

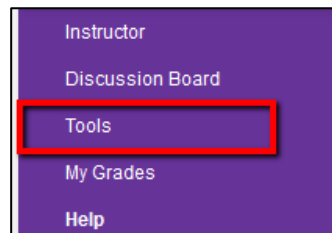
## Recording Sessions with Blackboard Collaborate Ultra

**Blackboard Collaborate Ultra** is a powerful asynchronous classroom tool that is integrated into our existing Blackboard and allows instructors to record an online interactive class session. This document will review how to record using the **Blackboard Collaborate Ultra** tool.

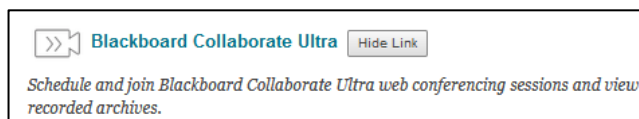
### Getting Started with Blackboard Collaborate Ultra

Before getting started with Blackboard Collaborate, please make sure your computer meets the minimum requirements to run Blackboard Collaborate. Please review document titled [Configurations Recommendations for Bb Collaborate](#).

1. Log into **Blackboard**
2. Select the course to which you wish to add the collaborate session
3. On the left side click on **Tools**

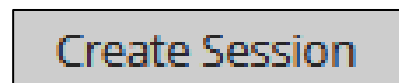


4. Next, click on **Blackboard Collaborate**



5. Click on **Create Session**

**Note:** Every course will have a room automatically created for the course available all semester.

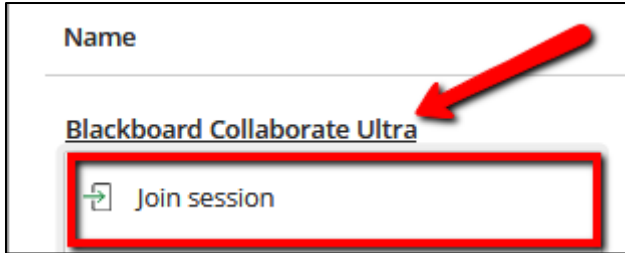


**Note:** For more information on setting up a Collaborate session, please refer to the document titled [Getting Started with Bb Collaborate](#).

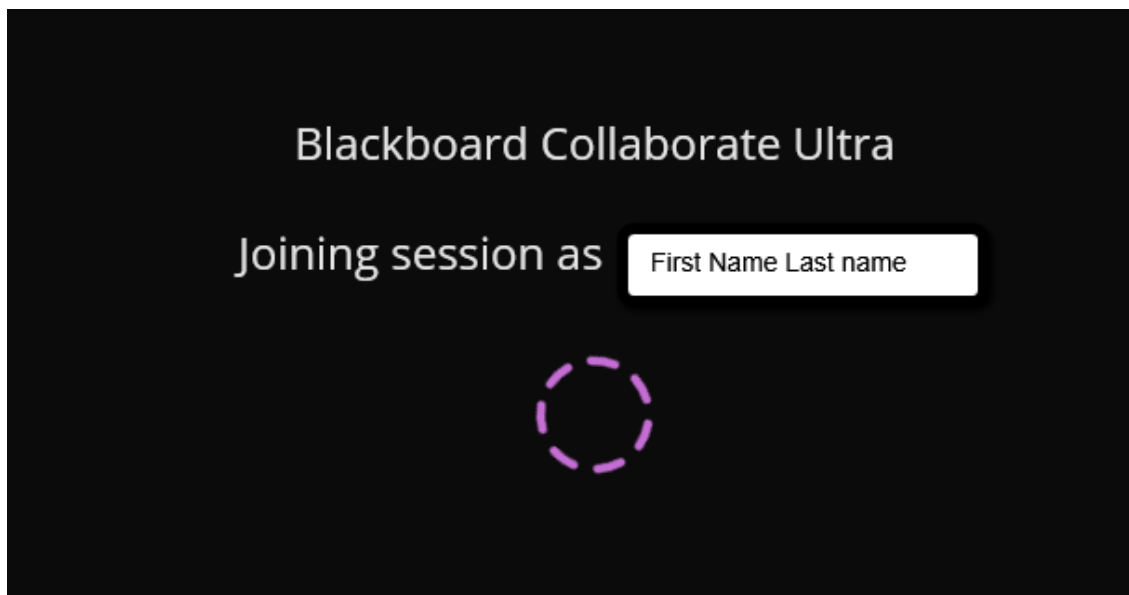
## How to Join a Session

1. Once your session is created, you can join the session by following these steps:
  - a. Click on the session title
  - b. Click **Join Session**

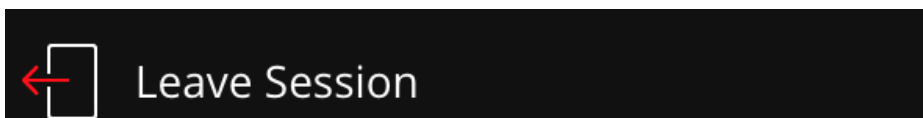
**Note:** The **Blackboard Collaborate** link appears only if the session is about to start or near the start time or date.



