

# Blackboard Tips:



## Record a 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 students to access a session they missed due to illness or to return to a session for review.

### Purpose and Applications

Use Blackboard Collaborate Session Recordings

- To save a record of a course meeting or discussion for students to access later.

### How to Record a Collaborate Session

- Navigate to the **Blackboard Collaborate Ultra** tool under **Course Tools** in your **Control Panel** menu.

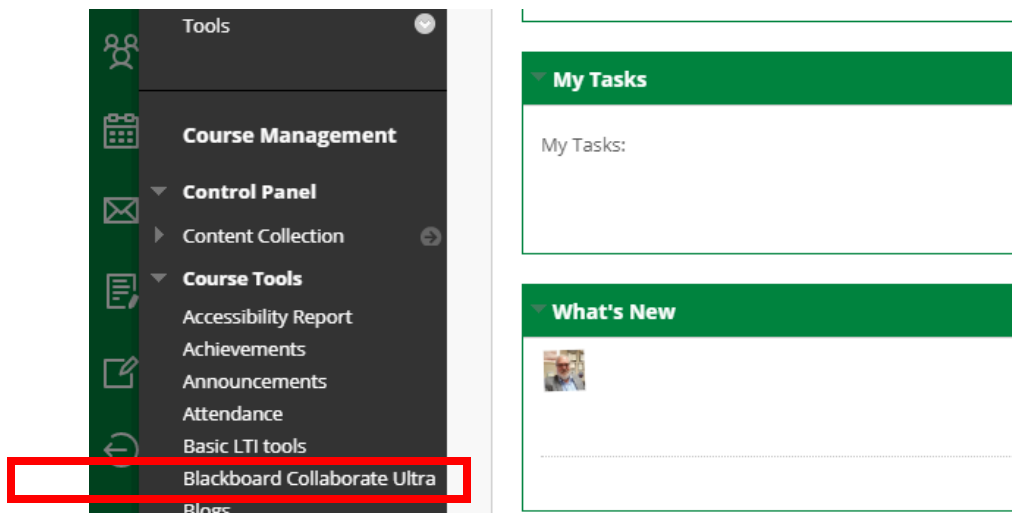


Figure 1: Control Panel Menu

- Inside Blackboard Collaborate Ultra, create a new session (See Blackboard Tip: Create a Collaborate Session) or click a previously-created session and select the **Join Session** option.

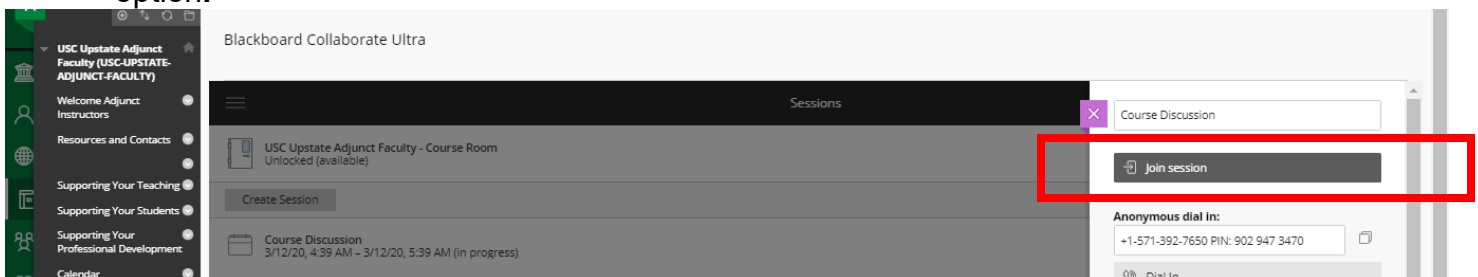


Figure 2 Join Session and Session Settings in Blackboard Collaborate Ultra

For help implementing any Blackboard best practices in your classes, contact [academicinnovation@uscupstate.edu](mailto:academicinnovation@uscupstate.edu).

- On the main Collaborate Session page, click the three lines menu item in the upper-left. Note: the purple button with white arrows in the lower-right gives you access to a range of controls, including audio/video settings, the ability to share content from your screen or a file, the chat feature, and a list of attendees.

