

Student Tip:

Access a Recorded Collaborate Ultra Session

The Blackboard Collaborate Ultra tool allows for real-time, virtual meetings with a student, a student group, or your entire class. Like Zoom, Skype, or other videoconferencing tools, you may share video, audio, your computer screen, a whiteboard, polls, or chat. You can also record a session to allow access to a session asynchronous or to return to a session for review.

Purpose and Applications

Access Blackboard Collaborate Session Recordings to see a saved record of a course meeting or discussion.

How to Access a Recording of a Collaborate Session

- Go to your Blackboard course through <http://blackboard.uscupstate.edu> or the Blackboard App. Click on the **Blackboard Collaborate Ultra** tool in your course menu.

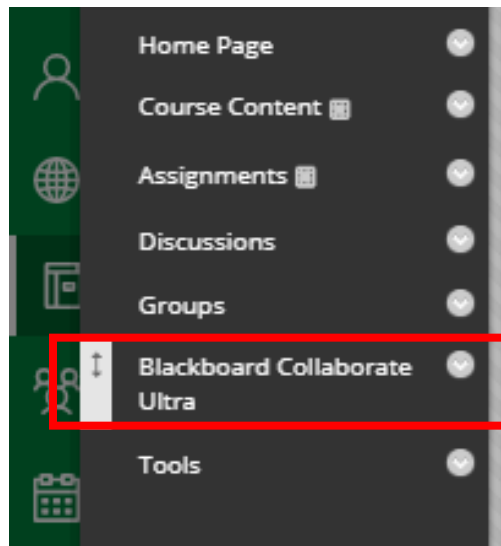


Figure 1 Blackboard Course Menu

- Note: You may access your Blackboard course through the Blackboard App or through the Web site. You may log in to Blackboard Collaborate through a computer, ipad or notebook, or smartphone. Google Chrome is the preferred browser if you are joining through a Web browser.

- Find saved recordings in your Blackboard Collaborate Ultra Course Room by clicking the three-lines menu in the upper-left corner.

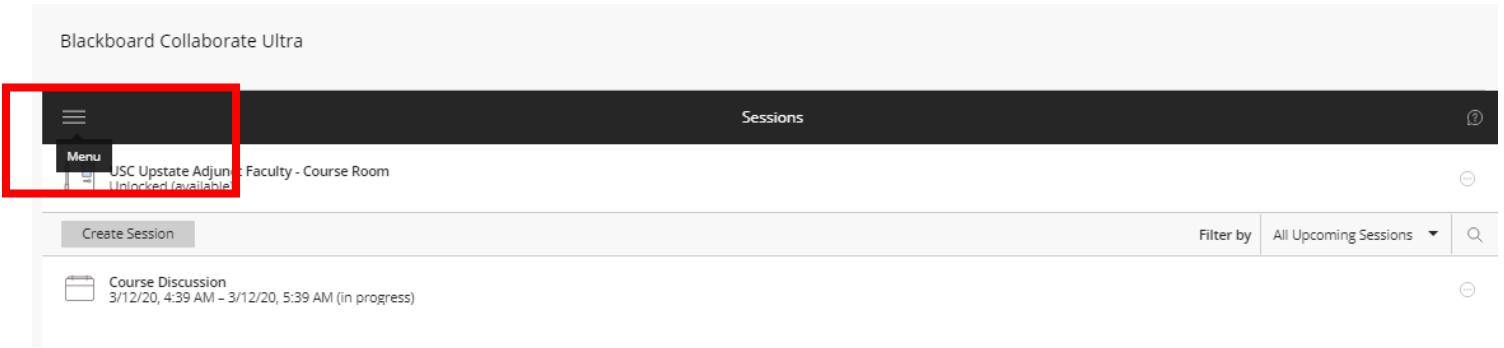


Figure 2 Blackboard Collaborate Course Room Menu Button

- Select **Recordings** from the expanded menu.

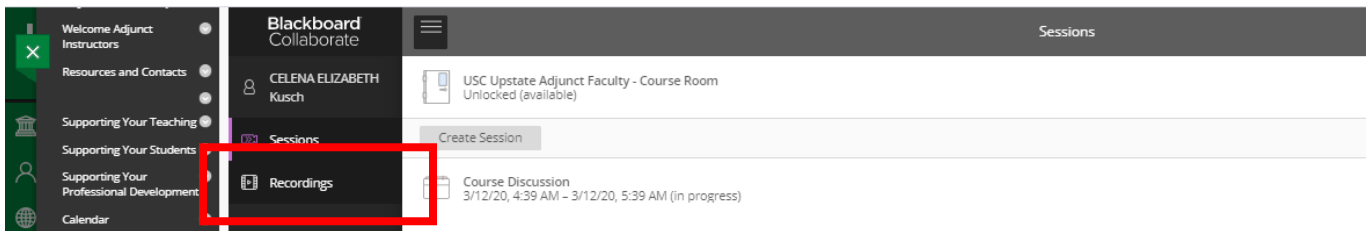


Figure 3 Blackboard Collaborate Course Room Expanded Menu

- See a list of Recent Recordings by default, or **Filter By** Recordings in a Range to view older recordings.

