

Blackboard collaborate™ 
web conferencing
Version 12.5

Publish v. 2.4.2
Installation and User's Guide

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Preface



Audience

This guide is written for Blackboard Collaborate web conferencing® and Publish™ users of all levels of expertise.

Conventions Used in This Guide

Operating system differences

This guide is written for Publish users on Windows, Linux and Mac platforms and gives instructions for all supported operating systems.

Screen captures

Most of the screen captures shown in this guide were taken in a Windows environment. If you are running Publish on a Mac OS X or Linux system, the appearance of windows, dialog boxes, etc. will differ slightly from those shown in this guide.

Notes

Six types of notes may be used in this guide to highlight information:



Note: Notes are used to highlight important information or to present asides relevant to the topic at hand.



Tip: Tips provide helpful information on how to most effectively use a particular feature of the product.



Caution: Cautions alert you to potentially confusing terminology or difficulties that may occur when using the product.



Warning: Warnings alert you to potentially serious problems.



Notes of this format are used to highlight Linux-specific information.



Notes of this format are used to highlight Mac-specific information.

Typographical Conventions

Convention	Description
1. Number	Indicates a step in a task.
○ Hollow bullets	Indicates that there are several options available for completing a task, but only one is necessary.
Bold	Represents clickable elements in the user interface (e.g., text links, buttons, tabs, etc.). Also used to give emphasis to words.
<i>Italics</i>	Represents menu items, options and parameters. Also used for cross references and names of documents.
Monospace	Indicates pathnames, filenames, folders and command lines.
<brackets>	Indicates variables.

Help and Resources

Documentation and Learning Resources

Documentation and learning resources (for all Blackboard Collaborate products) are available on the On-Demand Learning Center, which can be reached as follows:

- In your browser, enter the following address:

<http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx>

Additional resources for Publish are listed in *Appendix B, Help and Other Resources*.

Technical Support

Blackboard Collaborate technical support and the support Knowledge Base are available through the Support Portal:

<http://support.blackboardcollaborate.com>

Community

We encourage Blackboard Collaborate users of all levels (administrators, instructors and students) to submit questions to **Ask the Doctors**, a free question-and-answer forum moderated by an expert team of your fellow Blackboard Collaborate users. Their goal is to provide quality answers to your questions in a highly responsive manner, while building a global knowledge base for online teaching and learning.

You can find **Ask the Doctors** at the link below:

<http://discussions.blackboard.com/forums/default.aspx?GroupID=9>

Messages posted in the **Ask the Doctors** forum do not go to our Support Team. If you require technical support assistance to resolve a problem, please contact Technical Support (see the heading *Technical Support* in this section).

Blackboard Collaborate Product Feedback

Blackboard Collaborate welcomes your comments and suggestions. If you have an idea for a new feature or enhancement, or would like to send other feedback, please send an email to BBCollaborateFeedback@blackboard.com.

Your feedback will be sent directly to our Product Management Team.

Chapter 1



Introduction

Product Overview

When you record a Blackboard Collaborate web conferencing® session, the recording is stored in a VCR¹ file that can be played back on your computer. Playing VCR files requires a network connection to access the necessary Blackboard Collaborate software.



Note: When a session is recorded, only the activity in the main room (except for private chat messages) is recorded.

Using Publish™, you can make the most of your Blackboard Collaborate recordings by publishing them to a variety of formats that can be played independently of a network connection, giving you freedom to play Blackboard Collaborate recordings wherever you like.

To play the audio of a Blackboard Collaborate recording while away from your computer, convert them to audio podcasts and listen to them on your smart phone, tablet or other MP3 player. To play full Blackboard Collaborate recorded sessions while not connected to the Internet, create Blackboard Collaborate Unplugged™ standalone recordings and play them on your desktop computer or laptop or create multimedia (movie) files to play on your portable movie player or player application on your computer.

¹Virtual Conference Recording

You also can produce transcripts of your Chat and Closed-Captioning text in RTF format for reading or editing, or in SRT format for creating subtitles for your movies.

Input Types

The following files can be used by Publish to generate output files. For details on accessing these files, refer to *Accessing Recordings* on page 29.



Note: Not all output file types can be generated from all input file types. For details, see *Output Files* on page 7.

- VCR (.vcr) – A VCR (Virtual Conference Recording) file is the actual recording file generated by Blackboard Collaborate when a session is recorded.
- JNLP (.jnlp) – A JNLP (Java Network Launching Protocol) file contains the URL to a VCR file as well as the information required to launch the Blackboard Collaborate player for that recording.
- MRF (.mrf) – This is a Media Recording File. For details, see *Media Recording Files* on page 10.
- URL – This is a link that can be resolved to a valid file type: VCR, JNLP or MRF.

Output Files

The following table describes what output files can be created in Publish from which input files and what content from the original recording is included in the output files.

Input recording files supported	Input file types supported	Content included in output	Output file types
Multimedia (movie)			
Elluminate <i>Live!</i> V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5	VCR, JNLP, Unplugged, URL & MRF	Audio, Application Sharing & Whiteboard activity only	AVI, FLV, H.264, MOV, MP4 & WMV
		Closed Captioning activity only	.MovieCaption.rtf .MovieCaption.srt
		Chat activity only	.MovieChat.rtf
Audio			
Elluminate <i>Live!</i> V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5	VCR, JNLP, Unplugged, URL & MRF	Audio activity only	MP3, M4A, Ogg Vorbis, uncompressed WAV file
Unplugged recording			
Elluminate <i>Live!</i> V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5	VCR, JNLP, Unplugged & URL	All Blackboard Collaborate activity	.jar
Captioning Transcript			
Elluminate <i>Live!</i> V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5	VCR, JNLP, Unplugged & URL	Closed Captioning activity only	.VCRCaption.rtf
Chat Transcript			
Elluminate <i>Live!</i> V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5	VCR, JNLP, Unplugged & URL	Chat activity only	.VCRChat.rtf

Multimedia (Movie) Files

With Publish, you can convert Elluminate *Live!* V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5 recordings (.vcr and .jnlp files and URLs) or MRF¹ files to any of the following multimedia file formats:

- AVI (Audio Video Interleave)
- FLV (Flash video)
- H.264 (MPEG-4 video with H.264 compression)
- MOV (QuickTime video)
- MP4 (MPEG-4 video)
- WMV (Windows Media Video)
- MRF (Media Recording File)

While creating your multimedia file, you also can create transcript files from the recording's Chat and Closed Captioning streams.² One type of Closed Captioning transcript (the SRT file) is suitable for generating subtitles to be merged with the generated movie using 3rd party software.



Tip: Because the subtitles in the SRT file are created exactly as seen within the session, there may be times that the subtitles overlap each other and become difficult to read. You may want to edit the display start and end times for the subtitles in SRT file to ensure that the times do not overlap. (For information on editors, see *Using Publish* on page 35.)

If the session creator enabled the Hide Attendee Names option for recordings, Moderator and Participant names will not be displayed in the transcript files but will be replaced by the generic names Participant 1, Participant 2, etc.



Note re. Elluminate *Live!* V8 to V10.0.3 recordings: When a multimedia file is created, only the Audio, Application Sharing and Whiteboard tracks are included in the output file. If Application Sharing and Whiteboard activity is occurring at the same time within a recording, the Application Sharing will take precedence over the Whiteboard during the creation of the multimedia file since both cannot be presented at the same time.

¹Media Recording File (see *Media Recording Files* on page 10)

²The multimedia conversion utility strips areas of inactivity from the original recording, preventing the converted recording from having long periods of idleness. The transcripts will be synchronized with the altered timeline.

Audio Files

Publish enables you to convert Elluminate *Live!* V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5 recordings (.vcr¹ and .jnlp² files and URLs) or MRF files to any of the following audio file formats:

- MP3 (MPEG-3 audio, 32 or 64 kbps)
- M4A (MPEG-4 audio)
- Ogg Vorbis (open-source format)
- uncompressed WAV files (Waveform, uncompressed audio)

Unplugged Recordings

With Publish, you can convert an Elluminate *Live!* V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5 recording to a standalone version (a .jar file) that can be viewed from your desktop or laptop without being connected to a Blackboard Collaborate server or the Internet.



Note: An Unplugged Recording cannot be generated from an MRF file.

Closed Captioning and Chat Transcripts

Finally, Publish enables you to convert the Chat and Closed Captioning streams of your Elluminate *Live!* V8 to V10.0.3 and Blackboard Collaborate V11 to V12.5 recordings (.vcr⁴ and .jnlp⁵ files and URLs) in the same time line as the original recording.



Note: Chat and Closed Captioning Transcripts (those not associated with Multimedia files) cannot be generated from an MRF file.

If the session creator enabled the Hide Attendee Names option for recordings, Moderator and Participant names will not be displayed in the transcript files but will be replaced by the generic names Participant 1, Participant 2, etc.

Closed Captioning transcripts include all the entries from all captioners together in a single file. The transcripts include the captioner's name (except as noted above), the time of the caption and the text of the caption. If there are multiple captioners, the caption information is aggregated into blocks, by captioner.

¹Virtual Conference Recording

² Java Network Launching Protocol

Why are there two Chat and two Closed Captioning transcripts and when would I use either one?

Chat or Closed Captioning transcripts that are created independently (not associated with a multimedia file) are named VCRChat and VCRCaption. When playing a VCR recording or an Unplugged recording, periods of inactivity greater than 5 seconds are skipped; however, the time stamps displayed on the time slider of the recording will correspond to the times the various activities actually took place in the original session. To match this, the VCRCaption and VCRChat files will use the times in the original session for their entries.

