Blackboard Collaborate Recordings

This document provides information on Recordings in Blackboard Collaborate Ultra. For the most up to date information, please visit this Blackboard Support page for Recordings.

First, review Digital Learning's Netiquette Guidelines for specific standards to be observed when using web conferencing tools.

Recording and storage

When recording a meeting, **make sure participants are aware of the recording and that the meeting owner knows how to access and secure the recording**. Recordings must be **saved on your personal devices** and servers and adhere to proper licensing, usage rights, consents, and/or permissions, including, but not limited to FERPA, Texas Recording Law, and copyright laws. All recordings saved on UTSA servers (whether cloud or otherwise) will be deleted on a quarterly basis.

Keep in mind that all students lose access to the Blackboard Course and all content within it at the end of the semester. Faculty members will have access to all recordings created within their Blackboard course. Faculty will decide whether or not to make recordings available for download.

The Role of Student Moderator

Students can become moderators in Blackboard Collaborate under the following circumstances:

1. The faculty member has set all attendees of the course room to moderator status.
2. The faculty member has changed your role to Moderator during a session
3. When you are working in a group designated in Blackboard and you have access to your own Blackboard Collaborate Group Room, all students in that session will have the same privileges as a moderator.

Recordings as a Student Moderator

Record your sessions to access presentations whenever they are needed. Recorded sessions are compressed and saved as MP4s. Recordings include activity in the live session.

- Audio
- **Any content shared or active speaker video**. If both are shared during the session, only the content shared is recorded.

- **Captions entered during the live session or added later by a moderator**. Only one caption track is available. If your session had more than one caption track, only the first available one is captured.
- **Chat messages in the** Everyone **channel**. Private messages and chat messages in breakout groups are not recorded.

Only moderators can turn recording on in sessions. Everyone can view the recordings from any device as often as they want. There are no view limits.

Record sessions

You can have multiple recordings during one session. If you decide to continue recording a session after you have stopped, a new recording is saved and added to the list of recordings for that session.

Instructions:

1. Open the Session menu and select Start Recording. The recording camera appears on with a red dot while recording is in progress.
2. To finish recording, open the Session menu and select Stop Recording.
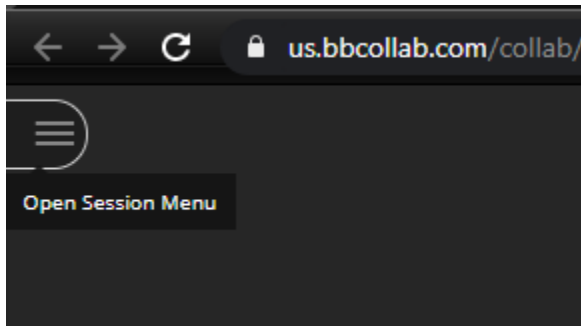

How do I find the recordings?

Collaborate emails moderators links to their recordings. This requires a valid email address. Moderators who own the session or join by personal invitation get the email. The email is not sent to moderators joined by guest link or are promoted during the session.

You can view recordings in courses you are enrolled in. You may be able to download recordings. Moderators must allow session recording downloads for each session.

1. Go to Collaborate > open the *Menu* > and select *Recordings*.
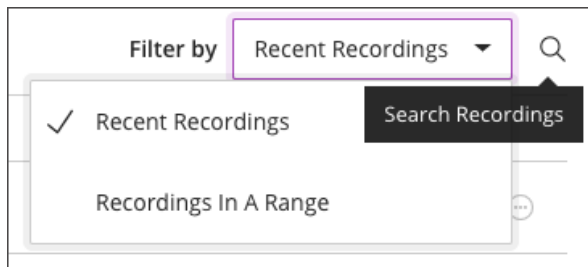
Download recordings and transcripts
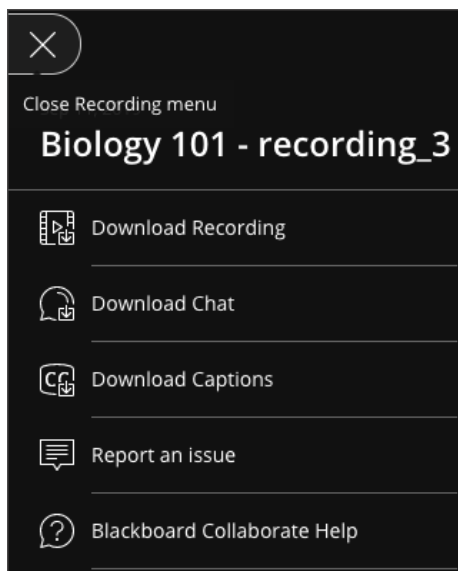
If the moderator has allowed session recording downloads, you can download recordings and transcripts from the recording player Recording menu.

