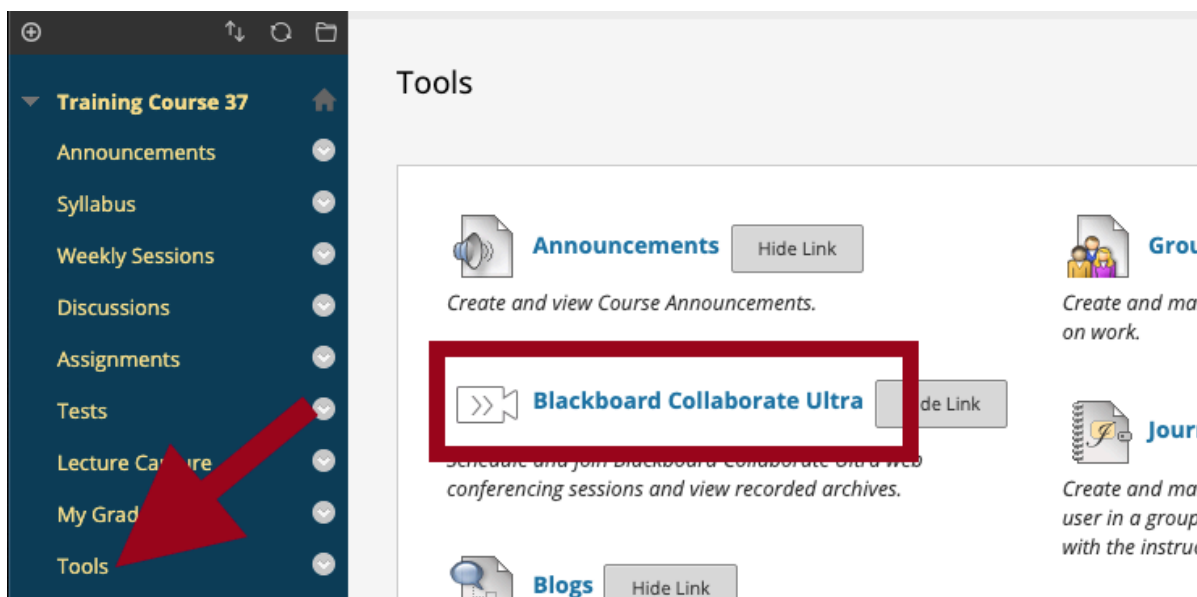


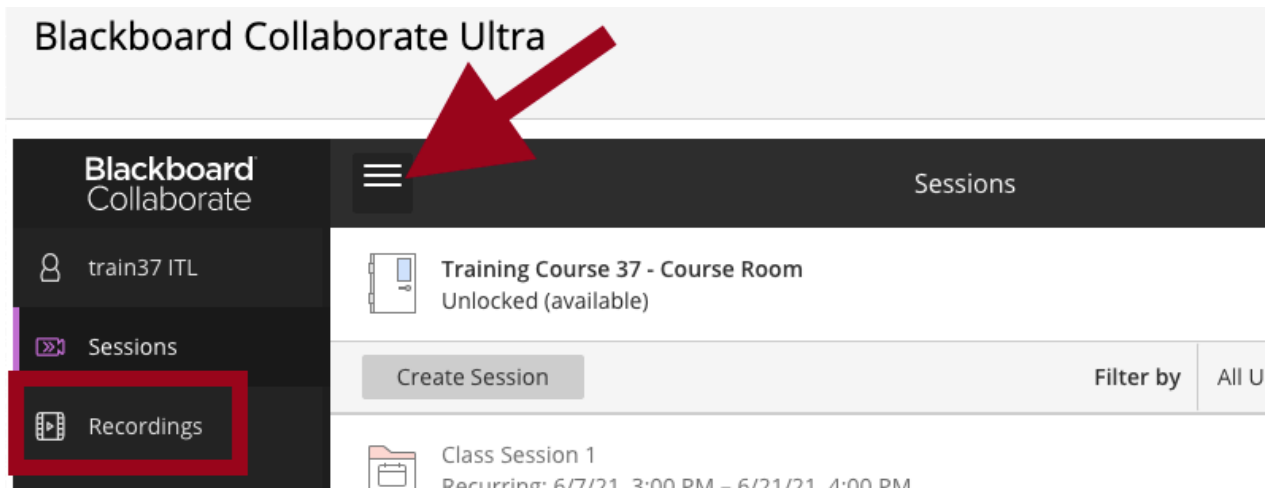
Blackboard Collaborate Ultra – For Moderators: Access Recordings

Collaborate Ultra recordings include any audio, active speaker video, and content shared during a session. Session moderators can watch, download, delete, and manage Collaborate Ultra recordings from their Blackboard course.

