

Recording a Collaborate Session in D2L – A Student Tutorial

This tutorial will cover how to record a Collaborate session if you have been given Moderator access to a Collaborate session by your instructor, for example, if you are working with a group of fellow students on a project, or to record a presentation. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

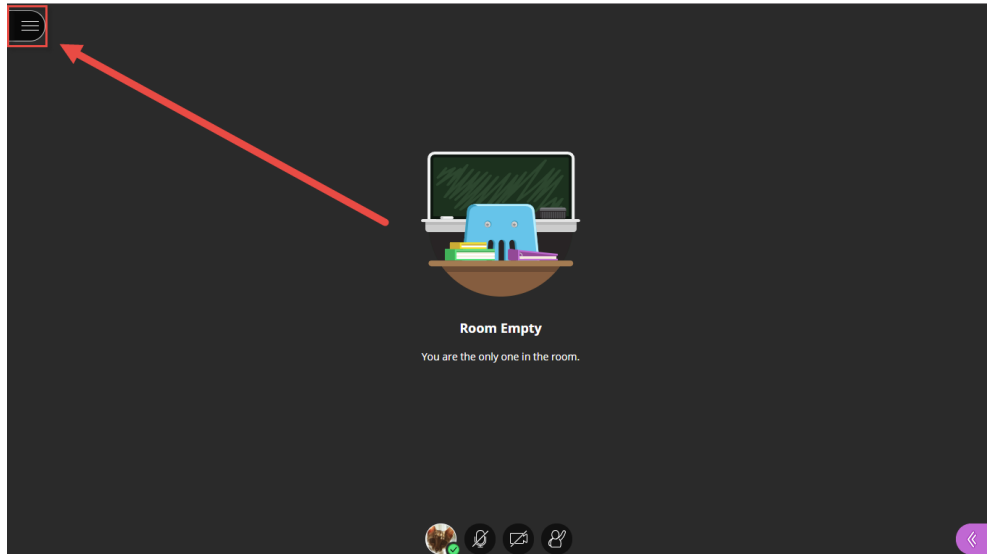
Things to remember and consider before recording your session

Make sure to inform anyone in your Collaborate session that it will be recorded. Below is a more fleshed-out list of things to consider:

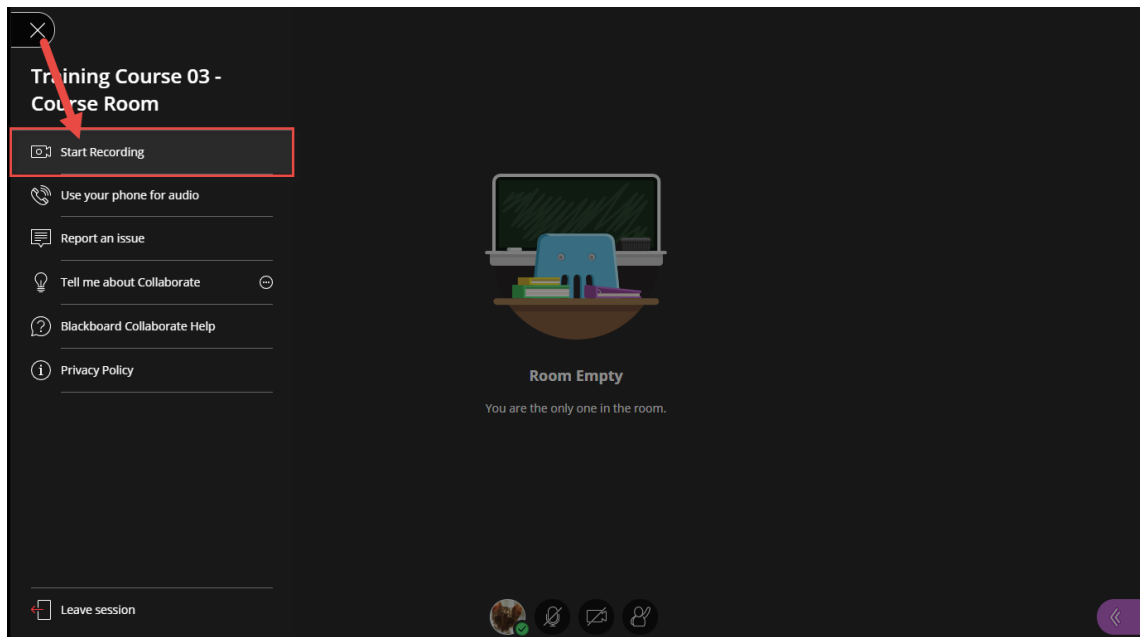
- The reason to record a session is so that anyone who can't attend the session, or who has technical issues during a session, etc. can review the recorded session later.
- Advise everyone that they should not share the recording with anyone who is not in the class.
- Consider the options for participation in your session. Participants can engage through audio/microphones or just via the chat room, etc. Some people 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.

