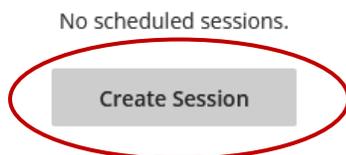# Using Blackboard Collaborate

The following instructions will show you how to record a Class Collaborate session, download a recording, and add a recording to a course module.

## To record a Collaborate session

1. Navigate to and select the **Blackboard Collaborate Ultra Experience**.

2. Select the **Create Session** button.

3. Create a session name, then select the **gear tab** on the right. Navigate through the settings, and select **Allow recording downloads**, then select **Create**. Be sure to select the **Save** button and close the window before proceeding.
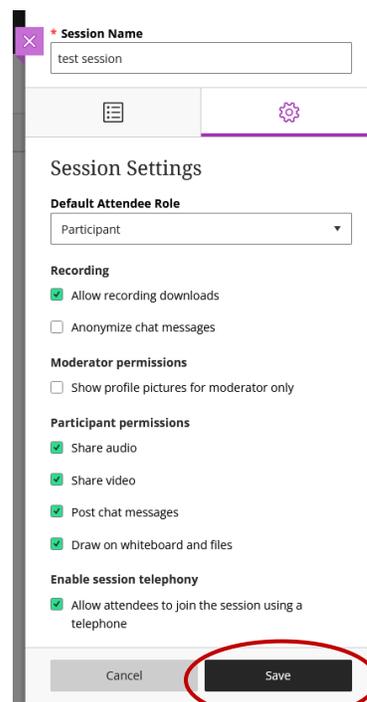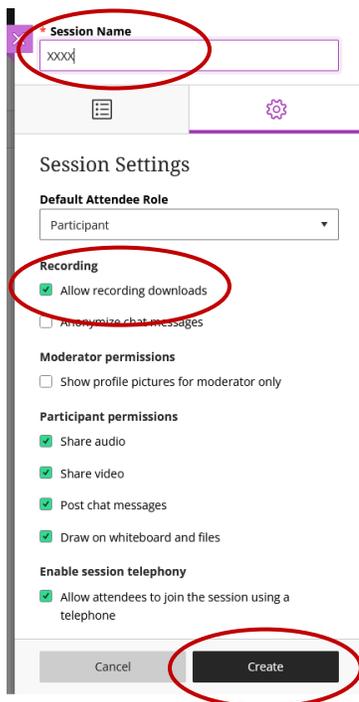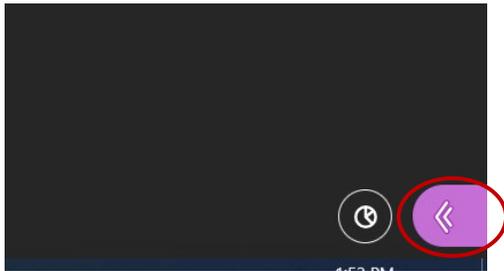
4. The session has now been created.

test session
7/2/25, 10:14 AM – 7/2/25, 11:14 AM (in progress)
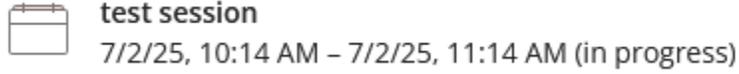
5. Select the **session**. Under Event Details, select **Join Session**.
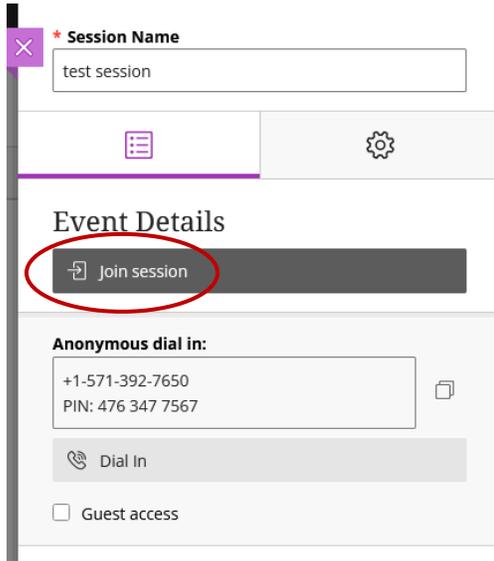
6. As you enter the session, select the **purple tab** at the bottom right to expand the Collaborate panel.

