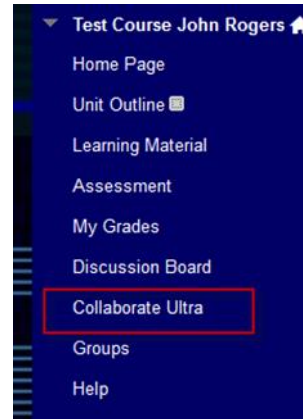
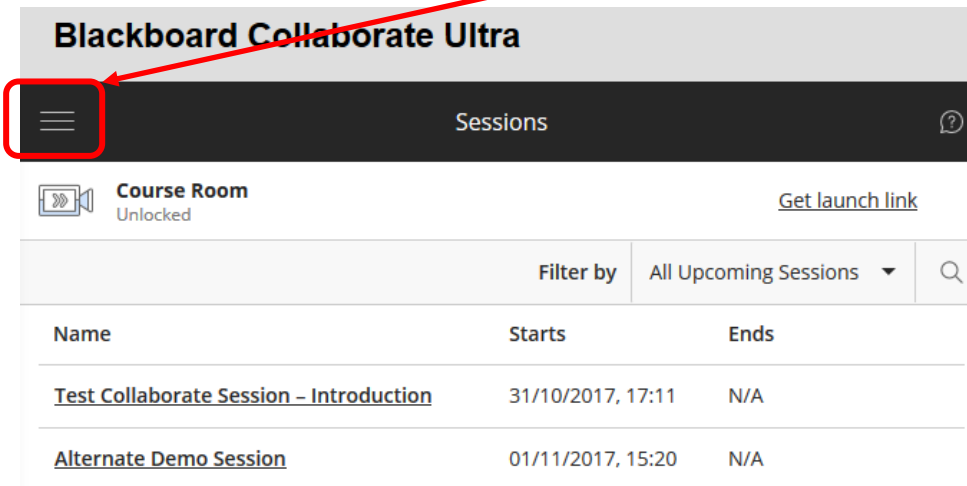


Where to Find Collaborate Ultra Recordings for Students

Log into your Course in Blackboard (we recommend using Google Chrome or Firefox® (versions 49+) browser) and click the ‘**Collaborate Ultra**’ link.



To find your session recording, click on the **Menu** area:



Blackboard Collaborate Ultra

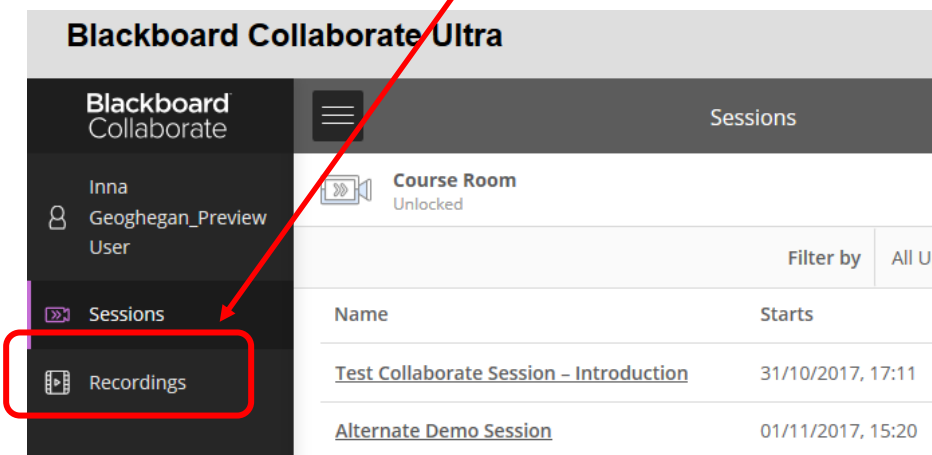
Course Room Unlocked [Get launch link](#)

Filter by All Upcoming Sessions

Name	Starts	Ends
Test Collaborate Session – Introduction	31/10/2017, 17:11	N/A
Alternate Demo Session	01/11/2017, 15:20	N/A

1

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



Blackboard Collaborate Ultra

Blackboard Collaborate Sessions

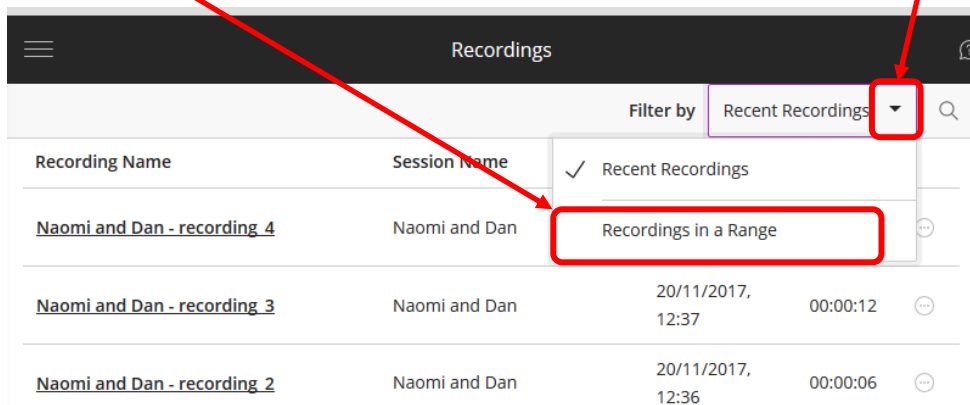
Inna Geoghegan_Preview User

Course Room Unlocked

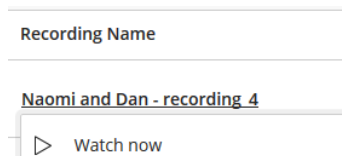
Filter by All U

Name	Starts
Test Collaborate Session – Introduction	31/10/2017, 17:11
Alternate Demo Session	01/11/2017, 15:20

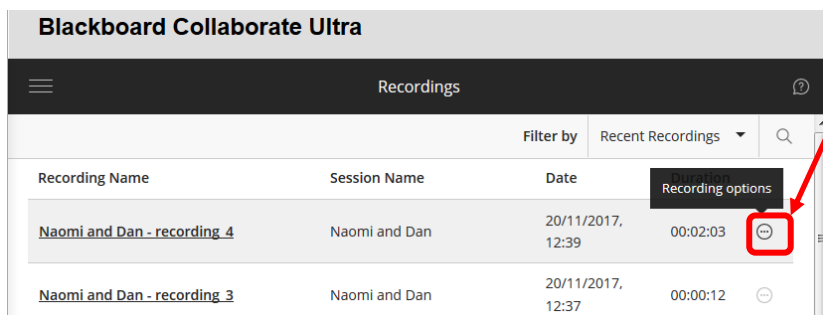
The default setting is to filter by Recent Recordings, but you could also use Recordings in a Range function (which will allow you to set up a date range – especially useful if you have a lot of recordings listed, as older recordings will not be listed in Recent Recordings view) by clicking on a **drop-down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



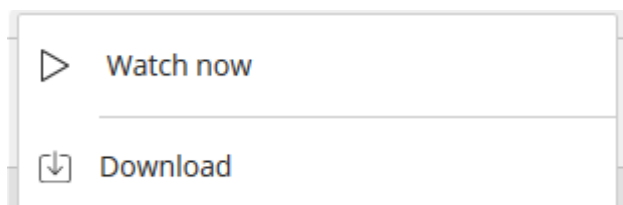
If you click on the title of the recording, you will have “Watch now” option, which will open a new Collaborate Ultra window and play the recording.



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 will only be able to download recordings if your Lecturer selected the option to allow recording downloads.