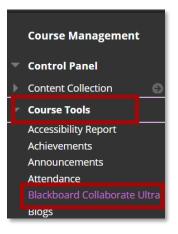
Blackboard Collaborate Ultra – Moderator – Downloading and Storing Collaborate Recordings

When moderators record sessions in Collaborate Ultra, the recordings are saved in the Recordings list within the Recording menu. These recordings can be downloaded to a different storage space such as OneDrive, for easy access. The instructions below provide steps on how to download the recordings from Collaborate and store them on OneDrive.

How to Find Collaborate Recordings?

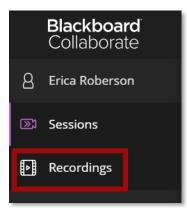
1. From the course, select **Blackboard Collaborate Ultra** from the *Course Tools* menu.



2. Select the **Sessions** menu button.



3. Select Recordings.



4. All recent recordings will appear in the *Recordings* list. For older recordings that do not appear in the list, use the search features to locate them. Follow steps 5-6 to search by date. Follow steps 7-9 to search by session name.

| Blackboard Collaborate Ultra | | | | | |
|-------------------------------------|------------------|----------|--------|------------------------|------------|
| ≡ | Recording | zs | | | Ø |
| | | | Filte | r by Recent Recordings | - Q |
| Session name / Recording name | Date | Duration | Access | Status | |
| Class Meeting 1/14/21 / recording_1 | 1/14/21, 9:53 AM | 00:06:26 | A | 🖉 Done | |
| | | | | | |

5. To locate older recordings, select the **Filter by** menu and choose **Recordings in Range**.

| | Recording | zs | | | | Ø |
|-------------------------------------|------------------|----------|----|----------------|---------------------|---|
| | | | | Filter by | Recent Recordings 💌 | Q |
| Session name / Recording name | Date | Duration | Ac | ✓ Recent Recor | dings | |
| Class Meeting 1/14/21 / recording_1 | 1/14/21, 9:53 AM | 00:06:26 | A | Recordings Ir | n A Range | |

6. Enter a date range. The recordings during that time frame will appear.

| E Recordings | | | | | | | |
|-------------------------------------|------------------|----------|-----------|-----------------------|------------|--|--|
| | | | Filter by | Recordings In A Range | - Q | | |
| 4/1/20 🛗 to 1/19/21 🛗 | | | | | | | |
| Session name / Recording name | Date | Duration | Access 🛈 | Status 🛈 | | | |
| Class Meeting 1/14/21 / recording_1 | 1/14/21, 9:53 AM | 00:06:26 | A | 🖉 Done | | | |
| Course Room / recording_1 | 4/28/20, 2:20 PM | 00:00:04 | Public | 🕑 Done |) | | |

7. Moderators can also search for a recording by selecting the **Search** button.



- 8. Enter the session name or a portion of the session name in the Search bar.
- 9. The recording will appear in the list.

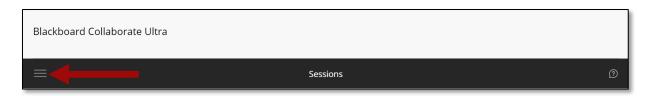
| E Recordings | | | | | | | |
|-------------------------------|------------------|----------|--------|----------|-------|--|--|
| C course room 8 | | | | | Close | | |
| Session name / Recording name | Date | Duration | Access | Status 🛈 | | | |
| Course Room / recording_1 | 4/28/20, 2:20 PM | 00:00:04 | Public | 🕑 Done | | | |

NOTE: Recordings should be available for viewing within a few minutes of completing it.

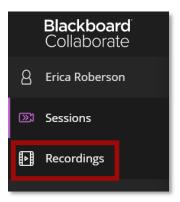
Renaming a Recording

The recording name always begins with the session name. Follow the steps below to optionally change the name of the recording before downloading.

1. From the *Sessions list*, select the **sessions menu** icon.



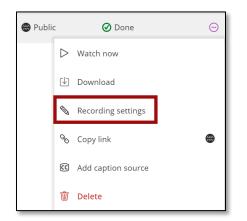
2. Select Recordings.