Movie production eliminates even more “dead-air” from the time line, changing the time correspondence between the VCR recordings and transcripts and the movie playback. Publish produces MovieChat and MovieCaption transcripts that hold the same data as the VCRChat and VCRCaption transcripts but use the time line of the movie, where the time in the transcript corresponds to the slider of the movie player. This retains the ability to use the transcripts as a guide to the movie.

Media Recording Files

When you create a movie file, an intermediate Media Recording File (MRF) is created automatically. This file is generated during the initial VCR analysis phase of the multimedia conversion process. This process takes place in real time and may be quite time consuming (e.g., it will take around one hour to analyze a one hour recording).

You may instruct Publish to produce an MRF file alone (select MRF Only from the Format drop-down list).



Tip: To save time when producing multiple output files types from a single recording, you can use an existing MRF file to create additional multimedia output files, thereby skipping the initial VCR analysis phase for each subsequent output production.

System Requirements

Operating system

Publish can be installed on Windows, Mac OS and Linux platforms:

- Windows XP (32 bit), Vista (32 or 64 bit), Windows 7 (32 or 64 bit) or Windows 8 (64 bit)
- Mac OS X 10.6 (32 or 64 bit), Mac OS X 10.7 (32 or 64 bit) or Mac OS X 10.8 (64 bit)
- Ubuntu 11.10 (32 or 64 bit)



Note: For a complete list of system requirements, including Java requirements, see *Publish System Requirements* on the Support website: <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=368>

Upgrade Paths

Windows

64-Bit System (Vista and Windows 7)

If you are upgrading from Publish 2.3, 2.4 or 2.4.1, you may install version 2.4.2 of Publish over the earlier version – there is no need to uninstall the earlier version first.

Prior to Publish 2.3, it was possible to install Publish on your 64-bit system using the old 32-bit installer. If you did so, and now want to use the 64-bit installer to install Publish 2.4.2 on your 64-bit system (which is advised), uninstall your earlier version of Publish before installing Publish 2.4.2. (For details, see *Uninstalling Publish* on page 22.)

32-Bit System (Windows XP, Vista and Windows 7)

If you previously installed Publish on your 32-bit system, you may install version 2.4.2 of Publish over the earlier version (using the 32-bit installer) – there is no need to uninstall the earlier version first.

Linux

You may install version 2.4.2 of Publish over the earlier version – there is no need to uninstall the earlier version first.

Mac OS

If you have any previous version of Publish installed on a machine running Java 6, you can use the Publish_2_4_macos.dmg installer to install version 2.4.2 over the earlier version – there is no need to uninstall the earlier version first.

If you have upgraded your Java to version 7 since you last installed Publish, you must uninstall your previous version and reinstall with the Publish_2_4_macos_j7.dmg installer.

Chapter 2



Installing Publish

Download the Publish installation software for your specific platform from the Publish web page:

<http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Publish/Publish-Download.aspx>

Operating System	Installer
Windows (32 bit)	Publish_2_4_win32.exe
Windows (64 bit)	Publish_2_4_win64.exe
Mac OS X with Java 6	Publish_2_4_macos.dmg
Mac OS X with Java 7 or later	Publish_2_4_macos_j7.dmg
Linux	Publish_2_4_linux.sh



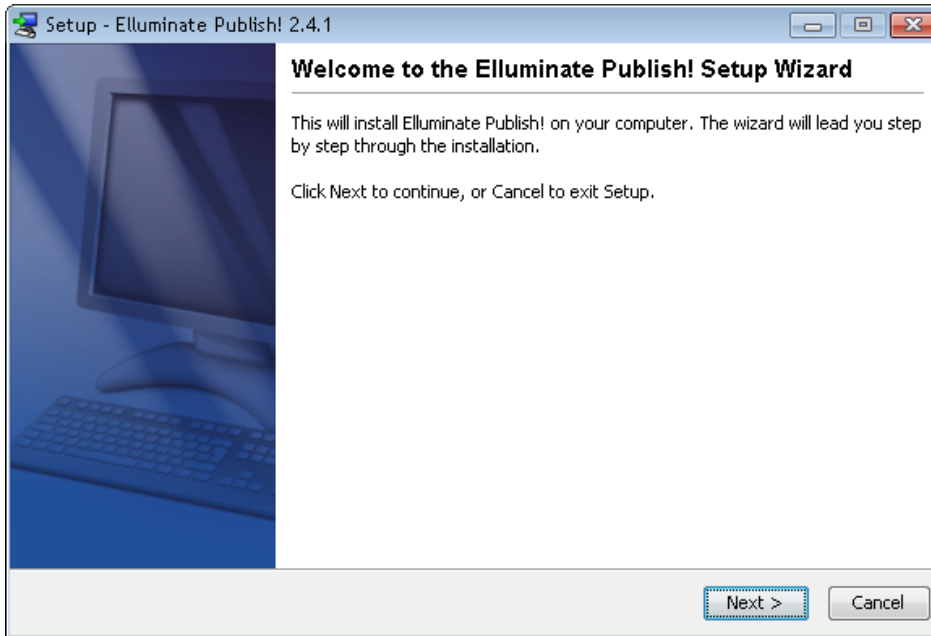
Tip for Windows Users: To determine if you are running a 32-bit or 64-bit version of Windows, open System Properties by clicking the Start button, right-clicking Computer, and then clicking Properties. Under System, you can view the system type.



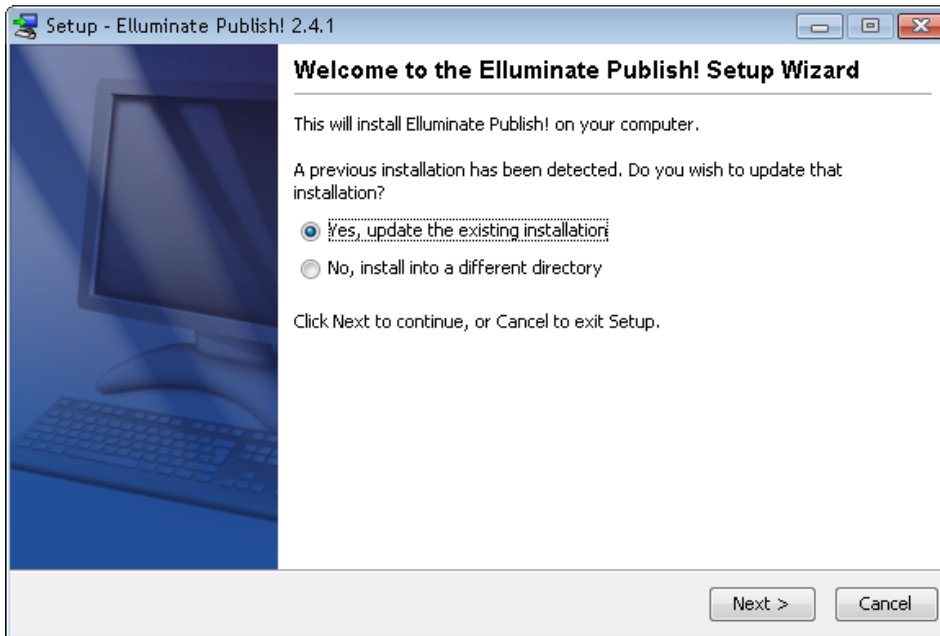
Note: Most of the screen captures in this guide were taken on a Windows machine. Non-Windows screen captures are provided only where a Mac or Linux installer differs significantly from the Windows installer.

To install Publish, follow the steps below:

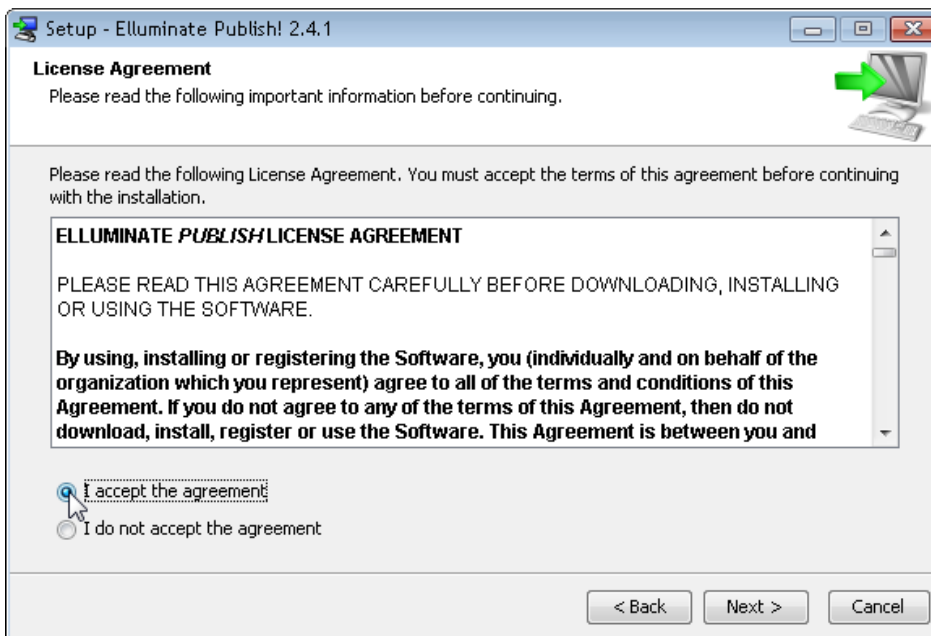
1. Open/run the installer. If you don't have a previous version of Publish installed, you will see the following Welcome panel.



