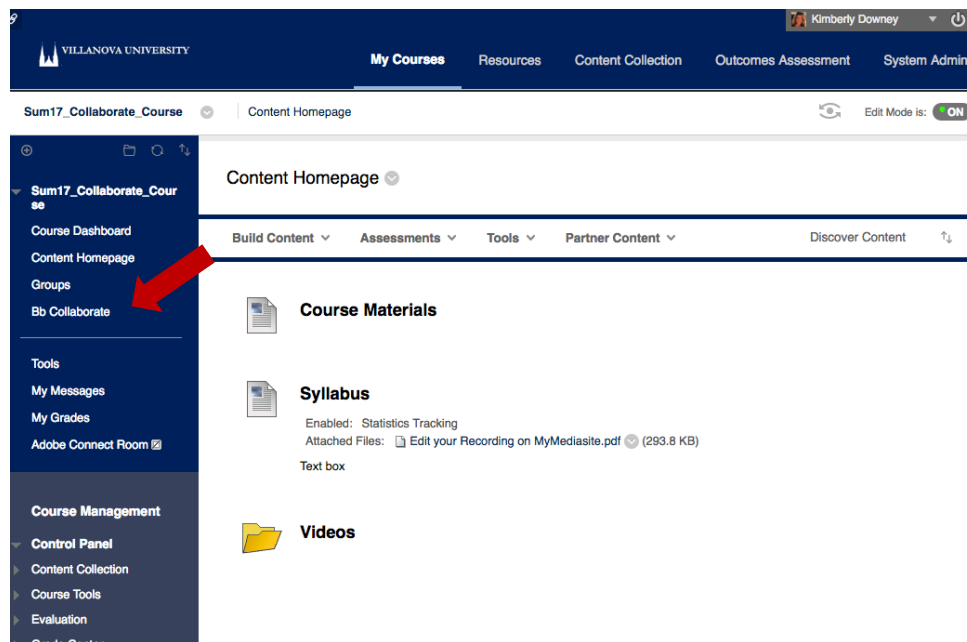
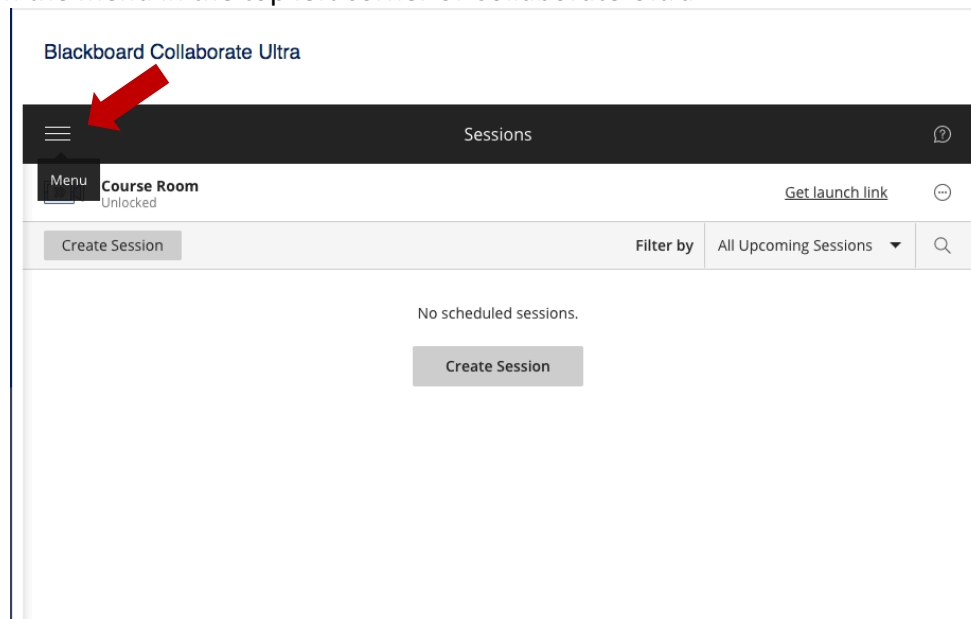


Locating Recordings in Blackboard Collaborate Ultra

- Log into elearning.villanova.edu with one of the supported browsers, select the course from your My Courses menu where you plan to host a BB Collaborate session
- Once in your course, BB Collaborate Ultra can be located in the left hand navigation menu. Click **BB Collaborate**

