Recording a Collaborate 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 elearning@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.
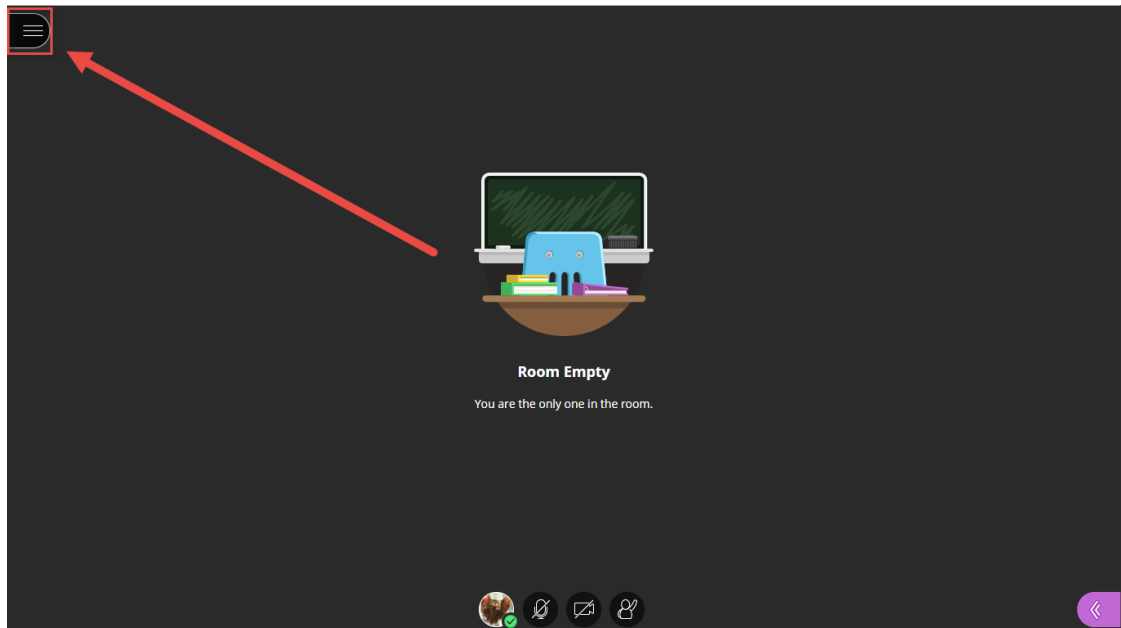
Scenario

This tutorial will cover how to record your Collaborate session, and what you can do with the recording later.
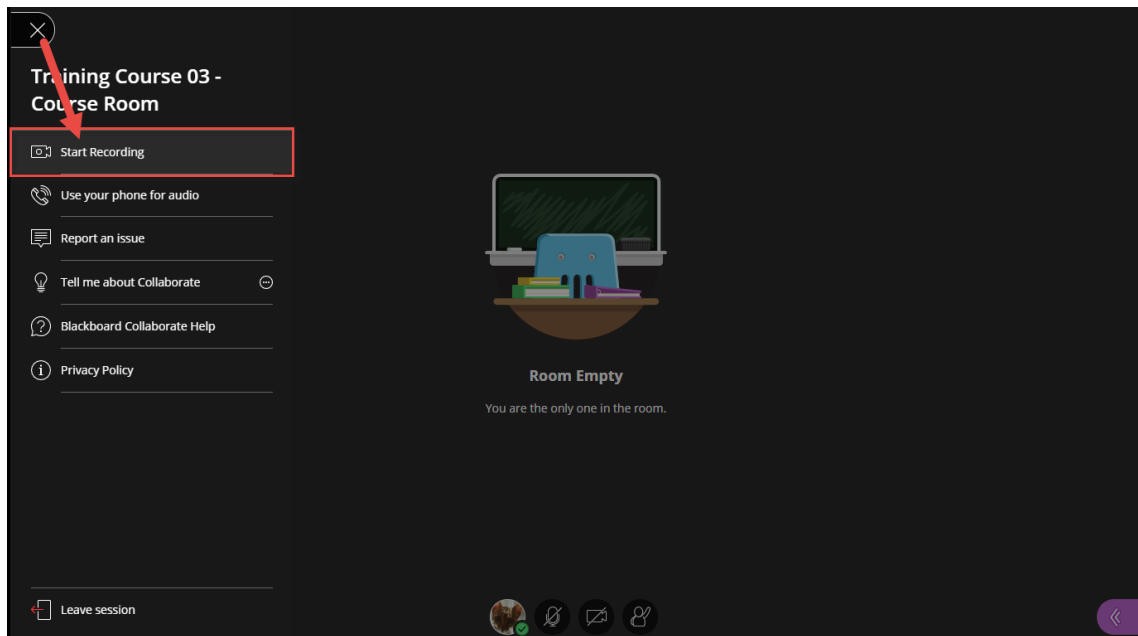
Steps

