# Blackboard Collaborate Ultra – Moderator – Downloading and Storing Collaborate Recordings

When moderators record sessions in Collaborate Ultra, the recordings are saved in the Recordings list within the Recording menu. These recordings can be downloaded to a different storage space such as OneDrive, for easy access. The instructions below provide steps on how to download the recordings from Collaborate and store them on OneDrive.

## How to Find Collaborate Recordings?

1. From the course, select **Blackboard Collaborate Ultra** from the *Course Tools* menu.
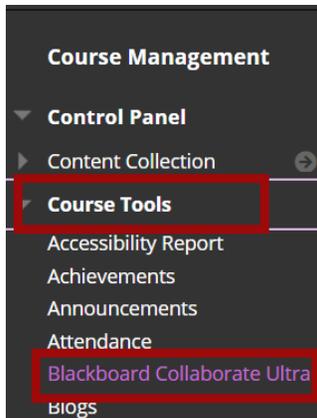
2. Select the **Sessions** menu button.
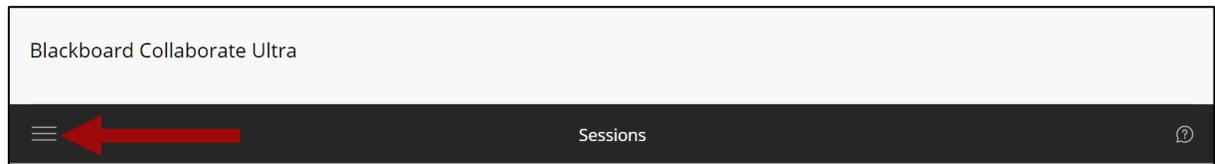
3. Select **Recordings**.
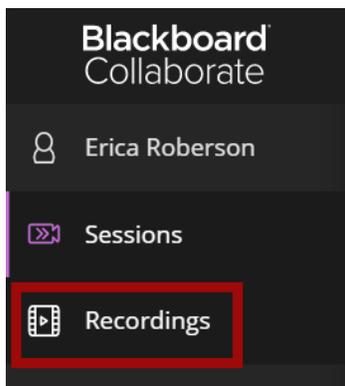
4. All recent recordings will appear in the *Recordings* list. For older recordings that do not appear in the list, use the search features to locate them. Follow steps 5-6 to search by date. Follow steps 7-9 to search by session name.
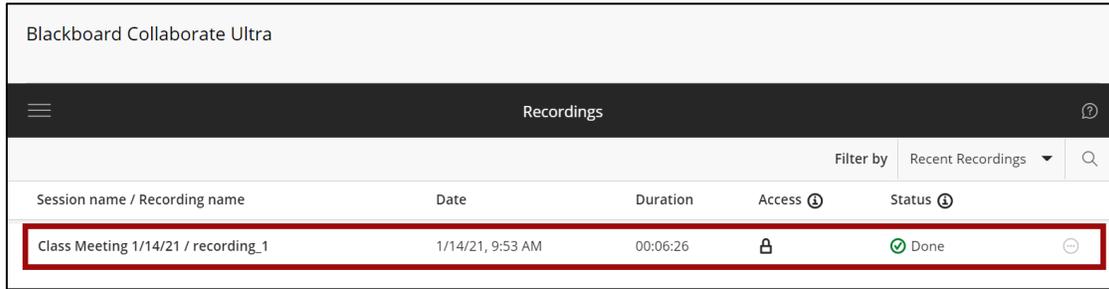
5. To locate older recordings, select the **Filter by** menu and choose **Recordings in Range**.
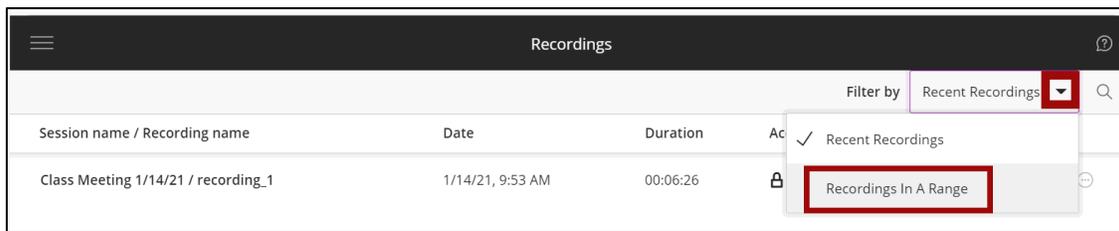
6. Enter a date range. The recordings during that time frame will appear.
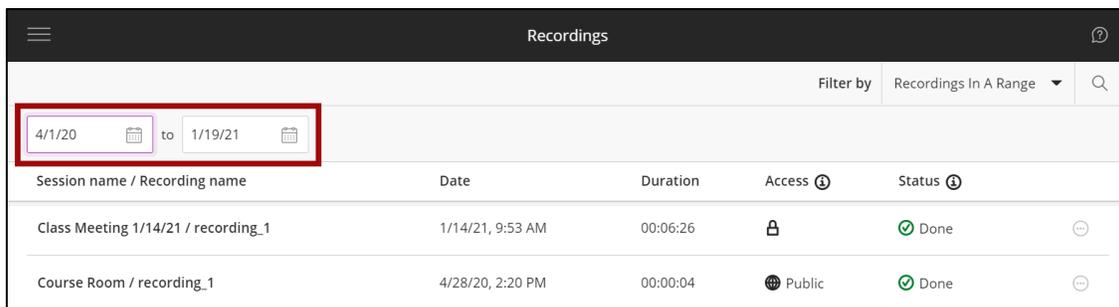
7. Moderators can also search for a recording by selecting the **Search** button.