If you have previous version of Publish installed, you will see the following Welcome panel. The default is to overwrite your existing installation. If you wish to keep your older version and install the new version, select the option *No, install into a different directory*.

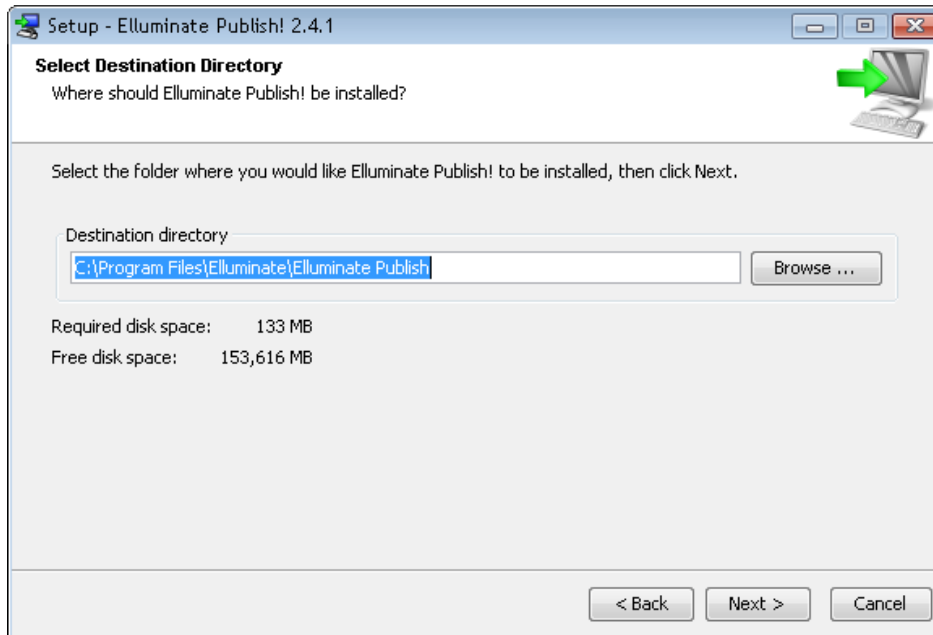


2. Read the license agreement and select I accept the agreement.



Note: If you do not accept the agreement, you will not be able to continue with the installation.

- Specify the directory in which you would like to install Publish. Either accept the default directory or browse to and select a different directory.



Tip: To install over an existing version on Windows (that was installed in the default location), select C:\Program Files\Elluminate. To install over an existing version on Mac OS X (that was installed in the default location), select /Applications/Elluminate.



Tip: This panel lists the disk space required for Publish. Make sure you specify a directory on a drive that has sufficient disk space.

The default locations are as follows:

Windows

C:\Program Files\Elluminate\Elluminate Publish

Mac

/Applications/Elluminate/Elluminate Publish

Linux

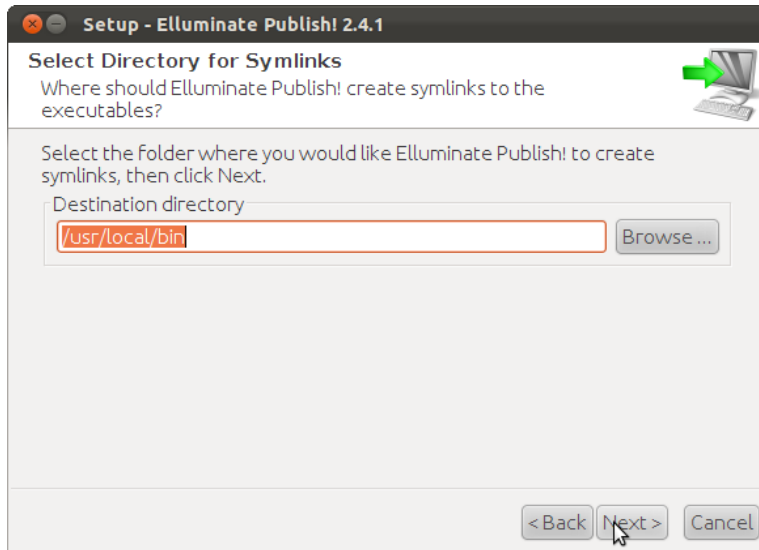
Root Login:

/opt/Elluminate/Elluminate_Publish

Standard Login:

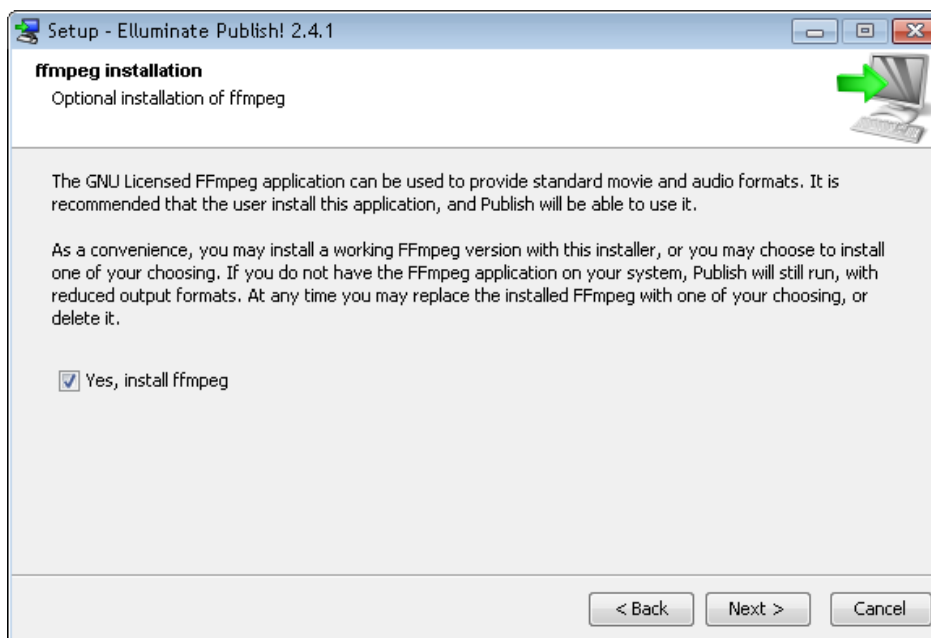
/home/<user_name>/Elluminate/Elluminate_Publish

4. (Linux only) Specify the directory into which you would like to install the symlinks.

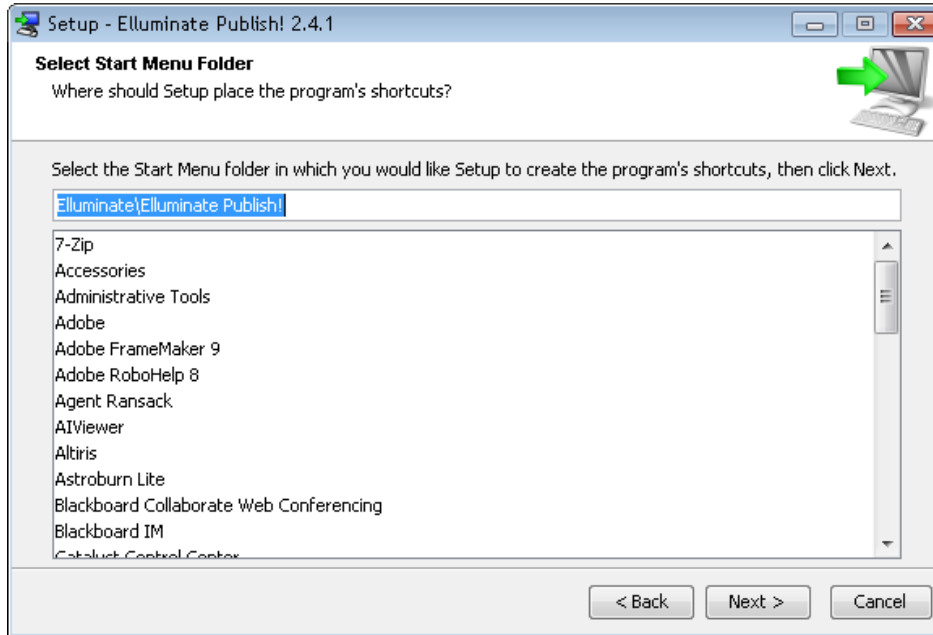


Note: Root users can use the default location (`/usr/local/bin`). However, standard users typically do not have write access to this location and will have to choose a different directory.

5. Specify whether or not you would like to install the FFmpeg application to provide standard movie and audio output formats. Although Publish will run without it, we recommend you install FFmpeg using this installer or install your own copy separately so you will have the full suite of outputs available. If you want to keep the installation of FFmpeg separate from Publish (so you can update separately), deselect the option Yes, install ffmpeg.



6. (Windows users only.) Specify into which Start Menu folder you would like the program shortcut for Publish to be placed.

