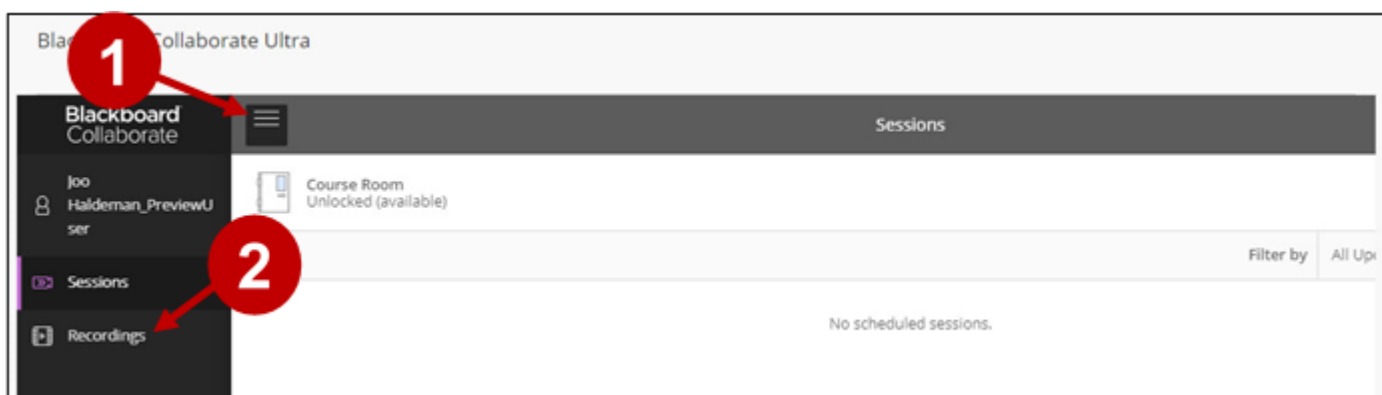


Accessing Blackboard Collaborate Ultra Recordings

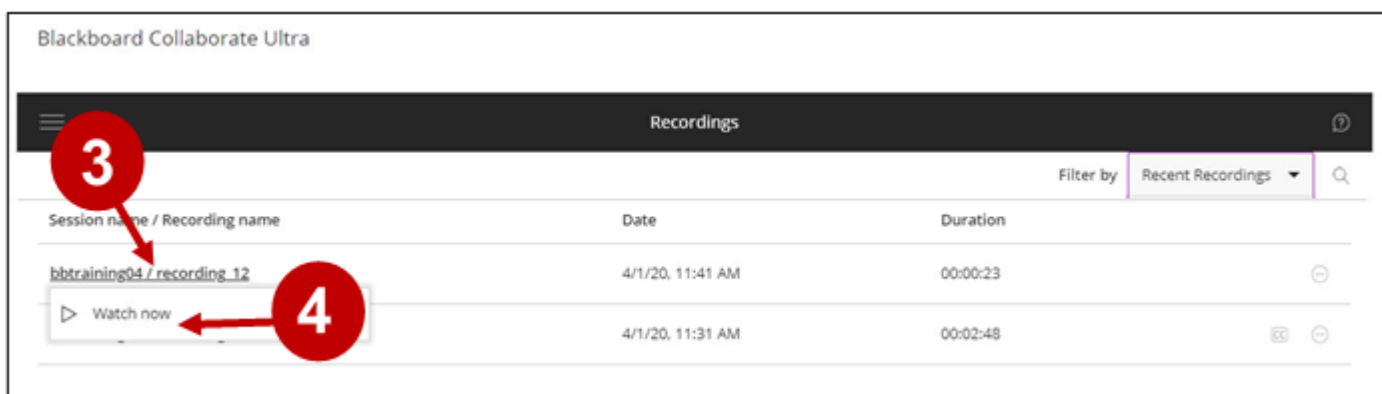
Moderators have the ability to record sessions as an MPEG 4 file. Recordings are stored on the **Blackboard Collaborate** with playback is available via a link, sent to the session Moderator after the recording is available.

