



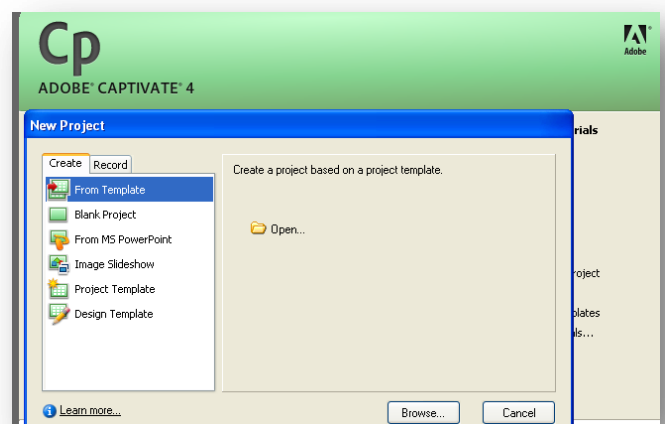
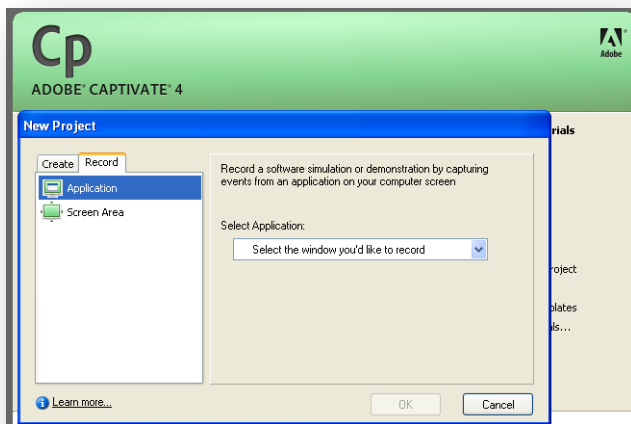
# Creating a Captivate Video for Blackboard

**Step 1:** Open the application or website you wish to make a recording of.

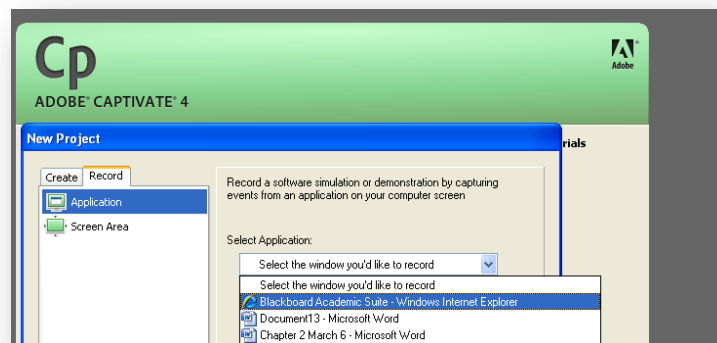
**Step 2:** Open Captivate and click the **Create Project**. You have two options here:

**Record Tab:** Allows the recording of a website or any application running on your computer.

**Create Tab:** Allows you to record from the listed formats (template, PowerPoint, etc.)



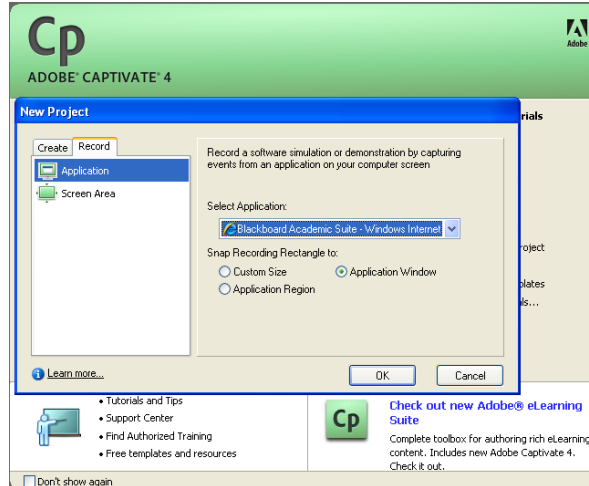
**Step 3:** To record from the Blackboard Course Learning System you will click the **Record** Tab, followed by the down arrow under the **Select Application** dropdown:



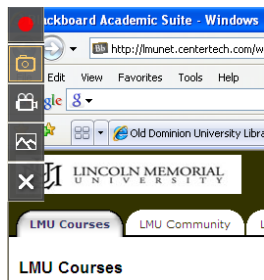


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**Step 4:** Once you have chosen the application to be recorded, you will need to select **Application Window** under the *Snap Recording Rectangle to:* area. (See picture below.)



**Step 5:** The Recording Window will appear. This will include the Blackboard site, trimmed in a **red frame** along with row of five buttons along the upper left-hand corner as seen in below:



When you are ready to begin recording, click the “red dot”.

Captivate will begin record each the moves as they happen across your computer screen.

Press the “X” key to stop the recording.

**Step 6:** Captivate will ask you to name the file then will display the “tiles” of screen shots it has captured. During this time, you may edit any or all tiles and preview before publishing.

**Step 7:** Once you have the project ready for posting, you will want to resize your project so that it fits in your Blackboard browser window. Go to the Project menu and select **Rescale**.

**Step 8:** Enter **790 X 545**. Click the **Finish** button.

**Step 9:** To publish the project, click the **Publish** button. Choose a title suitable for your project along with a location on your computer to save the file.

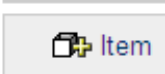
**Step 10:** Select **Zip Files & Export HTML** in the *Output Options*.





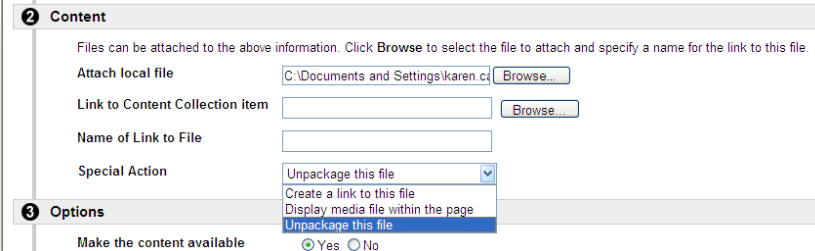
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**Step 11:** To post the Captivate Project in a Blackboard site, log into Blackboard and process to your course Control Panel. Decide the location in which to store your project for your students to locate (i.e. Course Documents, Information, or Assignment).

**Step 12:** Click the  (Add an Item) button in the top toolbar. Provide a Name for your project. This will be the name that will appear in the Blackboard content area.

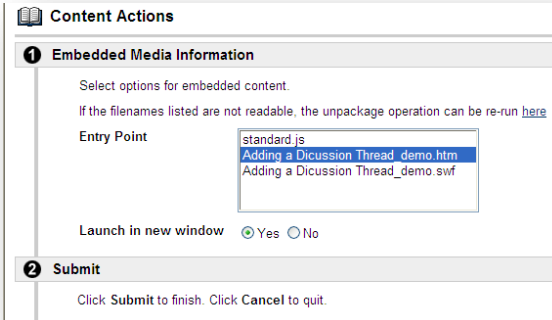
**Step 13:** Scroll down to the Content section and click the **Browse** button. Navigate to the location of your Captivate Zip file project. Select it, and click **Open**.

**Step 14:** Click the *Special Action* drop-down menu and select **Unpackage this file**.



**Step 15:** Click **Submit** button.

**Step 16:** A new window will appear. Select the **\*.htm** file from the Entry Point box ( the refers to the actual name of your video-everyone's will be different).



**Step 17:** Select **Yes** for the *Launch in new window* option.

**Step 18:** Click the **Submit** button.

Your Captivate Project is now posted in your Blackboard course. Congratulations!