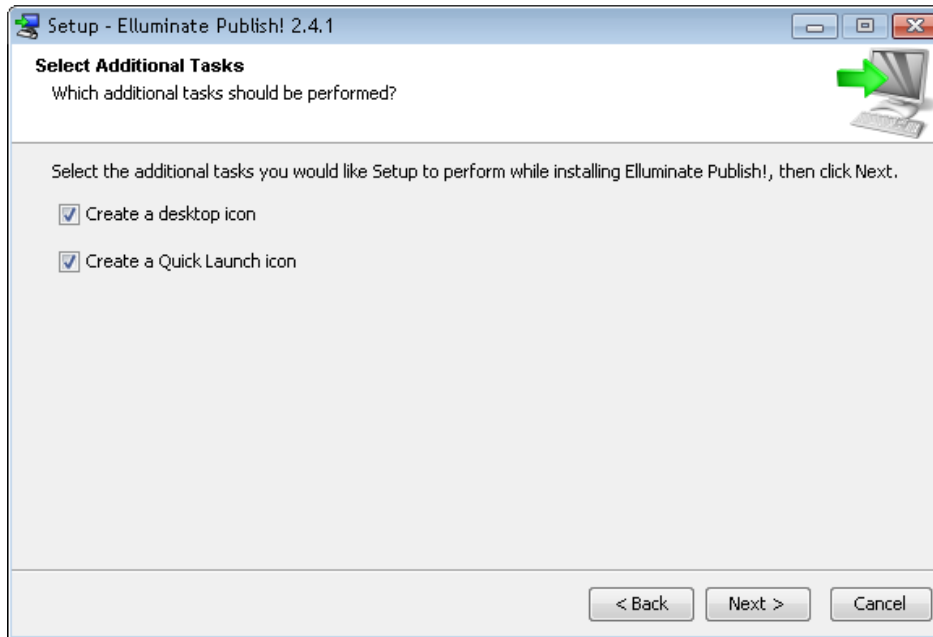


Select the name of a Start Menu folder by doing one of the following:

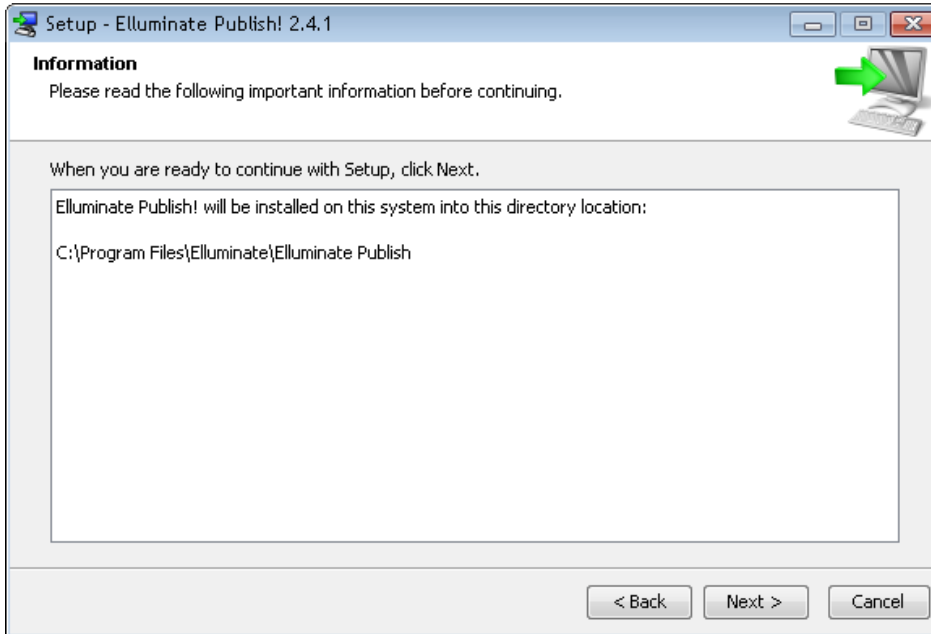
- Accept the default name selected (Elluminate).
- Enter a new folder name.
- Select a folder from the list provided.

A subfolder, called Publish, will be added under the folder you specify so, if you used the default, the shortcut's path will be Start > Programs > Elluminate > Publish > Publish.

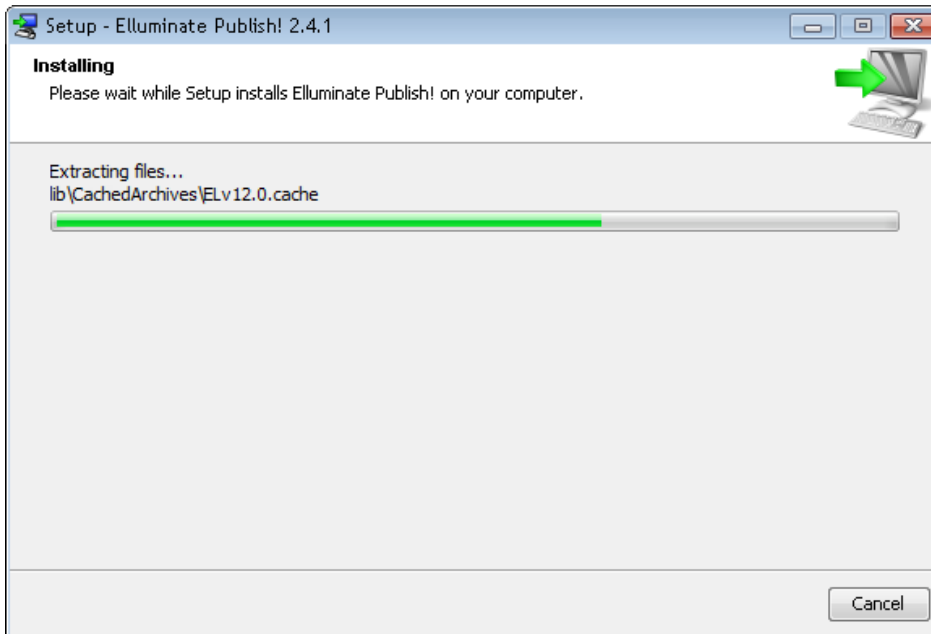
7. Specify whether or not you would like the installer to create a Publish icon on your desktop and (for Windows only) a Quick Launch icon in your taskbar.



8. Read the summary information and, if you are satisfied that you are installing Publish in the correct location and with the appropriate settings, click Next > to start the installation process. (Otherwise, click Cancel to quit the installation process or < Back to change your settings.)



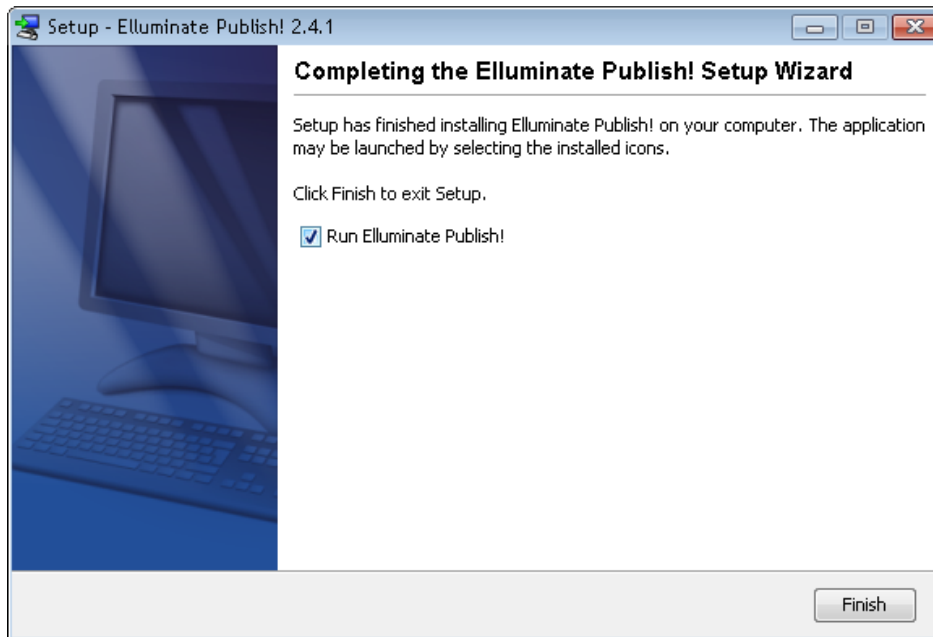
The Installing panel will appear, showing the progress of your installation.



9. When installation is complete, the following panel is displayed. Select the option Run Publish if you would like to start the application immediately.



Note: The first time you launch Publish you will be prompted to enter your registration information. For details on doing so, see *Entering your registration information when you start on page 25*.



10. Click Finish to exit the setup.



Note: You can have Publish check for software updates automatically each time it is launched. For details, see *General Preferences on page 44*.

Uninstalling Publish

Windows

On Windows, use the uninstall application to remove Publish from your computer. The uninstaller performs four tasks:

- Removes the application icon from your desktop.
- Removes the Quick Launch icon in your taskbar.
- Deletes the application folder and its contents:
`C:\Program Files\Elluminate\Elluminate Publish`
- Removes the Publish Start Menu items.



Note: The Elluminate folder that was created during the installation process will not be deleted as other Elluminate applications may have been added to it since you initially installed Publish.

To uninstall Publish, launch the uninstaller in one of two ways:

- Select Start > Programs > Elluminate > Elluminate Publish! > Elluminate Publish! Uninstaller; or
- Run the Publish uninstaller executable file (uninstall.exe):
`C:\Program Files\Elluminate\Elluminate Publish\uninstall.exe`



Note: If you installed in a location other than the default, use the path you specified in step 3 of *Installing Publish* on page 13.

Mac

On the Mac, the uninstaller performs two tasks:

- Removes the application icon from your desktop.
- Deletes the application folder and its contents:
`/Applications/Elluminate/Elluminate Publish`

To uninstall Publish, run the Publish uninstaller executable file:

```
/Applications/Elluminate/Elluminate Publish/Elluminate  
Publish! Uninstaller
```

If you created a desktop icon during installation, delete that as well.

