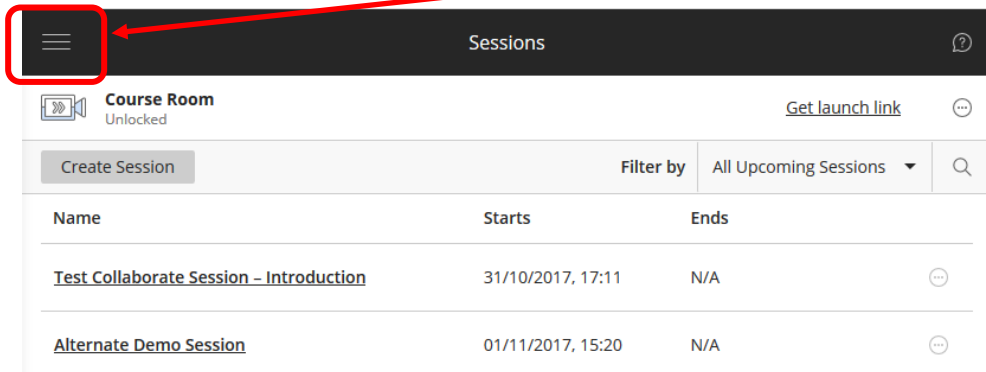
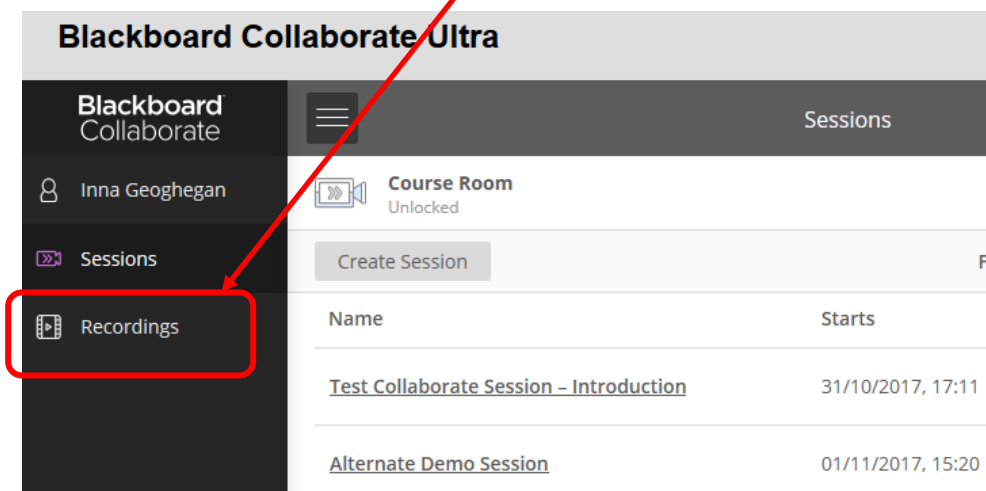


# Recordings in Collaborate

To find your session recording, go to Collaborate in Blackboard and click on the **Menu** area:

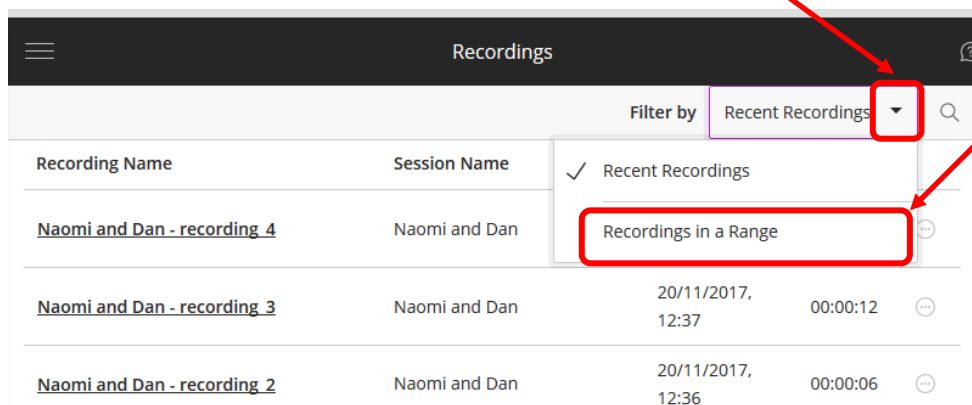


Once the menu is opened, select **Recordings**:

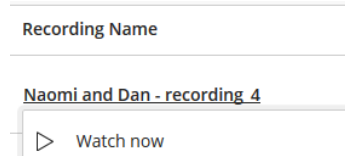


1

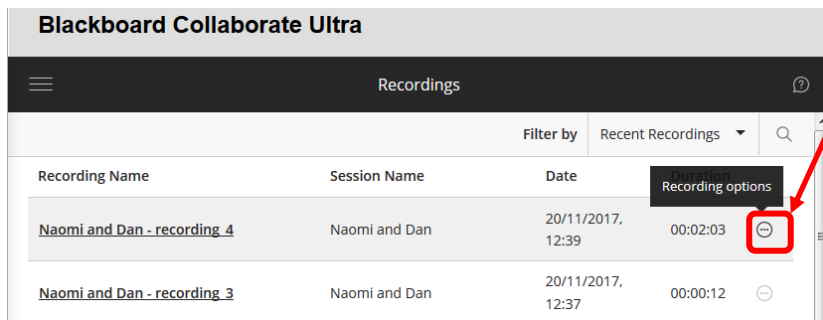
The default setting is to filter by Recent Recordings, but you could also use Recordings in a Range function (which will allow you to set up a date range – especially useful if you have a lot of recordings listed, as older recordings will not be listed in Recent Recordings view) by clicking on a **drop-down arrow** and selecting “Recordings in a Range”:



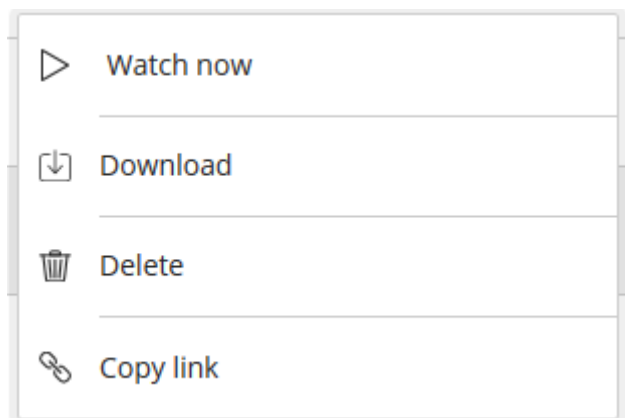
If you click on the title of the recording, you will have “Watch now” option, which will open a new Collaborate Ultra window and play the recording.



To the right of each of the recordings there is an individual **Recording Option** menu:



Click on the Recording Options Menu to see the following options:



Please note that you and your students will only be able to download recordings if you selected the option to allow recording downloads from the **Recordings** page (please see step 7 of the “**Creating a Session**” section on page 2 of [this guide](#)).