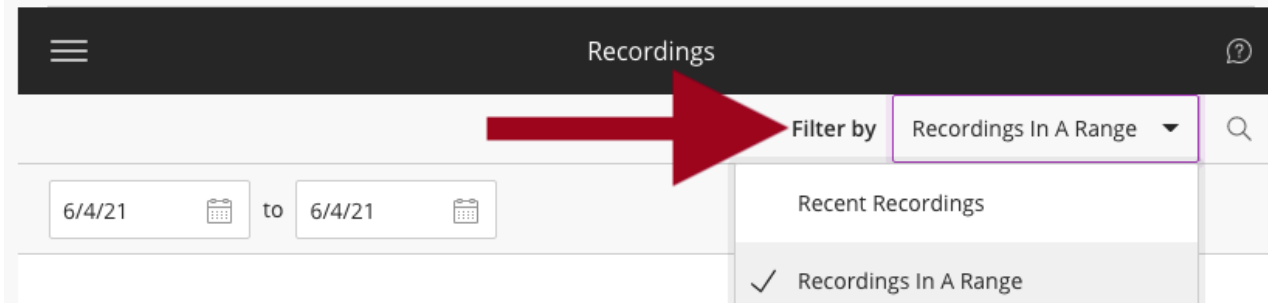
1. After you record a Collaborate session, go to the **Blackboard Collaborate Ultra** page. By default, you and the students can access Collaborate Ultra from the **Tools** page.



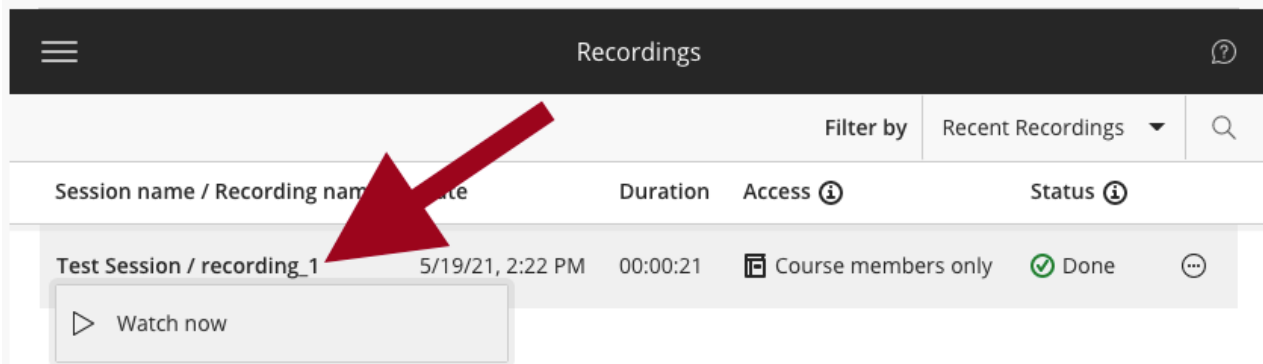
2. Click the **Menu** icon at the top left of the Collaborate Ultra page and select **Recordings**.



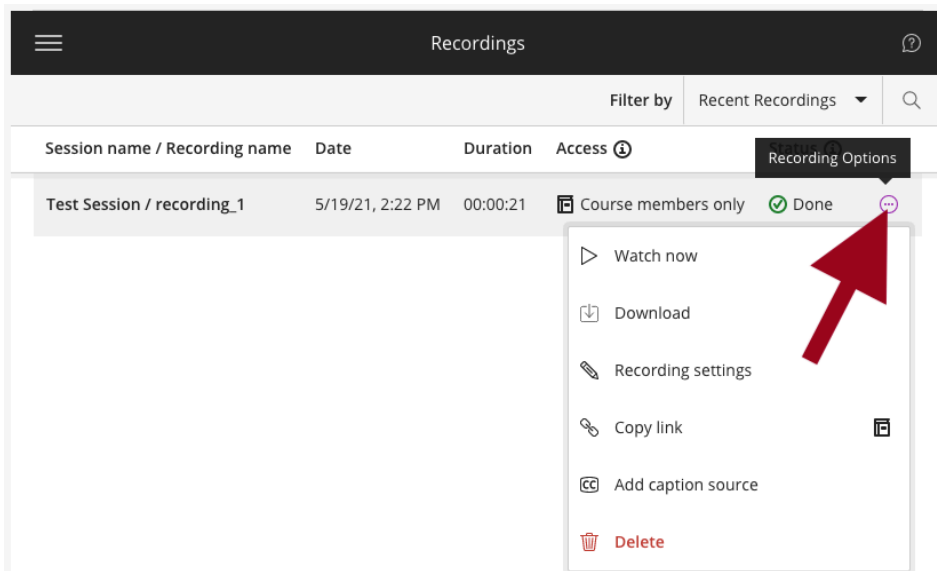
- On the Recordings page, find the recording you'd like to view. Only recent recordings are shown by default, but you can **Filter by** a specific date range if you don't see your recordings.



- Click on a recording's name and select **Watch Now** to view it in your browser.



- Click the **Sessions options menu** next to a recording to **download**, **delete**, and manage its **settings**.



Note: By default, students cannot download recordings.