

Downloading a Session’s Chat from a Recording in Collaborate – Blackboard Collaborate Ultra Tutorial

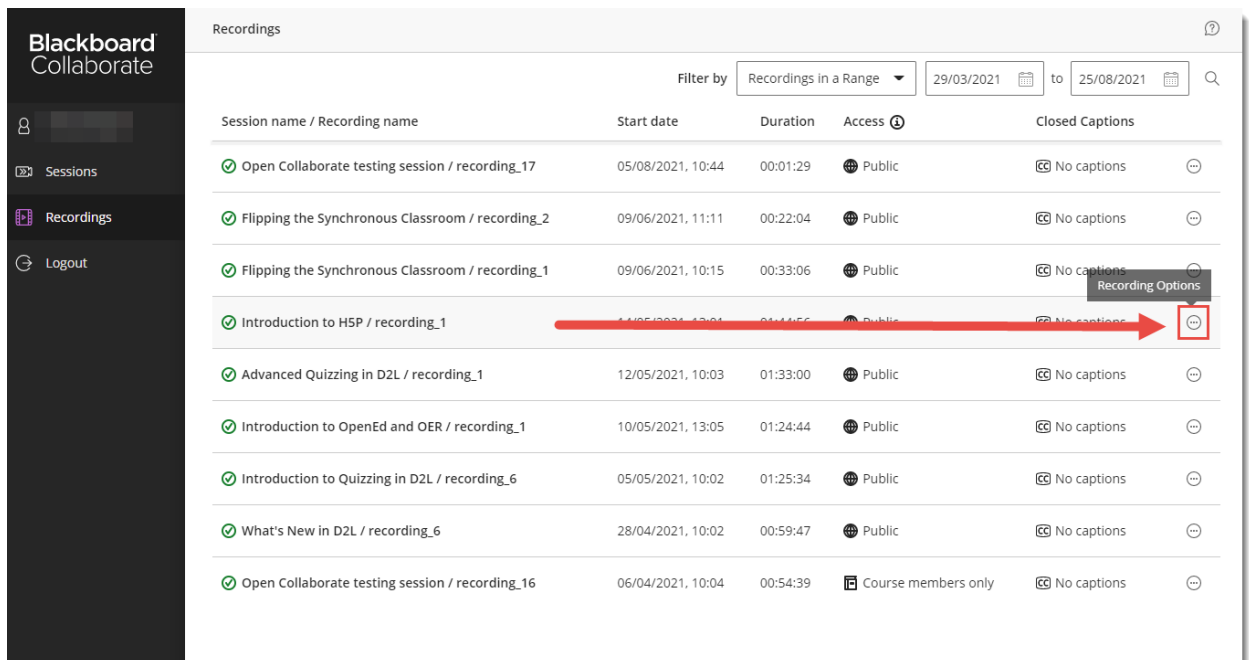
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra (e.g., attended an information session or a hands-on session). For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

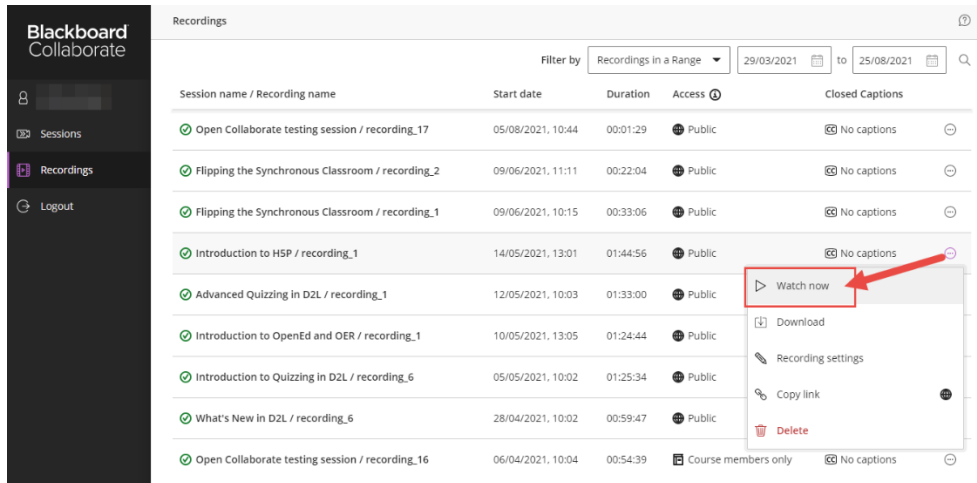
This tutorial will cover how to download the Everyone Chat (as a text file) from a **recorded** Collaborate Session.

