Recording a Blackboard Collaborate Ultra Session (D2L) – Blackboard Collaborate Ultra Tutorial

This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information, please contact desupport@camosun.ca for assistance.

Things to remember and consider before recording your session

While you don't need students' consent or permission to record Collaborate sessions because the sessions and recordings are housed on Canadian servers, you should tell them up-front that the session will be recorded. Below is a more fleshed-out list of things to consider:

- The reason to record a session is so that students who can't attend or have technical issues during a live session, etc. can review the recorded session later; give students a clear message up front that the session will be recorded and that link(s) to the recording(s) will be made available afterwards.
- Inform your students that the recordings are stored on a Canadian server.
- Advise students up front that they should not share the recording with anyone who is not in the class.
- Give students the option of participating through audio/microphones or just via the chat room, etc. Some students may be really uncomfortable to have their voices recorded, so it is good practice to allow/invite them to provide input/participate through the Chat tool in addition to, or instead of, through audio.

Scenario

This tutorial will cover how to record your Blackboard Collaborate Ultra (BBCU) session, and what you can do with the recording later.

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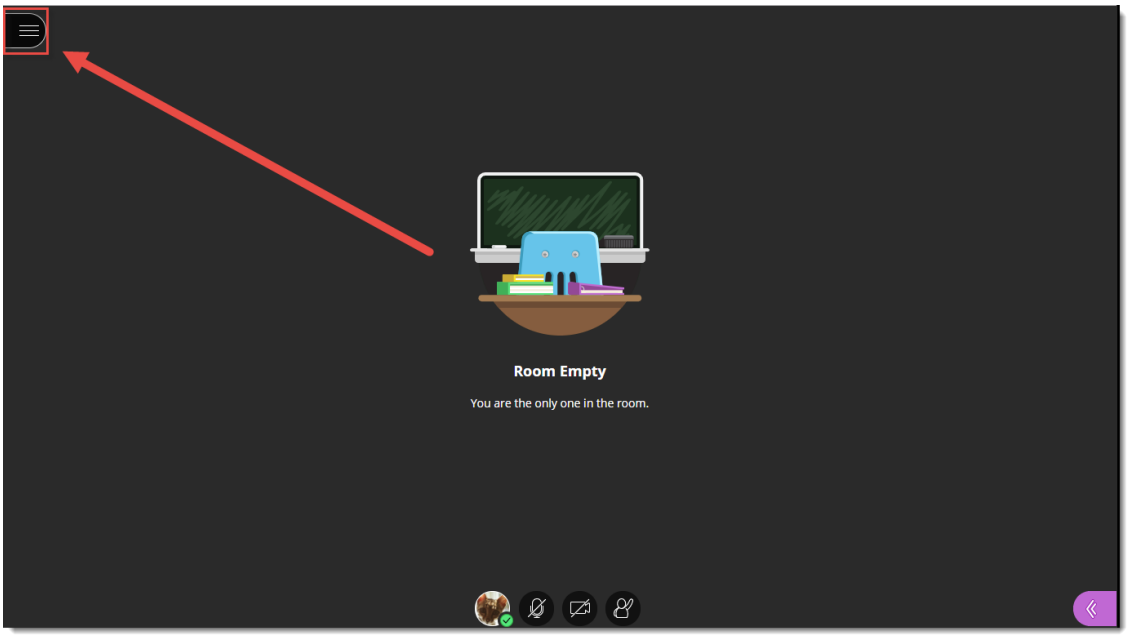
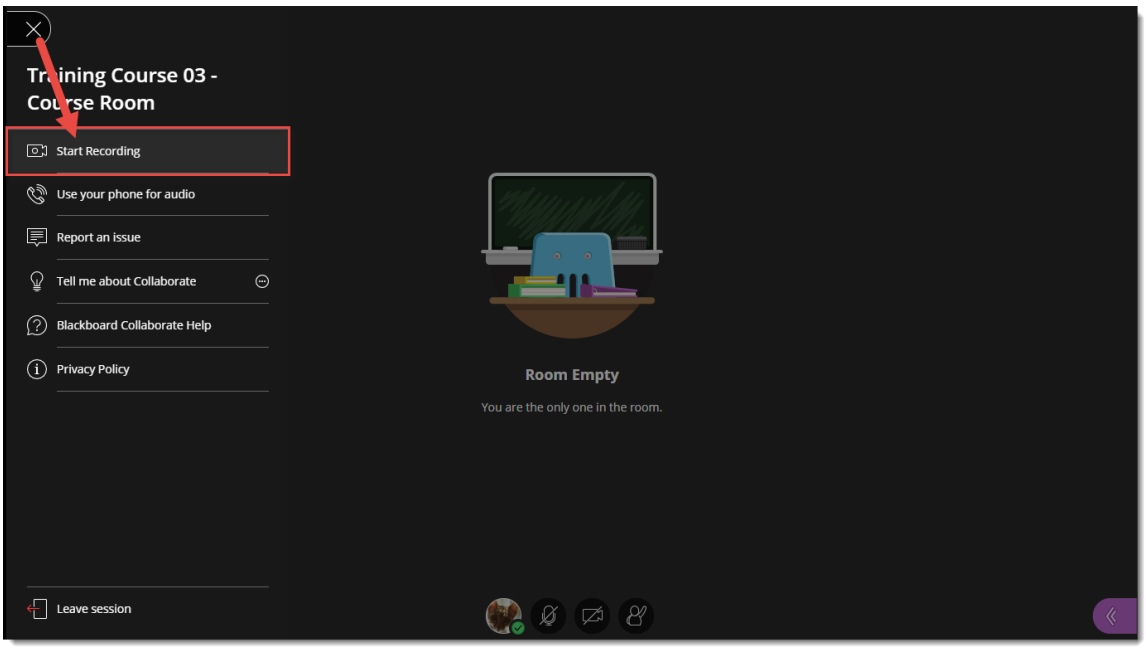
Steps

