Collaborate Ultra – Lecture Recordings

Introduction

Collaborate Ultra is a versatile tool with facilities for lectures, tutorials, debates, presentations, and guest speakers. It also has the ability to record video lectures or live classes for students to view in their own time.

We recommend that pre-recorded lectures have a running time of no more than 20 minutes.

This guide outlines how to make a recording, where to find them, how to share them, and how to use them as a teaching and learning activity.

For advice on producing effective educational videos, view this [this article on the LCC Teaching Hub](#).

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How to Record a Session

1. Access Collaborate Ultra

First, access your Collaborate room through the link in Moodle. This will be located on the Moodle site where the room was created [Fig 1].

Figure 1 How to access a Collaborate session

2. Start and Stop Recording

The start recording button is located in the Session Menu. Open the menu and select **Start Recording** [Fig 2]**.**

Live Class Recording: Notify your attendees first and explain that messages in chat channels will also be recorded.

Video Lecture Recording: Collaborate allows you to stop recording at any time; however, each time you stop and restart your recording creates a new video file. We recommend limiting video lectures to 15 minutes and recording in one go.
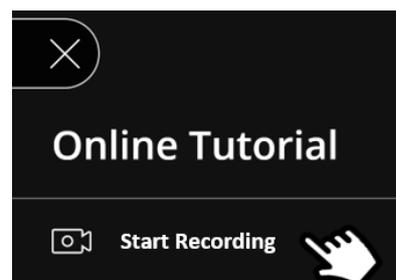

Figure 2 Start Recording

To stop your recording, return to the Session Menu and select **Stop Recording** [Fig. 3].
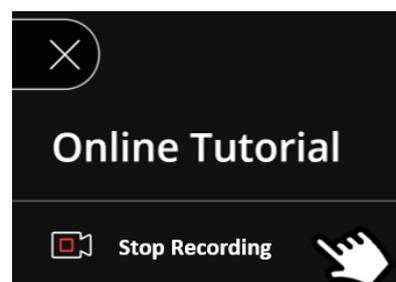

Figure 3 Stop Recording

3. Find and View a Recordings

Video recordings can be found below the guest link on the 'join session' page. All recorded sessions are listed numerically (Recording 1, Recording 2) and **cannot be renamed**.

Figure 4 Selecting a Recording

Students and staff can view a recording by selecting its title [Fig. 4]. This will open a new tab in your browser where you can watch the session and review chat messages.
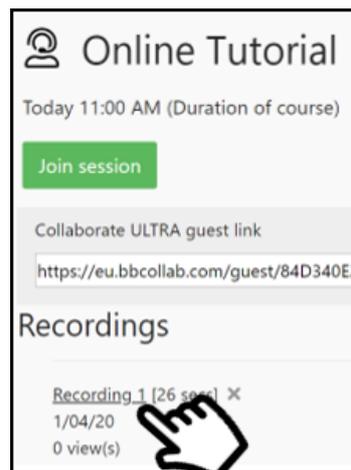
Messages in chat are time stamped [Fig. 5] making it easy return to the precise moment in the recording when they were posted. This is particularly useful if you or your students would like to revisit an answer to a question shared in chat.
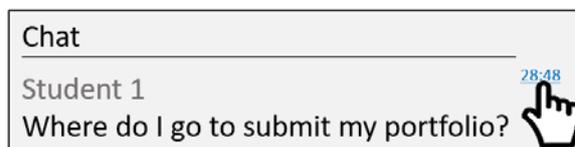

Figure 5 Time Stamped Message

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4. Download a Recording

To download a recording, open the **Session Menu** and select **Download Recording.**

Figure 5 Download Recording

You can also download chat messages in a text file; however, the text downloads as single passage and is difficult to read [Fig. 7].

WEBVTT 00:00:58.000 --> 00:00:58.900 <v Student 1>Thanks Teacher! 00:01:23.000 --> 00:01:23.900 <v Teacher>

Figure 7 Example of a single line of text from a Chat download

5. Share a Recording

Recordings can be accessed and shared in two ways.

A. By returning to the 'join session' page of the Collaborate activity where the recording was made and selecting the relevant recording number [see Fig. 4].

B. By clicking the recording, opening the video, and **copying the URL from the search bar in your browser **BEFORE** the video finishes loading [Fig. 8].