8. Enter the session name or a portion of the session name in the Search bar.
9. The recording will appear in the list.
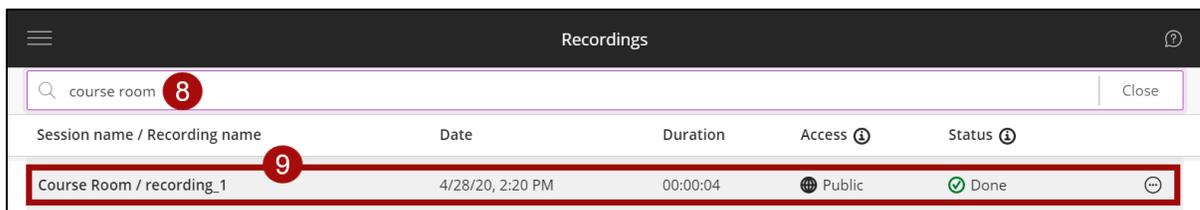
NOTE: Recordings should be available for viewing within a few minutes of completing it.

Renaming a Recording

The recording name always begins with the session name. Follow the steps below to optionally change the name of the recording before downloading.

1. From the *Sessions list*, select the **sessions menu** icon.
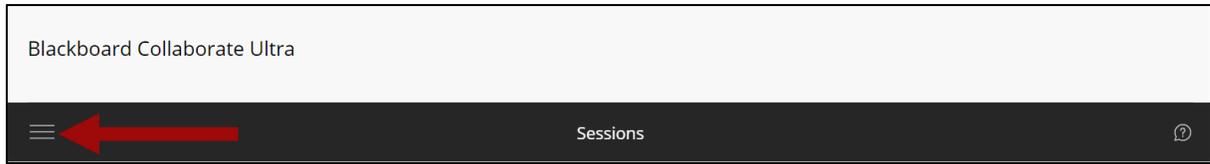
2. Select **Recordings**.
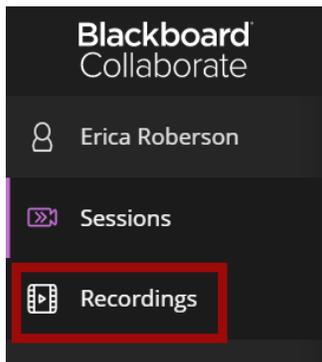
3. Locate the recording.
4. Select the **Recording Options** icon.
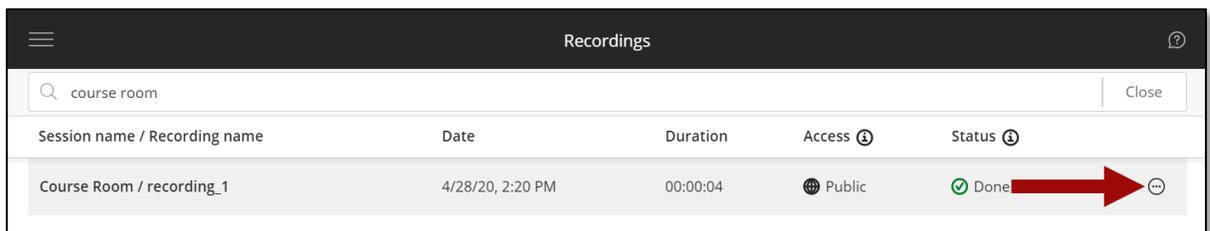
