

OVERVIEW:

Blackboard Collaborate is a powerful classroom tool that is integrated into your existing Blackboard course and allows instructors and students to record an online meeting or presentation and share those recordings with their class. This document will review how to record using the Blackboard Collaborate tool and [how to share those recording with other students or your instructor](#).

Contact your instructor if you cannot record in the Course Room so they can make you a moderator and create a session created for you or your group to record.

HOW TO CREATE A RECORDING IN BLACKBOARD COLLABORATE:

1. Log into Blackboard.
2. Access the course with the Collaborate room/session you would like to use.
3. From the course menu click on **Quick Links/Collaborate**.

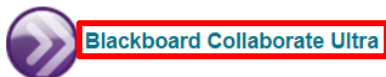
My CityU Email

Quick Links/Collaborate

CityU Help Center

Library

4. On the next screen click on **Blackboard Collaborate Ultra**.



5. Click **Join Room** or **on the name of the session** you are recording in.

Blackboard Collaborate Ultra

Sessions

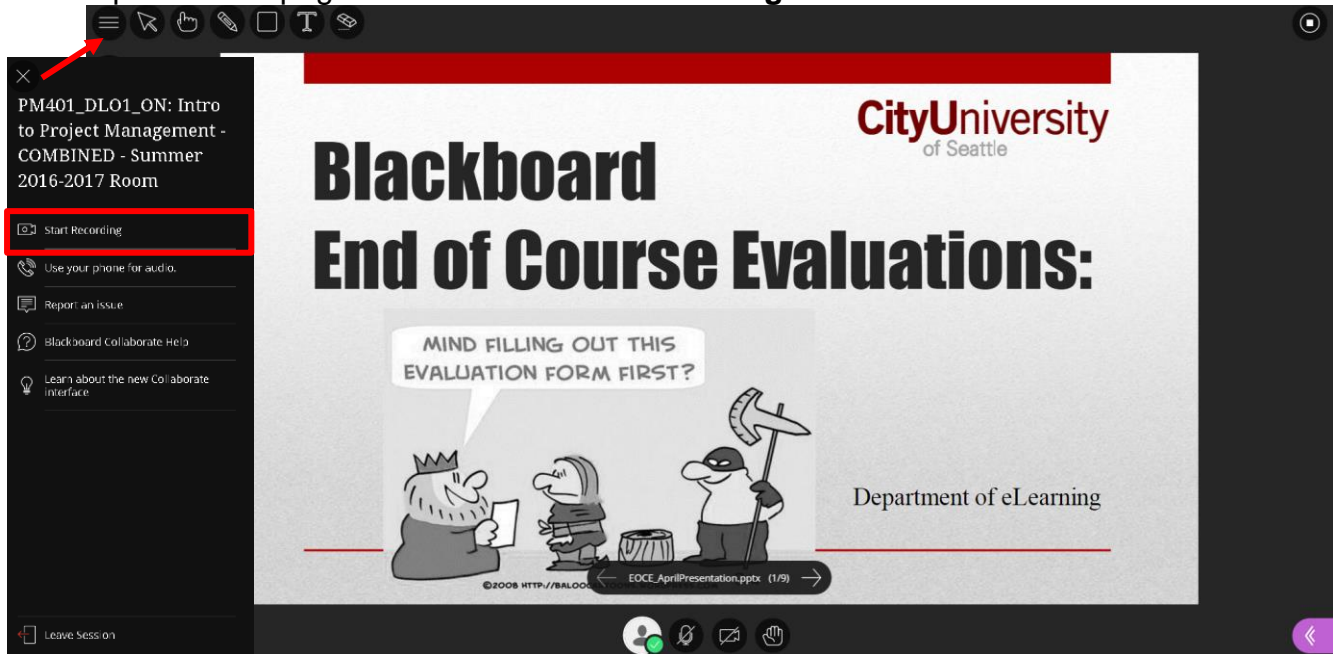
Show All Upcoming Sessions ▾

Name	Starts	Ends
Course Room		
Group Fantasia	9/26/16, 3:34 PM	N/A

6. Blackboard Collaborate Ultra will open in a new tab in your browser. For instructions on enabling sound, video, and sharing see the [Getting Started Guide](#). Review how to

use the [Collaborate Ultra tools](#). Set up your content. Make a test recording before you do your final recording to make sure your audio worked.

