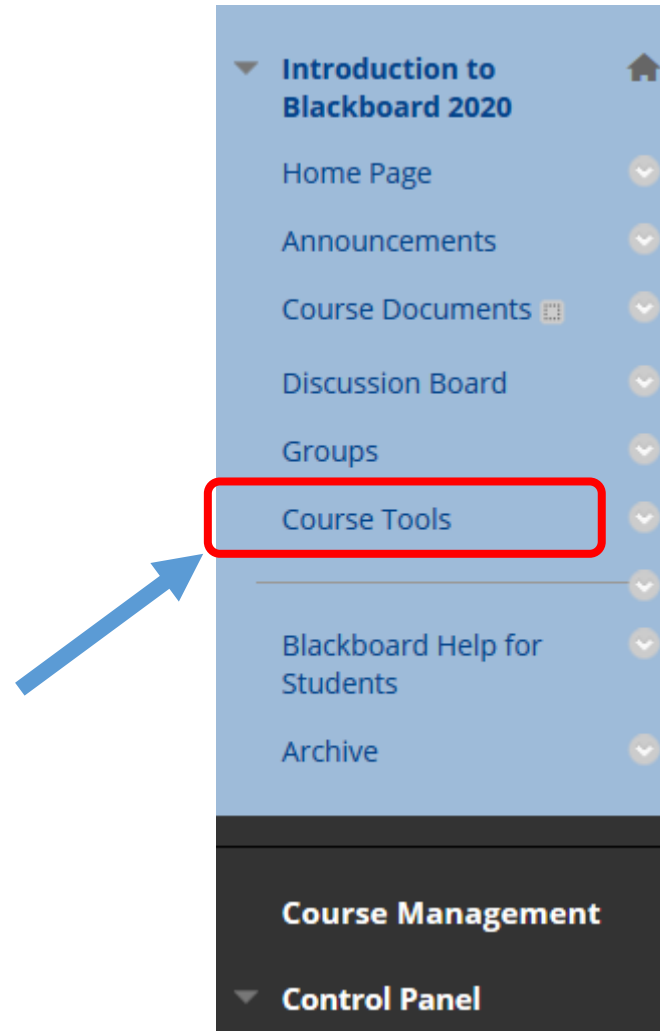




## **How to View Collaborate Ultra Recordings**

1. Log in to the Course on Blackboard. Go to **Course Tools** to locate Collaborate Ultra.



## 2. Click on the **Blackboard Collaborate Ultra** link.

The screenshot shows the Blackboard interface with a left-hand navigation menu and a main 'Tools' section. The navigation menu includes 'Intro to Blackboard', 'Home Page', 'Announcements', 'Course Documents', 'Syllabus', 'Course Messages', 'Discussion Board', 'Assignments and Homework', 'Exams and Quizzes', 'Tools', 'Help', and 'Final Exam'. The 'Tools' section contains several tool cards, each with an icon, a title, and a 'Hide Link' button. The 'Blackboard Collaborate Ultra' card is highlighted with a red rectangle, and a blue arrow points to it from the right. The other tool cards include 'Achievements', 'Announcements', 'Baruch Libguides Automatic', 'Blackboard Help for Students', 'Groups', 'Journals', 'Lehman Libguides Automatic', 'McGraw-Hill Higher Education', and 'Microsoft Teams'.

**Intro to Blackboard**

- Home Page
- Announcements
- Course Documents
- Syllabus
- Course Messages
- Discussion Board
- Assignments and Homework
- Exams and Quizzes
- Tools
- Help
- Final Exam

**Course Management**

### Tools

**Achievements** [Hide Link](#)  
*Achievements*

**Announcements** [Hide Link](#)  
*Create and view Course Announcements.*

**Baruch Libguides Automatic** [Hide Link](#)

**Blackboard Collaborate Ultra** [Hide Link](#)  
*Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.*

**Blackboard Help for Students** [Hide Link](#)  
*Open Blackboard Help in a separate window.*

**Groups** [Hide Link](#)  
*Create and manage formal groups of students to collaborate c*

**Journals** [Hide Link](#)  
*Create and manage journals that can be assigned to each user*

**Lehman Libguides Automatic** [Hide Link](#)

**McGraw-Hill Higher Education** [Hide Link](#)  
*Access and Manage McGraw-Hill products for this course throu*

**Microsoft Teams** [Hide Link](#)

3. Click on the **3 Horizontal Lines** marked in red below. A menu will open.

Blackboard Collaborate Ultra

Sessions

Course Room  
Unlocked (available)

Create Session

Filter by All Upcoming Sessions

No scheduled sessions.

Create Session

Intro to Blackboard

Home Page

Announcements

Course Documents

Syllabus

Course Messages

Discussion Board

Assignments and Homework

Exams and Quizzes

Tools

Help

Final Exam

#### 4. Click *Recordings*.

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation menu with the following items: Intro to Blackboard (with a home icon), Home Page, Announcements, Course Documents, Syllabus, Course Messages, Discussion Board, Assignments and Homework, Exams and Quizzes, Tools, Help, and Final Exam (with a checkmark icon). The main content area is titled "Blackboard Collaborate Ultra" and includes a "Sessions" header. Below this, it shows the user "James Weirich" and the "Course Room" status as "Unlocked (available)". A "Create Session" button is visible. The "Recordings" menu item, represented by a video camera icon, is highlighted with a red rectangular box, and a blue arrow points to it from the right. At the bottom right of the main area, the text "No scheduled sessions." is displayed above another "Create Session" button.

5. Here you will see a list of the most recent recordings in your course. If the recording was created earlier in the semester, you may need to change the **Filter by** settings to search for your recording between a specified date / time.

But, if the recording is recent, it will appear on this page. **To learn how to play a recording you see on this list, please go to the next page.**

The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a navigation menu with items like 'Intro to Blackboard', 'Home Page', 'Announcements', 'Course Documents', 'Syllabus', 'Course Messages', 'Discussion Board', 'Assignments and Homework', 'Exams and Quizzes', 'Tools', 'Help', and 'Final Exam'. The main content area is titled 'Recordings'. At the top right of this area is a 'Filter by' dropdown menu, which is currently set to 'Recent Recordings' and is highlighted with a red box. Below the filter is a table with the following columns: 'Session name / Recording name', 'Date', 'Duration', 'Access', and 'Status'. A blue arrow points from the 'Filter by' dropdown to the 'Duration' column. The table contains one row of data:

Session name / Recording name	Date	Duration	Access	Status
Blackboard Test Course 2018 / recording_2	1/26/21, 3:23 PM	00:03:33	Public	Done

6. To watch the recording, click the circled ellipses (marked in red below), and a small menu will appear. Then click Watch now (circled in green below) to begin the recording.

The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a navigation menu with categories like 'Intro to Blackboard', 'Assignments and Homework', and 'Course Management'. The main content area is titled 'Recordings' and features a table with columns for 'Session name / Recording name', 'Date', 'Duration', 'Access', and 'Status'. A single recording entry is visible: 'Blackboard Test Course 2018 / recording\_2' with a duration of 00:03:33 and a status of 'Done'. A red square highlights a three-dot menu icon at the end of the row. A blue arrow points to this icon. A green circle highlights the 'Watch now' option in the dropdown menu that appears.

Session name / Recording name	Date	Duration	Access	Status
Blackboard Test Course 2018 / recording_2	1/26/21, 3:23 PM	00:03:33	Public	Done

- Watch now
- Download
- Recording settings
- Copy link
- Add caption source
- Delete

7. A new page will load, give it a moment. Once ready, you can click either play buttons (marked in red below) to begin the recording.

