

Downloading a Collaborate Recording and Uploading it to Kaltura (D2L) –Collaborate/Kaltura Tutorial

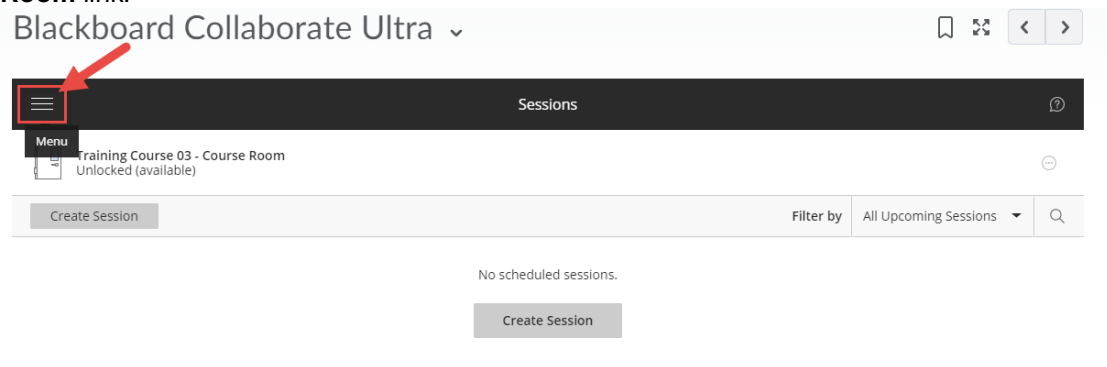
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra and Kaltura. For further information, please contact elearning@camosun.ca for assistance.

Scenario

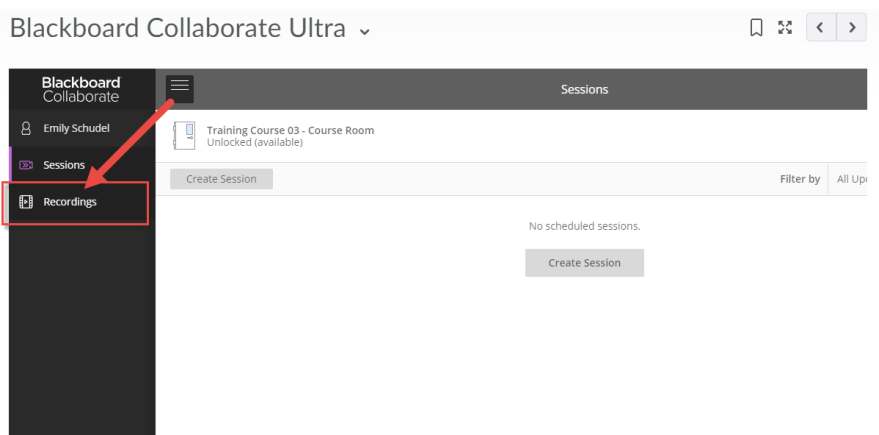
This tutorial will cover how to download your Collaborate session recording and then uploading it to Kaltura so you can keep it for future reference, or edit it into smaller chunks for your students. This tutorial presumes you have already recorded a Collaborate session. See the tutorial *Recording a Collaborate Session* for more information.

Steps

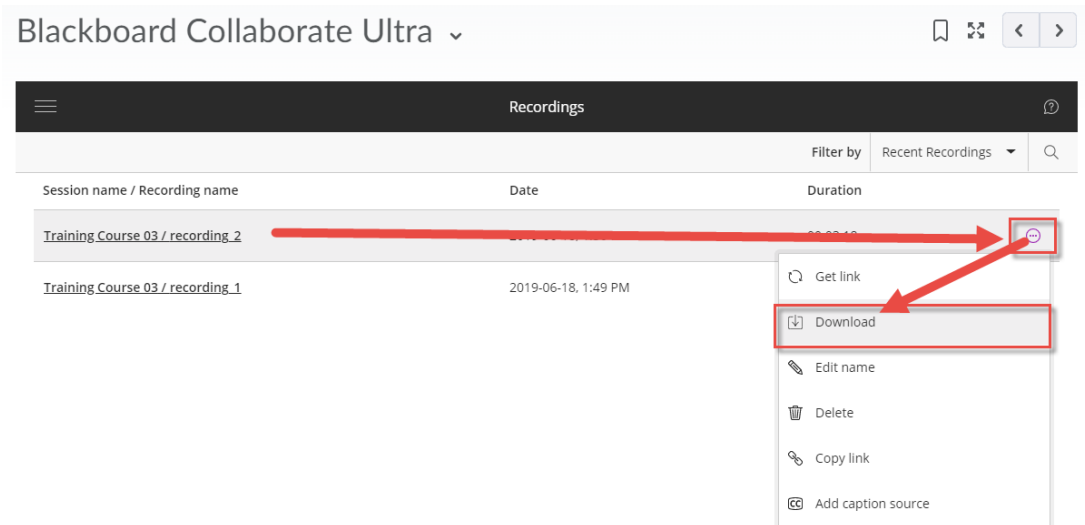
1. Go to **Collaborate** in your D2L course.
2. To access your Collaborate session recording(s), click the **Menu** at the top left above the **Course Room** link.



3. Select **Recordings** (it may take a few minutes after a session for the recording to appear, and you may need to log off of D2L and log back in again before you see them).



4. Click the three dots to the right of the recording you want to download, and select **Download**.



5. Save the recording to your device. Then return to your D2L course and click **My Media** and upload your Collaborate recording to **My Media** (as per the Kaltura tutorial *Uploading Media to Kaltura My Media*) and then share it to students either using **Course Media** (see the Kaltura tutorial *Quickly Sharing your Videos with your Students using Course Media*), or in the HTML editor (see the Kaltura tutorial *Adding a Kaltura Video to a Content Page in D2L*).
6. You can also edit your recording, either on your device using a video editing program, or using the Kaltura editing features (as per the Kaltura tutorial *Editing a Kaltura Video*).

Things to Remember

Recorded Collaborate sessions will download as MP4s, and only **Moderators** can turn recording on in a Collaborate session and enable downloads for session recordings. But note that you do not need to enable recording download in your sessions for you as the instructor/session administrator to download recordings. Only use this feature to allow students to download recordings.

Collaborate 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, and chat messages in the **Everyone** chat channel (NOT chat messages in breakout rooms, and NOT the breakout room activities).



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