Recording the Session and Accessing Previous Recordings

Recording the Session

1. Open the “Sessions Menu”

2. Select “Start Recording”
3. When you are finished with the session, simply open the sessions menu again and select “Stop Recording”
Accessing Previous Recordings

1. From the Blackboard Collaborate Ultra page, select the menu button in the upper left corner.

2. Select “Recordings”
3. Select the “Recording Options” button on the right side for viewing options.

For additional resources on using Blackboard Collaborate, tutorials are available from Information Technology.