

# Blackboard Collaborate Publish

## STEP 1: DOWNLOAD THE PROGRAM

*Note: The screen shots in this documents are using a Windows 7 operating system, images may be different on other versions and operating systems.*

- A current version of Java Runtime Environment (JRE) is required to install and run Publish.
- Go to [https://help.blackboard.com/Collaborate/v12/Moderator/Blackboard\\_Collaborate\\_Publish](https://help.blackboard.com/Collaborate/v12/Moderator/Blackboard_Collaborate_Publish)
- Scroll to the bottom of the page and select your operating system download link.

### Get Blackboard Collaborate™ Publish

- [Download for Windows \(32-bit\)](#)
- [Download for Windows \(64-bit\)](#)
- [Download for Mac \(Java 7\)](#)
- [Download for Ubuntu 11.10 \(Linux\)](#)

- Click **Run**; it may take several minutes to run the file.



- Continue to click **Next>>** as each new window opens:
  - Accept the License Agreement when prompted.
  - Leave the default check marks on the windows where they appear.
  - Click **Finish** when prompted.
- The **Publish!** icon appears in your **Start** menu and desktop shortcut when the download is complete.



## STEP 2: REGISTER

Launch **Publish!** from the Start menu or desktop icon. Registration is required, and only appears the first time using **Publish!** Complete the **Registration** form, check the privacy statement, and click **Register**.

Registration

You must register this product to facilitate technical support and ensure that you are informed of future product information.

Fields marked with an \* are required.

Product: **Publish 2.4.0**

\* First Name: Required

\* Last Name: Required

\* Email Address: Required

Organization:

Role:

Phone Number:

Street Address:

\* City: Required

\* State/Province/Region: Alberta

\* Country: Canada

Zip/Postal Code:

Contact me for:  Technical information and updates  
 Other information and offers

By registering to use this product, I agree to the [Blackboard Privacy Statement](#) which includes my consent to the use of cookies to store personal information in connection with providing the service. More information on the use of cookies is available at the [Blackboard Privacy Center](#).

I have read and accept the Blackboard Privacy Statement.

**Registration is mandatory. Please provide the required information.**

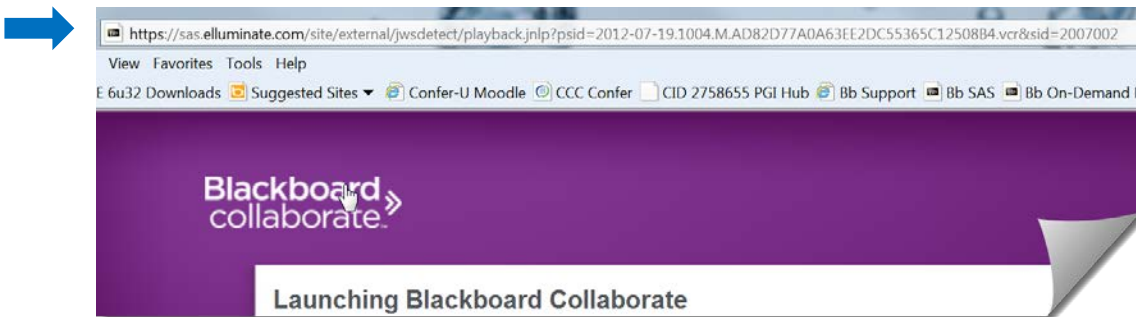
Clear Proxy Settings... Register Quit

**Note:** If you are behind a firewall and your browser requires a proxy to make a connection, you will need to define a proxy for Publish.

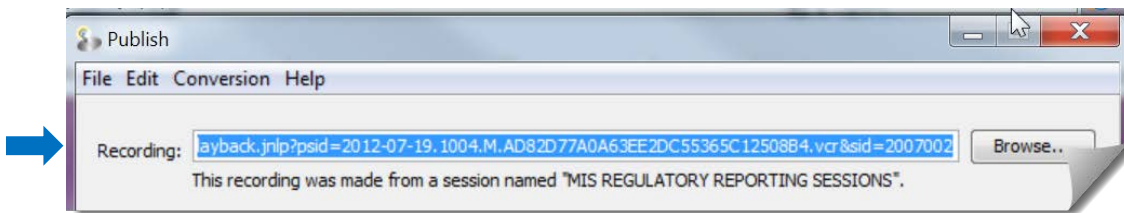
- > Click on the Proxy Settings button to open the Proxy Settings tab of the Preferences dialog.
- > Consult your system administrator for the appropriate settings.
- > Select Manual Proxy Settings and fill in the host names and ports with the information found in your browser.