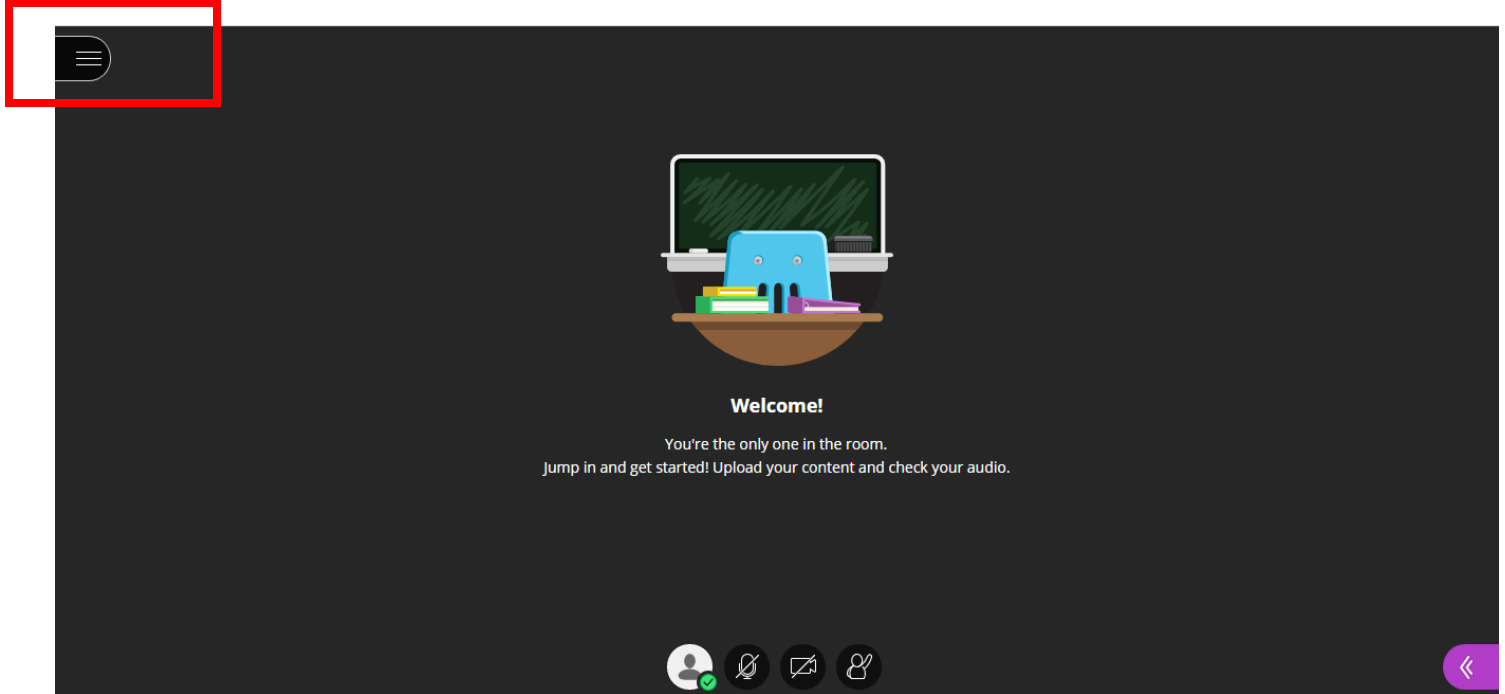


Figure 3 Blackboard Collaborate Ultra Session

- Select **Start Recording** from the expanded menu to record your session.

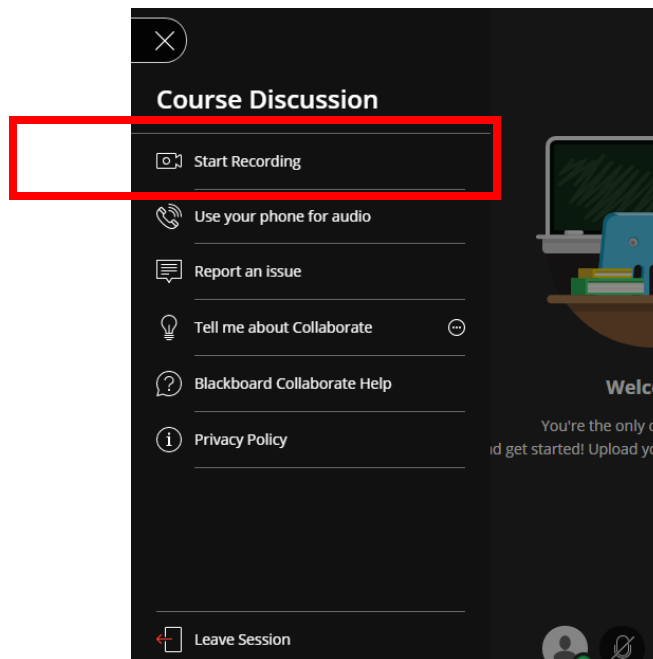


Figure 4 Collaborate Session Expanded Menu

- Be sure to unmute your audio and video if you are presenting. Click the microphone icon or camera icon on the bottom of the session screen to allow audio or video sharing (See Fig. 3).  
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- At the end of your session, return to the menu and click **Stop Recording** to complete the recording. Click **Leave Session** at the bottom of the menu to end your session and return to your Blackboard course.
- Find saved recordings in your Blackboard Collaborate Ultra Course Room by clicking the three-lines menu in the upper-left corner.