1. Go to Collaborate, click on your Collaborate session, and enter your session.
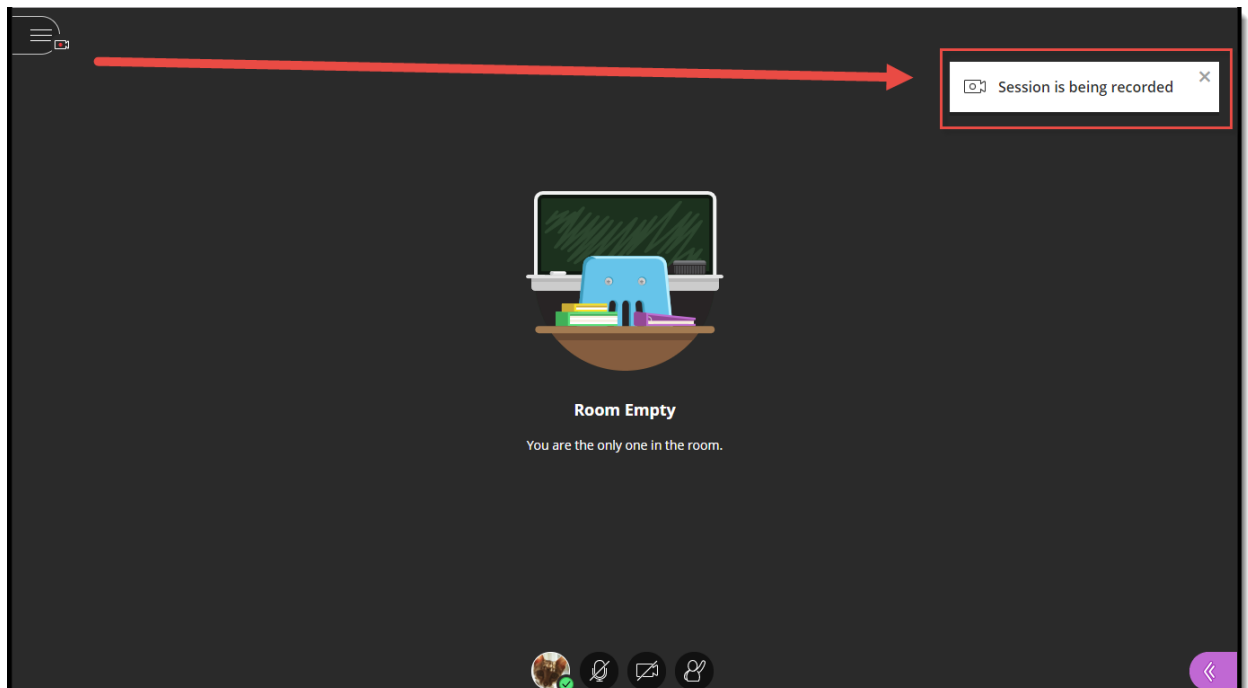2. Open the **Session menu** (the top left icon).