1. Go to the location in your D2L course site where you have linked to your Blackboard Collaborate Ultra room (for example, in the **Content** tool), click on your Blackboard Collaborate Ultra session and enter your session.
2. Open the **Session menu** (the top left icon).



3. Click **Start Recording**.



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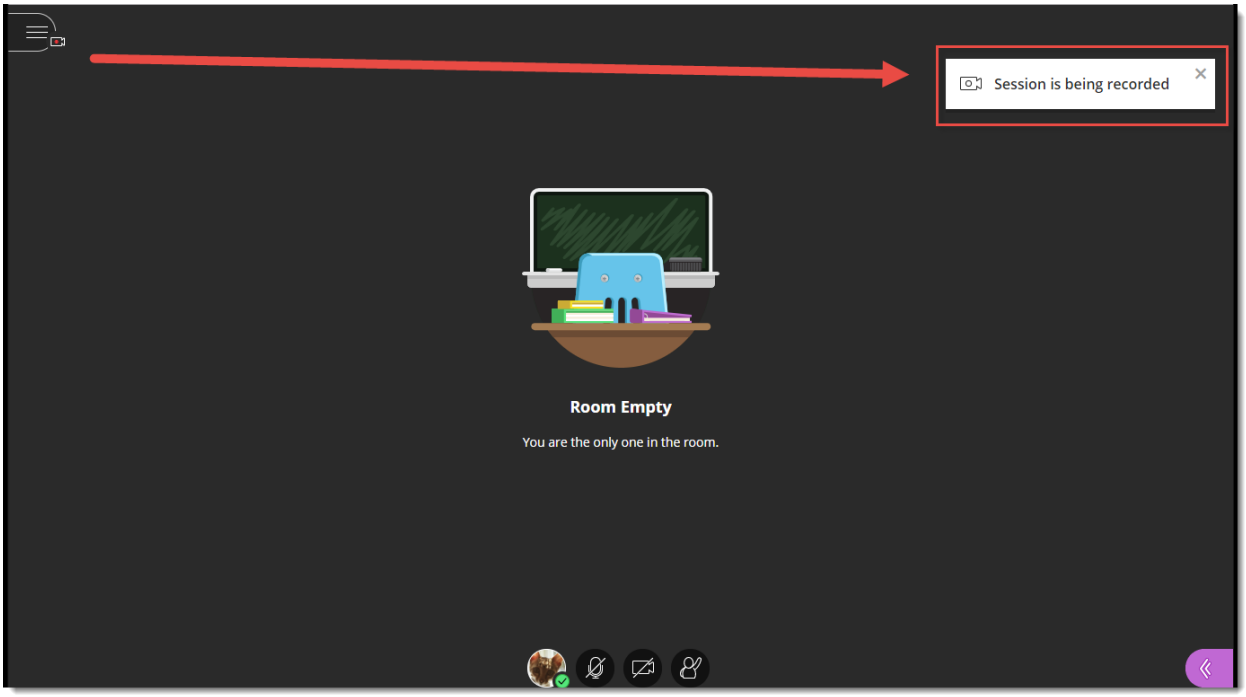
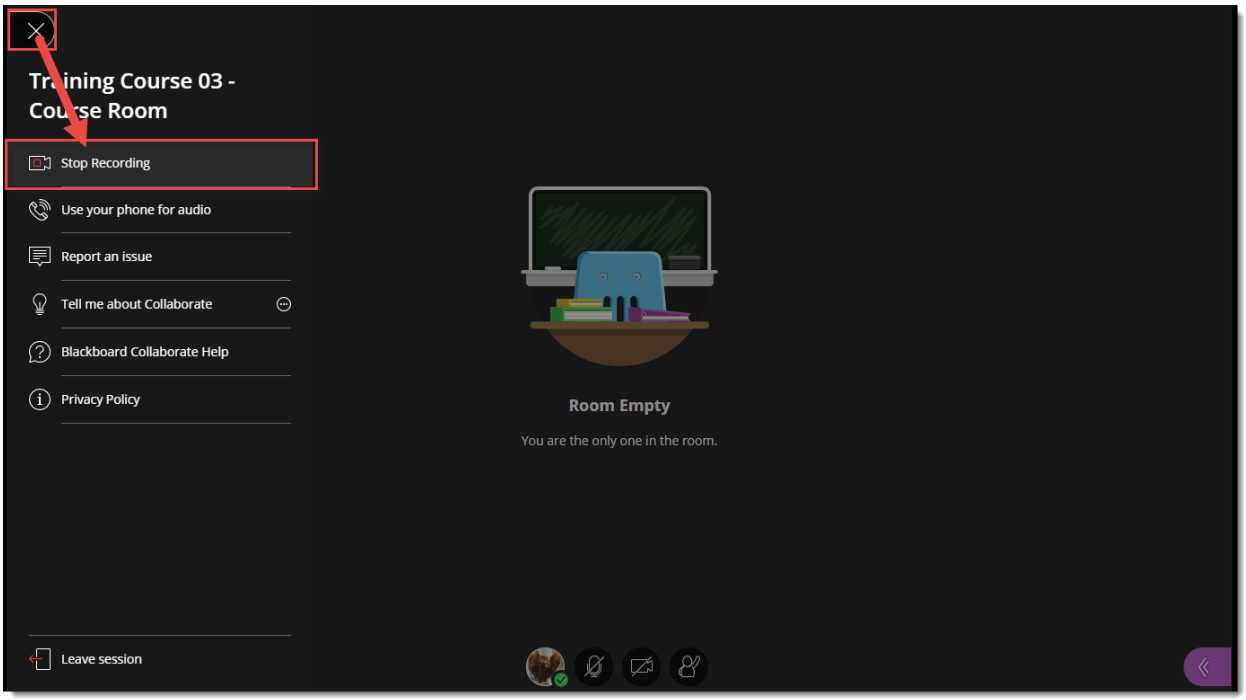
4. A **Session is being recorded** message will pop up.



