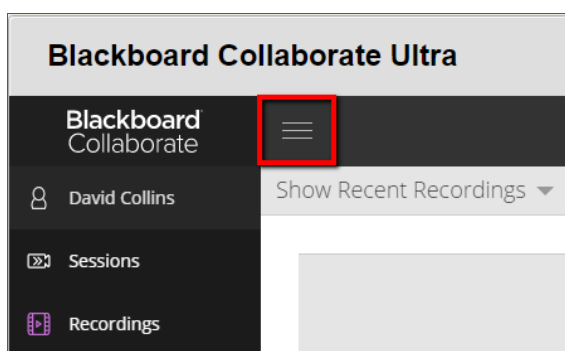


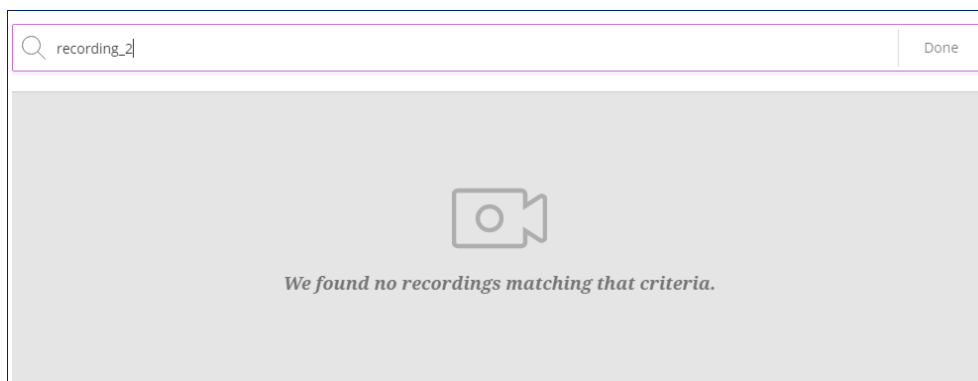
Collaborate Ultra: The Recordings List

If at least one session in the virtual room has been recorded and processed (and not yet deleted), the Blackboard Collaborate page in a course or organization should display a list of available recordings. Collaborate makes a variety of commands available for managing these recordings.

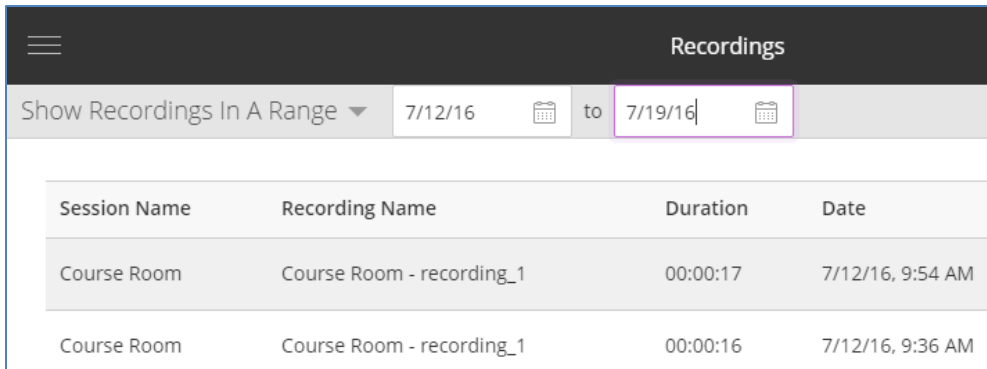
To view the list, click the **Menu** icon at the top-left of the Blackboard Collaborate Ultra page, and select **Recordings**.



Because server capacity is limited to 50 gigabytes of recordings for the entire university, most instructors will likely never have enough recordings to require searching or filtering the Recordings list. However, users can click the magnifying glass icon to open a dynamic Search Recordings text box. As you type text into the box, with every keystroke the list filters out recordings whose names do not contain the text. When you have finished searching, click the **Done** button to hide the box.