Steps

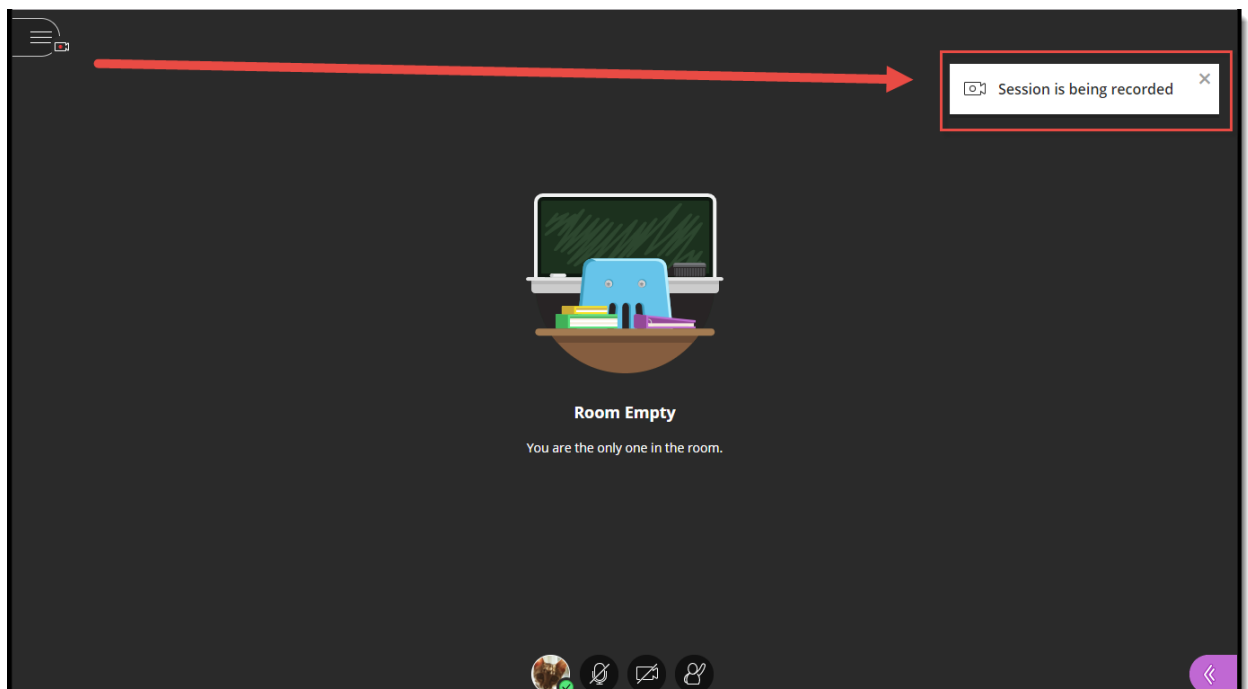
1. Click **Collaborate** on your course Navbar, and click on your Collaborate session link.
2. Open the **Session menu** (the top left icon).



3. Click **Start Recording**. **Note: you will only see this option if you have Moderator status.** If you do not see this option, and you think you should have Moderator status for this session, contact your instructor.

