

Allowing students to  
download Blackboard  
Collaborate Ultra recordings

# Disclaimer

- The following presentation does not walk through the entire process of setting up a Blackboard Collaborate session
- The intentions of this tutorial are to demonstrate how to give access to recording downloads

# Create or enter existing session

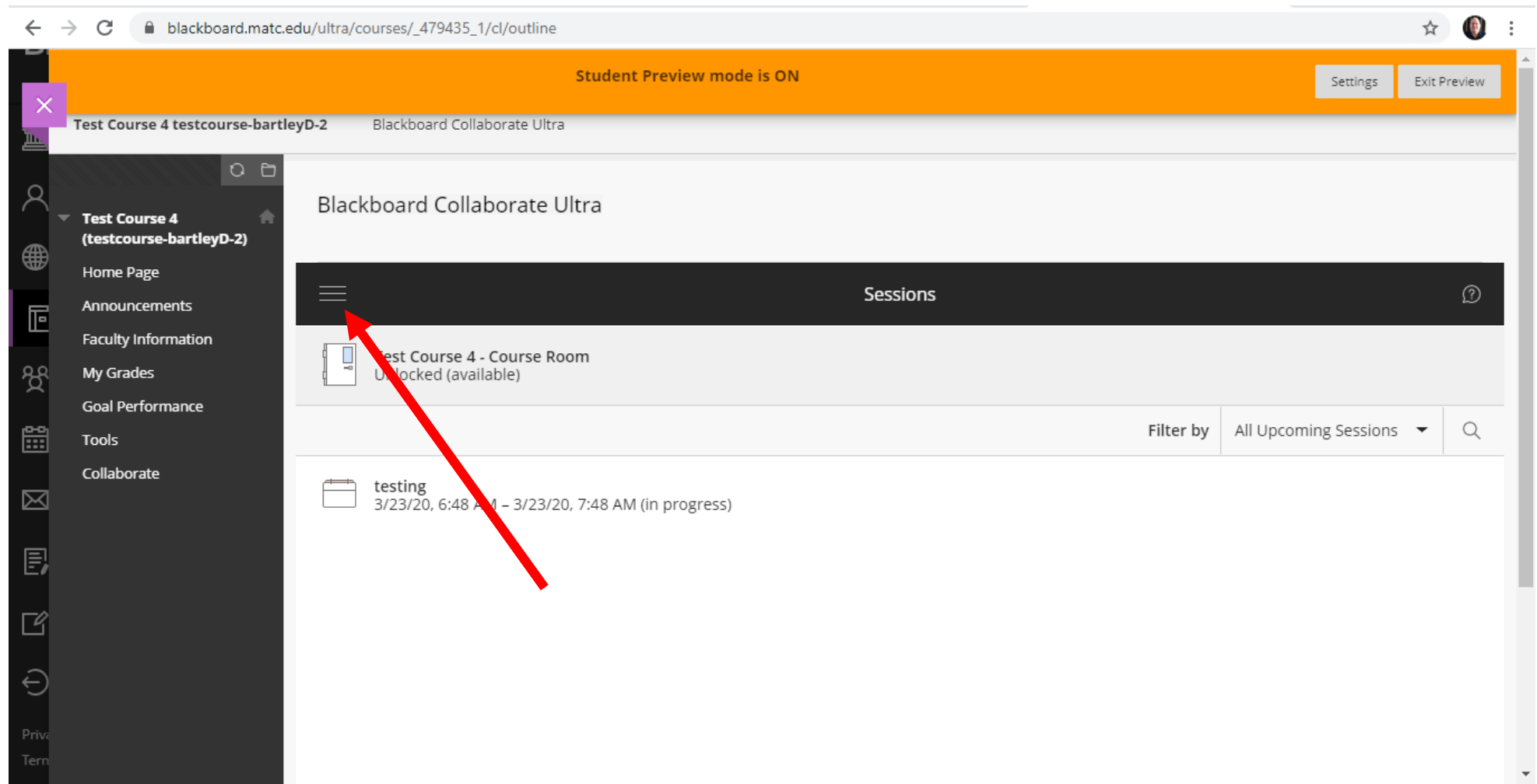
The screenshot displays the Blackboard Ultra interface for a course titled "Test Course 4 (testcourse-bartleyD-2)". The left-hand navigation menu includes options such as Home Page, Announcements, Faculty Information, Syllabus, My Grades, Goal Performance, Tools, Instructional Resources, and Collaborate. Below these is the "Course Management" section, which includes a "Control Panel" with sub-items like Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities.