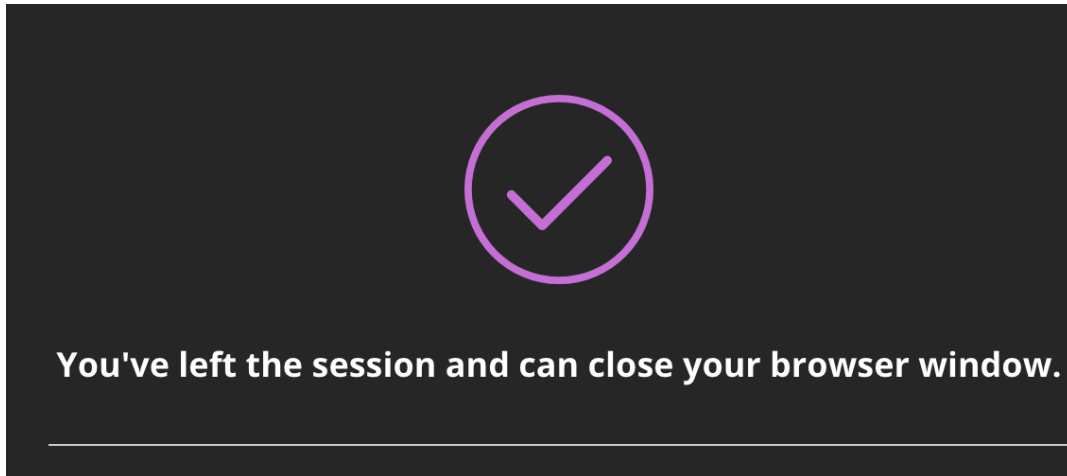
2. A message will appear that shows your first and last name and indicates that you are joining the Blackboard Collaborate Ultra Session.



3. To leave a session click **Leave Session**.



4. A message will appear that indicates that you left the Blackboard Collaborate Ultra Session and you can close your browser window.

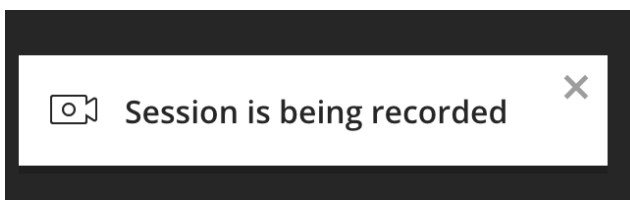


## How to Start a Recording

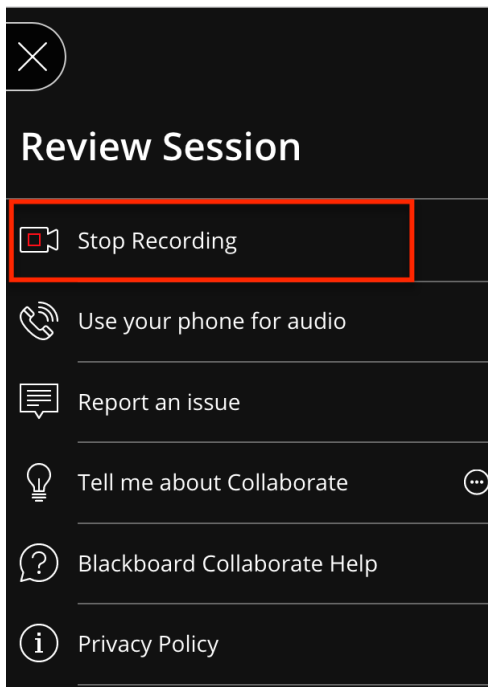
1. Once your **Blackboard Collaborate** session is launched, click on the menu icon in the top left corner. Click **Start recording**.



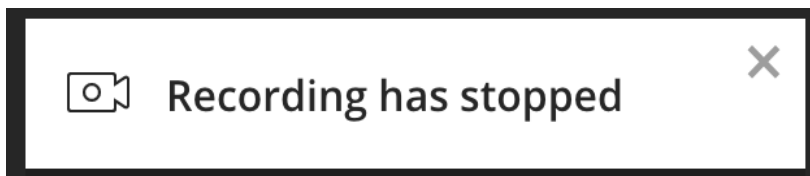
2. A message will pop up indicating that the session is being recorded.