### STEP 3: CONVERT RECORDINGS

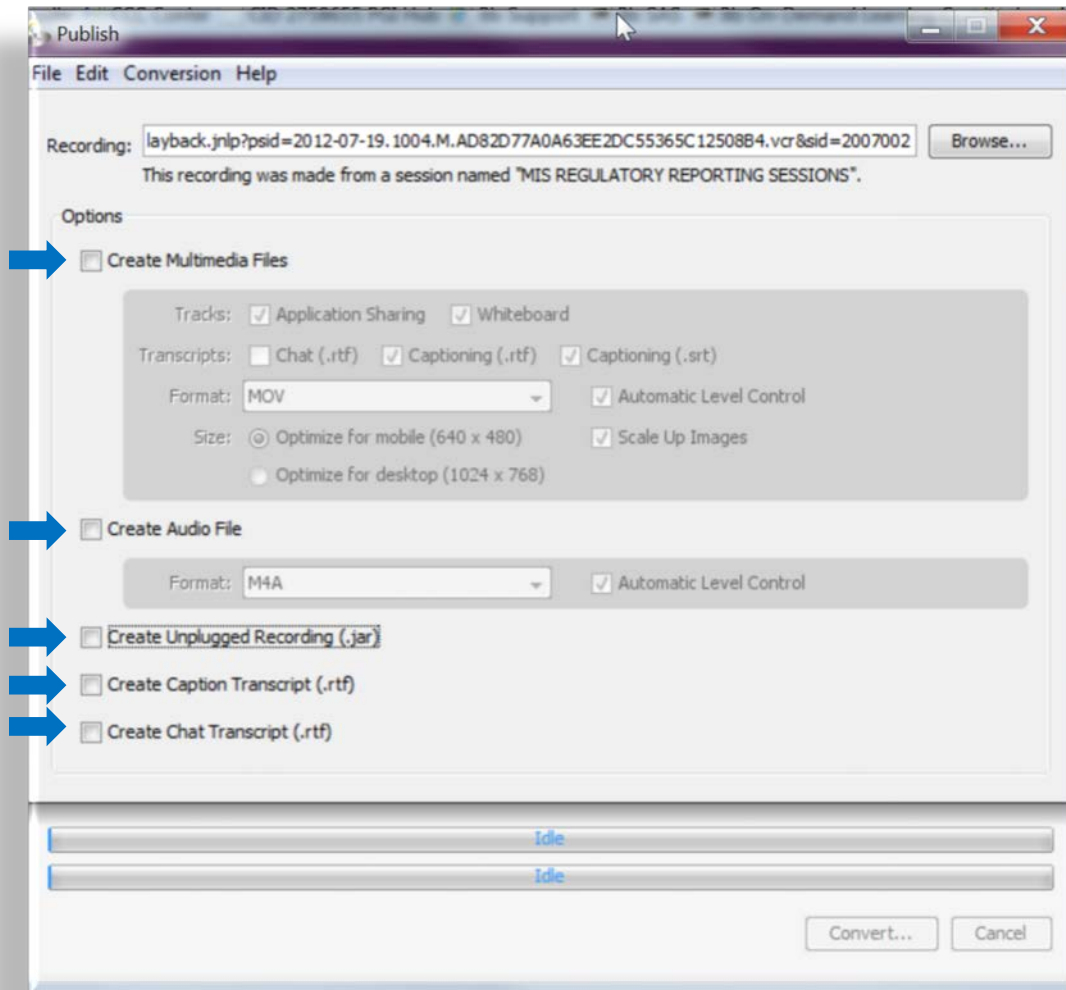
1. Launch the **CCC Confer** recording.
2. Copy the url from the 'Launching Blackboard Collaborate' page:



2. Launch **Publish!** from the **Start** menu or desktop icon.
3. Paste the **.vcr&sid** link (copied from the Launching Blackboard Collaborate page) into the **Recording** field on the **Publish!** window.



4. Choose from five **Options** to create your file. Read on to learn more about each category.



## LEARN MORE ABOUT OPTIONS

[Create Multimedia Files](#)

[Create Audio Only Files](#)

[Create Unplugged Recording](#)

[Create Caption Transcript](#)

