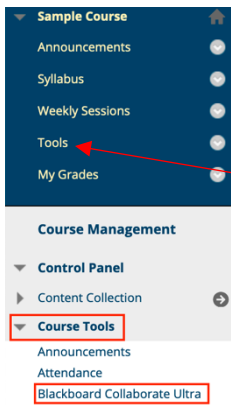


## View and Download Blackboard Collaborate Ultra Recordings

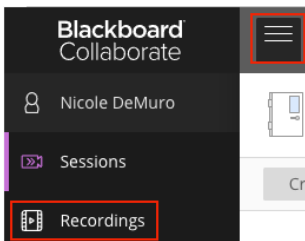
Collaborate Ultra recordings include any audio, active speaker video, and content shared during a recorded session. If enabled, you can also download recorded sessions as MP4 files. The following steps outline how to access Collaborate Ultra recordings in a Blackboard course.



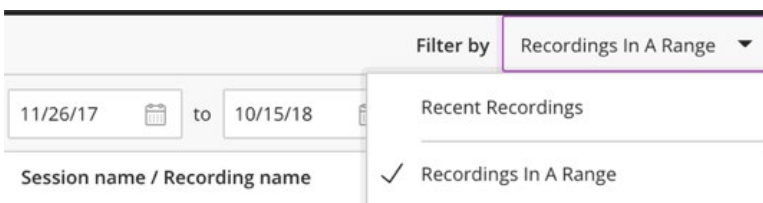
1. After you record a Collaborate session, open the Blackboard course, go to the **Control Panel**, select **Course Tools**, and click **Blackboard Collaborate Ultra**.

*Note: Students can access Blackboard Collaborate Ultra from the **Tools** area on the Course Menu.*

2. Click the **Menu** icon in the top left corner of the page and select **Recordings**.



3. On the Recordings page, find the session recording you'd like to view or download. If you don't see the recording listed, click Show Recordings in A Range and search a specific date range.



4. Click the **Sessions options menu** next to the recording and select **Watch Now** to view it in your browser and, if enabled, **Download** to save the recording to your computer.