- 3. Locate the recording.
- 4. Select the Recording Options icon.

| Course room Close Session name / Recording name Date Course Room / recording_1 4/28/20, 2:20 PM 00:00:04 Public | E Recordings | | | | | | | |
|---|-------------------------------|------------------|----------|----------|----------|-------|--|--|
| | Q course room | | | | | Close | | |
| Course Room / recording_1 4/28/20, 2:20 PM 00:00:04 ● Public ⊘ Done | Session name / Recording name | Date | Duration | Access 🚯 | Status 🛈 | | | |
| | Course Room / recording_1 | 4/28/20, 2:20 PM | 00:00:04 | Public | 🕑 Done | | | |

5. Select **Recording Settings** from the menu.



6. In the *Recording Name* text box, enter a new name.



7. Select **Save** at the bottom of the panel. The recording name has been changed. **NOTE**: When editing the name, only the text after the backslash (/) will be changed.

| E Recordings | | | | | | | |
|------------------------------------|------------------|----------|----------|----------|---------|--|--|
| Q course room | | | | | Close | | |
| Session name / Recording name | Date | Duration | Access | Status 🛈 | | | |
| Course Room / Class Meeting_042820 | 4/28/20, 2:20 PM | 00:00:04 | 💮 Public | 🖉 Done | \odot | | |

Deleting a Recording

If the moderator no longer wants to keep a recording, follow the steps below to delete it.

1. From the *Sessions* list, select the **sessions menu** icon.

| Blackboard Collaborate Ultra | | |
|------------------------------|----------|---|
| | Sessions | Ø |

2. Select Recordings.

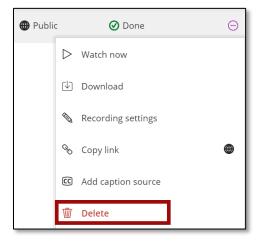


3. Locate the recording.

4. Select the **Recording Options** icon.

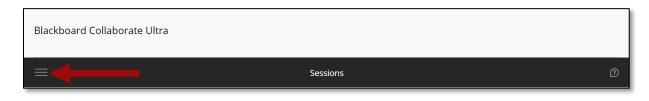
| E Recordings | | | | | | | |
|-------------------------------|------------------|----------|----------|----------|-------|--|--|
| Q course room | | | | | Close | | |
| Session name / Recording name | Date | Duration | Access 🚯 | Status 🚯 | | | |
| Course Room / recording_1 | 4/28/20, 2:20 PM | 00:00:04 | Public | 🕢 Done | | | |
| | | | | | | | |

5. Select **Delete**. The recording will be removed from the recordings list.



Downloading Recordings

1. From the *Sessions list*, select the **sessions menu** icon.



2. Select Recordings.

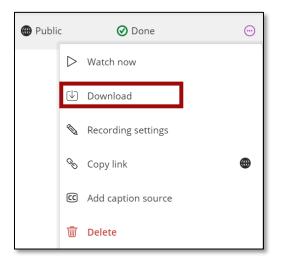


3. Locate the recording.

4. Select the **Recording Options** icon.

| E Recordings | | | | | | | |
|-------------------------------|------------------|----------|----------|--------|-------|--|--|
| Q course room | | | | | Close | | |
| Session name / Recording name | Date | Duration | Access 🗿 | Status | | | |
| Course Room / recording_1 | 4/28/20, 2:20 PM | 00:00:04 | Public | 🕑 Done | | | |
| | | | | | | | |

5. Select **Download**. **NOTE**: Collaborate recordings are downloaded as .MP4 files.



- 6. Once the download is complete, navigate to the *Downloads* folder on the computer to locate the recording.
- 7. On a PC, if the *Date modified* column is sorted in descending order, the Collaborate file will appear at the top of the list with the name *collab-recording*.

| 😺 🛛 🔁 📮 🗸 Downloads | | | | | | - U | × |
|------------------------------------|-------------------|-------------|------------|---------------------------|--|----------------|--------|
| File Home Share Vie | w | | | | | | \sim |
| in to Quick Copy Paste | | Easy access | Properties | Select all Select none | | | |
| Clipboard ← → → ↑ 🕩 > This PC 3 | Organize | New | Open | Select | | v ひ Search Do | 0 |
| | Name | | Date | e modified | Туре | Size | |
| Quick access Documents | scollab-recording | | 1/14 | /2021 1:38 PM | MP4 File | 25,751 KB | |
| Downloads | * | | | | Microsoft Excel Worksheet | 12 KB | |
| Pictures | * | | | | Microsoft Excel Worksheet Microsoft Excel Worksheet | 12 KB 78 KB | |

8. If the *Date modified* column is not sorted in descending order, select the **column title** to sort in descending order. The arrow above the column title should be pointed downward. The Collaborate file will then appear at the top of the list.

| 😼 🛛 🔁 📜 🗢 🛛 Downloads | | | | | | | - 0 | × |
|---|-------------|------------------|-----------------------------|------------|---------------------------|---------------------------|----------------|----------|
| File Home Share View | N | | | | | | | \sim (|
| Pin to Quick Copy Paste 2 Paste 2 Paste 2 | | Copy to * | New item • New folder | Properties | Select all Select none | n | | |
| Clipboard | | Organize | New | Open | Select | | | |
| $\leftarrow \rightarrow \checkmark \uparrow $ is PC > | Downloads > | | | | | | ✓ ひ Search Do. | . P |
| 🖈 Quick access | ^ | Name | | Date | e modified | Туре | Size | |
| Documents | * | collab-recording | | 1/14 | 4/2021 1:38 PM | MP4 File | 25,751 KB | |
| | | - | | 1/4/ | 2021 12:45 PM | Microsoft Excel Worksheet | 12 KB | |
| - Downloads | | | | 1/4/ | 2021 12:45 PM | Microsoft Excel Worksheet | 12 KB | |
| Downloads Pictures | * | | | 1/4/ | 2021 12.45 FIVI | | TE KO | |