Instructions:

Open the Recording menu at the top left of your screen.

- Download the full recording
- Download caption transcripts
- Download chat transcripts

Allow recording downloads: If you are the session owner, you don't need to turn this option on to download recordings. Session owners, course instructors, and administrators can always download recordings. The Allow recording downloads check box lets others download the recording. Select this option to let your attendees and students download recordings.

Delete recordings

1. From the Collaborate scheduler, select Recordings and find the recording you want.
2. Open the Recording options and select Delete.
3. Select the Yes, Delete It button to confirm.

Deleted recordings aren't permanent. To delete recordings permanently, submit a request on Behind the Blackboard.
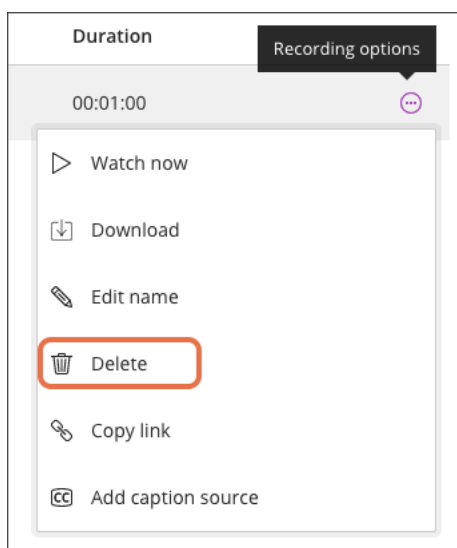
Share your recordings

Students can find session recordings from in their course. Where the recordings are depends on your institution.

If you want to share your recordings with anyone not in a course, you need to make them available to the public. Open the Recording Settings and select the Allow public access check box.
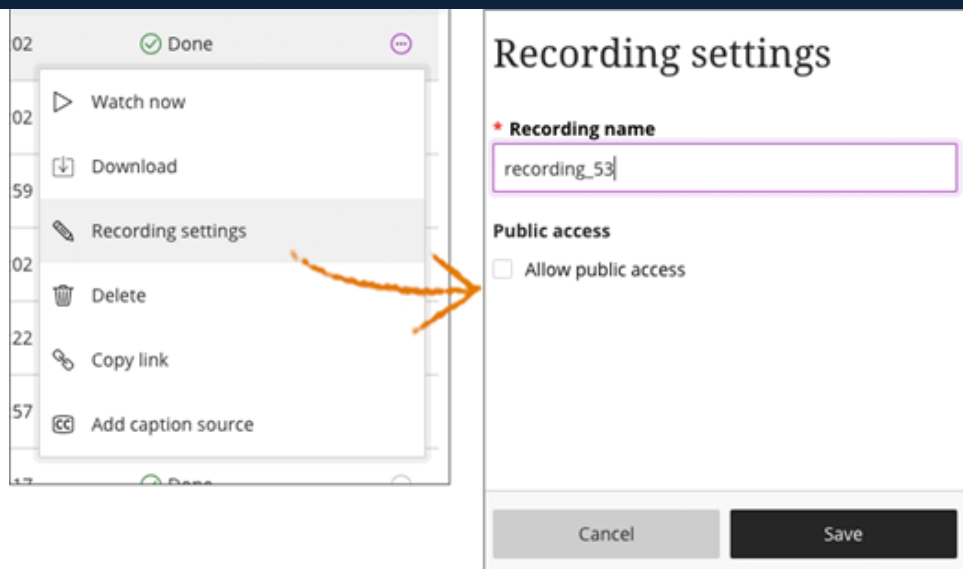
After you turn on public access, you can send anyone a link to the recording. Check your email for a recording link when you stop recording a session. You can also copy the recording link from the Recording page. A*nybody who has access to the link can watch the recording and can also share the link with others. Please keep this in mind before sharing links of recordings with potentially confidential or otherwise sensitive content.*

Instructions:

1. To allow guests to view recordings, access to the recordings is not restricted and recordings don't require a password.
2. Go to your Recordings page.
3. Find the recording you want to share and open the Recording options menu.
4. Select Copy Link.
5. Share the public link with anybody.