7. When you're ready to start recording, select the three dashes in the circle near the top left of the page. Then select **Start Recording**.



9. When you've completed what you want to record, select the three dashes in the circle again. Now select **Stop Recording**.



11. You have now recorded using Blackboard Collaborate! The next step is to share the recording with your instructor or your classmates.

NOTE: Remember the DATE/TIME of your recording. All recordings are named after the room they are in, so be sure to write down the date and time of your recording right after you record so you will know which recording is the right one. If your instructor created a Collaborate session for you or your group, you can easily identify your recording amongst the rest of the course recordings.

HOW TO ACCESS AND SHARE YOUR COLLABORATE RECORDING:

1. To access the recordings in your course, click on the three dashes, which is the Collaborate Ultra menu in the top left corner.

The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a header with the text "Blackboard Collaborate Ultra". Below this, there is a dark navigation bar with a search icon on the right and a hamburger menu icon on the left, which is highlighted with a red box. Below the navigation bar, there is a section titled "Sessions" with a search icon on the right and a "Show All Upcoming Sessions" dropdown on the left. Below this, there is a "Course Room" section with a "Join room" link. Below that, there is a table with columns for "Name", "Starts", and "Ends".

Name	Starts	Ends
Questioning the Text	9/26/16, 12:00 PM	9/27/16, 1:00 PM

2. Then select Recordings.

The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a header with the text "Blackboard Collaborate Ultra". Below this, there is a dark navigation bar with a search icon on the right and a hamburger menu icon on the left. Below the navigation bar, there is a section titled "Recordings" with a search icon on the right and a "Show All Upcoming Sessions" dropdown on the left. Below this, there is a "Course Room" section with a "Join room" link. Below that, there is a table with columns for "Name".

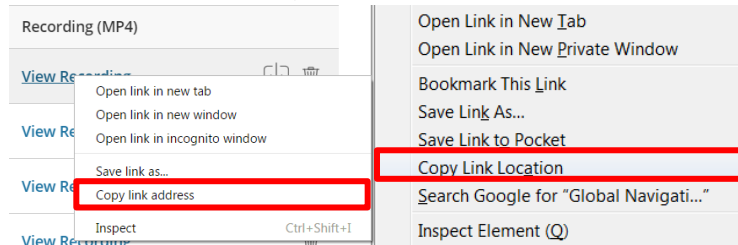
Name
Questioning the Text

3. You will see the recordings for the course listed, if you don't see a recording, change the search parameter dates. Click on the View Recording link to open the recording to watch. If it is allowed, you may be able to download the recordings from this page as well.

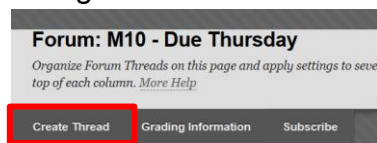
The screenshot shows the Blackboard Collaborate Ultra interface. At the top, there is a header with the text "Blackboard Collaborate Ultra". Below this, there is a dark navigation bar with a search icon on the right and a hamburger menu icon on the left. Below the navigation bar, there is a section titled "Recordings" with a search icon on the right and a "Show Recent Recordings" dropdown on the left, which is highlighted with a red box. Below this, there is a table with columns for "Session Name", "Recording Name", "Duration", "Date", and "Recording (MP4)".

Session Name	Recording Name	Duration	Date	Recording (MP4)
Questioning the Text	Questioning the Text - recording_1	00:01:52	9/26/16, 12:12 PM	View Recording
Course Room	Course Room - recording_1	00:25:45	9/23/16, 10:24 AM	View Recording
Group Alpha	Group Alpha - recording_1	00:25:04	9/23/16, 8:53 AM	View Recording

4. To get the link to put in a discussion board or assignment, right click on the View Recording link and then click on **Copy link address** or **Copy link location** (or other variations depending on browser).