3. Once you are done, press the **Stop recording** button to stop recording.



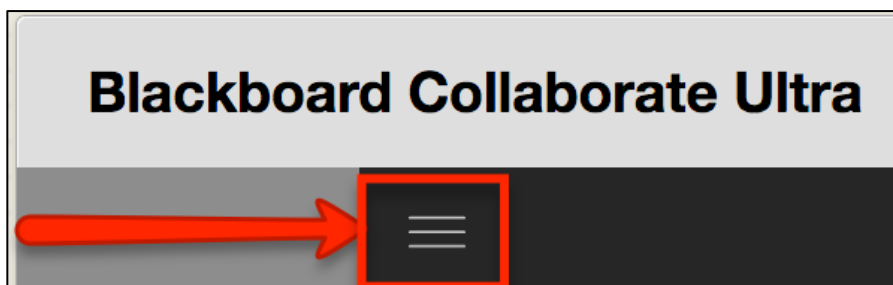
4. A message will pop up that indicates that the session is no longer being recorded.



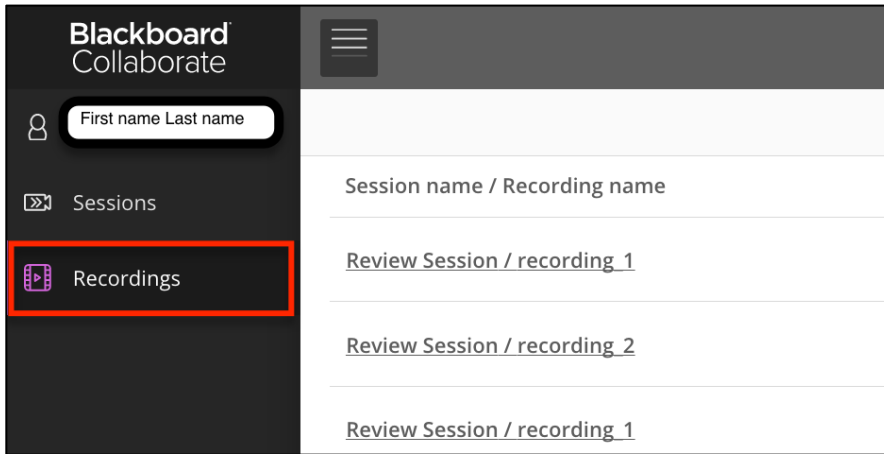
**Note:** Make sure everyone is logged out when you are finished with the session.

## Accessing Recordings

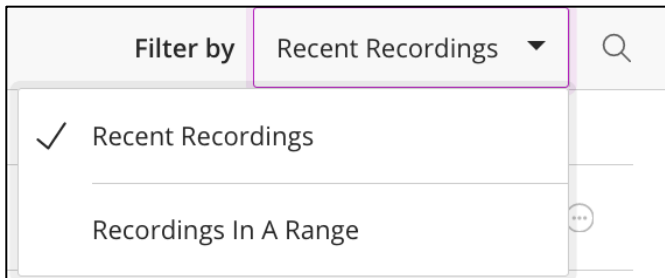
1. Log into **Blackboard** and find the **Blackboard Collaborate** tool in your **Tools** page
2. Click on the menu icon to expand the menu. Click on **Recordings** to access recorded sessions.



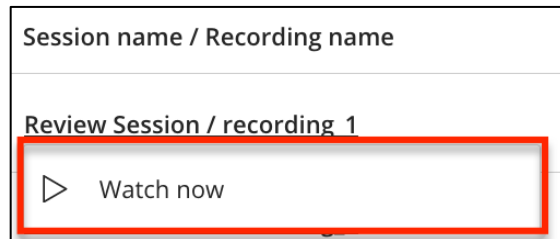
The recordings will be listed to the right.



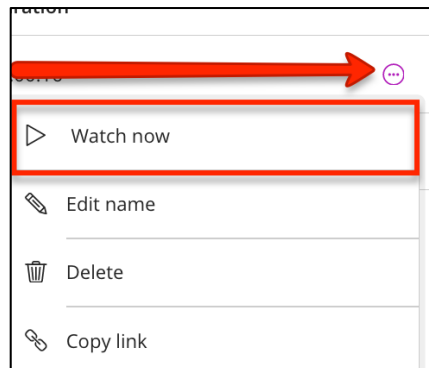
3. By default, recent recordings will show. Adjust the **Filter by** settings to view **Recent Recordings** or view **Recordings in A Range**. You can also click the magnifying glass to search for recordings.



4. You can play the recordings either by:
  - a. Clicking on the **title** and clicking **Watch Now**



- b. Clicking on the **recording options icon** and selecting **Watch Now**



5. The recording will load. Once the recording loads, click on the play icon to play the entire session.

**Note:** Everyone **MUST EXIT** the session in order for the recording to be processed. It is recommended that moderators be the last ones to leave the session and manually disconnect users when session is over if necessary. Once the recording session is completed; it may take up to two hours for the recording to appear.

**Additional Tips:**

1. *Do not start the recording before the official start of the session (by default, a session becomes available 15 minutes before the official start).*
2. *When you are done, "leave the session" (item on the help menu), do not just close the window.*
3. *Be patient and wait until after the posted end of the session; do not change the end time after you are done.*

If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).