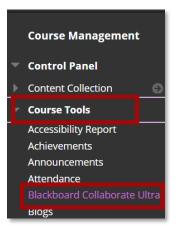
Blackboard Collaborate Ultra – Moderator – Downloading and Storing Collaborate Recordings

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?

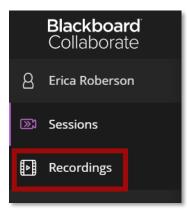
1. From the course, select **Blackboard Collaborate Ultra** from the *Course Tools* menu.



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.

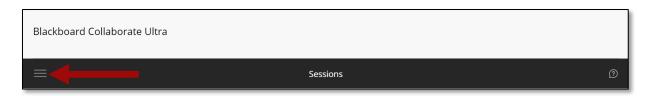
E Recordings							
C course room 8					Close		
Session name / Recording name	Date	Duration	Access	Status 🛈			
Course Room / recording_1	4/28/20, 2:20 PM	00:00:04	Public	🕑 Done			

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

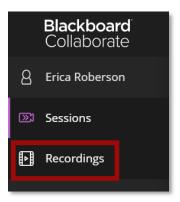
Renaming a Recording

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.



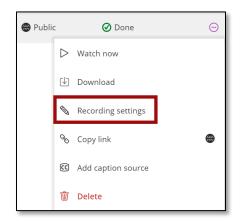
2. Select Recordings.



- 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.

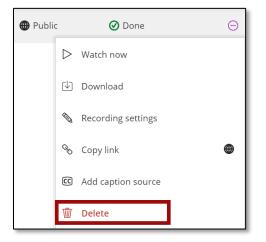


3. Locate the recording.

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

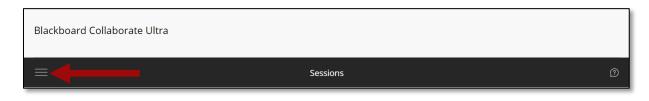
E Recordings							
Q course room					Close		
Session name / Recording name	Date	Duration	Access 🚯	Status 🚯			
Course Room / recording_1	4/28/20, 2:20 PM	00:00:04	Public	🕢 Done			

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.

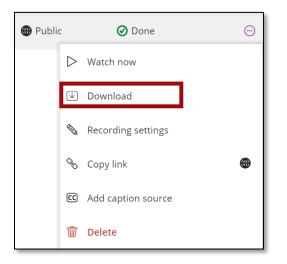


3. Locate the recording.

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*.

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in to Quick Copy Paste		Easy access	Properties	Select all Select none			
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	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.

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$\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.



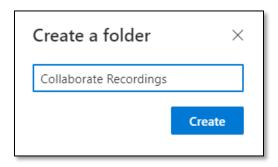
3. Recordings can be added directly to the *My files* page, or a folder can be created to place them into.

::: 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.



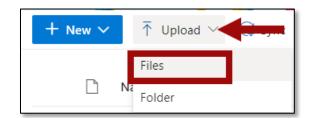
b. Enter a folder name and select Create.



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.

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Uploading 4 items to Collaborate Recordings $ imes$				

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

