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## Blackboard for Employees

### Accessing and Downloading a Collaborate Ultra Recording

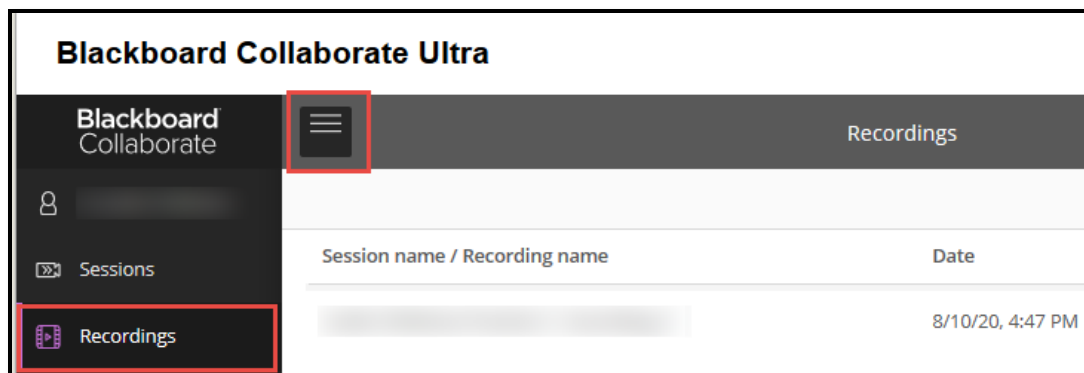
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This document describes how to access and download a Blackboard Collaborate Ultra recording in preparation for captioning and deploying to a Blackboard course site.

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#### Instructions

1. Go into your Blackboard Collaborate Ultra area. Click on the **Menu** icon and then click on **Recordings**.

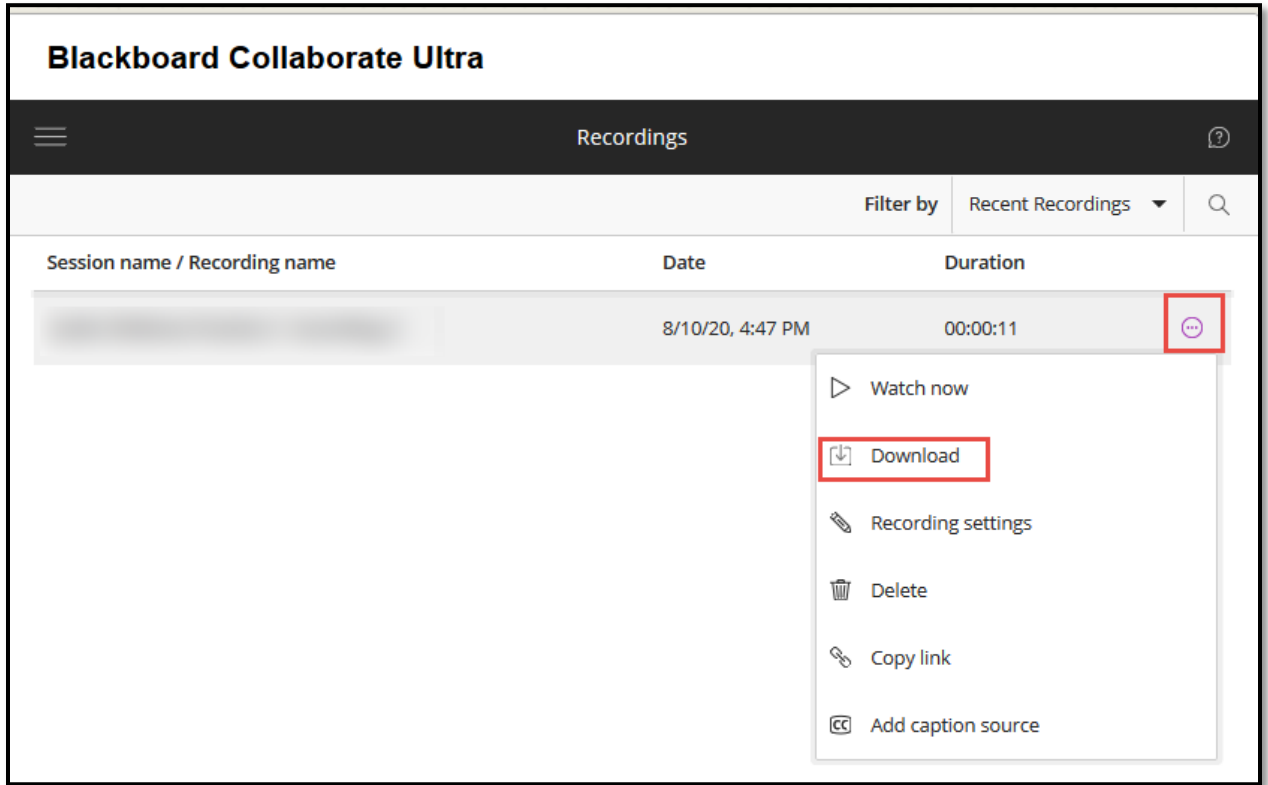


**Note:** Blackboard Collaborate Ultra session recordings will automatically be available to students under the Collaborate Ultra **Recordings** tab.

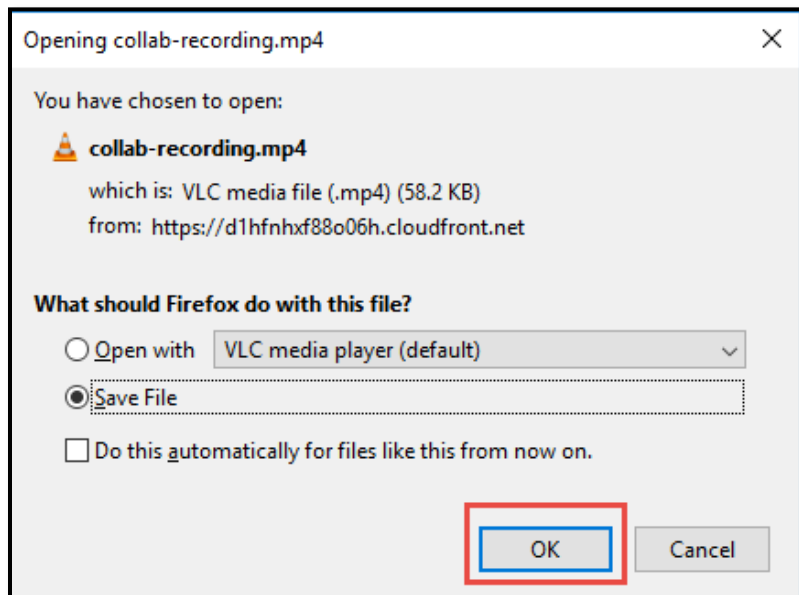
Faculty should not provide public access via a URL link to a Bb Collaborate Ultra recording that includes student participants, as this has the potential to violate FERPA and privacy concerns.

Prior to deploying a session recording to students, faculty should add closed captions to the recording using Kaltura REACH. Upon completion of editing the video captions for accuracy, deploy the captioned version, to students, within the appropriate content area. Continue to the next step to learn how to download a Collaborate Ultra session.

2. Click on the ellipses for your recording's options. Then click **Download**.



3. Save the video file to your computer.



4. Locate the My Media Module on the **Course's Tab** of Blackboard to upload your video file to Kaltura's My Media.



**Note:** Blackboard Collaborate Ultra session recordings will not be available to students until the recordings are captioned through Kaltura's My Media and deployed to a Blackboard's course site.