Linux

On Linux, the uninstaller performs three tasks:

- Removes the application icon from your desktop.
- Deletes the application folder and its contents:

Root Login:

```
/opt/Elluminate/Elluminate_Publish
```

Standard Login:

```
/home/<user_name>/Elluminate/Elluminate_Publish
```

- Removes the symlinks.

To uninstall Publish, run the Publish uninstaller executable file:

Root Login:

```
/opt/Elluminate/Elluminate_Publish/uninstall
```

Standard Login:

```
/home/<user_name>/Elluminate/Elluminate_Publish/uninstall
```


Chapter 3



Registering Publish

Entering your registration information when you start

The first time you launch Publish you will be prompted to enter your registration information.



Note: Registration is mandatory. You will not be able to use Publish until you complete the registration process.



You may update your registration information from within Publish by selecting Registration from the Help menu.

1. Launch Publish in one of the following ways:
 - Click on the Publish icon on your desktop.
 - (Windows only) Click on the Quick Launch icon in your taskbar.
 - (Windows only) Navigate to and select the Start Menu shortcut. If you chose the default for your shortcut, select Start > Programs > Elluminate > Elluminate Publish! > Elluminate Publish!

- o Run the Publish executable file:

Windows

C:\Program Files\Elluminate\Elluminate Publish\Publish.exe

Mac

Applications/Elluminate/Elluminate Publish/Elluminate Publish!

Linux

Root Login:

/opt/Elluminate/Elluminate_Publish/Elluminate Publish!

Standard Login:

/home/<user_name>/Elluminate/Elluminate_Publish/
Elluminate Publish!

The registration form opens.

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 2.4.1**

* **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

2. (Optional) 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
 - a. Click on the Proxy Settings button to open the Proxy Settings tab of the Preferences dialog.
 - b. Select Manual Proxy Settings and fill in the host names and ports with the information found in your browser. (For details, see *Proxy Setting Preferences* on page 45.)
3. Complete the registration form.
 - a. Enter information about yourself and your organization.



Note: All fields marked with an asterisk (*) are mandatory: First Name, Last Name, Email Address, City, State/Province/County/Region and Country.



Tip: The country field is read from your system settings and should already be filled in automatically. If it is not, and you are not from the United States, select your Country before attempting to select your State/Province/County/Region.

- b. Select the desired options:
 - *Technical information and updates:* if you select this option, you will be placed on Blackboard Collaborate's technical mailing list and receive information such as tips on using Publish (and Blackboard Collaborate's other products) and information on the availability of Publish upgrades.
 - *Other information and offers:* if you select this option, you will be placed on a Blackboard Collaborate mailing list and receive Blackboard Collaborate's semi-monthly newsletter Newslines, as well as occasional email promotions.
4. Click on the link Blackboard Privacy Statement to read the Blackboard's privacy policy.
5. Select the option *I have read and accept the Blackboard Privacy Statement*.



Note: To complete registration, you must select this option. If you do not, the Register button will be disabled.

6. (Optional) Click on the **Proxy Settings...** button to set configure your proxy settings. Consult your system administrator for the appropriate settings.
7. Click on **Register**. The Publish application is launched.

Entering your registration information from within the application

You can update your registration information from within the application.

From the Help menu, select Registration and then follow the steps outlined in *Entering your registration information from within the application* above (beginning with step 3, Complete the registration form).



Note: If you are editing existing registration information, please note you cannot edit the email address field. If you have changed your email address, please contact your Blackboard Collaborate system administrator.¹

¹ Your system administrator will need to contact your Blackboard Collaborate sales representative to have this field changed.

Chapter 4



Accessing Recordings

You need to supply Publish with a VCR file, a JNLP file or a URL of the recording or MRF you wish to convert.¹ This section discusses how to gain access to .jnlp files and URLs for use in Publish. It does not discuss obtaining .vcr files.



Note: Publish users typically will not have direct access to .vcr files and must request them from their Blackboard Collaborate administrator.

Publish currently does not directly support ELM recording links. The best way to access an ELM recording is by launching Publish through your browser (as described below).

Alternatively, you can save the JNLP (see *Saving JNLPs to Your Computer* on page 32).

A Note on Secure Recordings

Security controls set in the session scheduling server (Session Administration System or ELM) may prevent you from launching a recording. (You will receive an error message indicating that you don't have the required access.) You may be able to get around this by opening the .jnlp file directly in Publish. For details, see *Opening JNLP Files Directly in Publish* on page 30.

Consult your Blackboard Collaborate administrator to discuss access to secured recordings.

¹MRF files can also be used if the recording has previously been converted to a movie. For details, see *Media Recording Files* on page 10.

Opening JNLP Files Directly in Publish

You can open the .jnlp file directly in Publish for immediate conversion when using Firefox¹ on Windows, Mac or Linux.



Note: You cannot use Internet Explorer 7 or higher to open JNLPs directly in Publish. Use Firefox or, alternatively, save the JNLP file (see *Saving JNLPs to Your Computer* on page 32).

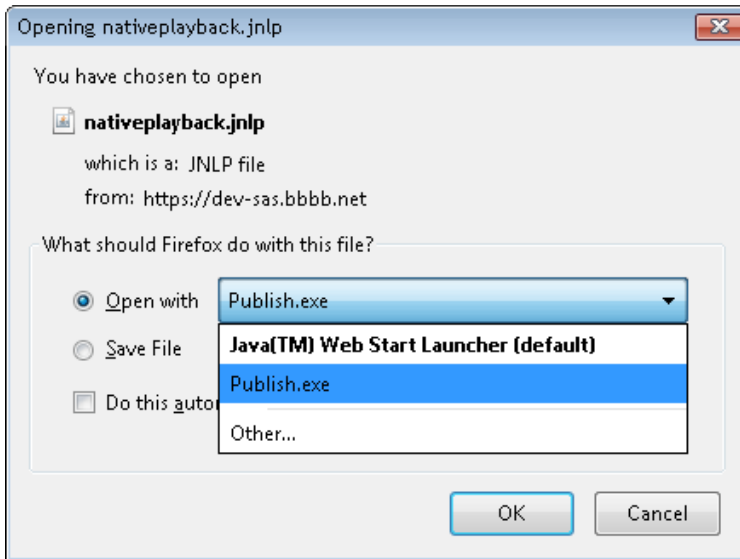
1. Launch Firefox.
2. (Windows) From the Tools menu select Options and then select the Applications tab.
(Linux) From the Edit menu select Preferences and then select the Applications tab.
(Mac) From the Firefox menu select Preferences and then select the Applications tab.
3. In the column Content Type, find “JNLP File”, select “Always ask” in the Action column and click on OK.
4. Launch the recording in Firefox.



Note: If the recording is from the Session Administration System (SAS), and the recording owner has selected the option Enable Recording Viewer Details, you will be prompted to fill in a form with your email address and name before you can proceed to the next step.

¹You can use any browser that allows you to specify what application to use to open recording links.

5. Open the .jnlp file in Publish. If Publish is not in the list of available applications, select Other... and browse to the application. (The application will be in the directory you specified in step 3 of *Upgrade Paths* on page 11.)

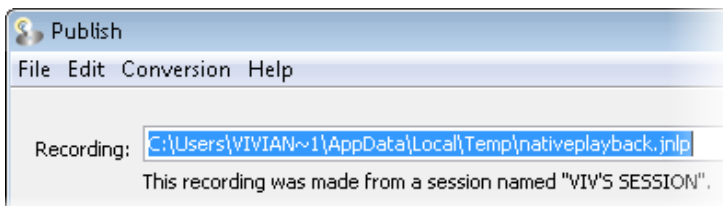


6. If the option *Do this automatically for files like this from now on* is selected (checked), de-select (uncheck) it.



Caution: If you fail to do this, you will not be able to enter an *Blackboard Collaborate* session – Windows or Linux will attempt to open the session in Publish.

7. Click on OK. Publish will open and the pathname of your .jnlp file will be entered into the Recording field, ready for conversion.