7. Select the **Share content** icon at the bottom right of the page to share files. Select the **content you want to share** and then close the panel by selecting the **purple X** on the bottom right side.
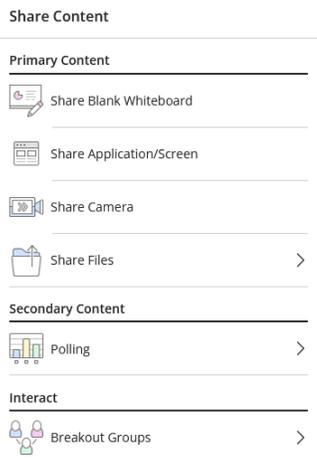

8. Collaborate asks if you would like to start the recording. You may select the **record** link to start the recording, or you may select the **option** icon at the top left of the screen and start recording whenever you are ready.
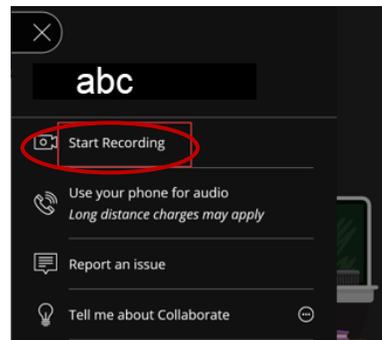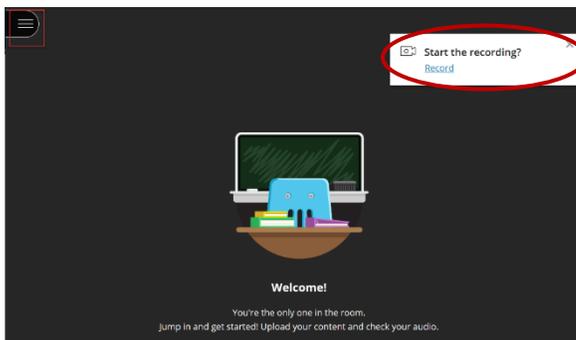
There will be a red camera icon displayed in the upper left corner to indicate the session is being recorded.


9. To stop recording, select the **option** icon at the top left of the screen and select **Stop Recording**. You must close out of the Collaborate session by selecting the **purple X** on the bottom right-hand side in order for the recording to save.
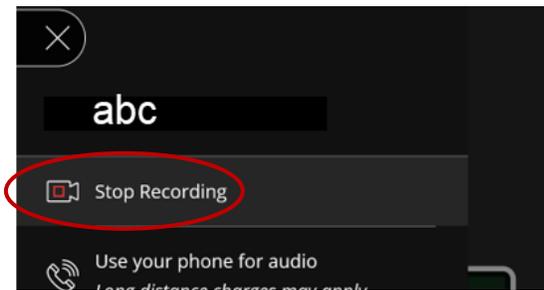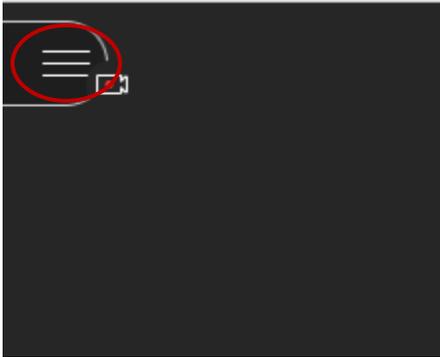
To download or copy a Collaborate recording

Once the recording has stopped, it may take a few hours for the recording to populate to your Collaborate homepage.