5. To stop the recording, click the **Session menu**, and select **Stop Recording**.



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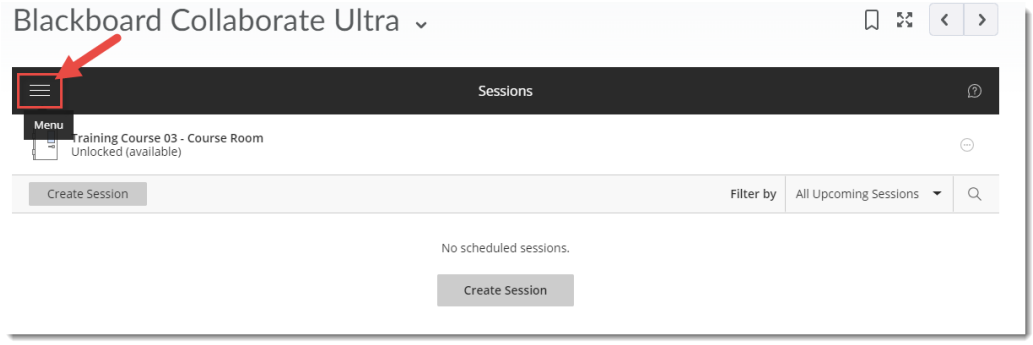
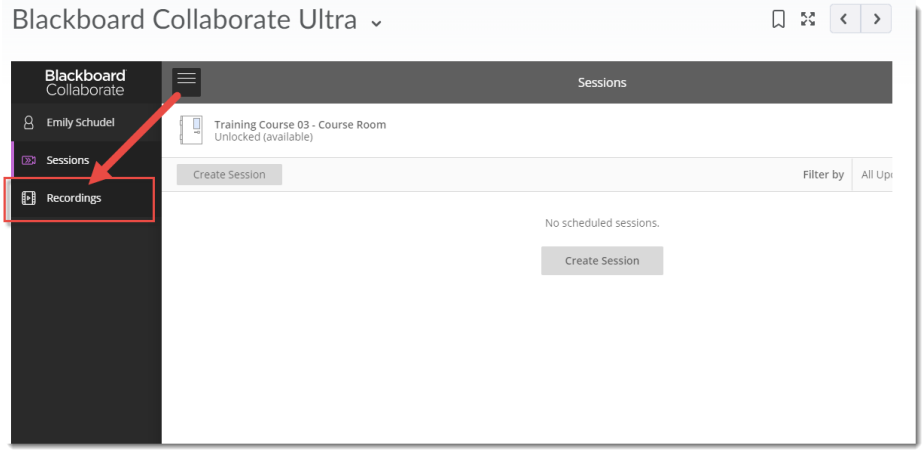
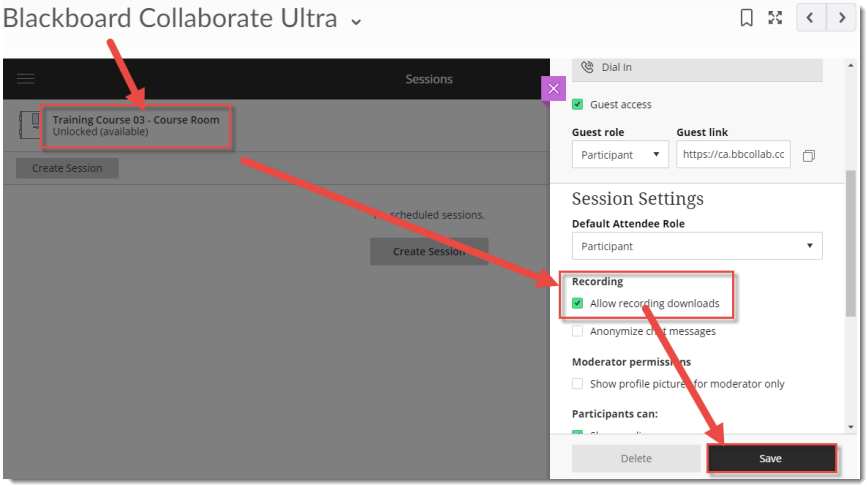
6. To access your recording(s), go back to the location in your D2L course site where you have linked to your Blackboard Collaborate Ultra room (for example, in the **Content** tool), and click the **Menu** at the top left above the **Course Room** link.



