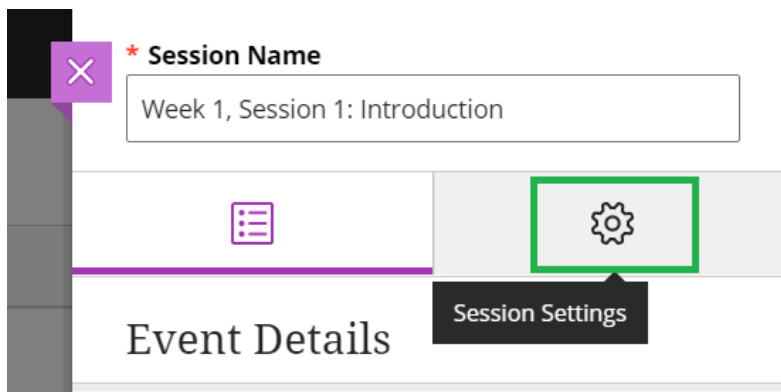
* Session Name

Week 1, Session 1: Introduction

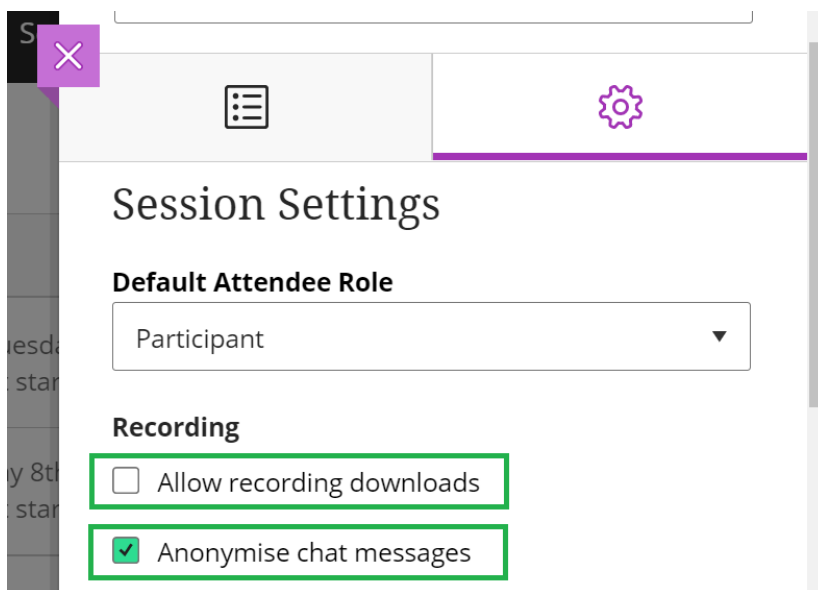
Please note: You may wish to enable Guest access for the session which will generate a Guest Link that can be used to join the session.

Any user with the Guest Link will be able to access your Collaborate session. Please keep this in mind, particularly if you are to record your session.

To access the Session Settings, click on the settings 'Cog' icon in the session window:



In the 'Session Settings' window, make sure that the 'Allow recording downloads' option is disabled and 'Anonymise chat messages' is enabled, as illustrated below:



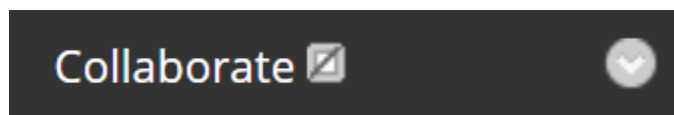
Anonymising the chat will only apply to the recording. You will still be able to see the names of the participants in the chat during the live session.

Best Practices Covered in Stage 2

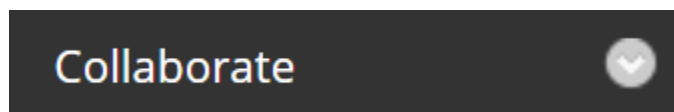
- Setting the Access option from 'Public' to 'Course members only' to prevent external access to the recording.
- Assigning an easily-identifiable name to your Collaborate recording.

After the recording has been created, it will be stored and can be accessed in the 'Recordings' section of Collaborate.

