

How to Record and Download Blackboard Collaborate Session

If you decide to record your session, you can stop and restart the recording at any time during the session by clicking the “**Record**” button at the top right side.



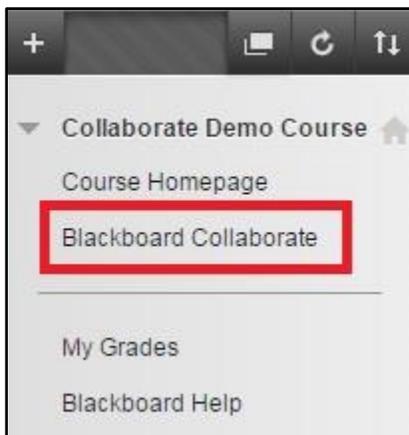
When you record the session, you do not need to stop and restart the session, if you have inactive periods in the session. Blackboard Collaborate Classic condenses these inactive periods to optimize the length of the recording.

Consider letting students know whether the session will be recorded. *Note: if you have a Letter of Accommodation (LOA) the recording must be captioned before distribution to students. If you do not have an LOA and the recording will not be used the next semester, then captioning is not required.*

After the Session

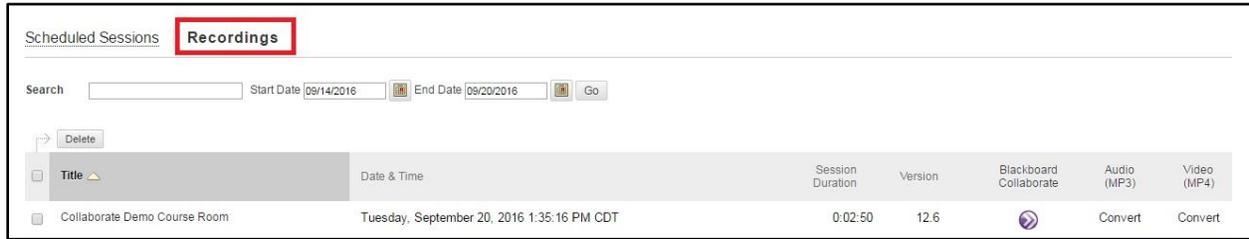
If you record the session, and would like to extract a recording after the session, you should make sure that all participants leave the session before extracting the recording.

1. To view the recorded session, click the “**Blackboard Collaborate**” under the “**Course Tools**” link on the left side main menu in your course.





- Then click **“Recordings”** to see all your recorded sessions. *Note: It takes time for the extraction process for the recording to complete.*



- You will need to click **“Convert”** to convert the file to MP4 video format or MP3 audio format before you can share it.



- After clicking **“Convert”**, the play icons will appear.



- If you click on the **“Video (MP4)”** icon, you will only see the actions on the whiteboard area (not the whole area such as Chat panel, Participants panel, etc.). By clicking the **“Blackboard Collaborate”** icon, you will be able to download and run **“play.collab”** file, and see both the whiteboard recordings and chat panel as a whole.





- To share the recordings with students, click on the small down arrow next to your session name, and then click **"Add Link"**.



- Click on a content area within the list where you want to add your session recording link so that students can access it, and click the **"Save"** button.