The main content area is titled "Sessions" and shows the course room "Test Course 4 - Course Room" as "Unlocked (available)". A "Create Session" button is prominently displayed in the top left of the session area, with a red arrow pointing to it. To the right of this button are filters for "Filter by" and "All Upcoming Sessions". Below the button, the text "No scheduled sessions." is displayed, along with another "Create Session" button.

# Select “Allow recording downloads” from the settings menu

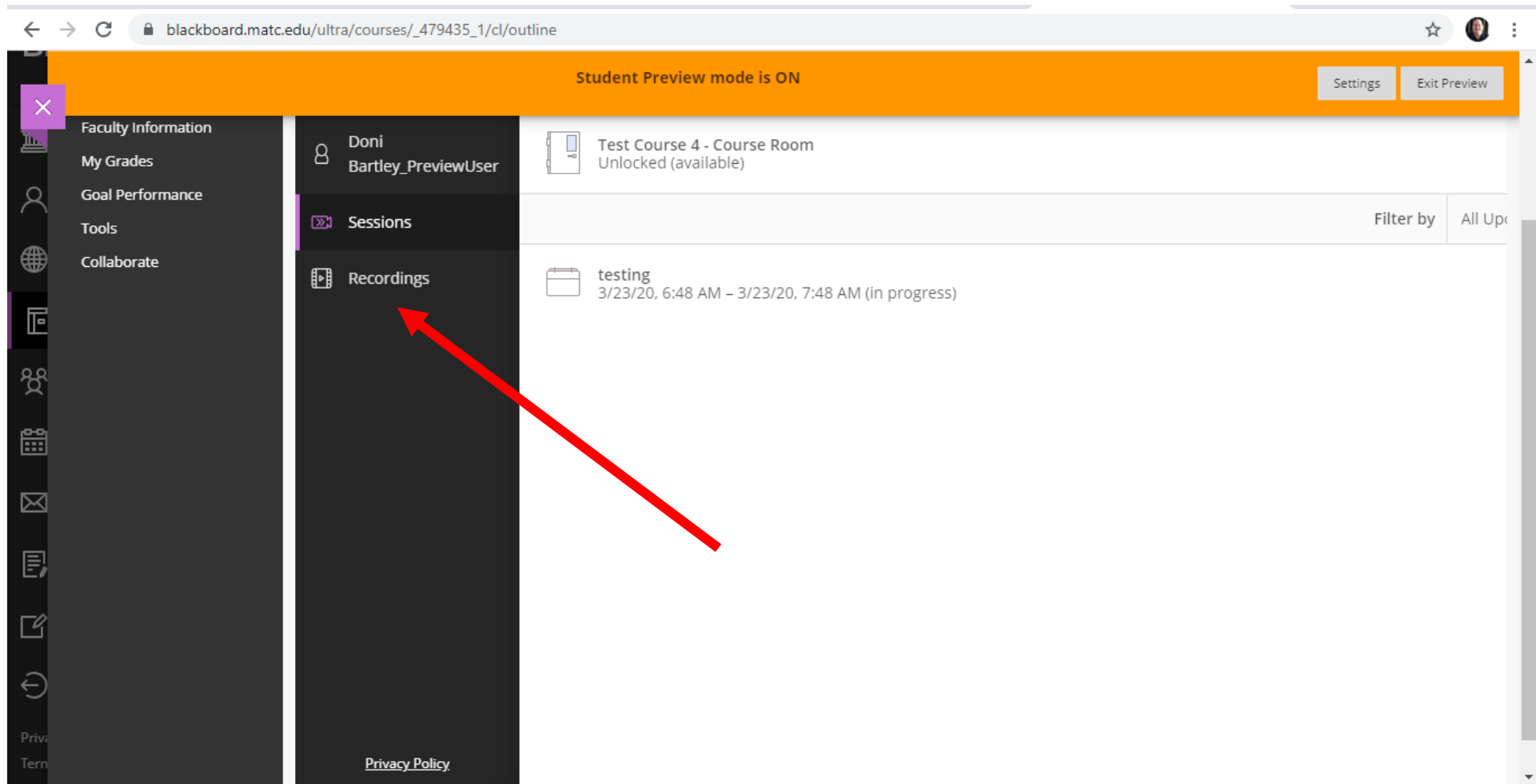
The screenshot displays the Blackboard Ultra interface for a course titled "Test Course 4 (testcourse-bartleyD-2)". The left sidebar contains a navigation menu with options such as Home Page, Announcements, Faculty Information, Syllabus, My Grades, Goal Performance, Tools, Instructional Resources, and Collaborate. The main content area is titled "Sessions" and shows a "Create Session" button and a session titled "testing" scheduled for 3/23/20, 6:48 AM – 3/23/20, 7:48 AM (in progress). On the right, the "Event Details" sidebar is open, showing "Session Settings". Under the "Recording" section, the checkbox for "Allow recording downloads" is highlighted with a red arrow. Other recording options include "Anonymize chat messages". The "Moderator permissions" section includes "Show profile pictures for moderator only". The "Participants can:" section includes "Share audio", "Share video", "Post chat messages", and "Draw on whiteboard and files", all of which are checked.