Session recordings display the content in focus during the recording and include the room audio, share content, the active speaker video/avatar and time-synchronized captions or subtitles if provided during live session.

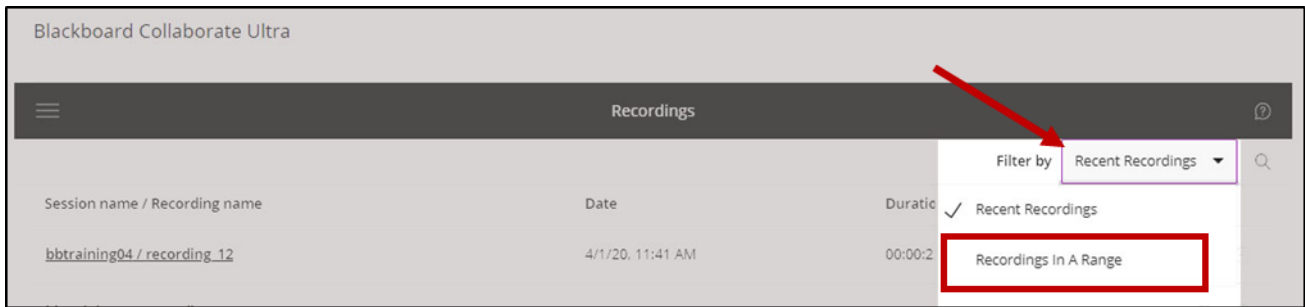
Steps 1 and 2: Select the tool menu. Select **Recordings** for a list of all recordings.



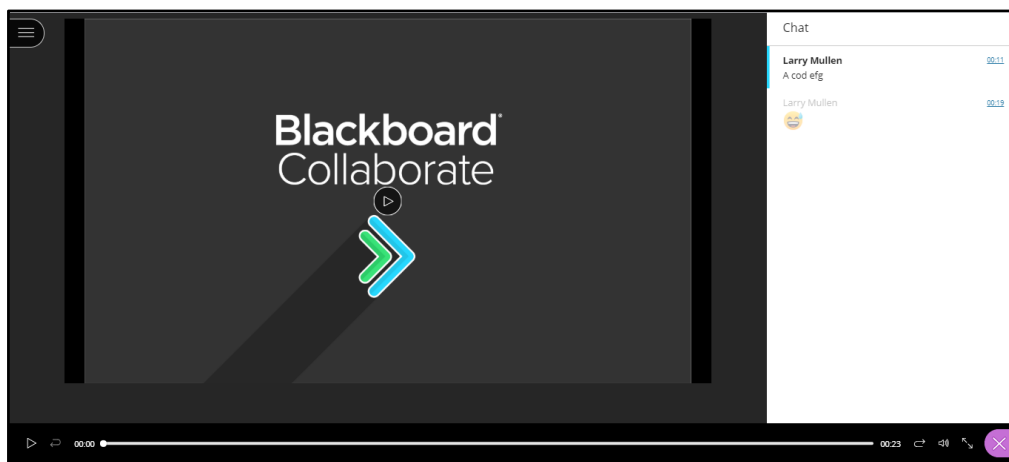
Step 3 and 4: Select the name of the recorded session or select the **Recording options** menu to choose play options.



Note: To watch videos older than a month, select **Filter by** and change the settings to **Recordings in Range** to enter a date range to display.



When the recording appears, use the **Playback Controller** panel at the bottom the window to start, stop, pause, resume, and navigate through the recording.



If the Chat panels is selected, the recording plays the chat messages posted highlight so you can see what was being said during that moment. You can also navigate to a specific location in the recording by selecting a chat message time stamp. If a message is faded, you haven't reached that part of the recording yet.

To delete or share the recording, select the Recording Options button to see the drop-down menu. Note, if you did not activate the Download option, the download command is unavailable.