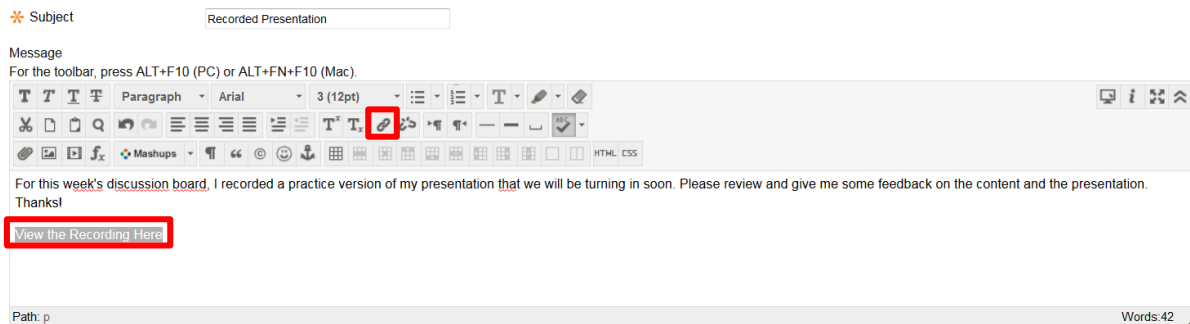


5. Now that you have the link to the recording, you can go into any area of the course that has a content editor and place the link to the recording there. For this tutorial example, the link will be added to a discussion board post.
 - a. Navigate to the discussion board and create a thread.

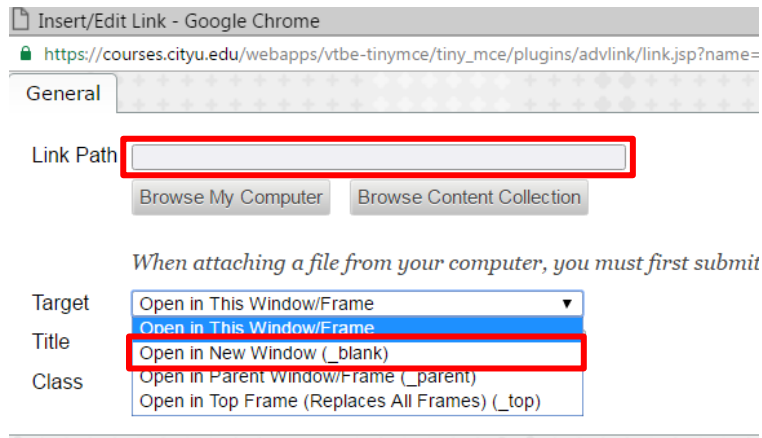


- b. Provide some context for your recording. Then highlight the text which you want to hyperlink. Then click on the chain icon in the editor tools.

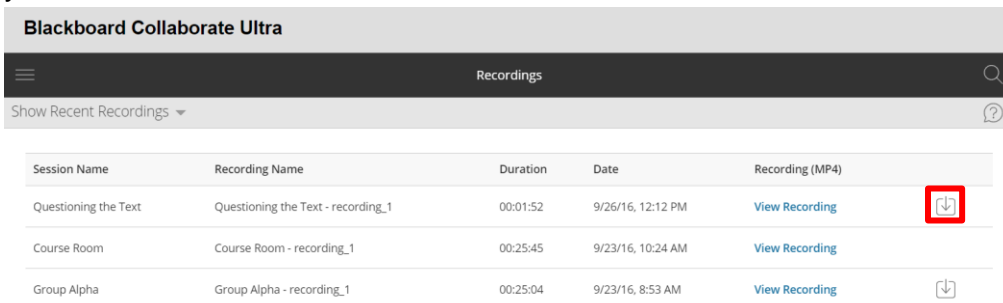
MESSAGE



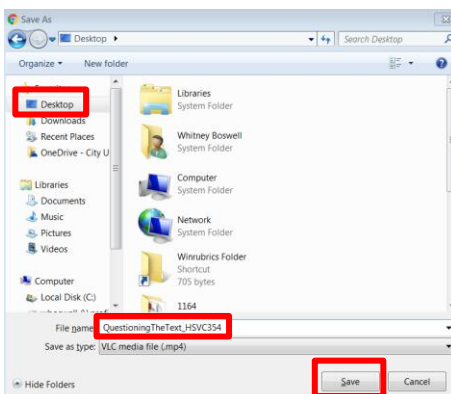
- c. Click on the Link Path area and paste in the recording URL link. Then in the drop down menu next to Target, select **Open in New Window (_blank)**.



- d. Then click **Insert**, then **Submit**.
6. Alternatively, you could embed your Collaborate Recording by going to the recordings page and clicking on the download icon next to your final recording. If you cannot download the recording, ask your instructor to make this feature available to you.



7. Save it to your computer with a name that makes sense and in a place where you will find it. Then wait for it to download.



8. Once it downloads, [use Kaltura to upload it to Blackboard and embed it.](#)