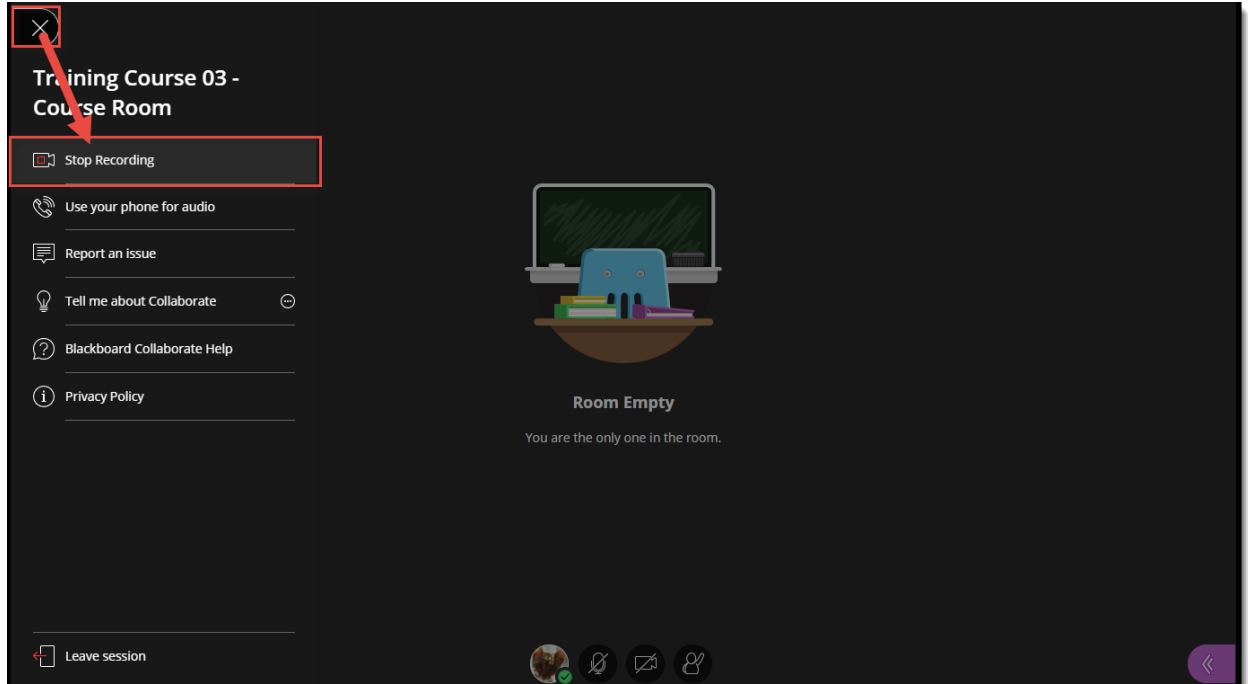


3. Click **Start Recording**.

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

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

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.
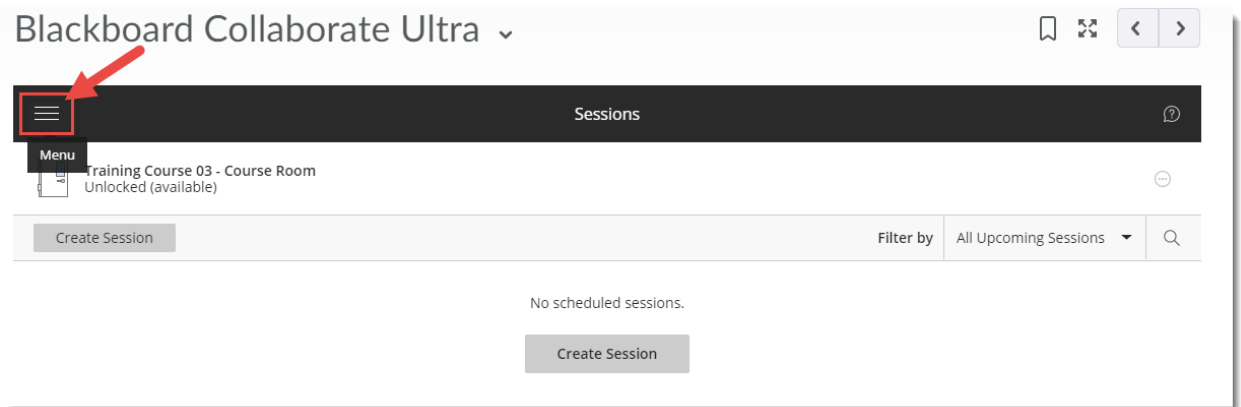

7. Select **Recordings** (note that it may take a bit of time before the recording(s) appear – and you may need to log off of D2L and log back in again before you see them).
