Recording Live Lectures in Blackboard Collaborate

Recording a Session

1. From your Blackboard Collaborate session, click the small icon in the upper left-hand corner (three bars) to open the “Session Menu”.

2. Click “Start Recording”.

---

Kent State Online – http://www.kent.edu/online
3. At the end of the session, open the “Session Menu” again, and select “Stop Recording”.

Accessing the Recorded Session

1. From the Blackboard Collaborate Ultra page (same as step 1 in Recording a Session). Click on the small icon in the upper left-hand corner (three bars) to open the “Session Menu”.

2. Click on “Recordings” from the menu options on the left side of the screen.