Providing Collaborate Recordings to Students After the Session is Over

1) Go into Blackboard Collaborate Ulta and click on the icon in the top left with three white lines.



2) Choose Recordings from the drop-down menu that appears.

8	My Blackboard	Faculty	Orientation	Help	System Admin				
	Reckboard Collaborate Ultra								
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	Announcements		Blackboa Collabora	ard ate					
	Your Instructor		8 Sara Kelly		Course Room Unlocked (ava	ailable)			
-		-	Sessions		Create Session				
	loois My Grades	💽 Recordings 🕊			In Case of Em 3/30/20, 9:00	ergency AM – 3/			
	COURSE MANAGEMEN	т							



3) Find the recording you want students to see and click on the icon that looks like a small circle with three dots in it. Then choose Copy Link.

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	Recordings			Ø			
		Filter by	Recent Recordings	- Q			
	Session name / Recording name	Dat	e Duration				
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т	Kaltura Quick Tips / recording 1	▷ Watch no	w				
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	Import Questions in Blackboard Using Respondus / recording_1	🗞 Copy link					

4) Go to Course Content and find the place where you will direct students to watch the recordings. Click on Build Content and choose Web Link.

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•	Continuity Planning					
	Announcements	Build Content ~	Assessments v Tools v	Partner Content ~		
-	Syllabus Your Instructor Course Content	<i>Create</i> Item File	New Page Content Folder Module Page	very - resources for fa		
	Tools	Audio	Mashups			
	My Grades	Image	Flickr Photo			
		Video	SlideShare Presentation			
	COURSE MANAGEMENT	Web Link 📥	YouTube Video			
•	Control Panel	Learning Module	Kaltura Media			



5) Give the link a name and paste the link (right click and choose Paste) you copied in Step 3 into the URL text area. Then click Submit.



