



# **Technical College** System of Georgia

---

## **Downloading & Storing Collaborate Ultra Recordings**

Erica Roberson, GVTC

# Overview

- Reminders
- Downloading Collaborate Ultra Recordings
- Storing Recordings
  - OneDrive
  - YouTube
- Resources

# Keep in Mind

- Starting December 2021, all Collaborate Ultra recordings will be deleted every 6 months to better manage our storage space.
  - July and December
- In December 2021, everything prior to July 1, 2021 will be deleted.

# Before December 2021

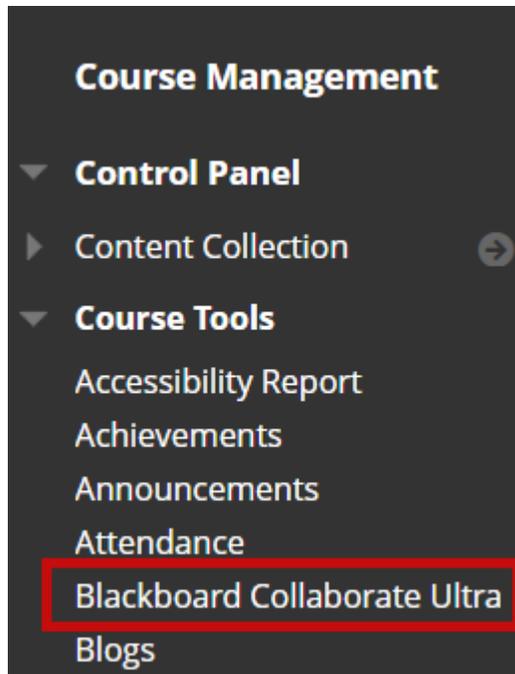
- Download all recordings and store them in another location such as OneDrive or YouTube.
  - If using OneDrive, verify that your College has it available to students.
- Once stored in another location, you have the option to add the recording links to Blackboard courses.

# After December 2021

- After recording a session, it should only take a few minutes for the recording to become available for viewing.
- Download and store them in another location.
  - It is recommended that this be done shortly after the recording becomes available to decrease the number of recordings that will need to be downloaded right before a deletion occurs.
- After storing the recordings, you can delete them from Collaborate for better organization.

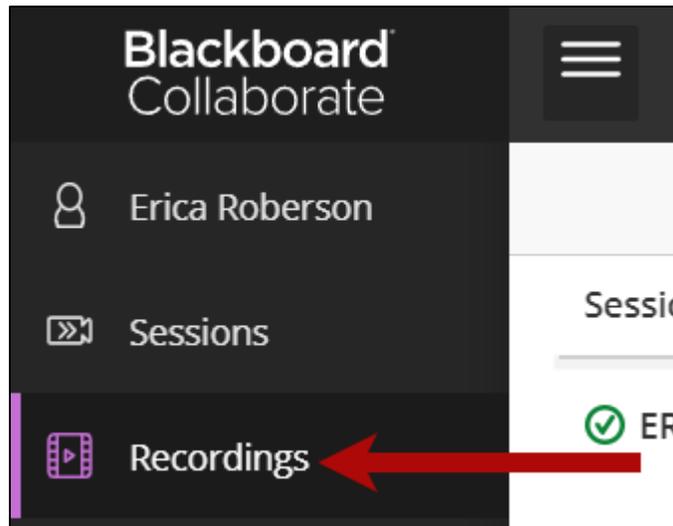
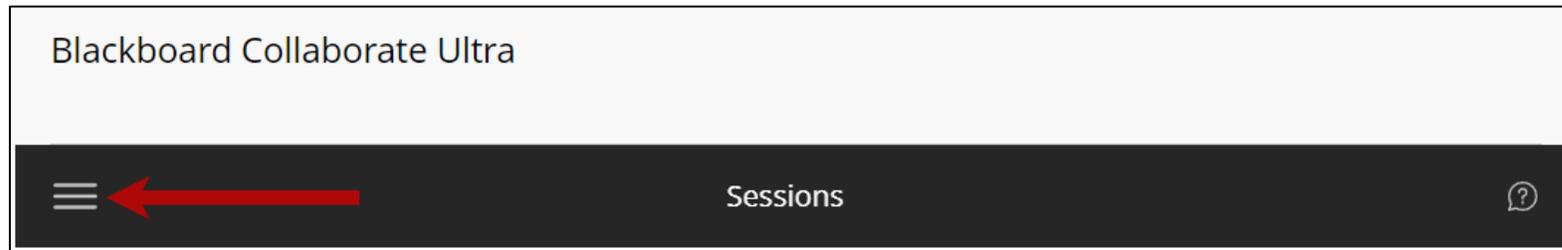
# Downloading Collaborate Ultra Recordings (1)