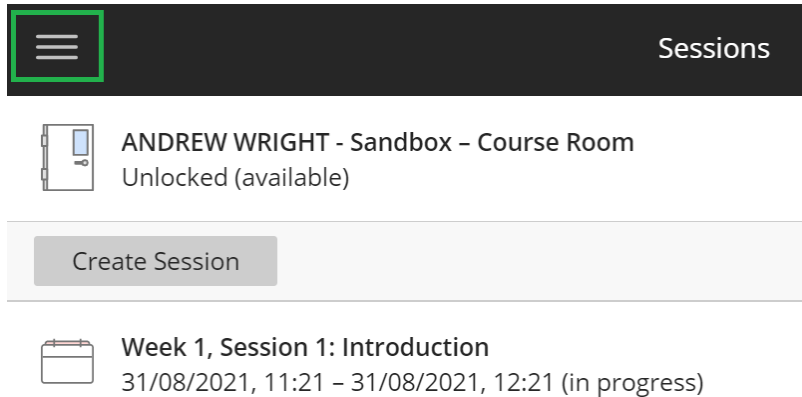
This section can be accessed by everyone on the module if the link to Collaborate is available to students. You're able to see if the link is available to students by checking if the Collaborate link has a square icon next to it which denotes that it is currently hidden from view, below:



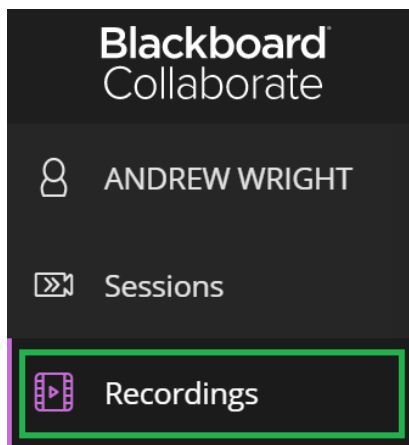
When the link is made available to students, this icon disappears as seen in the picture below:



To access the 'Recordings' section of Collaborate, click on the Menu icon in the top left-hand corner of the Collaborate page. This icon appears as three horizontal lines:



After clicking on this icon, click on 'Recordings' in the panel that appears:



In the Collaborate 'Recordings' window, a list of the recordings that have been created on the Course will be listed.

By default, recording access is set to 'Public' and recordings are named as 'recording_1', 'recording_2', 'recording_3', etc.

These settings can be changed by clicking on the triple-dotted 'Recording Options' icon to the right of each recording, followed by 'Recording settings'. This Recording Options icon looks like this:



In the 'Recording settings' page, assign an easily-identifiable recording name and set the 'Access' drop-down menu to 'Course members only', as illustrated below:

Details & Information

* Recording name

Access

Public

Course members only

Stage 3: Download from Collaborate

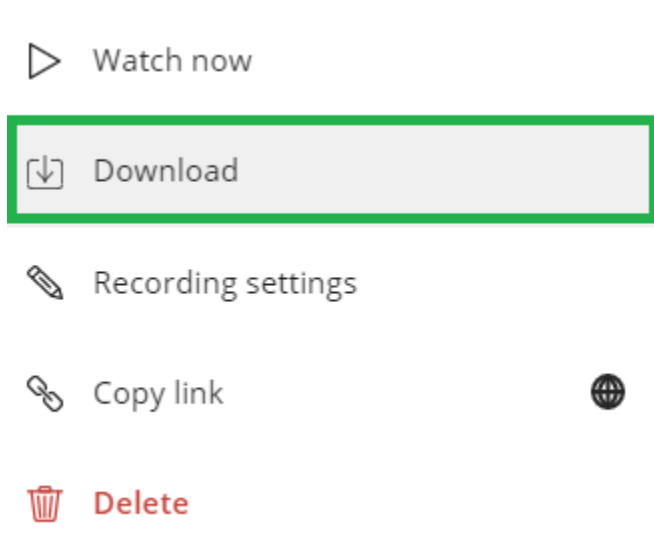
As best practice, recordings should be distributed in a course using Panopto, outlined in Stage 4. Before doing this, the recording will first need to be downloaded from Collaborate.

To download a recording, navigate to the Collaborate 'Recordings' window as illustrated in Stage 2.

Find the recording that you wish to download and click on the 'Recording options' icon to the right of the recording. This icon looks like this:



In the 'Recording options' panel that appears, select 'Download':



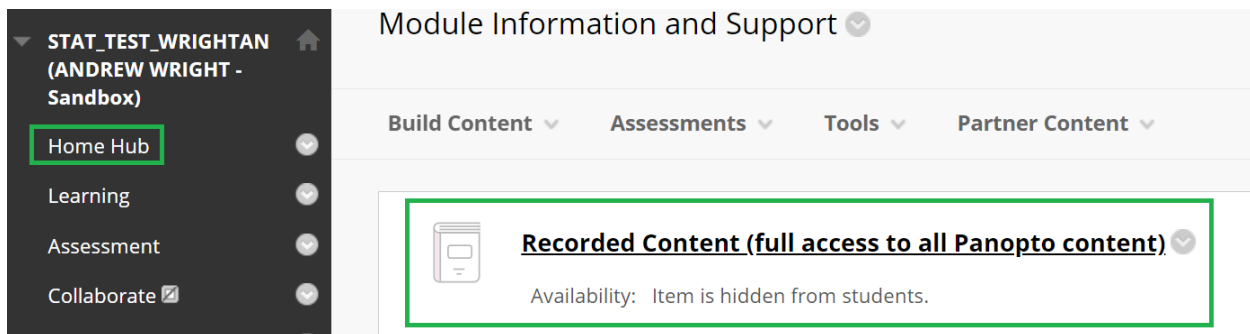
This will then download the recording as an MP4 file to your device.