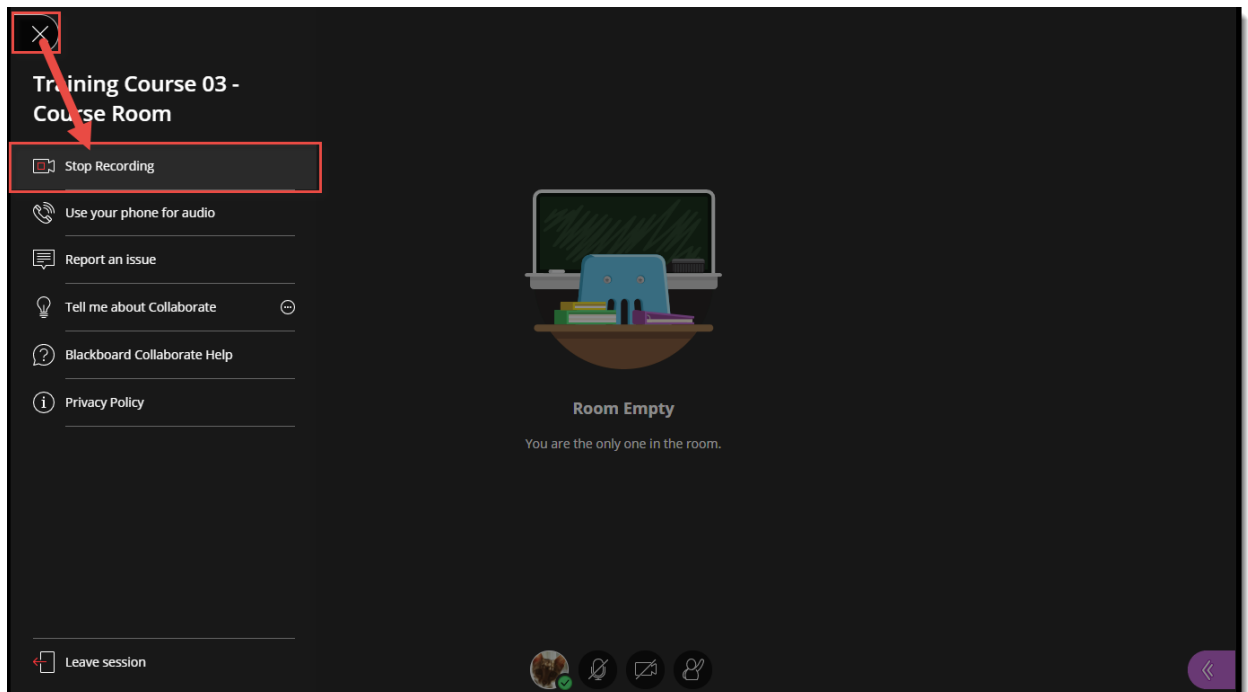


4. A **Session is being recorded** message will pop up. The recording will capture all video, audio, and the activity in the main Chat area.

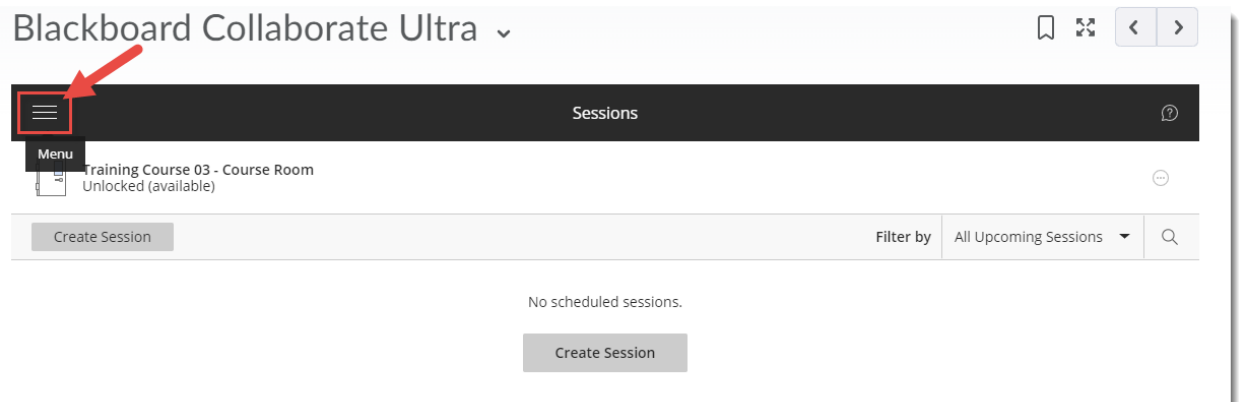


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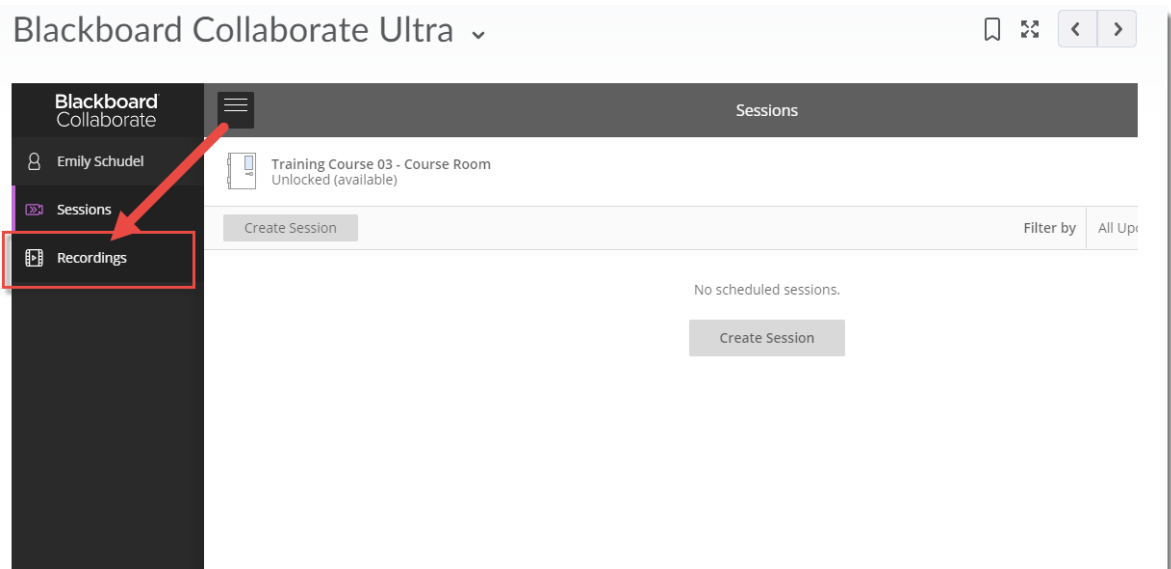
5. To stop the recording, click the **Session menu**, and select **Stop Recording**.



6. To access your recording(s), click Collaborate on your course Navbar, 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 download your recording, or to share it with someone outside of your D2L course, you will need to ask your instructor to add those permissions to your recording.

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.



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