Users can also switch the display from **Show Recent Recordings** (reverse chronological order) to **Show Recordings In A Range**, where they can specify the dates between which a recording might have been created.

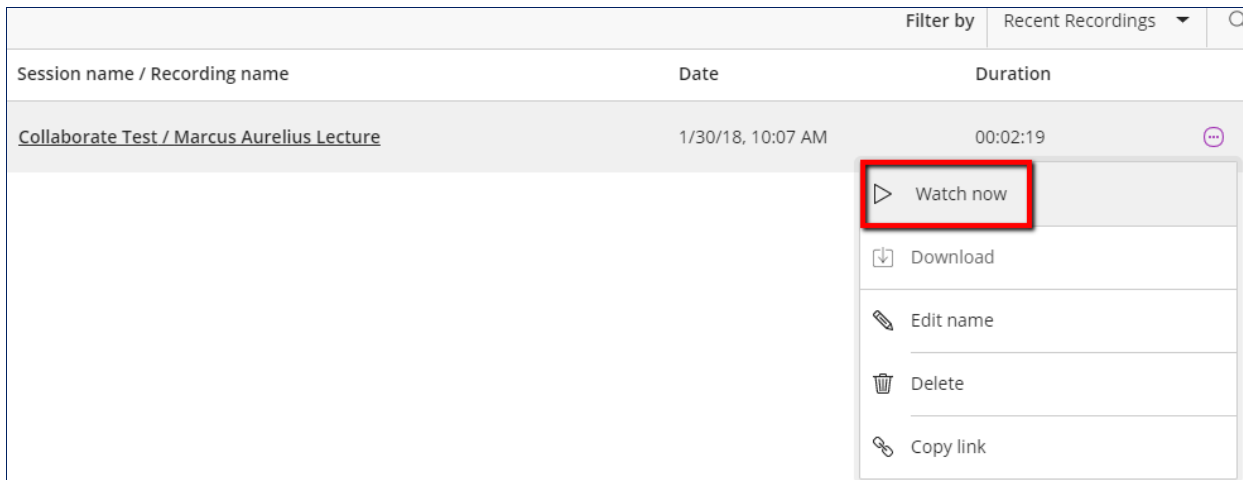


The screenshot shows a 'Recordings' interface. At the top, there is a filter dropdown set to 'Show Recordings In A Range'. Below this, two date pickers are visible, with the first set to '7/12/16' and the second to '7/19/16'. Below the filter is a table with the following data:

Session Name	Recording Name	Duration	Date
Course Room	Course Room - recording_1	00:00:17	7/12/16, 9:54 AM
Course Room	Course Room - recording_1	00:00:16	7/12/16, 9:36 AM

Viewing Recordings

To play a recording in a separate browser tab, click the link in the Recording Name column of the Recordings list, or click the Recording Options icon at the far right and select **Watch Now** from the menu.



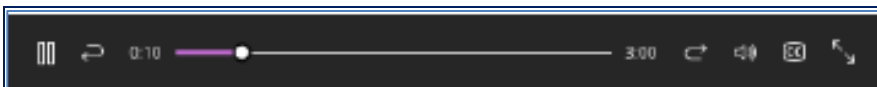
The screenshot shows a recording player interface. At the top right, there is a 'Filter by' dropdown set to 'Recent Recordings'. Below this is a table with the following data:

Session name / Recording name	Date	Duration
Collaborate Test / Marcus Aurelius Lecture	1/30/18, 10:07 AM	00:02:19

Below the table, a context menu is open, showing the following options:

- Watch now
- Download
- Edit name
- Delete
- Copy link

The MP4 Player application was updated with the January 2017 release of Collaborate Ultra. The current version features some new functionality to control the playback.

