

# Session Recording

## Using Blackboard Collaborate Ultra

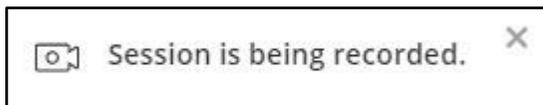
Moderators can record Blackboard Collaborate sessions for their students to review on-demand.

Session recordings display the content during the recording and include the audio (room and speaker), and shared content.

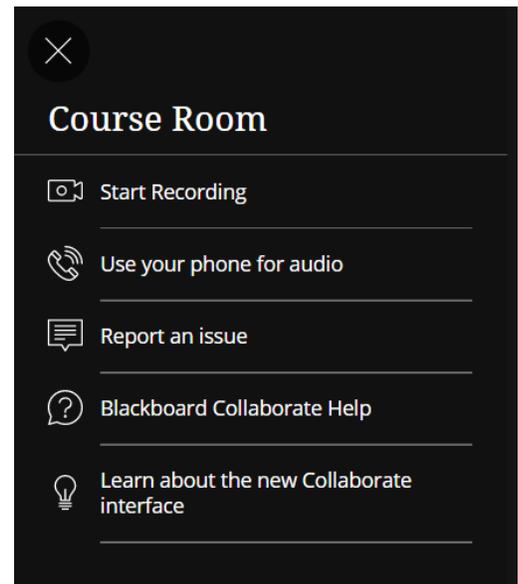
### Start and Stop a Recording

Moderators can start and/or stop the recording at any time during the session. To start recording your session, click **Start Recording**, located in the Session Menu. The Start Recording option changes to read Stop Recording to indicating the recording is in progress.

Blackboard Collaborate notifies session attendees that the session is being recorded.



Collaborate also indicates recording is in progress by placing a recording icon next to the Session Menu.



At any time during your session, you can stop the recording by clicking the Stop Recording option in the Session Menu. You can start and stop the recording as many times as you like during your session. Blackboard Collaborate notifies session attendees that the recording has been stopped by displaying a notification dialog as well as removing the recording notification icon from displaying on the Session menu dropdown.

# Accessing Recordings

Each time a moderator starts and stops recording during a session, a separate, sequentially named recording is created.

Recordings | Show Recent Recordings Show Recordings Filter

Session Name	Recording Name	Duration	Date	Recording (MP4)
Anthropology of Computing	Anthropology of Computing - recording_2	00:00:44	7/11/16, 3:34 PM	<a href="#">View Recording</a>  
Anthropology of Computing	Anthropology of Computing - recording_1	00:14:58	7/11/16, 3:08 PM	<a href="#">View Recording</a>  
Anthropology of Computing	Anthropology of Computing - recording_1	00:00:26	7/8/16, 10:06 AM	<a href="#">View Recording</a>  

[Download Recording](#)

Users can access all session recordings from Blackboard Collaborate. Click the Menu button, then click Recordings.