# Instruct students to click on the three bars within Blackboard Collaborate Ultra



The screenshot displays the Blackboard Collaborate Ultra interface. At the top, a navigation bar shows the URL `blackboard.matc.edu/ultra/courses/_479435_1/cl/outline` and a status indicator "Student Preview mode is ON" with "Settings" and "Exit Preview" buttons. Below this, a sidebar menu for "Test Course 4 (testcourse-bartleyD-2)" lists various course options. The main content area is titled "Blackboard Collaborate Ultra" and features a "Sessions" header with a three-bar menu icon. A red arrow points to this icon. Below the header, a session titled "Test Course 4 - Course Room" is listed as "Unlocked (available)". A filter section at the bottom right shows "Filter by All Upcoming Sessions" with a search icon. A session entry for "testing" is visible, scheduled for "3/23/20, 6:48 AM - 3/23/20, 7:48 AM (in progress)".

# Select recordings from the menu



The screenshot displays the Blackboard Ultra interface in a browser window. The address bar shows the URL `blackboard.matc.edu/ultra/courses/_479435_1/cl/outline`. The page title is "Student Preview mode is ON". The user is logged in as "Doni Bartley\_PreviewUser". The main content area shows "Test Course 4 - Course Room" which is "Unlocked (available)". Below this, there is a "Sessions" section and a "Recordings" section. The "Recordings" section contains a single entry: "testing" with a duration of "3/23/20, 6:48 AM - 3/23/20, 7:48 AM (in progress)". A red arrow points to the "Recordings" menu item in the left-hand navigation pane.

blackboard.matc.edu/ultra/courses/\_479435\_1/cl/outline

Student Preview mode is ON

Settings Exit Preview

Faculty Information

My Grades

Goal Performance

Tools

Collaborate

Doni Bartley\_PreviewUser

Test Course 4 - Course Room  
Unlocked (available)

Sessions

Filter by All Up

Recordings

testing  
3/23/20, 6:48 AM - 3/23/20, 7:48 AM (in progress)

Privacy Policy

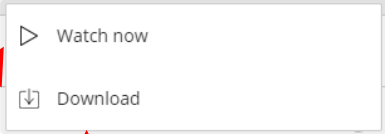
Students will see three dots to the right of a recording – click on the three dots

The screenshot shows the Blackboard Ultra interface in 'Student Preview mode'. The top navigation bar is orange and contains 'Settings' and 'Exit Preview' buttons. A left-hand navigation menu is visible with options like 'Faculty Information', 'My Grades', 'Goal Performance', 'Tools', and 'Collaborate'. The main content area displays a table of recordings with columns for 'Session name / Recording name', 'Date', and 'Duration'. A red arrow points to the three-dot menu icon next to the first recording entry.

Session name / Recording name	Date	Duration	
<a href="#">Practice session / recording_3</a>	3/18/20, 1:15 PM	00:02:34	⋮
<a href="#">Practice session / recording_2</a>	3/18/20, 1:13 PM	00:00:49	⋮
<a href="#">Practice session / recording_1</a>	3/18/20, 12:54 PM	00:09:06	⋮

# Students can select “watch now” or “Download”

The screenshot shows the Blackboard Ultra interface in 'Student Preview mode'. The top navigation bar is orange and contains 'Settings' and 'Exit Preview' buttons. A left-hand navigation menu is visible with options like 'Faculty Information', 'My Grades', 'Goal Performance', 'Tools', and 'Collaborate'. The main content area displays a table of recordings. The first row is highlighted, and a 'Recording options' menu is open for it, showing 'Watch now' and 'Download' options. Two red arrows point to these options.

Session name / Recording name	Date	Duration	Recording options
<a href="#">Practice session / recording_3</a>	3/18/20, 1:15 PM	00:02:34	
<a href="#">Practice session / recording_2</a>	3/18/20, 1:13 PM		
<a href="#">Practice session / recording_1</a>	3/18/20, 12:54 PM		