- Control Panel → Course Tools → Blackboard Collaborate Ultra



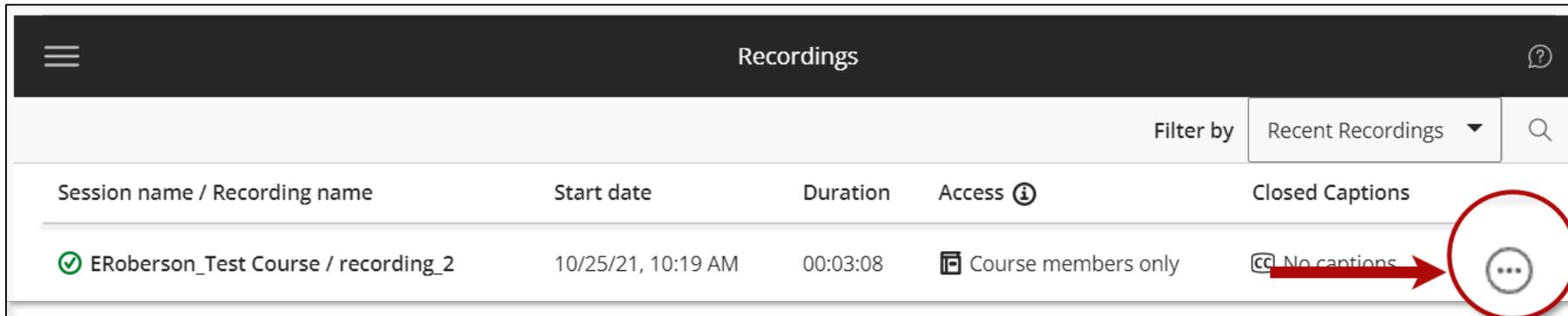
# Downloading Collaborate Ultra Recordings (2)

- Sessions Menu → Recordings

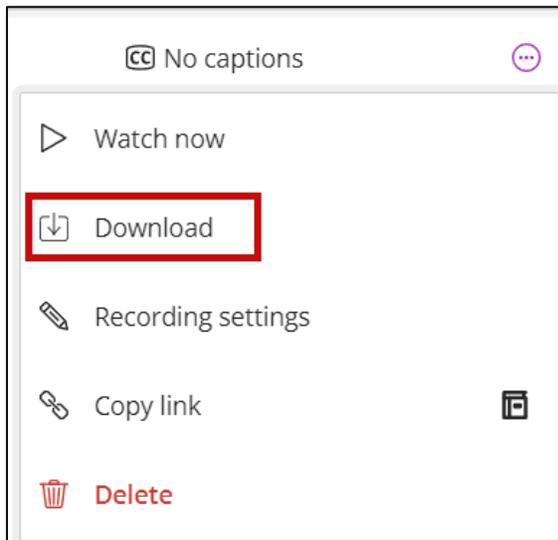


# Downloading Collaborate Ultra Recordings (3)

- Recording Options → Download



Session name / Recording name	Start date	Duration	Access ⓘ	Closed Captions
ERoberson_Test Course / recording_2	10/25/21, 10:19 AM	00:03:08	📄 Course members only	🔇 No captions 



🔇 No captions 

- ▶ Watch now
- ⬇ Download**
- ✎ Recording settings
- 🔗 Copy link 
- 🗑 Delete

# Resources

- [GVTC \(Distance Education\) Training](#)
  - Faculty Handouts
  - Tutorials
  - Webinar Recordings

# Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.



Once you have been granted access press the microphone icon to turn on your microphone – **a live microphone will not have a line through the icon.**