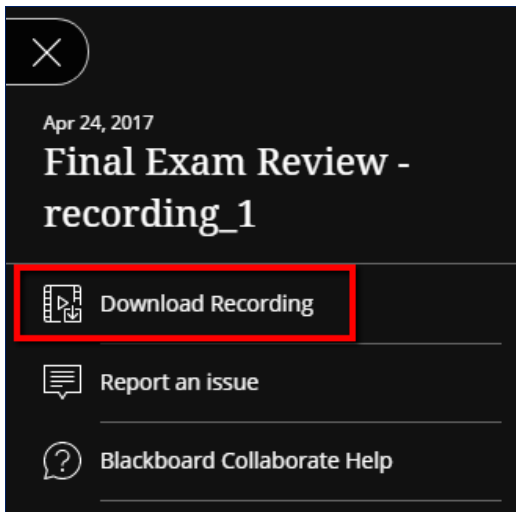


- Pause playback
- Repeat 10 seconds
- Skip 10 seconds

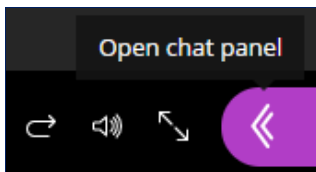
- Mute or unmute audio
- Turn Closed Captioning on or off
- Switch to Full Screen Mode

Users can also slide the marker along the progress bar to skip to a specific portion of the recording. Closed Captioning is available only if a Captioner created them during the live conference.

There is also a new Recording Menu, similar to the Session Menu, in the top-left-corner of the screen. Use this menu for frequent commands such as **Download Recording**. Downloading is available only if the moderator has enabled it in the Session Settings.

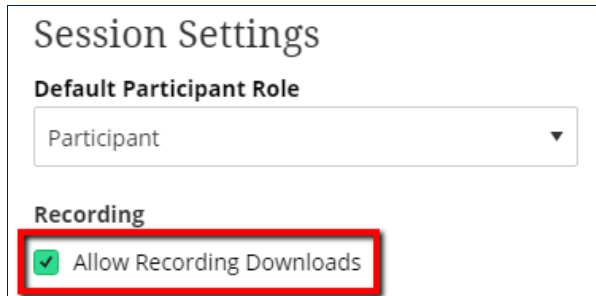


To view the Chat pane from the recorded conference, click the **Open chat panel** icon in the bottom-right corner of the screen. You can also download a transcript of the chat in the .txt format.



Downloading Recordings

To permit downloading of recordings, on the Blackboard Collaborate Ultra page, navigate to the Session Settings for a course room or session, and check the **Allow Recording Downloads** checkbox. This checkbox is not available during a live conference.

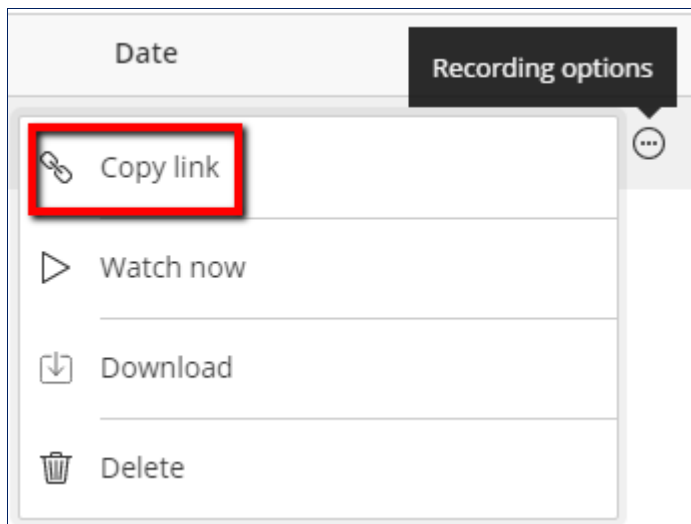


When the recording is processed and added to this list, users may download a copy of the MP4 file in one of two ways:

- On the Blackboard Collaborate Ultra page, click the Options icon, and select **Download**; or
- On the MP4 Viewer, click the menu icon at the top-left, and select **Download Recording**.

