

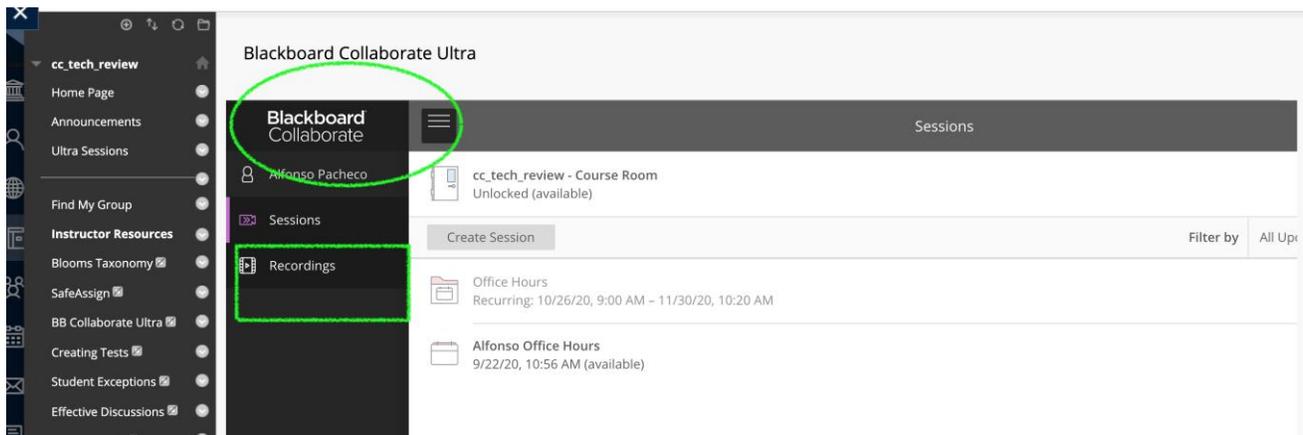


Downloading Blackboard Collaborate Ultra Recordings

Blackboard allows faculty to record Blackboard Collaborate Ultra Sessions (Ultra). Once the faculty member stops the recording, it may take up to 24 hours for the recording to appear in the Ultra menu options. This document is a step by step tutorial on how to access and download recent recordings and those that are older than 30 days.

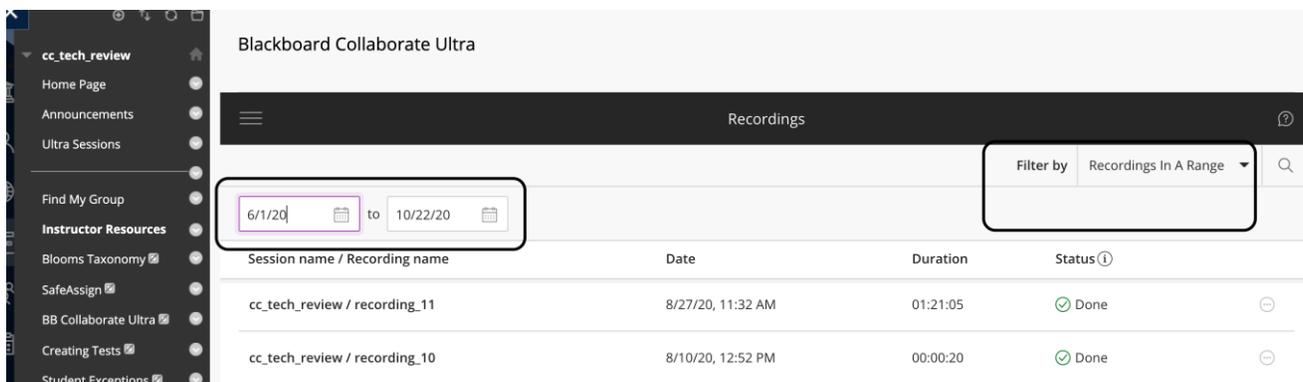
Accessing Recordings

The first step you must take is to enter the Blackboard course where the Ultra session recording(s) you are looking for is saved. Once you enter the course, please proceed to the Blackboard Collaborate tab. Once entered, select the dropdown menu encircled in green and select the recordings option.



Filtering and Downloading Recordings

Once the recording options are selected, Blackboard will direct you to a database with all of the recordings found in the course's Blackboard shell. If the Ultra sessions you recorded were uploaded in the last 30 days, it would automatically appear under the "Session name/Recording name" column. Please proceed to the circle with three dots inside it to the right of the green encircled checkmark. If the recordings are older than 30 days, you will have to filter by a date range. Once you select a date range, you can download your desired recording(s).





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Per Family Education Rights and Privacy Act (FERPA) compliance and best practices, please do not reproduce or upload a recording to another Blackboard course shell or any other program that can support such recording that includes student presence and information (e.g., names, pictures, etc.)