7. Select **Recordings** (note that it may take a bit of time before the recording(s) appear – and you may need to log off of D2L and log back in again before you see them).



8. Make sure Recording downloads are enabled by clicking on the Room (or Session) link and under **Recording**, selecting **Allow recording downloads**, and click **Save**.



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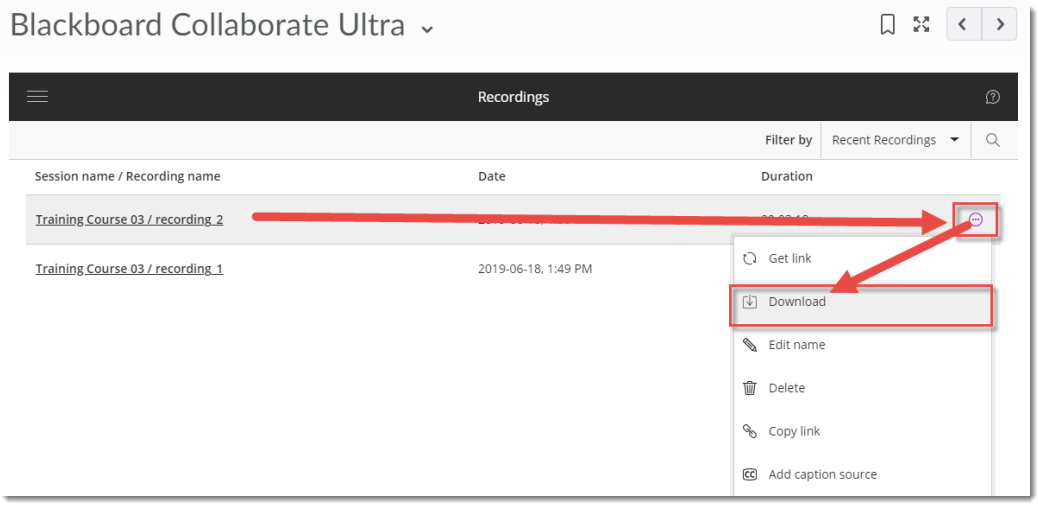
9. Go back to the **Recording** area (see steps 5 and 6), and then click the three dots to the right of the recording you want to download, and select **Download** (from here you can also Watch the recording, **Edit** its name, **Delete** it, **Copy** its link for emailing to people, or **Add a caption source**, if you have a caption file saved on your computer. Note, if you would like the recording closed captioned, download it, upload it to Kaltura, and Kaltura will add auto closed-captions to it).



10. Save the recording to your device. You can then edit it using a video editing program, or upload it directly into Kaltura for sharing with your students (see the Kaltura tutorials for more information).

Things to Remember

Recorded BBCU sessions are saved as MP4s, and only **Moderators** can turn recording on in sessions.

Recordings include the following activities from in the live session: Audio, shared content, active speaker video (if shared during the session), captions added during the live session, chat messages in the **Everyone** chat channel (NOT chat messages in breakout rooms).

Recordings can be viewed from any device, and can be viewed as often as needed - there are no view limits.

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