5. Select **Recording Settings** from the menu.
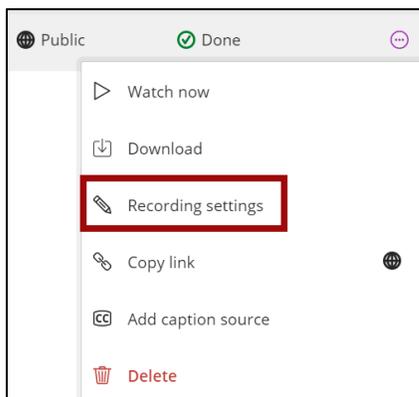
6. In the *Recording Name* text box, enter a new name.

7. Select **Save** at the bottom of the panel. The recording name has been changed. **NOTE**: When editing the name, only the text after the backslash (/) will be changed.
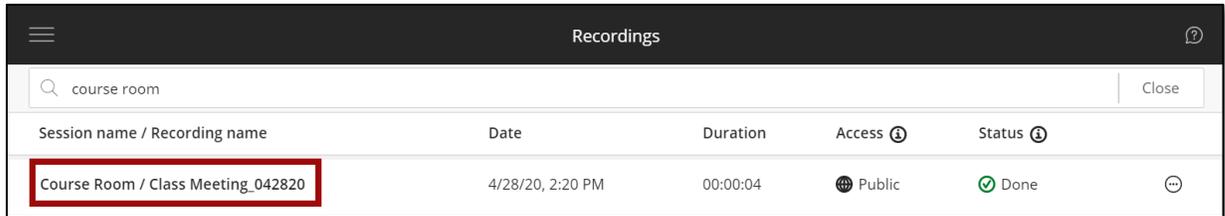
Deleting a Recording

If the moderator no longer wants to keep a recording, follow the steps below to delete it.

1. From the *Sessions* list, select the **sessions menu** icon.
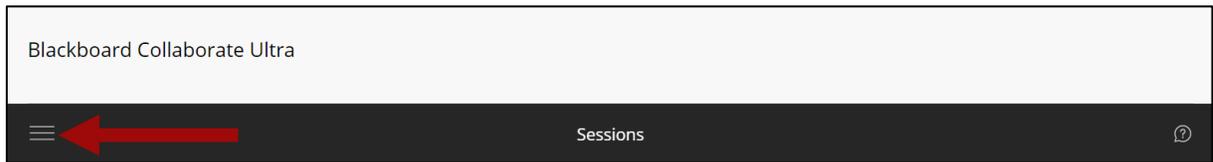
2. Select **Recordings**.
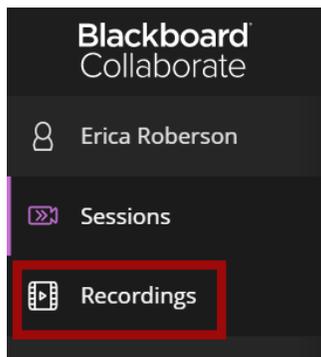
3. Locate the recording.

