Recording 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**

![Screenshot of BB Collaborate login and course navigation](image)

- To join the session, click the session name in the Sessions menu.

![Screenshot of BB Collaborate sessions](image)
• BB Collaborate will open in a new tab within your browser. The option to record is located in the Sessions Menu, located on the top left of the Collaborate window.

• Select **Start Recording**.
• You will see two notifications that the recording is in progress. The camera with the record button will appear in the sessions menu and the pop-out notification.

• Once your session is complete, hit **Stop Recording** in the Sessions Menu.

• Session recordings will automatically appear in the Recordings menu in Collaborate after conversion (this time varies depending on the length of your session).