Storing a Recording on OneDrive

- 1. Navigate to <u>Office 365</u> and sign in using a college username and password.
- 2. In the left side panel, select the OneDrive icon.



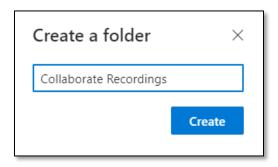
3. Recordings can be added directly to the *My files* page, or a folder can be created to place them into.

| ::: OneDrive | Search | | | ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ | |
|--|-----------------------------|------------------------------|---------------------------------|---------------------------------------|---------|
| Roberson, Erica | 🕂 New 🗸 🗍 Upload 🗸 🤤 Sync 🖇 | 📲 Automate 🖂 | | | |
| 🗅 My files | | | | | |
| 🕄 Recent | My files | | | | |
| g ^R Shared | Wy mes | | | | |
| छि Recycle bin | \square Name \vee | Modified $^{\smallsetminus}$ | Modified By $^{\smallsetminus}$ | File size \vee | Sharing |
| Shared libraries | Academic Continuity | March 15, 2020 | Roberson, Erica | 10 items | Private |
| Sites help you work on projects with your team and share information from anywhere on any device. Create | Accessibility | October 18, 2017 | Roberson, Erica | 16 items | Private |

- 4. To create a folder:
 - a. Select New and choose Folder.



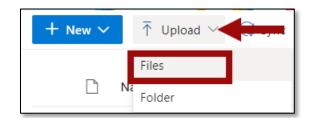
b. Enter a folder name and select Create.



c. The folder will appear in the *My files* list with three blue lines to the left of the Name to identify the new folder.



- 5. To upload a recording:
 - a. Select Upload and choose Files.



b. Search for the file(s).

c. Select the file(s) that will be uploaded. To select multiple files, press the ctrl key on the keyboard, and select each file.

| Name | Date | Туре | Size | Tags |
|----------------------------------|--------------------|----------------------------|----------|------|
| 📜 Continents | 5/11/2020 11:39 AM | File folder | | |
| Pictures | 8/14/2020 3:10 PM | File folder | | |
| SoftChalk_Sample_ScoreCenter | 4/10/2020 10:49 AM | File folder | | |
| About TCSG | 4/13/2020 12:00 PM | Text Document | 2 KB | |
| 🛃 About TCSG_Sample Text | 6/4/2019 12:09 PM | Adobe Acrobat Document | 79 KB | |
| About TCSG_Sample Text_3pages | 12/1/2020 8:59 AM | Microsoft Word Document | 17 KB | |
| About TCSG_Sample Text_inaccessi | 6/26/2019 9:40 AM | Microsoft Word Document | 127 KB | |
| 述 assignment_1 | 5/7/2013 1:39 PM | Microsoft Word 97 - 2003 D | 26 KB | |
| 📝 assignment_2 | 5/7/2013 1:40 PM | Microsoft Word 97 - 2003 D | 26 KB | |
| Blackboard Contacts Information | 5/19/2020 3:57 PM | Text Document | 1 KB | |
| Blackboard Help_How to Succeed | 5/18/2020 3:48 PM | Microsoft Word Document | 16 KB | |
| Blackboard Help_How to Succeed | 5/4/2020 11:42 AM | Text Document | 5 KB | |
| 📑 Blackboard_How_to_Submit_an_As | 5/11/2020 11:03 AM | Microsoft Word Document | 181 KB | |
| Collaborate Sample Video_3 | 3/31/2020 6:56 PM | MP4 File | 5,071 KB | |
| Course Schedule | 8/21/2019 3:41 PM | Microsoft Word Document | 22 KB | |
| Course Schedule | 3/13/2020 5:21 PM | Adobe Acrobat Document | 87 KB | |

- d. Once all files are selected, release the ctrl key. **NOTE**: To select all files, press ctrl + A on the keyboard.
- e. Select **Open**. The files will begin uploading to OneDrive.

| utomate \vee | \subolimits Uploading 4 items | J≓ Sort ∨ | \equiv \sim | i |
|---|---------------------------------|-----------|-----------------|---|
| Uploading 4 items to Collaborate Recordings $	imes$ | | | | |

f. When done, a message will appear confirming that the items were downloaded.