4. Select the **Recording Options** icon.
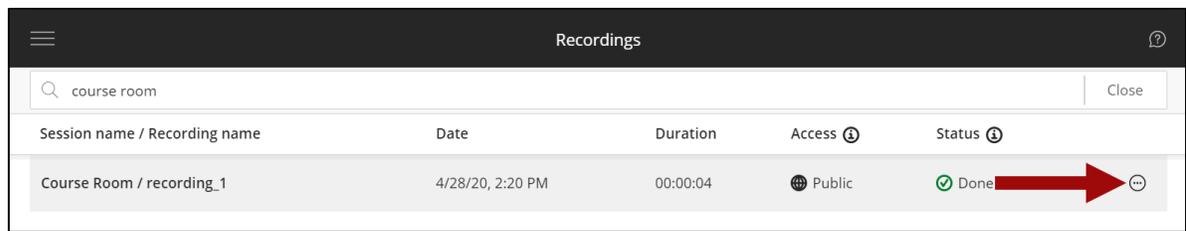
5. Select **Delete**. The recording will be removed from the recordings list.
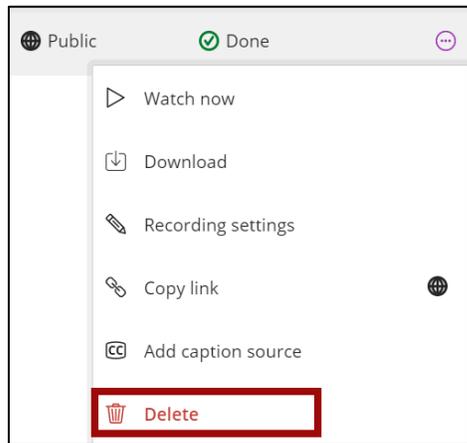
Downloading Recordings