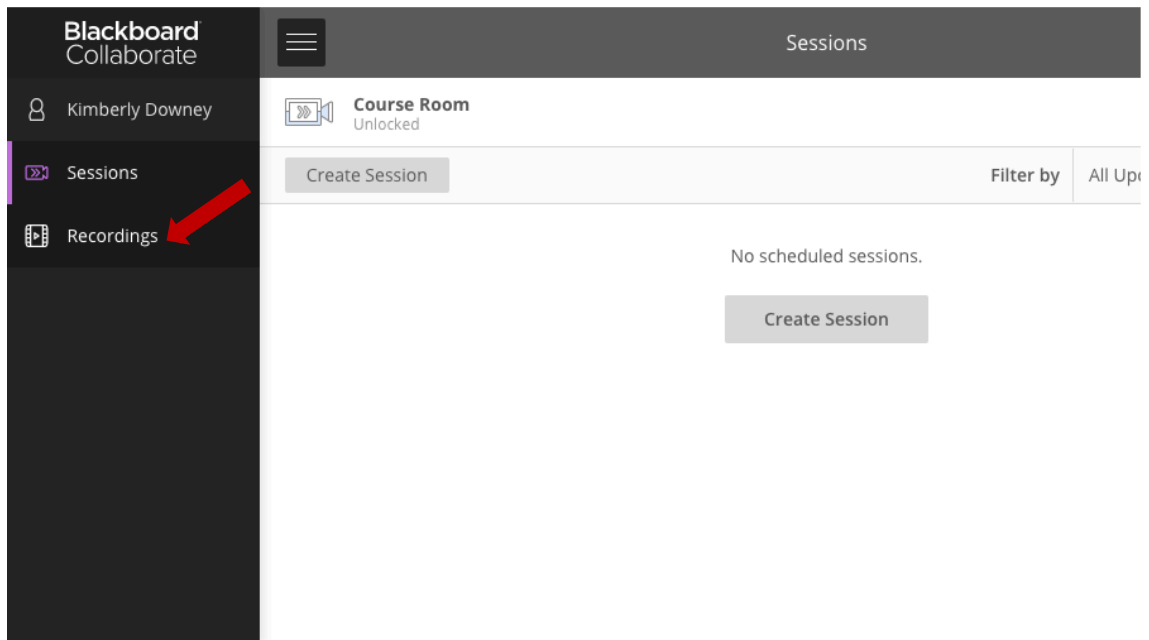


- Collaborate automatically opens to the Sessions Menu. To locate the Recordings menu, click on the menu in the top left corner of Collaborate Ultra



- Select Recordings from the Menu options

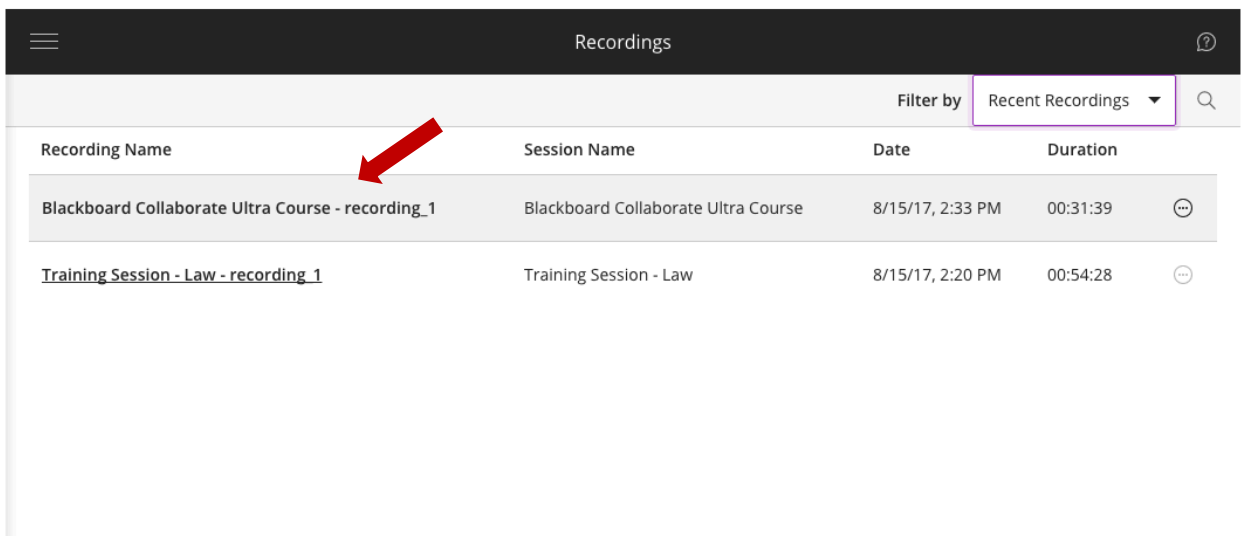
Blackboard Collaborate Ultra



The screenshot shows the Blackboard Collaborate Ultra interface. On the left sidebar, the 'Recordings' option is highlighted with a red arrow. The main content area shows the 'Sessions' page with a 'Create Session' button and a message stating 'No scheduled sessions.' The top navigation bar includes the Blackboard Collaborate logo, a user profile for Kimberly Downey, and a 'Course Room' status indicator.

- All recent recordings will pop up in your window. Click on the “recording name” to play recording in a new window.