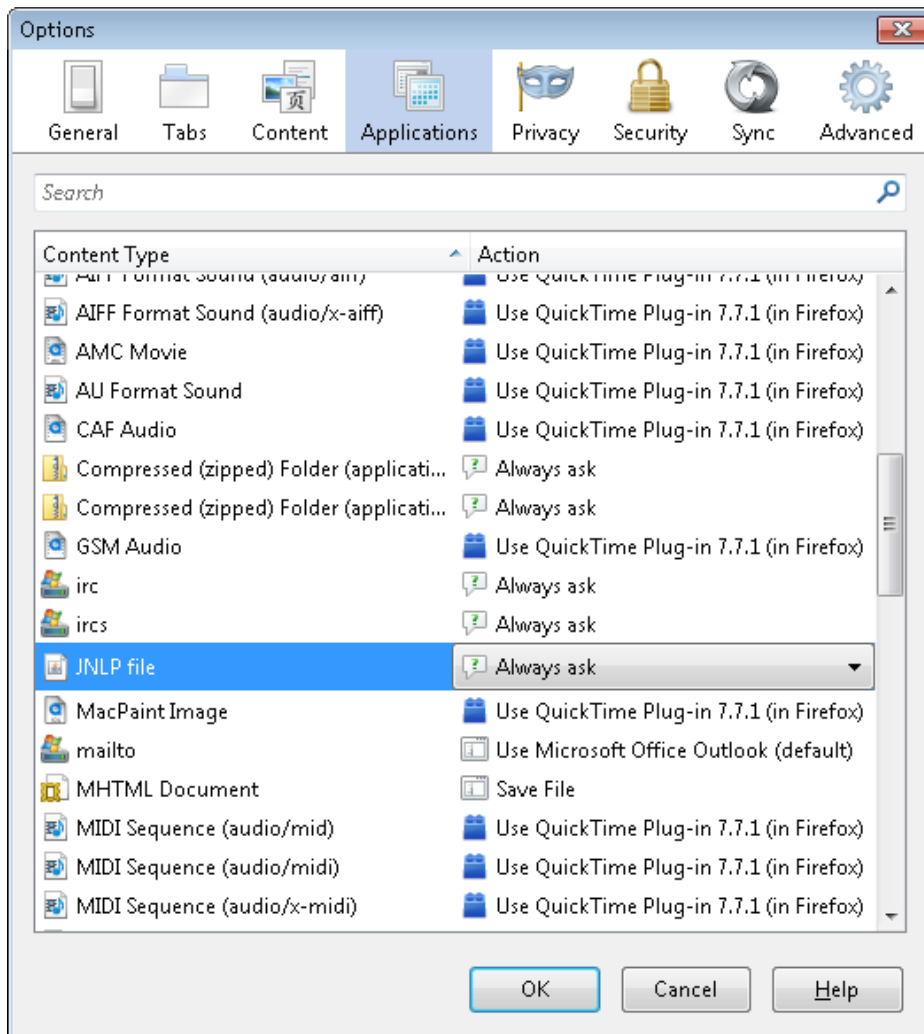
Saving JNLPs to Your Computer

A simple way to access a recording for conversion in Publish is to save a .jnlp file of the recording. To do so, you need to launch the recording.

On Windows or Linux

On Windows or Linux, you can use Firefox to intercept the download and save the .jnlp file.

1. Launch Firefox.
2. (Windows) From the Tools menu select Options and then select the Applications tab.
(Linux) From the Edit menu select Preferences and then select the Applications tab.
3. In the column Content Type, find “JNLP File” and select “Always ask” in the Action column.

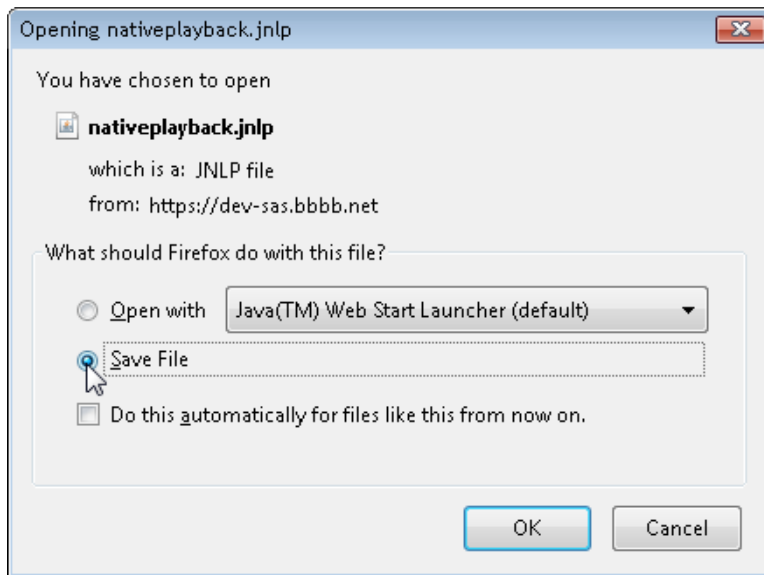


4. Launch the desired recording.



Note: If the recording is from the Session Administration System (SAS), and the recording owner has selected the option Enable Recording Viewer Details, you will be prompted to fill in a form with your email address and name before you can proceed to the next step.

5. You will be prompted to Open or Save the JNLP file. Save the .jnlp file to a convenient location on your computer.



On Mac OS X

On Mac OS X, you can use either Firefox or Safari to intercept the download and save the .jnlp file.



Note: Use the latest version of Firefox or Safari.

1. Find the download location on your Mac by looking at the download settings in your preferred browser.

2. Launch the desired recording using Firefox or Safari.



Note: If the recording is from the Session Administration System (SAS), and the recording owner has selected the option Enable Recording Viewer Details, you will be prompted to fill in a form with your email address and name before you can proceed to the next step.

The .jnlp file of your recording will be automatically downloaded to the default download location (as specified by your browser).

Accessing URLs from the Session Administration System

The best way to enter a recording URL into Publish is to launch Publish through your browser. Refer to *Opening JNLP Files Directly in Publish* on page 30 for instructions.

Alternatively, you can copy the URL from another source and paste it into Publish. Hosted customers using the SAS can access recording URLs in the following ways:

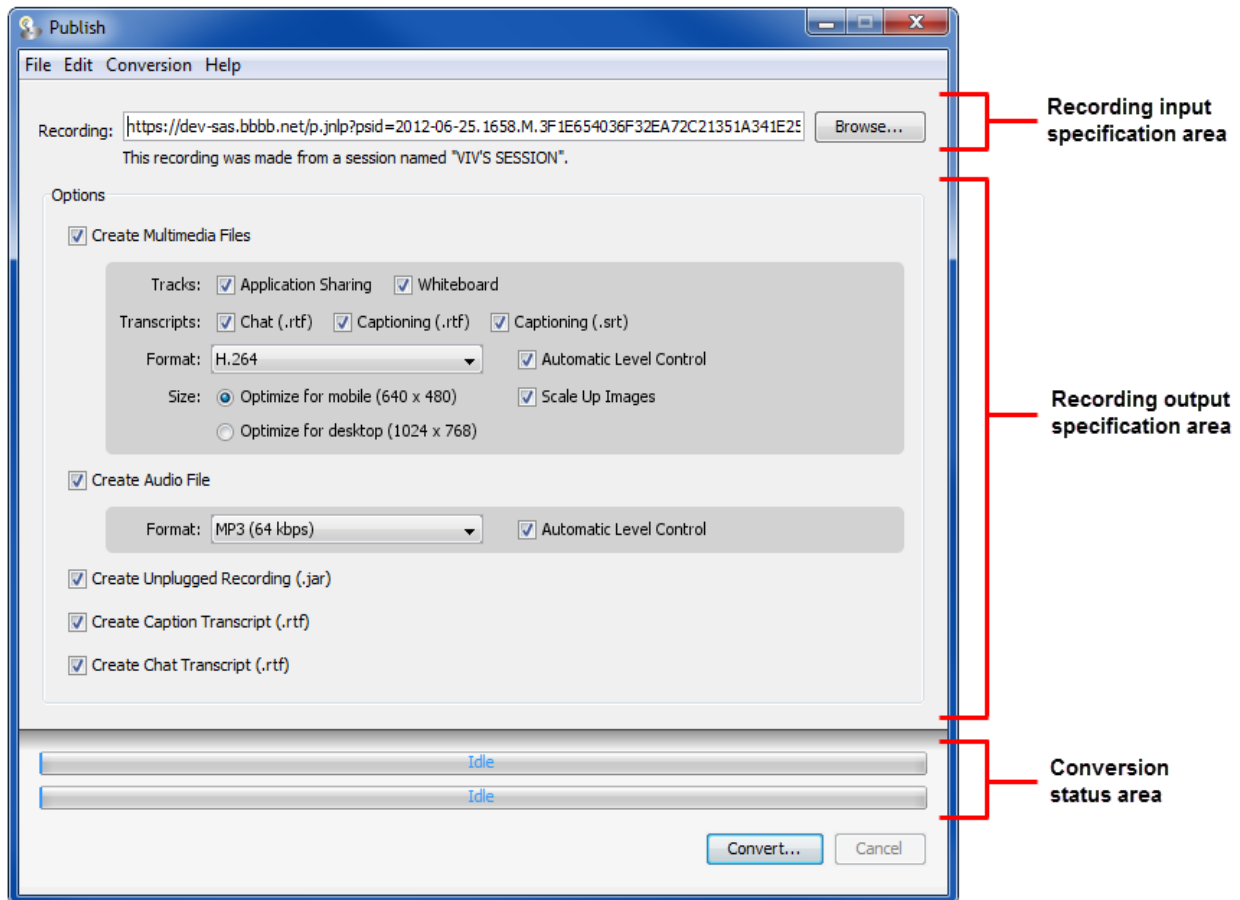
- Get the URL from the session creator or an SAS administrator.
- Get the URL from an email that may be sent to you after the recorded session is complete.
- Log in to the SAS and retrieve the URL of the recording by checking the session details. For instructions, see the *Managing SAS Recordings Quick Reference Guide*:
<http://www.blackboard.com/docs/documentation.htm?DocID=65019PDF>

Chapter 5



Using Publish

The Publish interface consists of three main functional areas: the top area in which you identify the input file to be converted, the middle area in which you specify what types of conversions you would like to do (outputs), including conversion settings, and the bottom area that provides you information on the status of your conversion.



Launching Publish

To launch Publish, do one of the following:

- Launch Publish through your browser. (For details, see *Opening JNLP Files Directly in Publish* on page 30.)
- Click on the Publish icon on your desktop.
- (Windows only) Click on the Quick Launch icon in your taskbar.
- (Windows only) Navigate to and select the Start Menu shortcut. If you chose the default for your shortcut, select Start > Programs > Elluminate > Elluminate Publish! > Elluminate Publish!