1. From the *Sessions list*, select the **sessions menu** icon.
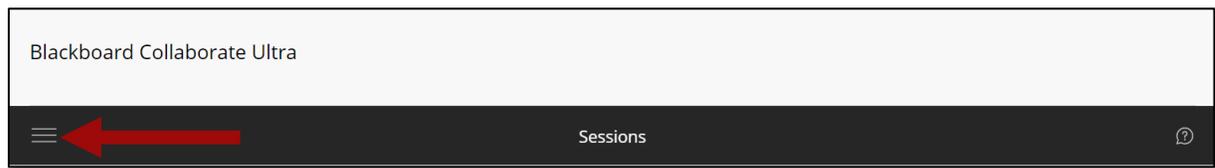

2. Select **Recordings**.
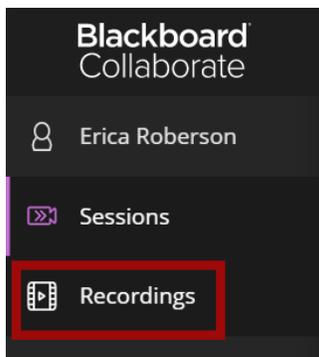
3. Locate the recording.

4. Select the **Recording Options** icon.
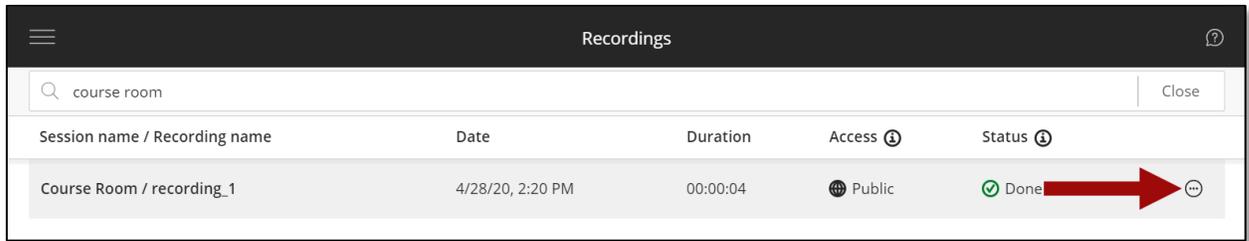
5. Select **Download**. **NOTE**: Collaborate recordings are downloaded as .MP4 files.
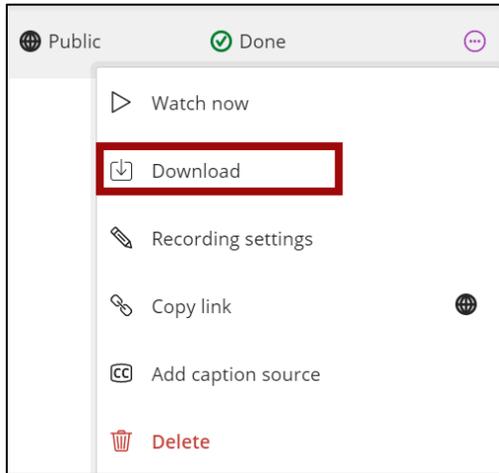
6. Once the download is complete, navigate to the *Downloads* folder on the computer to locate the recording.
7. On a PC, if the *Date modified* column is sorted in descending order, the Collaborate file will appear at the top of the list with the name *collab-recording*.
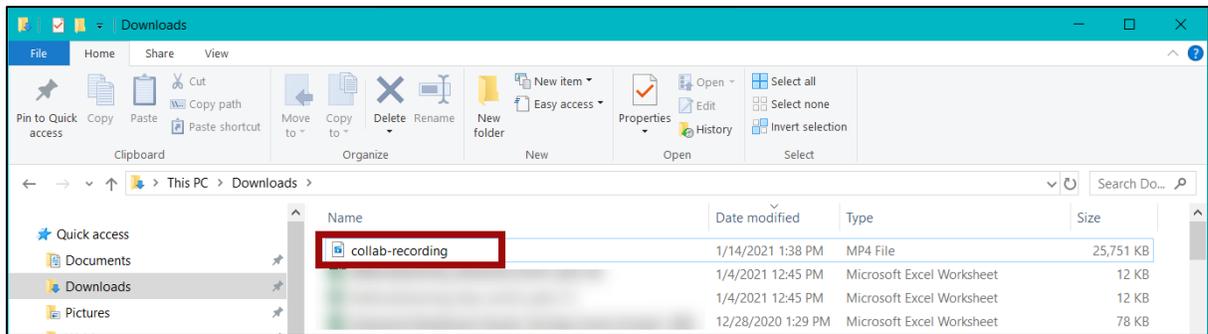
8. If the *Date modified* column is not sorted in descending order, select the **column title** to sort in descending order. The arrow above the column title should be pointed downward. The Collaborate file will then appear at the top of the list.
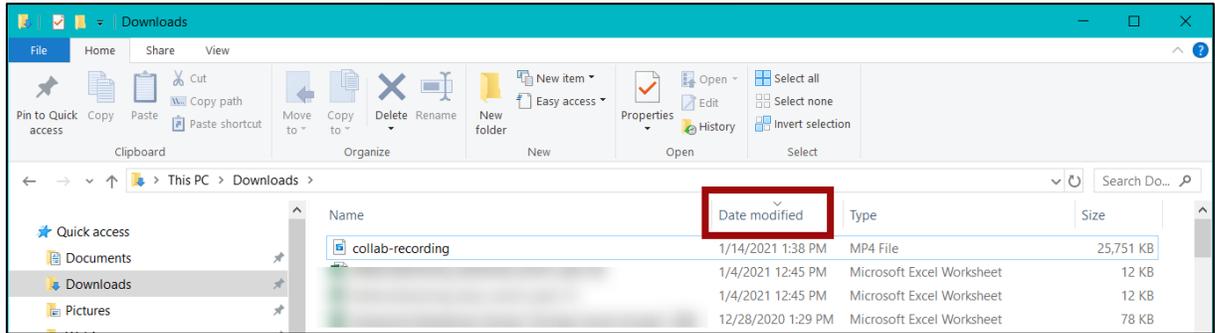
Storing a Recording on OneDrive

1. Navigate to Office 365 and sign in using a college username and password.
2. In the left side panel, select the OneDrive icon.

