Record and Share Collaborate Ultra Sessions

Overview

This tutorial will explain how to **record and share Collaborate Ultra Sessions**. Any time you Create a Collaborate Ultra Session, you can record and share it with students. This feature helps students who cannot attend the live session for legitimate reasons, or for those who want to review the material for upcoming tests or assignments.
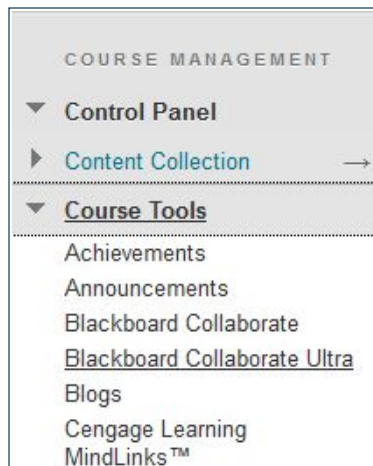
Record a Collaborate Ultra Session

Quick Steps

Control Panel > Course Tools > Blackboard Collaborate Ultra > Join Session > Session Menu > Start Recording
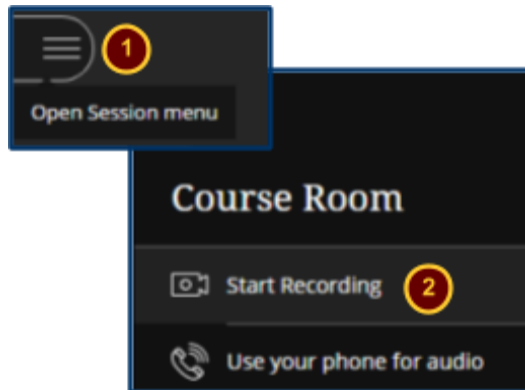
Step 1

To record a Collaborate Ultra Session, you must first access the Blackboard Collaborate Ultra page. The Blackboard Collaborate Ultra page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools*, and then click on the "Blackboard Collaborate Ultra" option.

Step 2

Join the scheduled session you want to record. Once the live session is about to begin, click the *Session Menu* button in the left sidebar [1] and select "Start Recording" [2].

Step 3

Run the Collaborate Ultra Session as normal.

Share a Collaborate Ultra Session

Quick Steps

Course Tools > Blackboard Collaborate Ultra > Menu > Recordings > Recording Options >
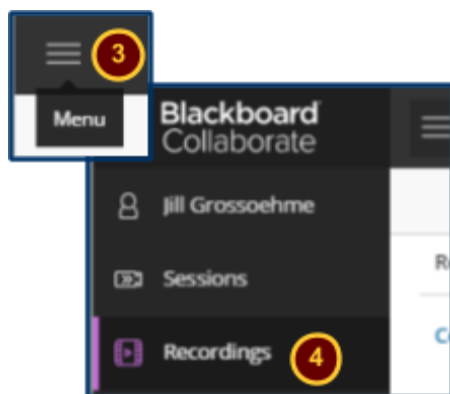Copy Link > Share Link

Step 1

After the session has ended, return to the Collaborate Ultra tool in Blackboard.

> ⚠️ *Recordings may take a few minutes to a few hours to render and appear in Blackboard, depending on the length of the recorded Collaborate Ultra session.*
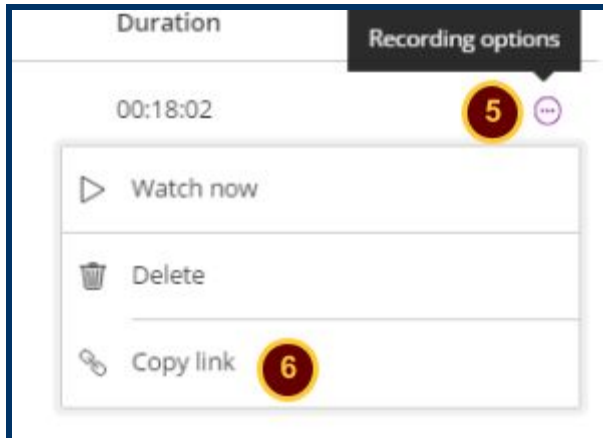
Step 2

Click the *Menu* button in the left sidebar [3], and then select "Recordings" [4].

Step 3

Click the *Recording options* button [5] that follows the Session's duration (the three dots in a circle on the right), and then select "Copy link" [6].

Step 4

You can paste this link anywhere in the course or send it within an email. Be sure to Create an Active Hyperlink so students can easily access the recording.

Note

If you cannot find a recorded session in the list, try using the *Filter by* dropdown list to select "Recordings in a Range" [7] and choose a range of dates corresponding to when the recorded Collaborate Ultra session occurred [8].