Best Practices Covered in Stage 4

- Ensuring that Collaborate recordings are uploaded to the course's Panopto folder before being distributed.
- Ensuring that recordings are accurately captioned in Panopto to meet accessibility requirements.
- Embedding the recording in to your course's content area using Panopto.

Each Blackboard course has its own Panopto folder titled 'Recorded content (Full access to all Panopto content)'.

This folder is located in 'Home Hub' -> 'Module Information and Support' in the course, illustrated below:

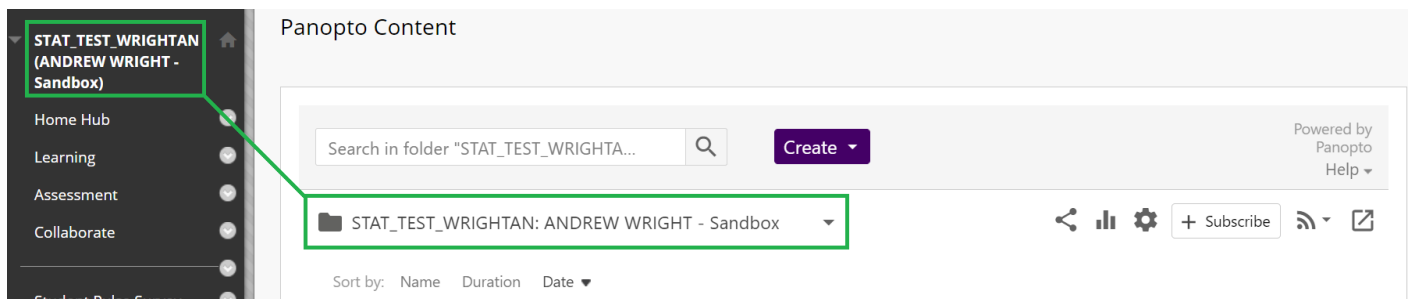


Panopto will only grant permission for the enrolled users on a given course and the video must be stored in this folder. This prevents unauthorised sharing of recordings.

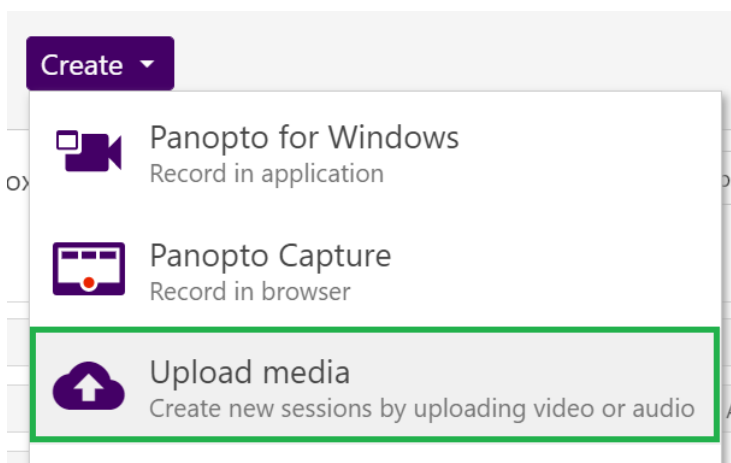
After downloading your recording from Collaborate, as outlined in Stage 3, the MP4 file needs to be uploaded to Panopto.

You can do this by clicking on the 'Recorded Content (full access to all Panopto content)' link which will open the course's own Panopto folder.

