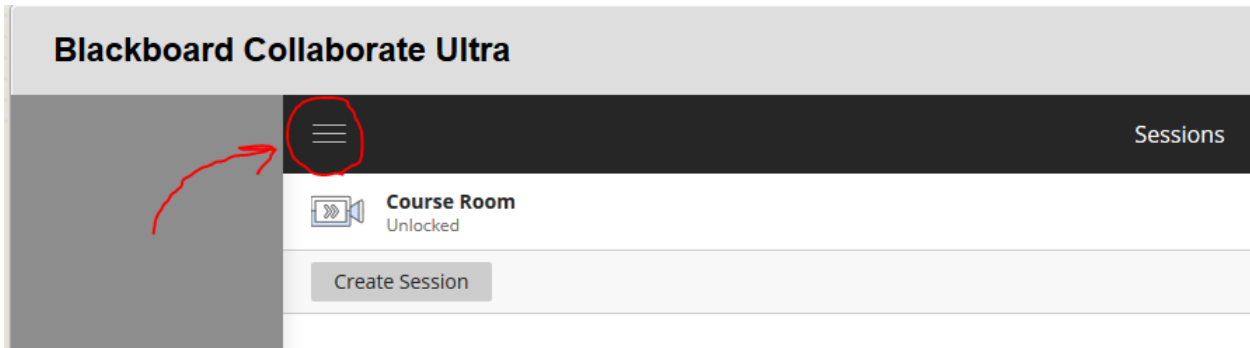


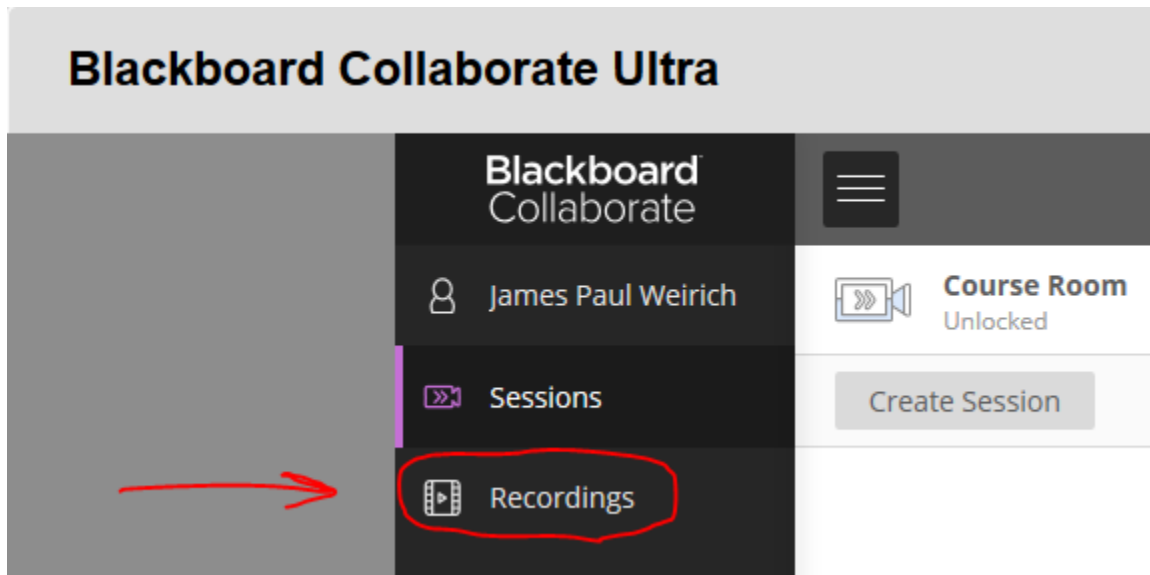
## **How to Access Recorded Sessions in Blackboard Collaborate Ultra**

**Step 1)** Go to the Blackboard Collaborate Ultra area in your course.

**Step 2)** Click the menu tab, circled in red, to expand for more options:



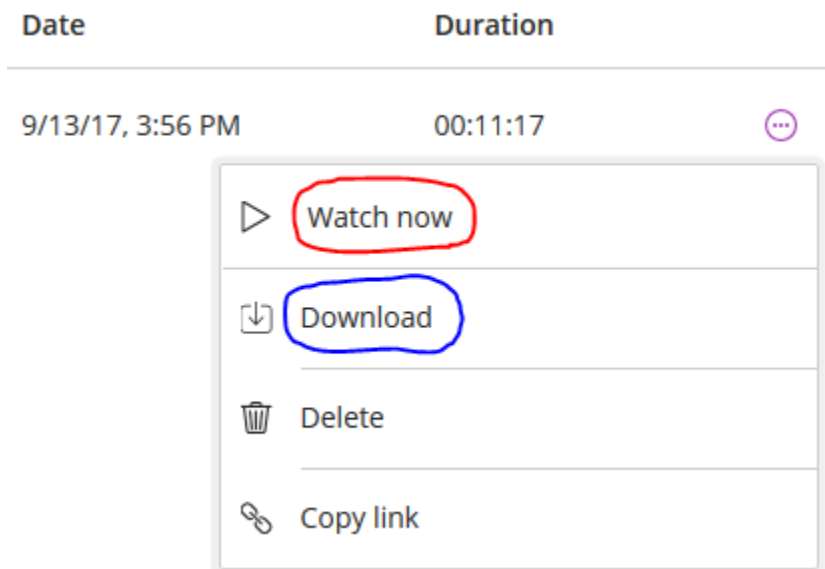
**Step 3)** Click "Recordings"







**Step 4)** Click the button, circled in red, to expand for more options:

Recordings			
Recording Name	Session Name	Date	Duration
<a href="#">Blackboard Test Course 2017 - recording_1</a>	Blackboard Test Course 2017	9/13/17, 3:56 PM	00:11:17

**Step 5)** Now you can choose to **“Watch Now”** which will open the video in a new tab or windows within your web browser, or **“Download”** which will prompt you to download a copy of the recorded session in a .mp4 file format.

Date	Duration	
9/13/17, 3:56 PM	00:11:17	

-  **Watch now**
-  **Download**
-  Delete
-  Copy link