- Run the Publish executable file:

Windows

C:\Program Files\Elluminate\Elluminate Publish\Publish.exe

Mac

Applications/Elluminate/Elluminate Publish/Elluminate Publish

Linux

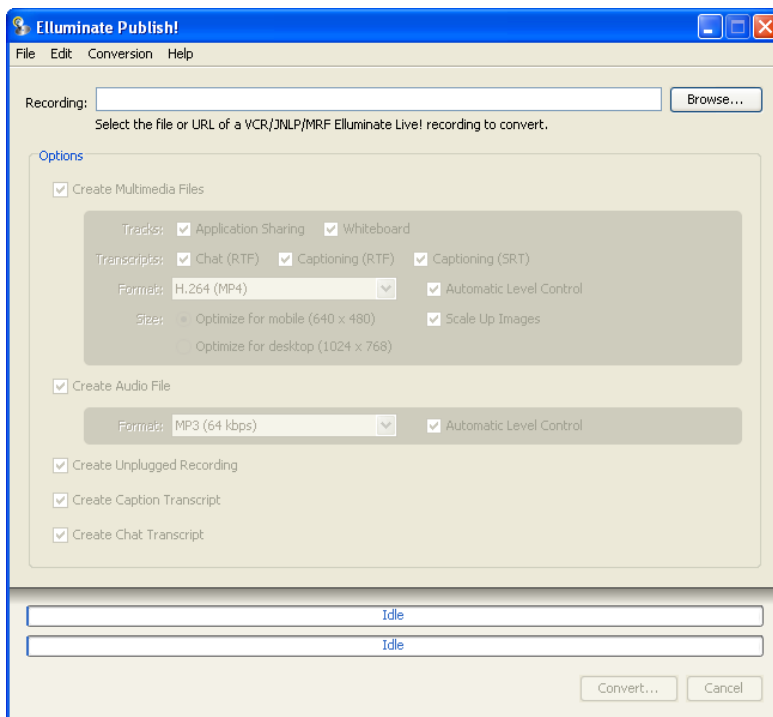
Root Login:

/opt/Elluminate/Elluminate_Publish/Elluminate Publish!

Standard Login:

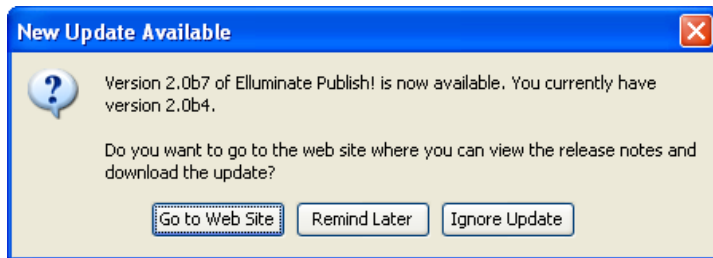
/home/<user_name>/Elluminate/Elluminate_Publish/Elluminate Publish!

The Publish window will open:



Automatic Check for Updates

Publish, by default, will automatically check for software updates when you launch the application. If a new version of the software is available, you will be notified of the update.



When presented with the New Update Available dialog, you have three options:

- Click on **Go to Web Site**: this will take you to the Publish product download web page where you can download the latest version of Publish for your specific platform: <http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Publish/Publish-Download.aspx>



Tip: See *Upgrade Paths* on page 11 for instructions on installing Publish.

- Click on **Remind Later**: this will skip the update for now and will cause this update notification to be displayed again next time you launch Publish.
- Click on **Ignore Update**: this will prevent Publish from checking for updates for this particular version next time you launch the application. For example, if you have version 2.0 and click on Ignore Update when notified that version 2.3 is available, you will not be reminded again to update to version 2.3. However, when version 2.4 becomes available, you will be notified since Ignore Update is ignoring version 2.3 only.



Tip: If you accidentally clicked on Ignore Update, you can always manually check for updates by selecting Help > Check for Update. If there is an update available, you can go to the website to download it or click on Remind Later to be reminded next time you launch Publish.

If you prefer not to be notified of software updates, you can turn off the option Check for updates automatically at launch in the Preferences dialog. (For details, see *Setting Publish Preferences* on page 44.)



Tip: We recommend that you leave the option Check for updates automatically at launch selected – then you will always know when a software update is available.

Publishing Output Files

To convert your recordings, follow the steps below:

1. If desired, enter the intellectual property metadata you would like embedded in your output files. For details, see *Intellectual Property Preferences* on page 45.



Note: If you do not enter the metadata before you publish the recording, you will not have an opportunity to do it later.



Note: Not all file formats can accept all metadata items.

2. Identify the file you would like to convert by entering it into the Recording field. (This step is unnecessary if you launched Publish through your browser – the field will already be filled in.) If the recording is a .vcr, .mrf or .jnlp file, enter the full pathname of the file. To avoid typing errors, drag and drop or browse to the file instead.



Tip: Since you cannot browse to a recording URL, to avoid typing errors, copy the link from another source (your browser or an email) and paste it into the field.¹ (See *Accessing Recordings* on page 29.)

At this point, Publish reads the VCR to extract the session name, which will be used for the file names of the output files.² This process will typically copy the VCR file to your local system, which may take some time for large recordings.

When the recording is locally available, Publish will show you the session name.



Note: An .mrf file cannot be used to generate an Unplugged Recording or (non-multimedia) Chat and Captioning transcripts.

3. Indicate what types of conversions you wish to perform and specify conversion settings. You may convert to any or all available formats.
 - To create a multimedia (movie) file, click on the Create Multimedia Files option. (For details about setting multimedia file options, see *Multimedia Output File Options* on page 42.)

¹Use the Paste keyboard shortcut Ctrl+V (Command-V on Macintosh). You cannot access the Paste command from a menu by right-clicking in the field.

²Except for version 7.0 and 7 recordings, which do not know the session name.



Note: The multimedia conversion utility strips areas of inactivity from the original recording, preventing the converted recording from having long periods of idleness. Therefore, your converted multimedia file may be shorter than the original recording.

- To create an audio podcast, click on the Create Audio File option. (For details about setting audio file options, see *Audio File Options* on page 43.)



Caution: If your recording does not have any audio that was created by pressing the Talk button, an audio podcast can not be created – even if there was sound being generated in your recording by another means, such as playing a multimedia file. If you don't know whether or not there is any “Talk” audio in your recording, go ahead and try to convert it. If there was no “Talk” audio, you will receive a message telling you that the recording has no audio and no audio file will be generated.



Note: The size of your converted audio file may be larger or smaller than the original recording, depending on the extent of the audio and non-audio content in the recording.

- To create an Unplugged recording, click on the Create Unplugged Recording checkbox.



Note: Because an Unplugged recording contains all the Blackboard Collaborate software required to play a recording, the Unplugged recording will be approximately 10 MB larger than your original recording. To launch an Unplugged recording on Ubuntu, see the note at the end of this step.

- To create a VCR Caption Transcript, click on the Create Caption Transcript option.

- To create a VCR Chat Transcript, click on the Create Chat Transcript option.

Tip: To launch an Unplugged recording on Ubuntu, do the following:

Right-click on the Unplugged recording.jar file.



1. Select Open With.
2. Select Other Application
3. Select Custom Command.
4. Enter the following command:

```
[path to java] -jar  
e.g. /usr/java/jre6/bin/java -jar
```

-
4. Click on the **Convert** button to begin the conversion (or Cancel to abandon the operation). The Convert dialog box will open.
 5. From the Convert dialog box, select the directory in which you wish to save your output files (including the MRF file) and indicate the file name you wish to use for your output files. (All the files will have the same name with different suffixes.)
 6. Click on **Convert** to begin the conversion process. If you are not using an MRF as an input for Multimedia conversion, and Publish has detected an MRF with the correct session name in the output folder, you will be asked if you wish to use it instead to create the Multimedia output. This will shorten the conversion process considerably as the “convert to MRF” step will not be required.

Note: For the conversion to MRF, you should expect approximately a one-to-one correlation between the length of the original recording and the time required to produce the MRF (e.g., it will take approximately one hour to create an MRF of a one hour recording). The duration of the other conversion steps will depend on the size of the original recording, the speed of your network connection (if downloading files) and the speed of your system’s processor.



Caution: In the phase where the MRF file is being created, the original recording opens up in a new Blackboard Collaborate player window, which is typically minimized in your Task Bar. Do not fast forward or rewind playback during the conversion process. Do not close the Blackboard Collaborate window unless you want to halt the production of the multimedia file.



Conversion progress messages

Publish shows you the progress of the conversion in the Conversion Status area at the bottom of the window. As you can see from the progress messages, the conversion process goes through the following stages:

1. Extracts and condenses audio info and creates the Audio output file.
2. Creates the Unplugged Recording.
3. Creates the VCR Chat and Closed Captioning transcripts.
4. Creates the MRF file. During this phase the original recording opens up in a new Blackboard Collaborate player.
5. Creates the multimedia file (movie) from the MRF file.

When the conversion is complete, you will see the word “Done” in the Conversion Status area.



Note: If you cancel the conversion part way through the process, you will still get all the outputs created up until the point of cancellation.

Finally, you may be prompted whether or not you would like to see the output files. This is controlled by the preference Reveal output files after conversion. (For details, see *General Preferences* on page 44.)

Multimedia Output File Options



Tip: For recommendations on the format and resolution to choose for your intended output device, see *Recommended Options for Multimedia* on page 48 of the Best Practices appendix.

1. Select which tracks of the recording you would like included in your multimedia file.
2. Select which transcripts you would like included in your multimedia file.
 - Chat (RTF) – Rich Text Format transcript of the session Chat messages.
 - Captioning (RTF) – Rich Text Format transcript of the session Closed Captioning messages.
 - Captioning (SRT) – Subtitle text transcript of the session Closed Captioning messages.