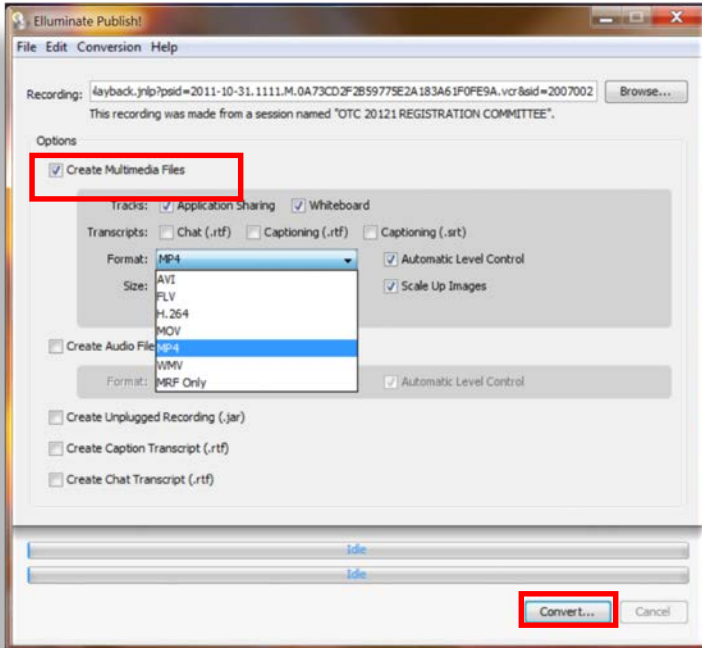
[Create Chat Transcript](#)

*Create Multimedia Files*

Multimedia files are also known as Podcasts. View the recording with a media player (ie., QuickTime, Windows Media). Content and audio are played, Chat and Participants windows are not included. **Transcripts** are text files of Chat or Captioning when captions were offered in the live session. The conversion time for a multimedia file is longer than the length of time in the live session..

**Which format should you select?** The following will help you decide on the formats available in the drop-down menu.

- **H.264** – For mobile devices such as iPod or iPhone viewing (default setting is MPEG-4 video compression).  
*We suggest selecting H.264 as your movie file type; it is a smaller file and converts faster than a MOV file, with little to no noticeable degradation in quality of the video.*
- **avi** – Editing in third-party editing software
- **flv** – Flash Player – good to embed a video in a web page, then playback via the web.
- **mov** – Quicktime Player – good for the web, especially for Mac users.
- **mp4** – Podcast – MPEG-4 video – good for the web.
- **wmv** – Windows Media – good for the web, especially PC users.
- **Unplugged** – platform independent and captures ALL visuals without internet play



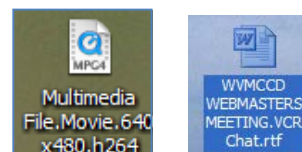
1. Copy the **.vcr&sid** link from the archive.
2. Paste the link in the **Recording** field.
3. Check **Create Multimedia Files**; select options.
4. Click **Convert**; choose a save location.
5. Conversion begins:



5. Conversion complete:



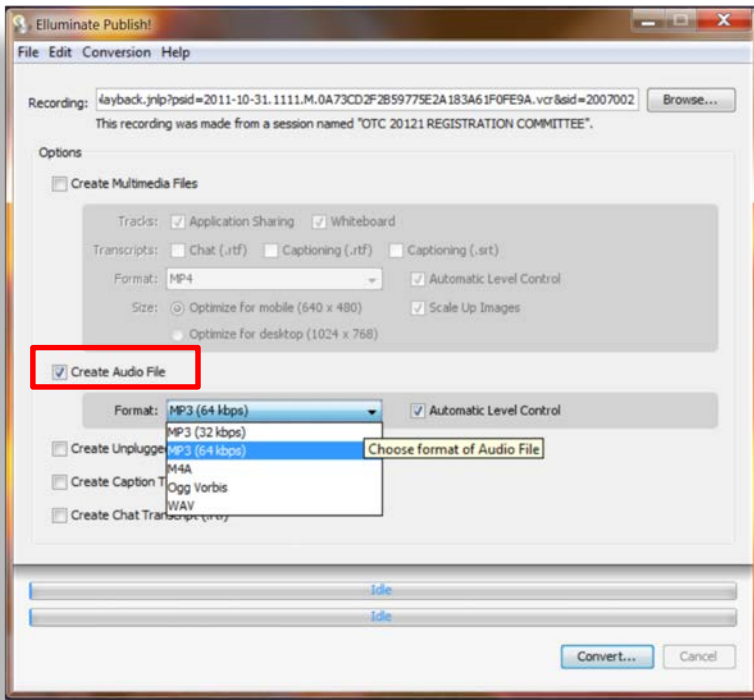
6. File name/icon appears in the saved location for the move file and any selected text files.



## Create Audio Only Files

Quickly extract just the audio from your recording. Download the converted file to an iPod, iPhone, or portable MP3 players.