Blackboard Collaborate Ultra



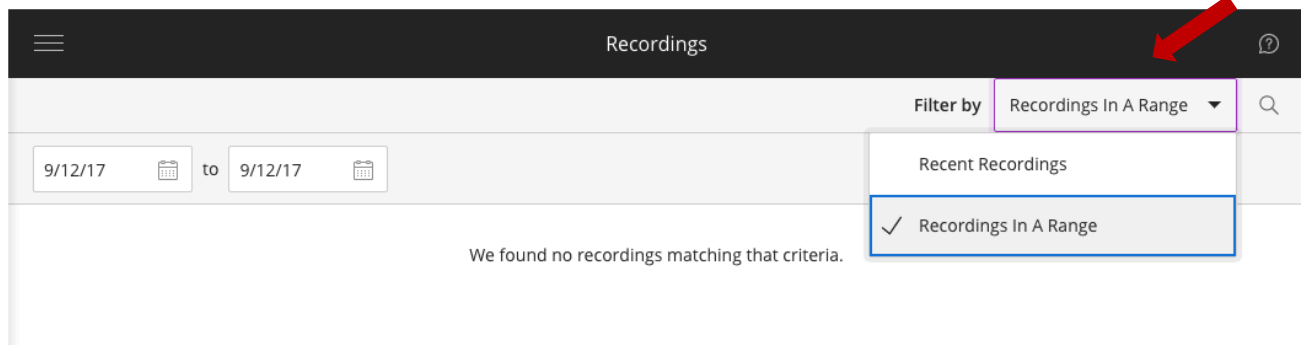
The screenshot shows the Blackboard Collaborate Ultra interface with the 'Recordings' page selected. The 'Filter by' dropdown menu is set to 'Recent Recordings'. A red arrow points to the 'Recording Name' column header in the table below.

Recording Name	Session Name	Date	Duration
Blackboard Collaborate Ultra Course - recording_1	Blackboard Collaborate Ultra Course	8/15/17, 2:33 PM	00:31:39
Training Session - Law - recording 1	Training Session - Law	8/15/17, 2:20 PM	00:54:28

Locating a Recording in the Past

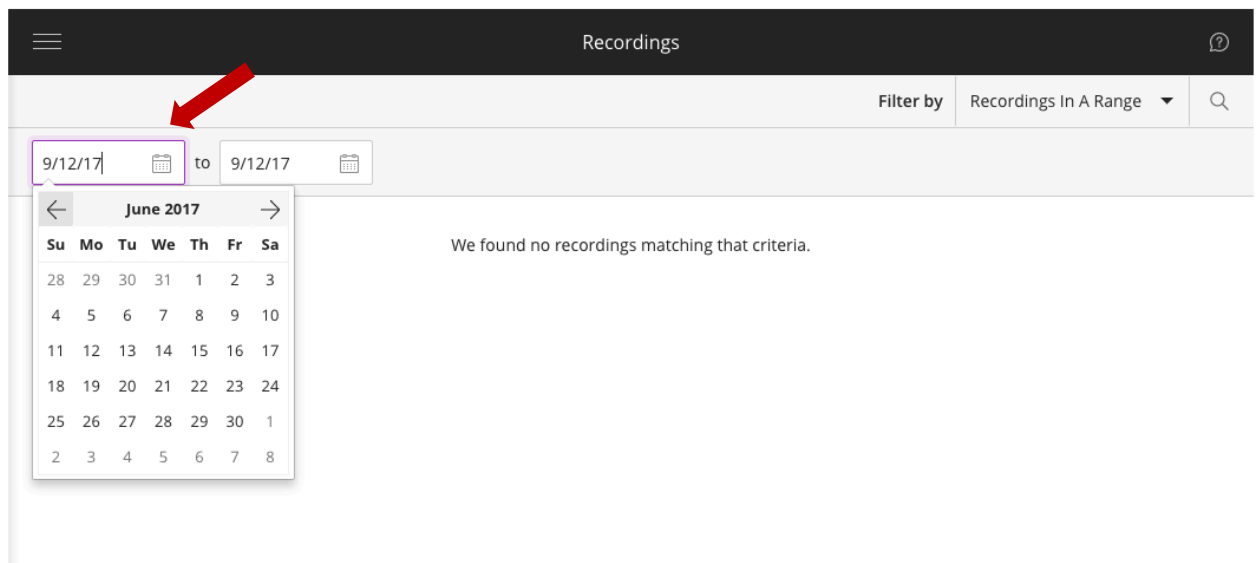
- If you are trying to locate a recording that is a few weeks old, you will need to search for that recording using the “recordings in a range” filter

Blackboard Collaborate Ultra



- Select the date range that you would like to search for recordings

Blackboard Collaborate Ultra



- All recordings in that range in the past will now display in the recordings menu

Blackboard Collaborate Ultra

Recordings				
		Filter by	Recordings In A Range ▼	Q
6/1/17		to	9/12/17	
Recording Name	Session Name	Date	Duration	
Blackboard Collaborate Ultra Course - recording 1	Blackboard Collaborate Ultra Course	8/15/17, 2:33 PM	00:31:39	...
Training Session - Law - recording 1	Training Session - Law	8/15/17, 2:20 PM	00:54:28	...
MPA Training Session - recording 1	MPA Training Session	8/2/17, 12:33 PM	00:45:46	...
Blackboard Collaborate Ultra Course - recording 1	Blackboard Collaborate Ultra Course	7/24/17, 8:36 AM	00:01:26	...
Evening Session - recording 1	Evening Session	6/15/17, 3:17 PM	00:22:29	...