3. Select the type of multimedia file output you would like to create.
 - AVI – Audio Video Interleave
 - FLV – Flash video
 - H.264 – MPEG-4 video with compression (default)
 - MOV – QuickTime video
 - MP4 – MPEG-4 video
 - WMV – Windows Media Video
 - MRF Only – Media Recording File
4. (Optional) Select Automatic Level Control to even out the volume within your multimedia file. (By default, this option is on.) Within Blackboard Collaborate sessions, the volume at which a talker speaks will vary throughout the session and different talkers will speak at different levels from each other. Automatic Level Control will even out the volume levels within your multimedia file so that quiet speakers are more clearly audible. (Note: if a speaker is too quiet, this option may not be able to correct the level.)



Tip: Automatic Level Control can accentuate background noise in a recording. If background noise in your multimedia file is distracting, turn off this option and create the file again.

5. Select the size for your multimedia file output.
 - Optimize for mobile (640 x 480) – This is a resolution of 640 x 480 pixels that is appropriate for creating multimedia output for mobile playback devices such as iPods. (default)
 - Optimize for desktop (1024 x 768) – This is a resolution of 1024 x 768 pixels that is appropriate for creating multimedia output to be played on your computer.
6. (Optional) Select Scale Up Images to enlarge the images of your output file to fill the screen of your playback device. (By default, this option is on.)



Note: When you create a movie for the desktop, it is not unusual that the Whiteboard is smaller than the movie output. You may wish to turn off Scale Up Images in this circumstance to retain image appearance.

Audio File Options

1. Select the type of audio file output you would like to create.
 - MP3 (32 kbps) – MPEG-3 audio
 - MP3 (64 kbps) – MPEG-3 audio (default)
 - M4A – MPEG-4 audio

- Ogg Vorbis – open-source format
- WAV – uncompressed WAV files (Waveform, uncompressed audio)



Note: Of the two MP3 formats, the 64 kbps format produces the highest quality with the largest file size and the 32 kbps format produces the lowest quality with the smallest file size.



Note: The MP3 (32 kbps) format is a standard format for audio files and provides a balance between an MP3 recording's quality versus its size.

2. (Optional) Select Automatic Level Control to even out the volume within your Audio podcast. (By default, this option is on.) Within Blackboard Collaborate sessions, the volume at which a talker speaks will vary throughout the session and different talkers will speak at different levels from each other. Automatic Level Control will even out the volume levels within your audio podcast so that quiet speakers are more clearly audible. (Note: if a speaker is too quiet, this option will not be able to correct the level.)



Note: Automatic Level Control can accentuate background noise in a recording. If background noise in your audio podcast is distracting, turn off this option and create the podcast again.

Setting Publish Preferences

To set preferences, select Preferences from the Edit menu (Publish menu on Mac) and then click on the desired tab.

General Preferences

To customize your interaction with Publish, set the following preferences under the General tab of the Preferences dialog:

- *Reveal output files after conversion* – When the conversion of a recording is complete, you can opt to have your file browser open the directory containing your output files. To always display the files, select “Always”; to never display the files, select “Never”; and to leave the option open at the end of each conversion, select “Ask”.
- *Check for updates automatically at launch* – Select this option to be automatically notified of any software updates when you launch Publish (For a discussion of how this option works, see *Automatic Check for Updates* on page 38.)

Proxy Setting Preferences

Publish may be supplied links that require the use of a proxy to resolve. Typically, if your browser requires a proxy to make a connection, Publish will too. One way to figure out if you need a proxy is to see if your browser has any proxies set. To check, look up the settings as follows:

- For Firefox, select Tools | Options | Advanced | Network | Settings.
- For Explorer, select: Tools | Internet Options | Connections | LAN Settings.
- For Safari, select Safari | Preferences | Advanced | Change Settings | LAN Settings.

If proxies are required, define your proxy settings under the Proxy Settings tab of the Preferences dialog. The default setting is Direct Connection. If you need a proxy, select Manual Proxy Settings and fill in the host names and ports with the information found in your browser. Any proxy fields you leave empty will default to direct connections.



Note: Consult your system administrator for information and assistance regarding proxies.

Intellectual Property Preferences

You can add metadata to your output files in order to identify them as your intellectual property. Under the Intellectual Property tab of the Preferences dialog, enter information in some or all of the following fields: Album, Author, Comment, Copyright, Genre and Year.



Note: Note that not all movies formats will support all (or even any) of the intellectual property data.

Appendix A:



Best Practices

The quality of a published recording depends on the nature of the content in the original recording, the output options selected during conversion and the type of device on which the output file will be played. Although each situation is unique, a few general recommendations can be made with respect to best practices for the following:

- Setting security controls to ensure access to recordings
- Using the best presentation methods and font sizes in your recordings
- Selecting output options (format and resolution) best suited to your output device

Best Practices for Recording Sessions for Publication

When recording a session for future publication into other formats, there are some things you can do during session recording that will ensure you get the best possible output files from Publish.

Recording for Mobile Devices

We recommend you follow the guidelines below when recording a session for publication on a mobile device:

- Use a large font size for Whiteboard presentations (28 + size in the fonts Dialog, Sans Serif and Serif).
- Avoid Application Sharing.
- Do not share your desktop.

Recording for Laptops and Desktops

Pretty much anything goes! Just keep in mind that not all *Blackboard Collaborate* session activity is included in all output formats. See *Introduction* on page 5 for a list of which *Blackboard Collaborate* features are captured in the various types of output files.

Recommended Options for Multimedia

The following Publish settings are recommended for producing the best possible multimedia output for the various player devices.

Mobile Phones

- **Size (Resolution):** use 640 x 480 only.
- **Format:** we recommend you use H.264 only.

Tablets

- **Size (Resolution):** to accommodate the widest audience, use 1024 x 768, 1280 x 720, or 1920 x 1080.



Note: A lot of modern content is not a 4:3 aspect ratio, but 16:9. That correlates with the 1280 x 720 resolution.

- **Format:** any format at each resolution will work, although the best output can be achieved by selecting the H.264 format.

Laptops and Desktops

- **Size (Resolution):** use either the 640 x 480 or 1024 x 768 resolution.
- **Format:** any format at either resolution will work, although the best output can be achieved by selecting the H.264 format.¹

¹Note: this format uses the most CPU resources.

Appendix B:



Help and Other Resources

Publish Web Pages

There are two Publish web pages:

- From within Publish, select *Elluminate Publish! Home* from the *Help* menu. This takes you to the following web page:
<http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Publish.aspx>
- From within Publish, select *Elluminate Publish! Help* from the *Help* menu. This takes you to the following web page:
<http://www.blackboard.com/Platforms/Collaborate/Products/Blackboard-Collaborate/Web-Conferencing/Publish/Publish-Download.aspx>

In addition to this user's guide, this web page provides the following resources:

- Software downloads
- Links to Knowledge Base articles

Other Blackboard Collaborate Resources

- To learn how to access a recording from within the Session Administration System, see the *SAS Recordings Guide*:
<http://www.blackboard.com/docs/documentation.htm?DocID=611028>

- If you are having technical difficulties that your Blackboard Collaborate system administrator cannot resolve, contact Blackboard Collaborate Technical Support (support.blackboardcollaborate.com). You may be asked for your error log file. This file can be found in your Publish subdirectory:

Windows Default

C:\Program Files\Elluminate\Elluminate Publish\error.log

Mac Default

Applications/Elluminate/Elluminate Publish/error.log

Useful Articles on the Web

- A quick guide to video formats:
<http://gizmodo.com/5093670/giz-explains-every-video-format-you-need-to-know>
- Explanation of H.264:
<http://en.wikipedia.org/wiki/H.264>

3rd Party Resources for Movie and Subtitle Editing

You can use a number of programs to create movie subtitles from your SRT captioning file. A good place to start your investigation of tools is on this web page: <http://u-buntuforums.org/showthread.php?t=556267>



Caution: Blackboard Collaborate does not provide support or training materials for any 3rd party resources.

If you don't have your own movie or subtitle editing tools, below are some suggested products for you to consider.

Jubler

One of the nicest subtitle editors is Jubler, which works on Linux, Windows and Mac OS X. You can download it from <http://www.jubler.org/>. To use Jubler, you must first download and install MPlayer, an open-source player and encoder that uses FFmpeg (and bundles it). MPlayer is available on the Windows, Linux and Mac OS X platforms and can be downloaded from <http://www.mplayerhq.hu/design7/news.html>.

See this YouTube video (http://www.youtube.com/watch?v=Rl_8hk6otK8) for a demo of using Jubler and MPlayer to add subtitles to a video.

MEncoder

MEncoder is an open source program, readily available on the network (it is part of the MPlayer installation) you can use to merge your SRT captioning file with the multimedia file. MEncoder has a command-line interface, with commands that look like the following:

```
$ mencoder -oac copy -ovc codec codec opts -sub sub file.srt
-subfont-text-scale 3
```

Subtitle Workshop

This is another tool you can use to merge your SRT captioning file with a multimedia file. It will accept a variety of subtitle file formats, including our SRT file, and will convert them to other formats. You can download Subtitle Workshop from <http://www.urusoft.net/products.php?cat=sw>.



Note: Subtitle Workshop will not merge the movie with the subtitles; you can use Avidemux (see below) for that.

Avidemux Video Editor

Avidemux is a useful open-source program available for Linux, Windows and Mac OS X that provides a mechanism for editing the video and producing a new video. You can download it from <http://fixounet.free.fr/avidemux/>.



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