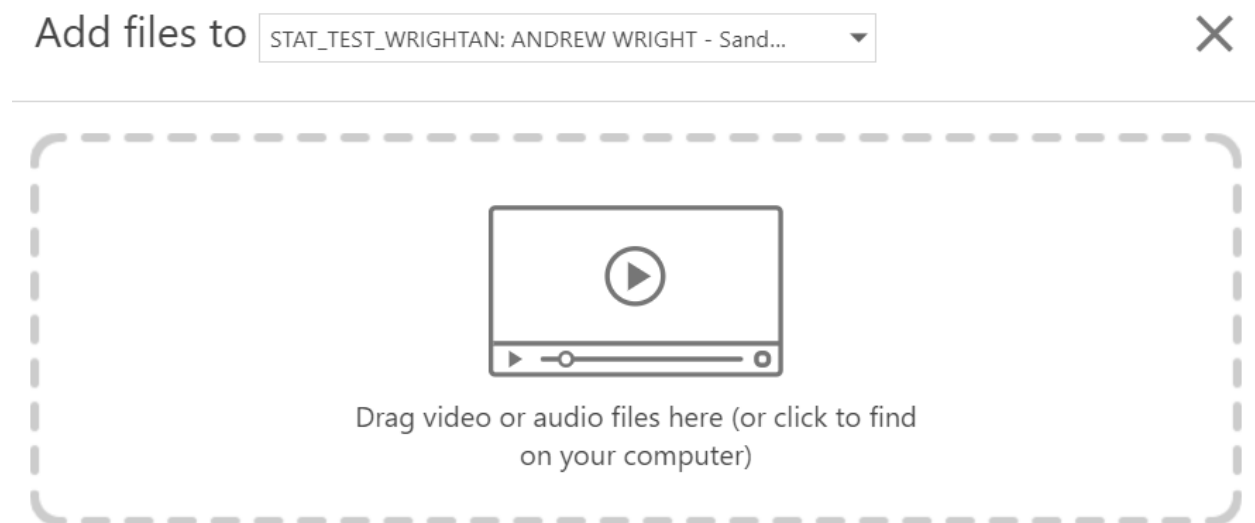
The folder is displayed like this – Note that the Panopto folder name matches the name of the Blackboard Course, as highlighted in the image:



To upload the MP4 file of your recording, click on the purple 'Create' icon, followed by 'Upload Media':



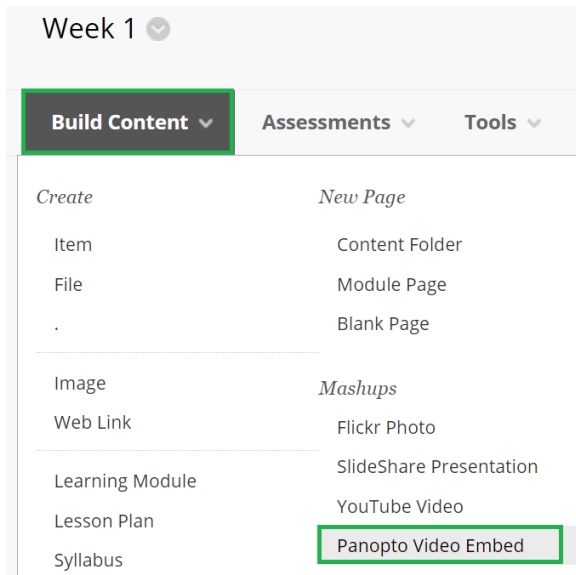
This will open the following window, where you can drag-and-drop the MP4 file, or you can alternatively click to locate the file's location on your device:



Once the video has completed being uploaded and processed by Panopto, it is best practice for the video to be captioned to ensure that it meets accessibility requirements.

[A full guide to captioning in Panopto can be found by clicking on this link.](#)

Once captioned, the Panopto video can be embedded to the relevant content area in the course by clicking on 'Build Content', followed by 'Panopto Video Embed':

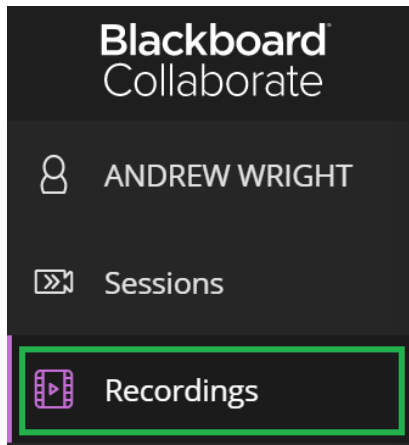


In the following window, select the video that you would like to embed and click 'Insert Video'.

Your captioned recording will now be ready in your content area for your students to view securely.

Delete your Collaborate Recording


Lastly, once you have completed embedding your video using Panopto, navigate back to the 'Recordings' screen in Collaborate, as outlined in Stage 2:




Find the recording that you wish to delete and click on the 'Recording options' icon to the right of the recording. This icon looks like this:



In the 'Recording options' panel that appears, select 'Delete':

 Watch now

 Download

 Recording settings

 Copy link



 Delete

This is an important final step that is in keeping with the principles for these best practices.