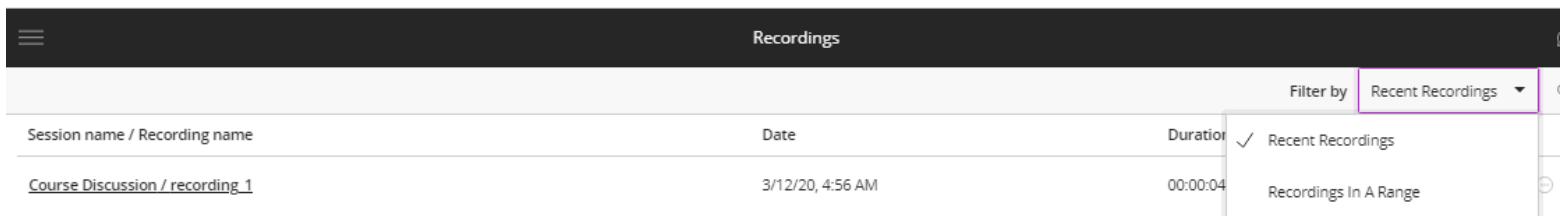


Figure 4 Blackboard Collaborate Recordings Page

- Note: If you have one class session that repeats each day, you'll see the name of your session / recording number 1, 2, etc. You can identify the session you need by date and time.

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- To view the recording, click the three dots (...) menu on the right side of the screen for your chosen recording. Select **Watch Now** to stream the recording (See Fig. 5). You will be able to press the purple menu item in the lower right to view the chat screen from the recording as well.
- Or click **Download** if your instructor has enabled that feature to download a video file (no chat) to watch later without Internet access.

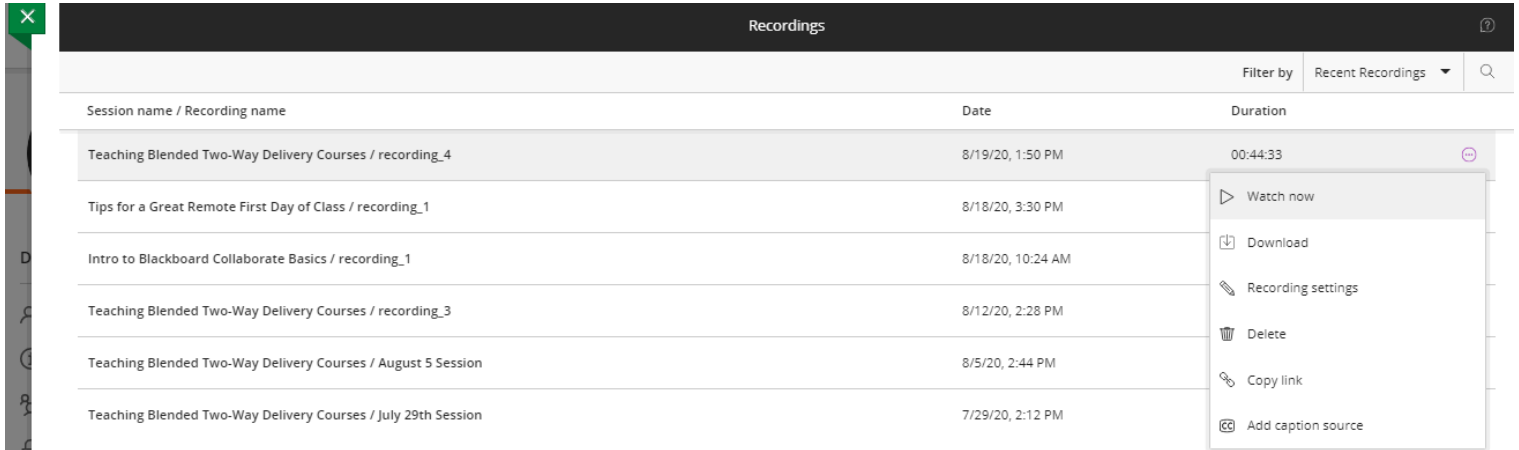


Fig. 5 Recording Menu

Additional Resources

- [Getting Started in Blackboard Collaborate Ultra as a Participant](#)