Sending Recording Links

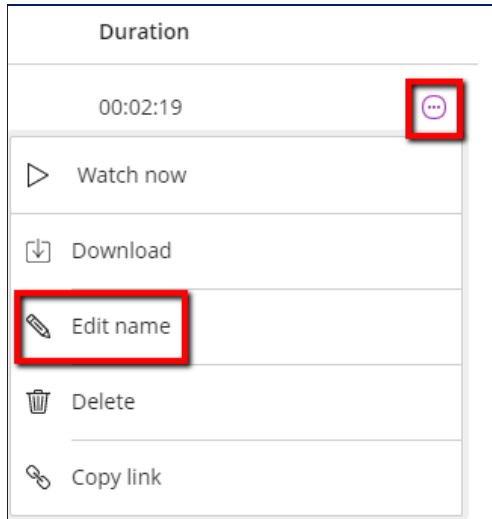
To share a recording with external users (those without a UST Blackboard account), on the Blackboard Collaborate Ultra page, click the **Recording Options** icon, and select **Copy Link**. You can then paste the URL for the recording into an email message or shared document.



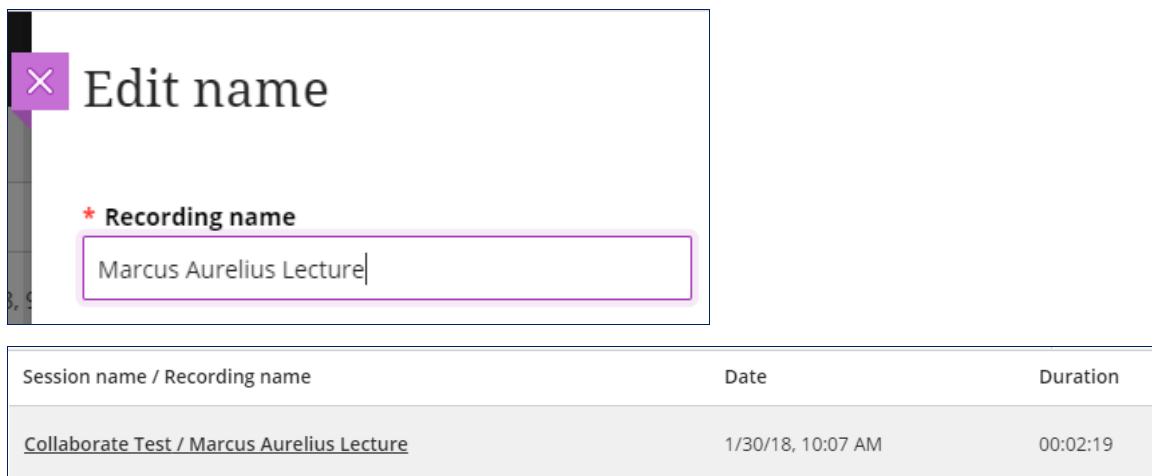
Renaming Recordings

For the first two years of its existence, Collaborate Ultra gave all recordings generic names, without a way for instructors to modify those names. (Collaborate in the Original Experience did provide that ability.) The default names consisted of the name of the Course Room or session followed by **recording_1** or something similar. This led to frequent duplication of names and no small amount of confusion.

As of February 2018, instructors can rename recordings in the Recordings view on the Blackboard Collaborate Ultra page in Learn. To begin the process, if necessary, click the Collaborate Menu and switch from **Sessions** to **Recordings**. Then click the **Options** icon for any recording, and select **Edit name**.



The **Edit name** panel slides out from the right side, where you can change the default name to something more descriptive, and then click **Save** at the bottom. The list of recordings still displays the name in the Session name/Recording name format.



Deleting Recordings

Instructors will use this command more often than one would think. Our Blackboard system provides limited storage capacity for recordings, and MP4s can be very large files. Click the **Recording Options** icon, and select the **Delete** command to remove recordings not just from the course or organization, but from the entire system. The command opens a Delete Recording message box; click **Yes, Delete It** if you are certain that the recording should be deleted.

×

Delete Recording

This recording will be permanently removed. Are you sure you want to delete it?

No, Take Me BackYes, Delete It