*Copy the URL by selecting then right-clicking it and choosing COPY, or by selecting the URL and pressing 'CRTL' and 'C' on your keyboard at the same time.
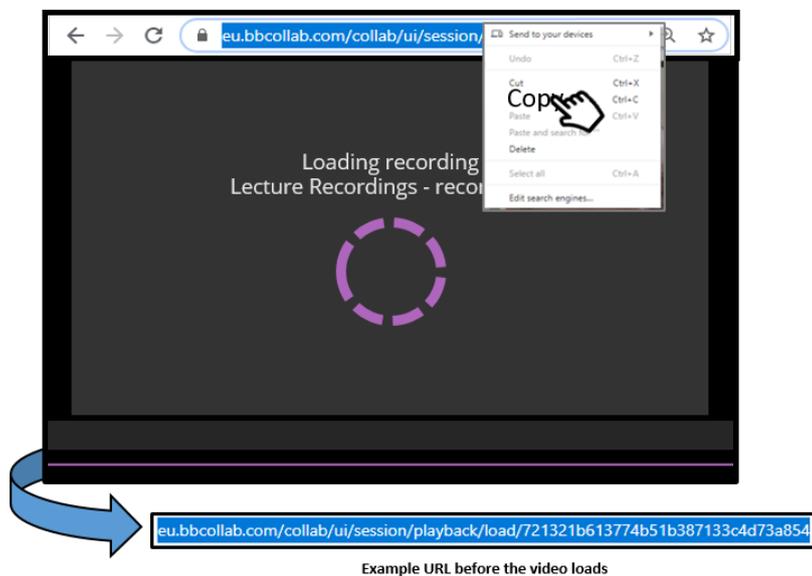

Figure 8 Copying a Recording URL

To share the recording, consider posting the URL in an **announcement** [Fig. 9] or adding it as a **link** to that week's topic area [Fig. 10].
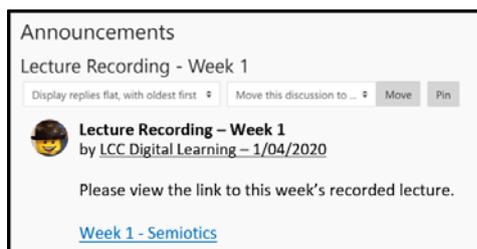

Figure 9 Posting a recording as an announcement

Figure 10 Posting a recording as topic area link

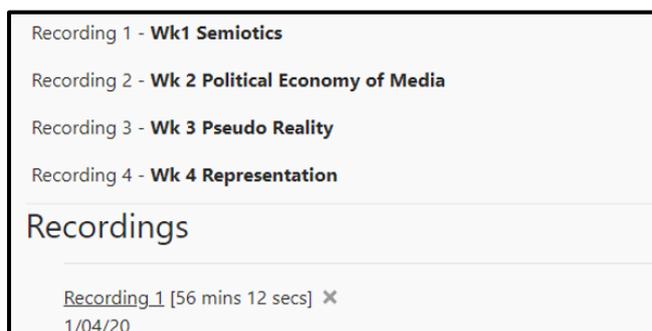Alternatively, you can keep an index of each recording in the description of your Collaborate room.

Figure 11 Keep a recordings index in the activity description

6. Making your Recordings Accessible with Auto-Captions

You can save a lot of time and make your lecture recordings more accessible by uploading them to Microsoft Stream and sharing the link through Moodle. Stream is Microsoft's video sharing service available online through Office 365. Using natural language processing, Stream is able to auto-generate captions with impressive accuracy.

We still recommend reviewing the captions to ensure nothing is missing or misspelled.

Instructions [Fig. 11]

1. Download the recorded session.

2. Open Office 365 in your browser and select **Stream**.

3. Click **Create** then select **Upload video.**

4. Select your video from your files and click **Open.**

5. Once the upload reaches 100% select **Share** to publish.

6. Captions may take an hour to generate, but once the video is ready you can **Copy** and share a link with your students.
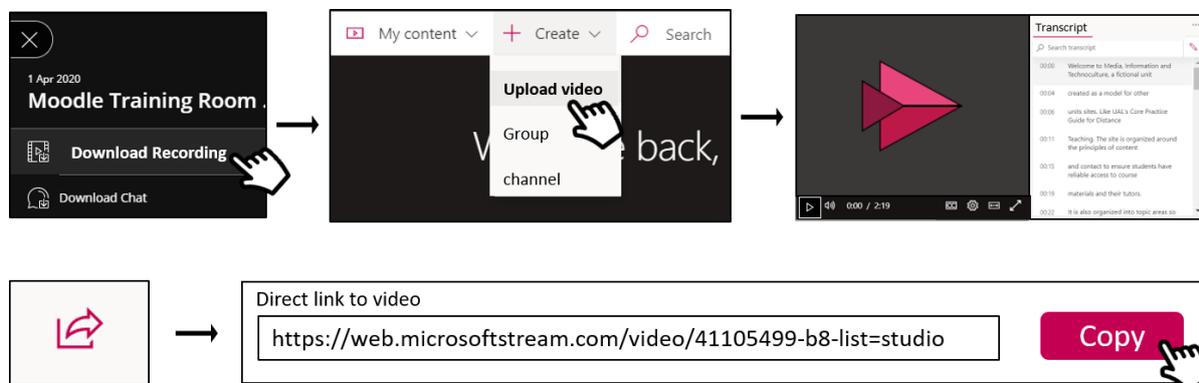