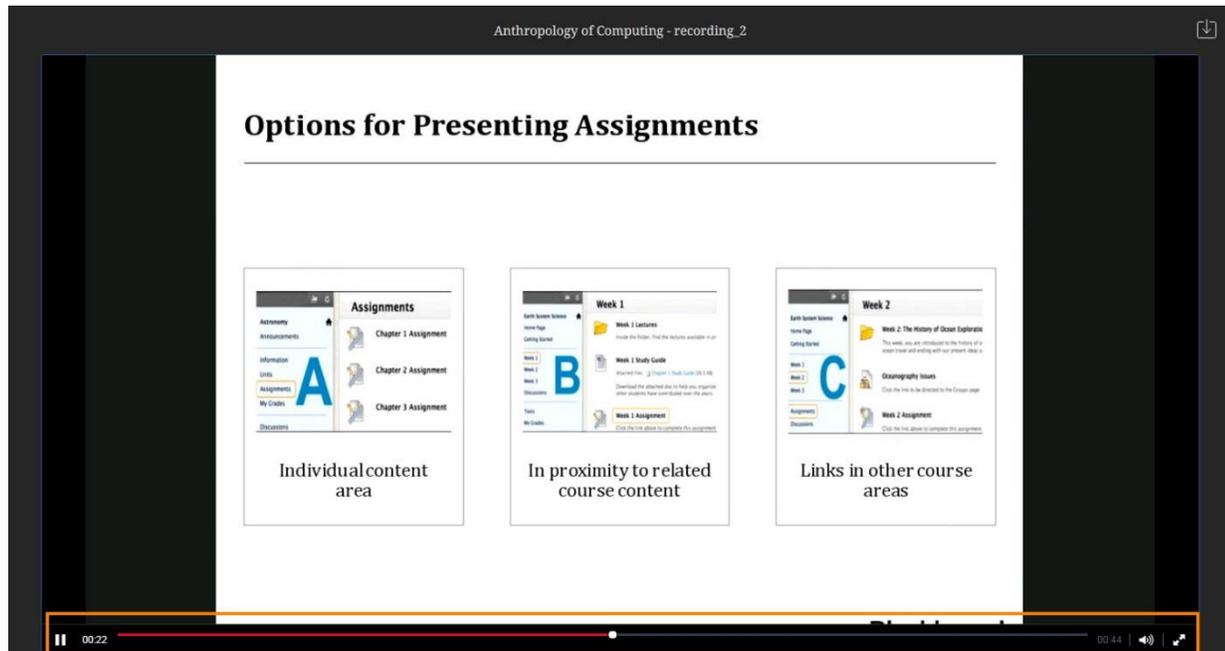
Blackboard Collaborate ≡ Sessions

Mrs. Susan Gallanis Show All Upcoming Sessions

[Recordings](#) Course Room [Join room](#)

## Playing a Recording

When you click on a recording link, the recording will open within the browser for streaming. Use the Playback Controller panel at the bottom the window to start, stop, pause, resume, and navigate through the recording.



## To share recordings with others outside the course:

- Enable downloading of recordings in the session settings.
- When the recording is available in the course, download it to your computer.
- Upload the recording (video file) to YouTube (directions below).
- Share the YouTube link with others (via email or add to your Blackboard course).

## Publishing Video to YouTube

1. Create a YouTube account. If you have a Gmail account then you are already set up. Otherwise, you will click on create account and be walked through the steps of creating your account.
2. Once you sign in, click Upload from the upper right hand corner.
3. You can then either drag-and-drop your files on the specified area or you can click to browse your computer for your video file. Also change the public option to unlisted (unless you want the entire public to be able to search for your video on YouTube).

4. A new menu will pop-up with all the options for your video. The most important is to make sure that you click on Publish. Your video URL will also be posted for you to post in Blackboard/e-mail to students. Again make sure that you have the correct privacy setting selected:
5. Public = anyone can search and view it on YouTube
6. Unlisted = only those with the link can view
7. Private = you need to add specific YouTube account's to view the recording.

The screenshot displays the YouTube upload interface. At the top, a progress bar indicates 'PROCESSING 0%'. A blue 'Publish' button is located in the top right corner, with a blue arrow pointing to it. Below the progress bar, a message states 'Click "Publish" to make your video live.' The interface is divided into 'Basic info' and 'Advanced settings' tabs. The 'Basic info' tab is active, showing fields for 'Wildlife' (title), 'Description', and 'Tags (e.g., albert einstein, flying pig, mashup)'. The privacy setting is set to 'Public'. There is a section for 'VIDEO THUMBNAILS' with a note: 'Thumbnail selections will appear when the video has finished processing.' A 'Custom thumbnail' button is present, with a note 'Maximum file size is 2MB.' On the left, the 'Upload status' section shows 'Processing your video.' and 'Your video will be live at: <http://youtu.be/wNbeKX4GoFc>', with a blue arrow pointing to the URL. At the bottom right, there are buttons for 'Video Manager' and '+ Add more videos'.