1. To locate a recording, locate **Class Collaborate** on the right-hand side of the page under Details & Actions. Select the **ellipsis (three dots) menu** next to Class Collaborate, then select **View all recordings**.
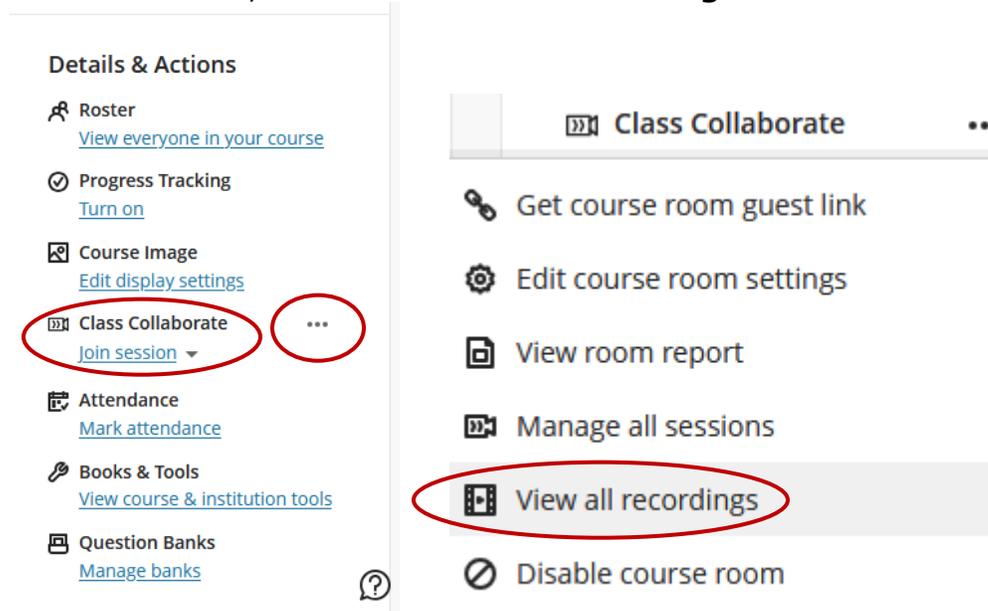
2. A new panel will open with all of your recordings listed. Once you locate the desired recording, select the **ellipsis (three dots) menu** to the right of the recording, and select **Recording settings**.
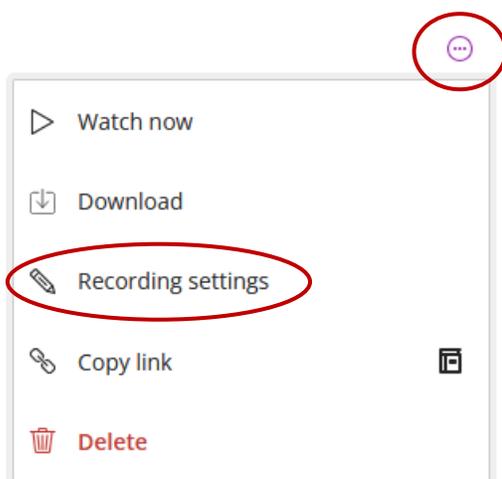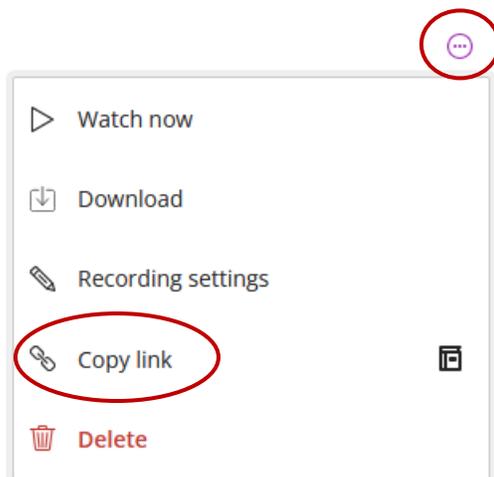
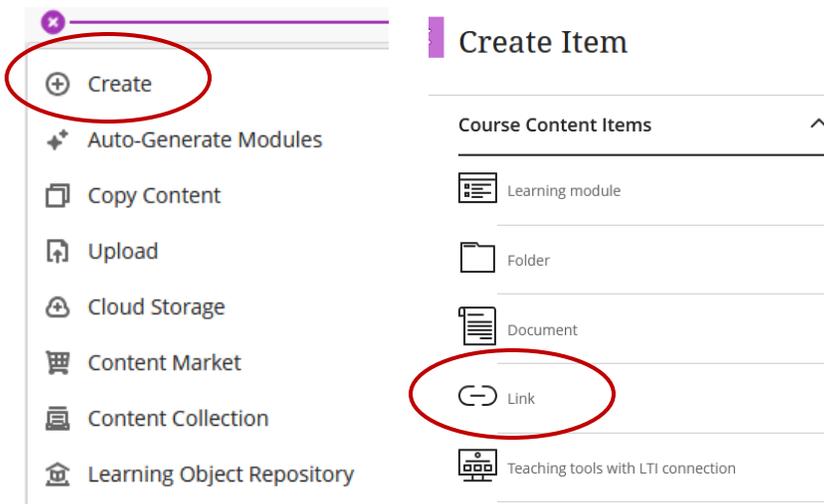3. Give your recording a name and under the Access drop-down menu, select **Public**. Select **Save**.
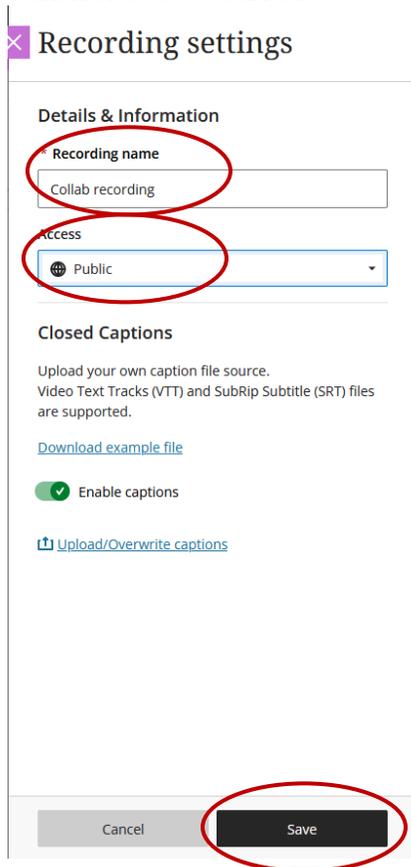
## To add a recording to your course module

