

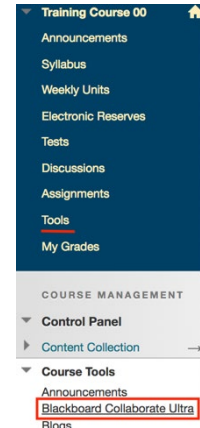
View and Download Blackboard Collaborate Ultra Recordings

Blackboard Collaborate Ultra recordings capture the audio, video, and any content shared during a session as well as any real-time captions or subtitles that were available. If a moderator enables recording downloads, you can save recorded sessions as an MP4 file.

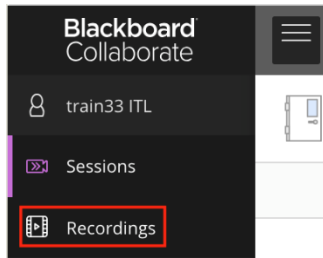
1. After your session, go to the **Control Panel** in your Blackboard course.

2. Select **Course Tools** and click **Blackboard Collaborate Ultra**.

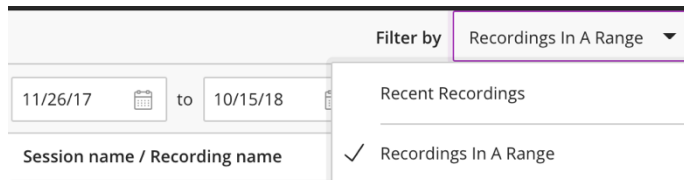
Note: You can also access Blackboard Collaborate Ultra from the Tools area on the Course Menu.



3. Click the *Menu icon* in the top left corner and choose **Recordings**.



4. On the *Recordings* page, find the session recording you'd like to view or download.



Note: If you do not see your recording listed, instead choose Show Recordings In A Range and search for recordings that occurred during a certain date range.

5. Click the *Sessions options menu* next to the recording and click **Watch Now** to view it in your browser or **Download** to save it to your computer.

Session name / Recording name	Date	Duration
session / My Collaborate Ultra Session	4/5/18, 12:58 PM	00:07:13

▶ Watch now

⬇ Download

⚙ Edit name