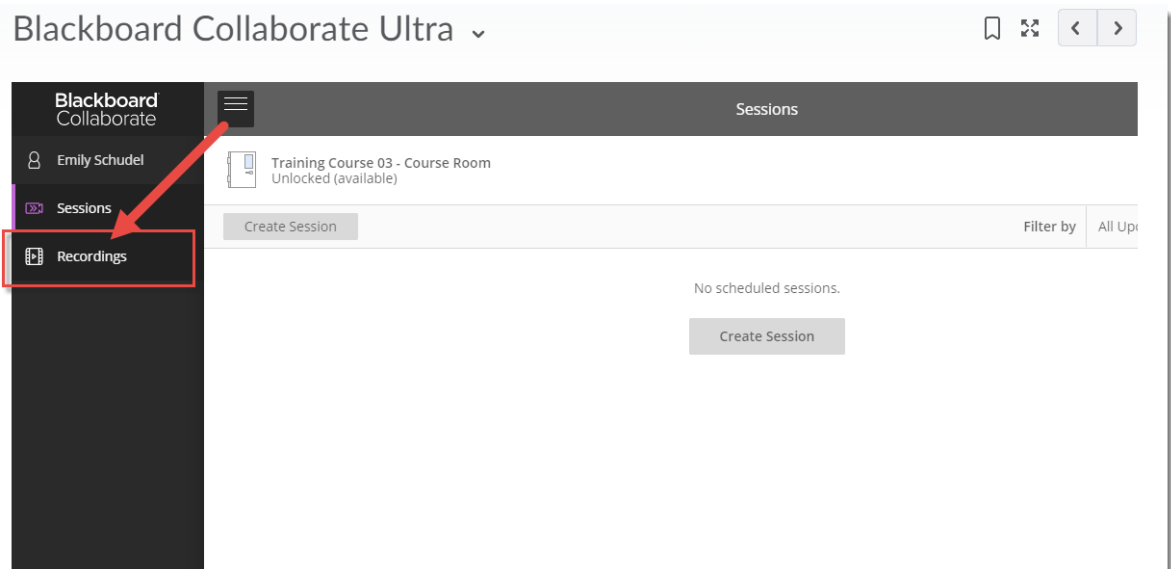
8. To enable recordings to be shared outside of D2L (for example, if you need to email a recording link to someone who does not have access to the D2L course site where the recording rests), click the three dots to the right of the recording title, and select **Recording settings**.
