Blackboard Collaborate – Recorded Sessions

During collaboration session, the moderator can choose to record the session. These sessions are then stored in the Blackboard course and may be played or converted. This document will describe how to configure the recorded session for playback or conversion.

First log into your Blackboard and choose a course to open.

1) From the left side menu, scroll down to Course Tools (under the COURSE MANAGEMENT section) and select the third item, Blackboard Collaborate (not Collaboration).
2) A Blackboard Collaborate list page will appear on the right of the screen. Select the tab named Recordings. This tab will list out all recordings within the given date range. If you do not see an expected recording, change the Start/End Date and press Go.
3) Recordings will be listed out in table format. Find the recording you wish to play, link to or convert. Mouse-over the recording of interest and click on the arrow that appears next to the recording title. This opens a dropdown list. It is recommended that you select Convert to MP4. Once the conversion is complete, the MP4 can be played from most players (it will not be restricted to Blackboard Collaborate environment).

![Scheduled Sessions and Recordings](image)

a. Play

From this menu, select **Play** to play the recording inside a *Blackboard Collaborate* environment/session. (This will launch the recorded collaborate session).

b. **Convert to MP4 (recommended)**

From this menu, select **Convert to MP4** to convert the recorded session into a MP4 format video. The advantage to this option is the recording is not limited to viewing in ONLY Blackboard Collaborate. NOTE: The conversion takes quite a long time.

Once the conversion is complete, a green play button will display to the far right of the recording and a new option will be available in the dropdown list:
c. Add Link (Student Access)

From this menu, select Add Link to add a link to student content area. By doing so, students have access to the recorded session and can play the recording inside a Blackboard Collaborate environment/session or play the MP4 if the recording has been converted. Below is what the students will see; recommend they click on the green play button.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date &amp; Time</th>
<th>Session Duration</th>
<th>Version</th>
<th>Blackboard Collaborate</th>
<th>Audio (MP3)</th>
<th>Video (MP4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>Aug 28, 2014 11:51 AM</td>
<td>0:16:43</td>
<td>12.6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>