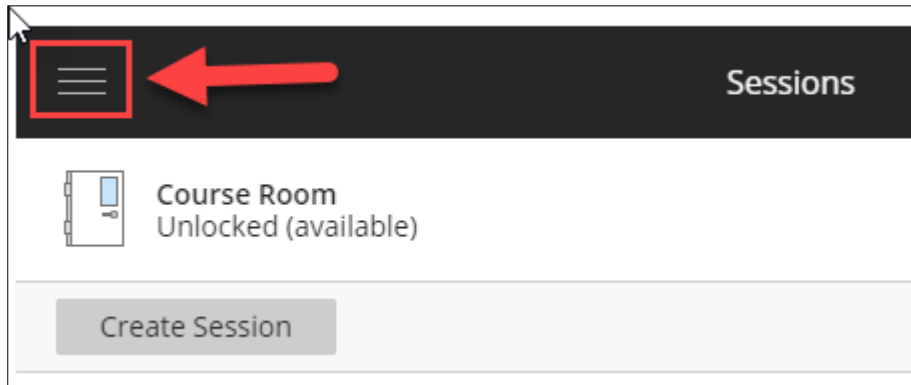
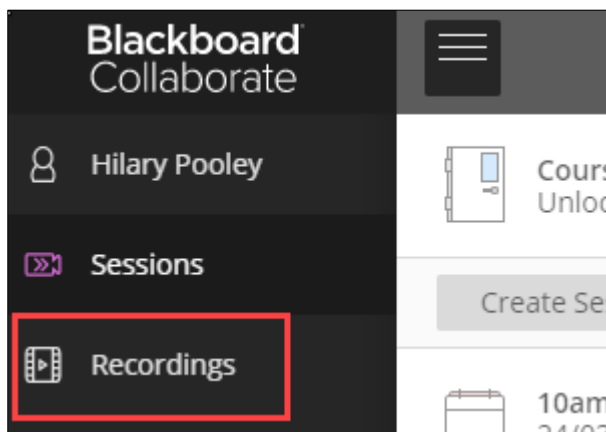


## Collaborate Ultra: Where Are the Recordings?

To find any Collaborate recordings, go to the Collaborate area in your course and click on the Collaborate menu.



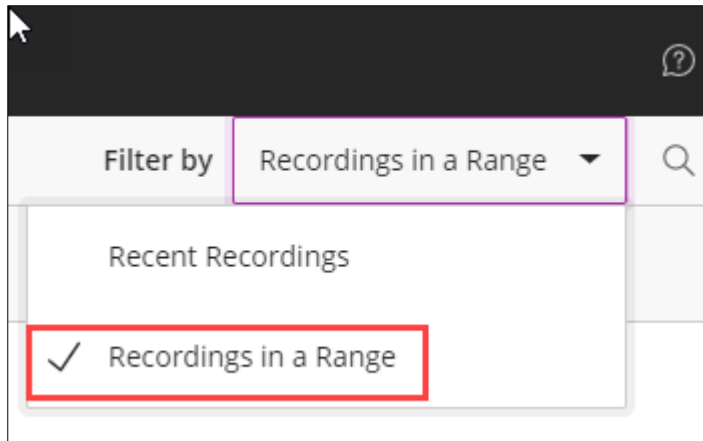
The menu opens up to reveal a link to the **Recordings** area.



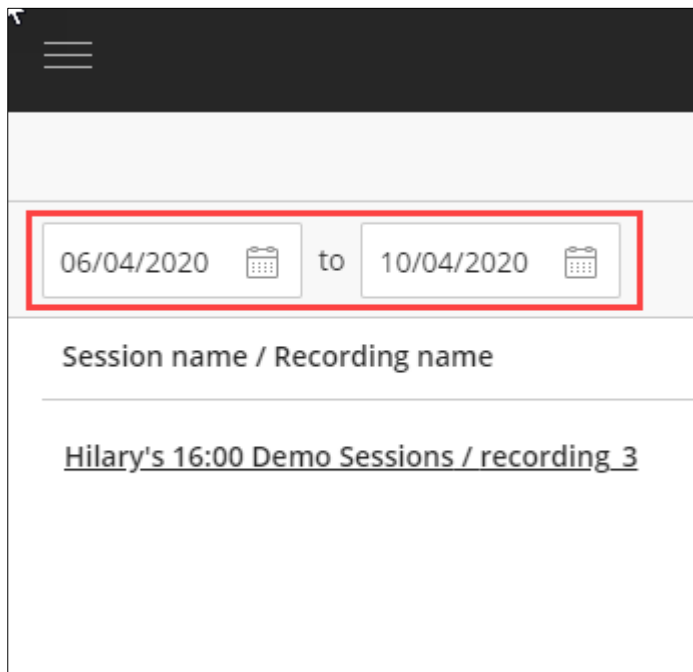
You will see a list of Recordings from the **past 30 days**, most recent first.

Blackboard Collaborate		Recordings
Hilary Pooley		Filter by
Sessions	Session name / Recording name	Date
Recordings	<a href="#">Hilary's 10:00 Demo Session / Joe Bloggs</a>	17/04/2020, 10:04
	<a href="#">Hilary's 16:00 Demo Sessions / recording_6</a>	16/04/2020, 16:17
	<a href="#">Hilary's 16:00 Demo Sessions / recording_5</a>	16/04/2020, 16:04

To access an older recording, change the Filter from **Recent** to **Recordings in a Range**



Select relevant start and end dates. You will see all recordings that were made within that date range.



## Recording Options (staff only)

Hover your cursor over a recording title to reveal the Recording Options icon on the right. Press the icon to see the following options:

- **Watch now**
- **Download**
- **Edit name**
- **Delete**
- **Copy link**
- **Add caption source**

Recordings			Filter by	Recent Recordings	Q
Session name / Recording name	Date	Duration			
<a href="#">Hilary's 10:00 Demo Session / Joe Bloggs</a>	17/04/2020, 10:04	00:00:12	⊖		
<a href="#">Hilary's 16:00 Demo Sessions / recording_6</a>	16/04/2020, 16:17		▶ Watch now		
<a href="#">Hilary's 16:00 Demo Sessions / recording_5</a>	16/04/2020, 16:04		⬇ Download		
<a href="#">Hilary's 16:00 Demo Sessions / Tina and Irene</a>	15/04/2020, 16:04		✎ Edit name		
<a href="#">Hilary's 16:00 Demo Sessions / recording_3</a>	08/04/2020, 16:27		🗑 Delete		
			🔗 Copy link		
			© Add caption source		