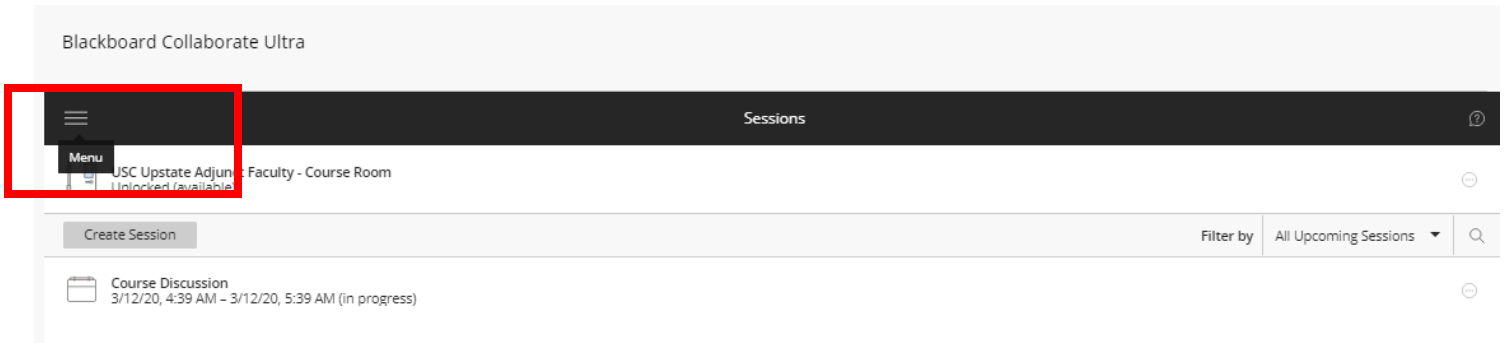


Figure 5 Blackboard Collaborate Course Room Menu Button

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

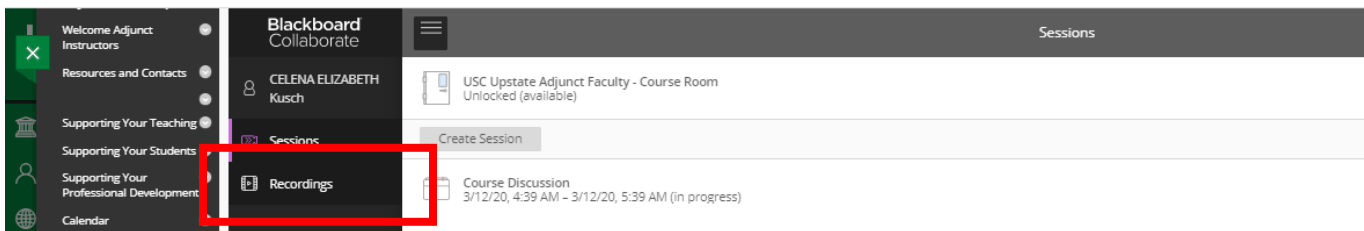


Figure 6 Blackboard Collaborate Course Room Expanded Menu

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

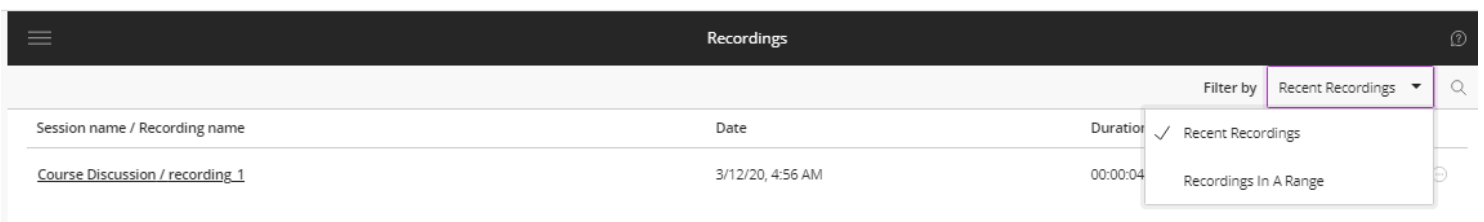


Figure 7 Blackboard Collaborate Recordings Page

### Tips for Use

- If you want to prepare video asynchronously to share with students, use TechSmith Relay lecture capture or screen capture instead. TechSmith Relay's generate captions and edit captions tools work well to ensure accessibility to materials in courses.

### Additional Resources

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

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