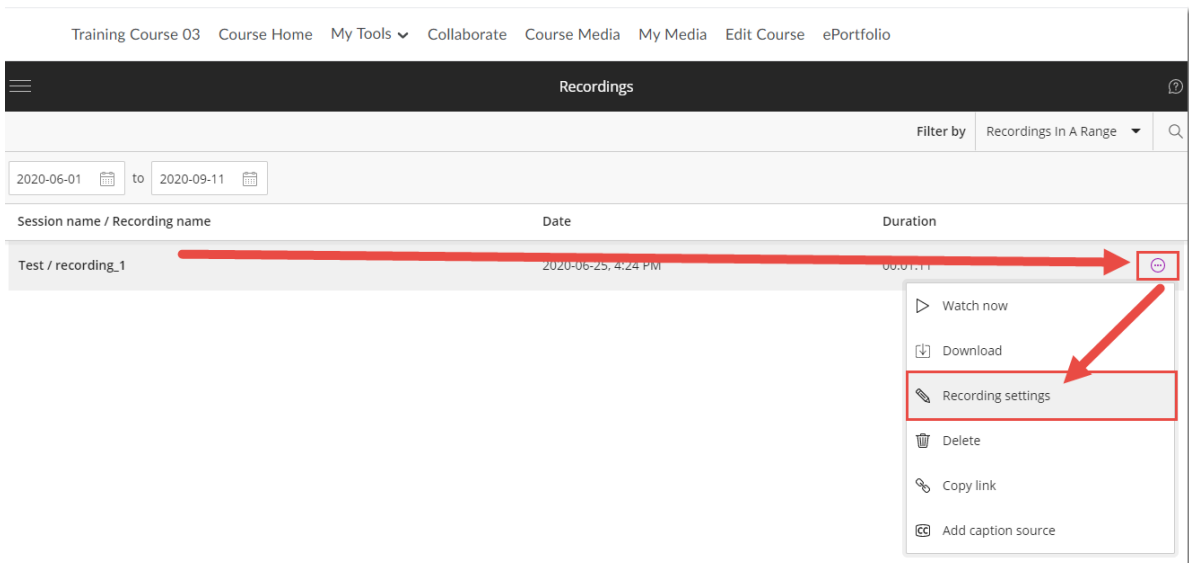
9. Select **Allow public access**, and click **Save**. Note that you can also rename your recording from here.
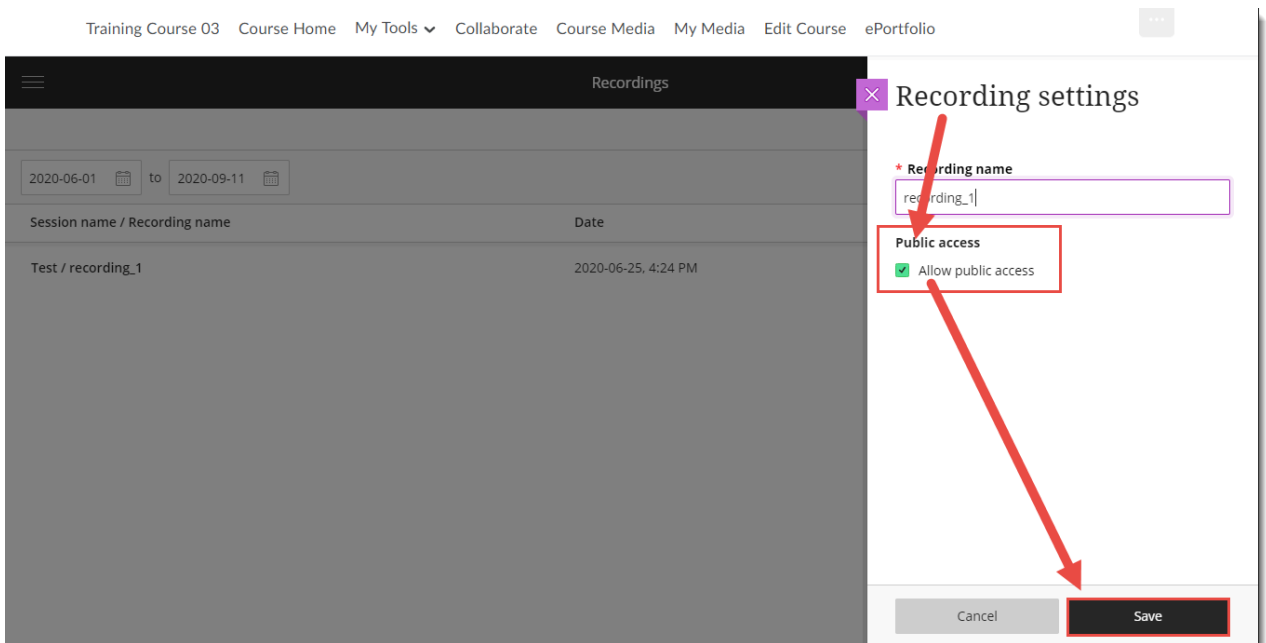
10. Click the three dots again, and select **Copy link**, and then paste that link into an email, for example.
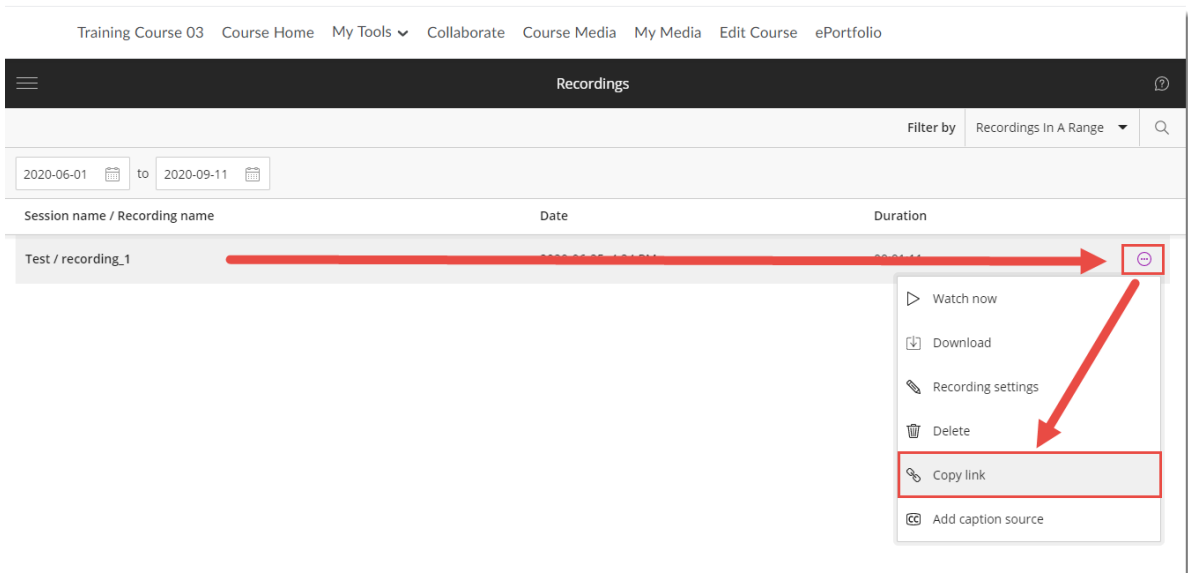
11. If you would like students to download your recordings, click on the Room (or Session) link and in the Sessions Settings tab, under **Recording**, select **Allow recording downloads**, and click **Save**.