3. Recordings can be added directly to the *My files* page, or a folder can be created to place them into.
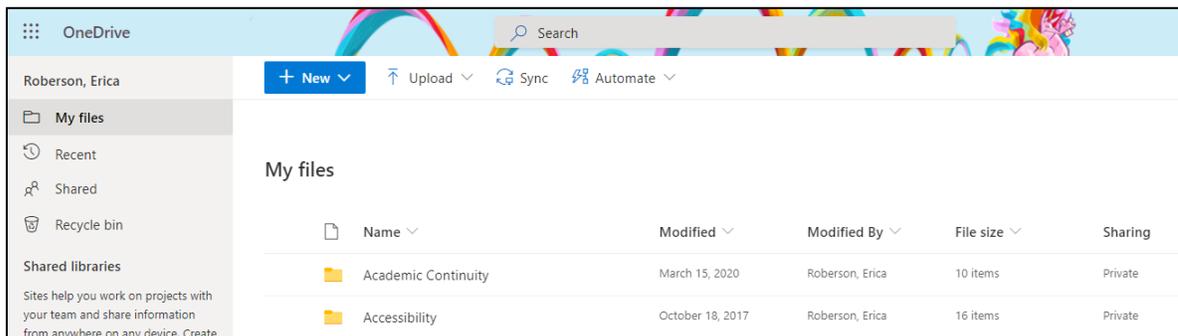
4. To create a folder:
   a. Select **New** and choose **Folder**.
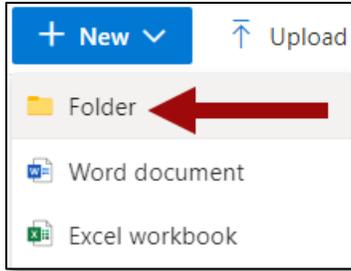
   b. Enter a folder name and select **Create**.
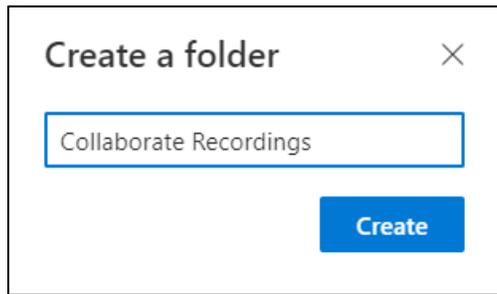
   c. The folder will appear in the *My files* list with three blue lines to the left of the Name to identify the new folder.
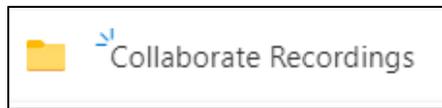
5. To upload a recording:
   a. Select Upload and choose Files.
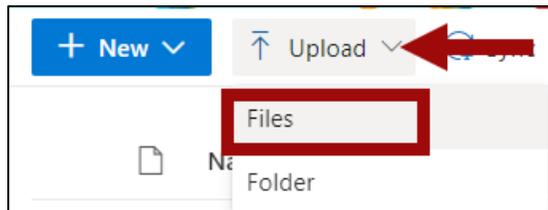
   b. Search for the file(s).

c. Select the file(s) that will be uploaded. To select multiple files, press the ctrl key on the keyboard, and select each file.

d. Once all files are selected, release the ctrl key. **NOTE**: To select all files, press ctrl + A on the keyboard.
e. Select **Open**. The files will begin uploading to OneDrive.
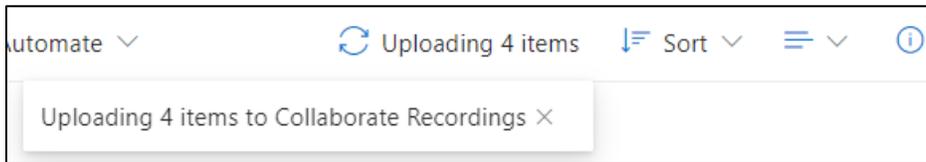
f. When done, a message will appear confirming that the items were downloaded.