1. Select the **ellipsis (three dots) menu** to the right of the recording. Select **Copy link**.

2. Navigate to the area in your course where you would like to add the recording. Select **Create**. In the Create Item panel, select the **Link** option.

3. Be sure that the **Web Link** option in the upper left corner is selected. Enter a display name for your recording. Select the **Link URL** field, and paste (Ctrl + V) a copy of your link. You may also enter a description in the description field. Select **Save**.
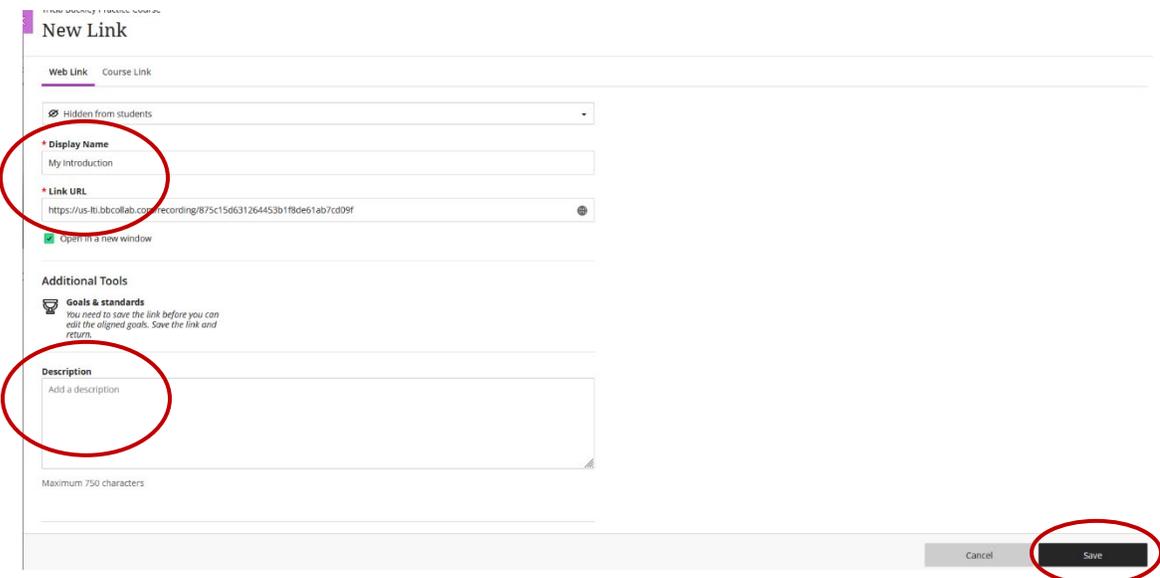
4. The recording link is now displayed on the Content page of your course.