Note that you, as the session administrator, will always be able to download your session recordings from the Recordings area.
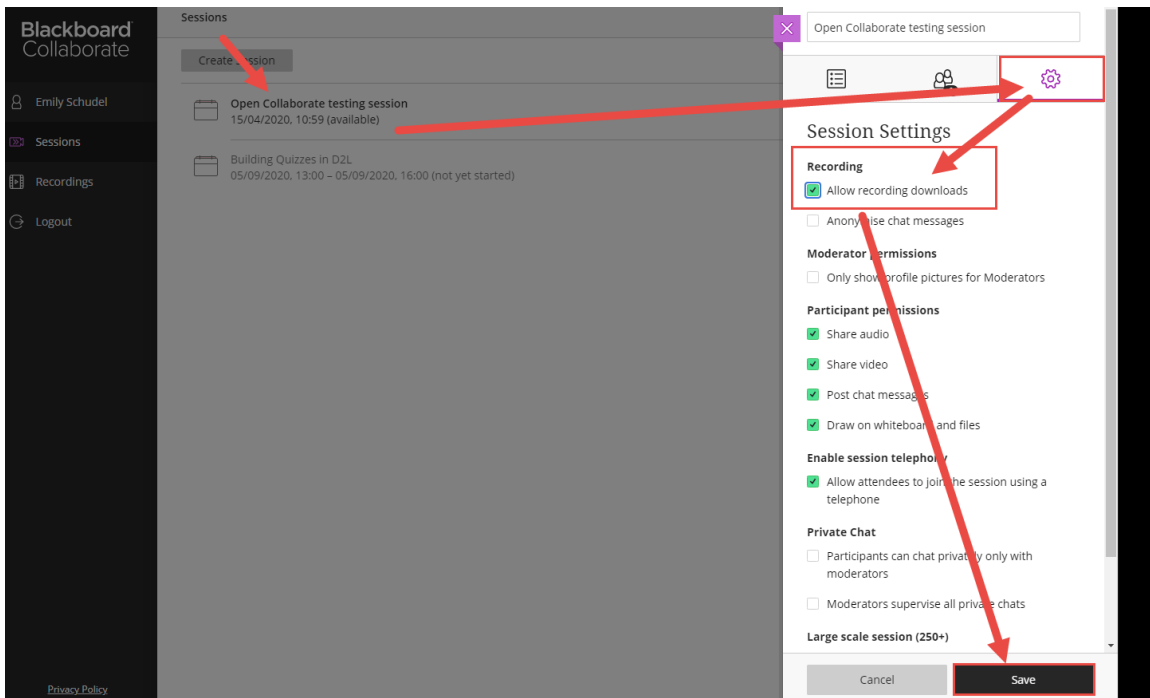
12. To download a recording (for you anytime, or your students if you have allowed for recording downloads), go back to the **Recording** area (see steps 5 and 6), and then click the three dots to the right of the recording you want to download, and select **Download** (from here you can also Watch the 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.
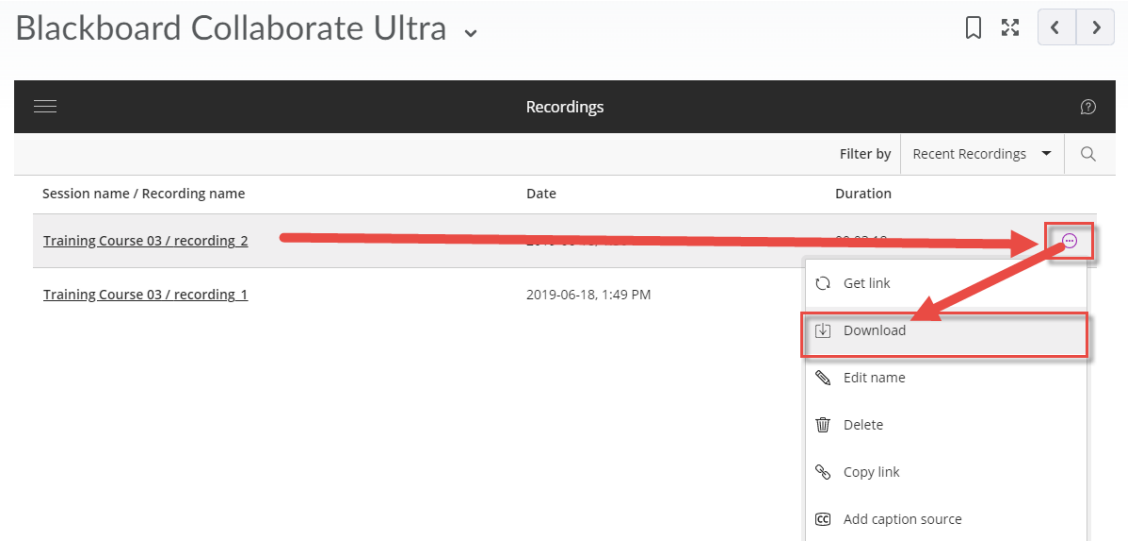
13. Save the recording to your device. You can then edit it using a video editing program, or upload it directly into Kaltura for sharing with your students (see the Kaltura tutorials for more information).

Things to Remember

Recorded Collaborate 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).

Breakout rooms are NOT recorded. And in addition, if you leave the main room empty to go visit a breakout room, the session recording will stop, and you will have to restart it again when you rejoin the main room.

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