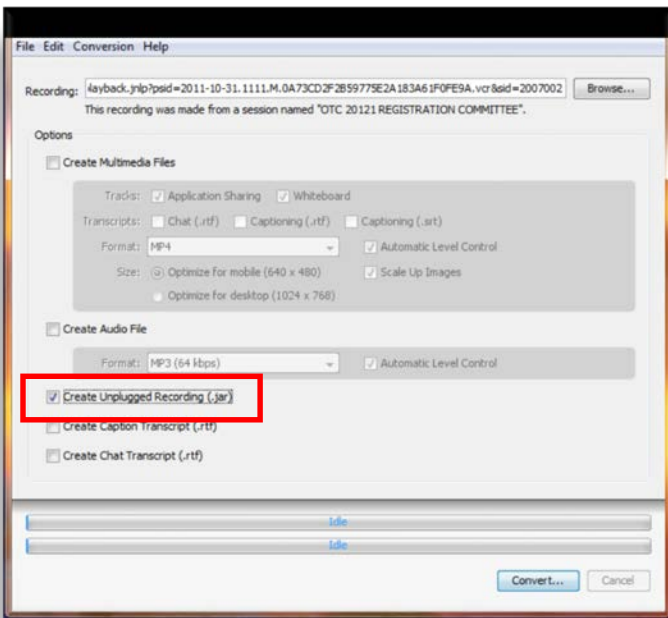
1. Copy the **.vcr&sid** link from the archive.  
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2. Paste the link in the **Recording** field.
3. Check **Create Audio File**; select options.



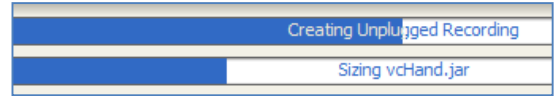
*Note: You can also select 'Create Chat Transcript' and 'Create Captioning Transcript' (when captioning was offered in the live session). The text files will download to your desktop along with the audio-only file.*

## *Unplugged Recordings*

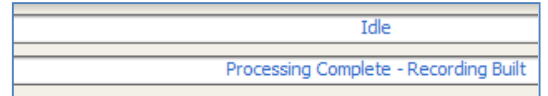
Create a recording in the native **CCC Confer** format that can be viewed without an internet connection! The conversion process is quick – a one hour recording converts in less than ten minutes.



1. Copy the **.vcr&sid** link from the archive.
2. Paste the link in the **Recording** field.
3. Check **Create Unplugged Recording**.
4. Click **Convert**; choose a save location.
5. Conversion begins:



5. Conversion complete:



6. File name/icon appears in the saved location.



*Note: You can also select 'Create Chat Transcript' and 'Create Captioning Transcript' (when captioning was offered in the live session). The text files will download to your desktop along with the Unplugged recording.*

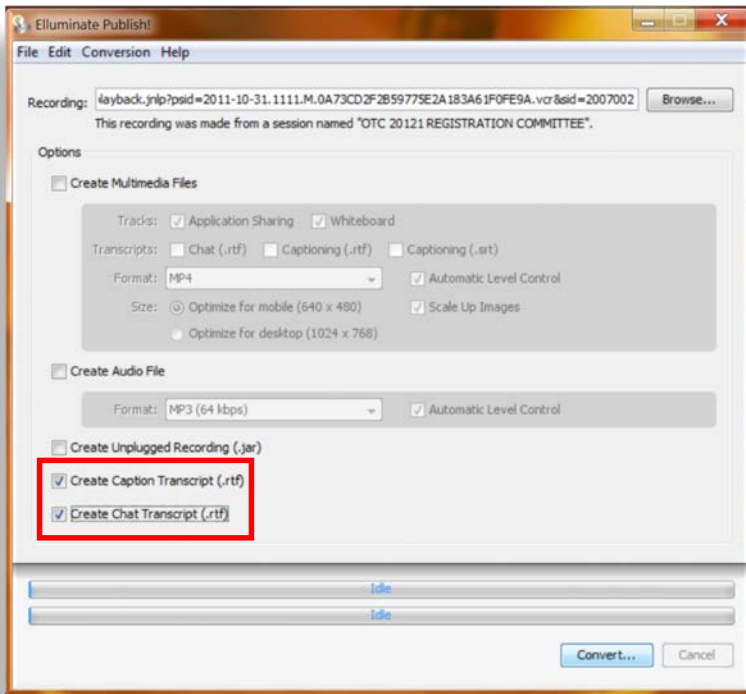
## *Create Caption Transcript*

## *Create Chat Transcript*

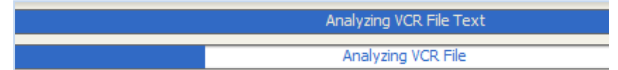
Download text files of captions **when caption services offered in your live meeting.**

Download text files for all public chat conversations that took place in the live meeting.

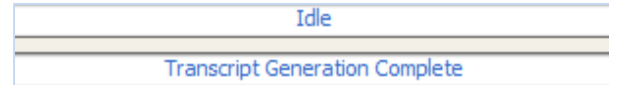
Text files will download within minutes.



1. Copy the **.vcr&sid** link from the archive.
2. Paste the link in the **Recording** field.
3. Check **Create Caption Transcript** or **Create Chat Transcript**.
4. Click **Convert**; choose a save location.
5. Conversion begins:



5. Conversion complete:



6. File name/icon appears in the saved location.