Steps

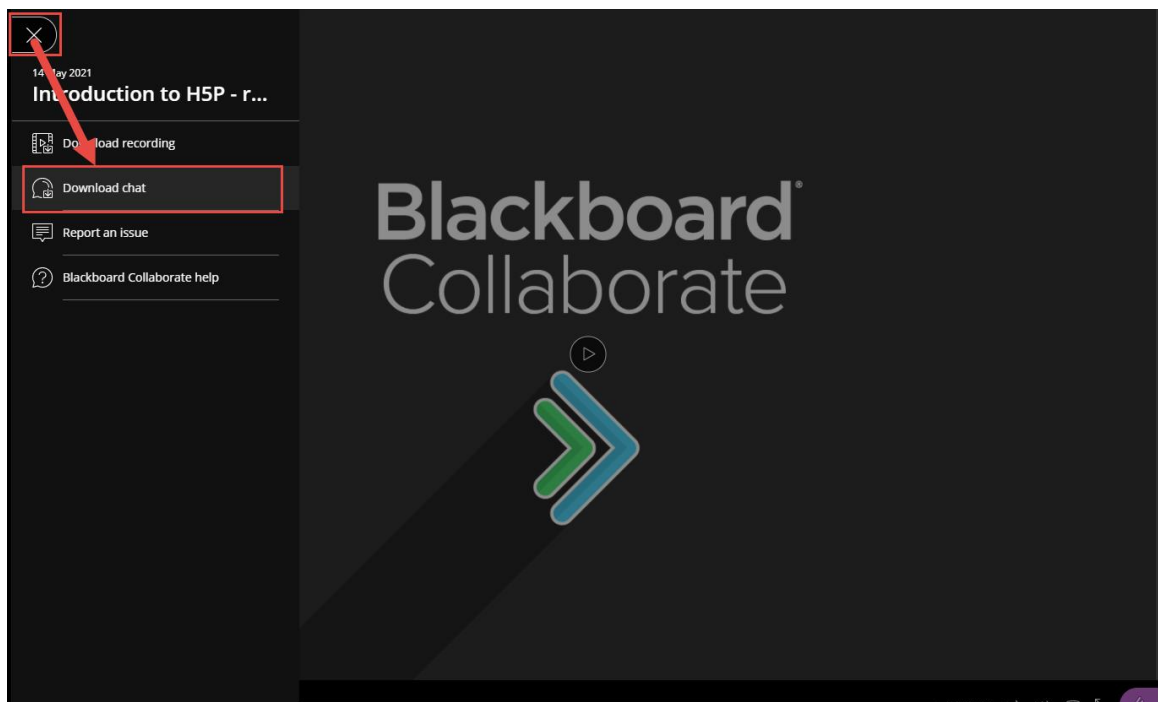
1. Click the **Collaborate** link on your Navbar, and go to the **Recordings** (see the tutorial *Recording a Collaborate Session* for more information).
2. Click **Recording Options** for the recording from you wish to download the Chat (the three dots on the far right).



3. Click **Watch now**. The recording will open in a new tab on your browser.



4. Click **Open recording menu** (the tab at the top left) and select **Download chat**. You can then save the "txt" file to your device.



Things to Remember

Only the **Everyone Chat** will be available for download from a recorded session, and anyone who has access to view the recording will be able to download the chat.



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