Figure 12 How to Upload a video to Microsoft Stream and share it with others

Using Recordings as a Learning Activity

Activities are organized into three categories – Core, Intermediate, and Advanced. The categories are distinguished by the complexity of their settings or the amount of moderation they require.

CORE

1. Forums

Create a Forum Activity as a follow-up to a lecture recording. Ask students to support a position on a provocative, open-ended question related to that week's subject then comment on a peer's post.
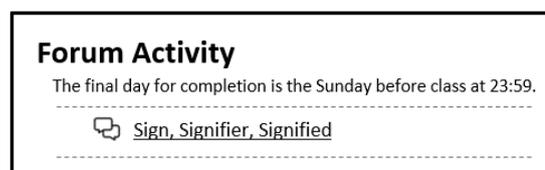
Forum Activity
The final day for completion is the Sunday before class at 23:59.

💬 Sign, Signifier, Signified

Figure 13 Forum Activity

INTERMEDIATE

2. Wikis

Create a collaborative Wiki Activity. Ask students to research and write about an idea of concept shared in this week's lecture video then contribute to a peer's wiki entry. Wikis are like forums but students are able to edit and contribute to each other's work.

Wiki Activity
The final day for completion is the Sunday before class at 23:59.

W New Media Bias

Figure 14 Wiki Activity

3. Journals

Create a journal activity where students can add a new entry each week in response to the subjects covered in that week's lecture recording.
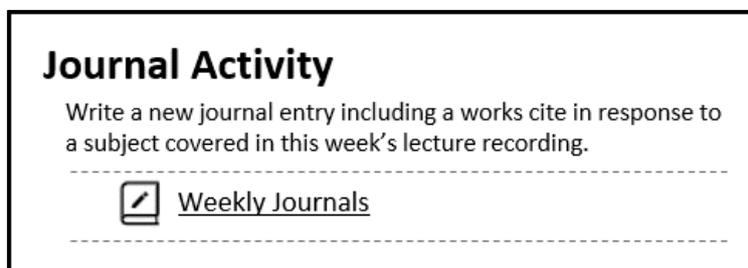
Journal Activity
Write a new journal entry including a works cite in response to a subject covered in this week's lecture recording.

✎ Weekly Journals

Figure 15 Journal Activity

ADVANCED

4. H5P Interactive Video

Add a new activity or resource and select
H5P. Next, select interactive video and
upload the recording of the current week's
lecture. After the video is uploaded you will
be able to embed questions, images, and
text into different portions of the video
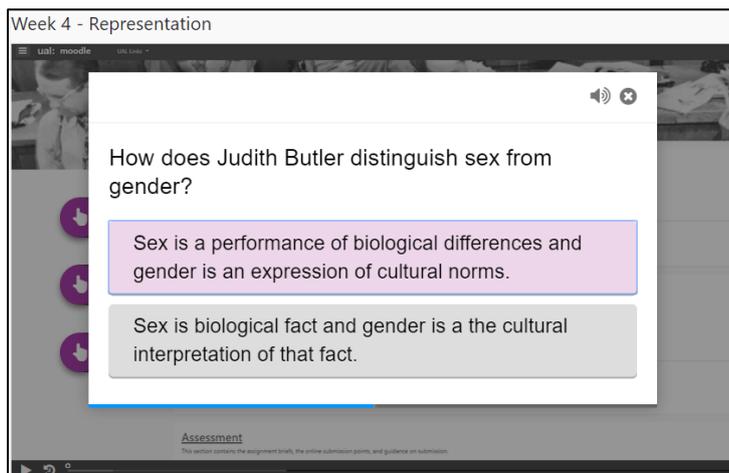making it a more active learning experience.

Figure 16 H5P Interactive Video

5. Workshop

Create a Workshop Activity. The workshop activity enables the collection, review and peer
assessment of students' work. Students can write multiple entries or submit multiple files in a
sequence of activities for their peers to review.

Figure 17 Workshop Activity

For further support, please contact:

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