Session Recording
In Collaborate with the Ultra Experience

Moderators have the ability to record sessions in a format accessible by a wide array of devices for their students to review on-demand. Recordings are stored on the Blackboard Collaborate server using the MPEG 4 format. Playback is available via a link, sent to the session Moderator after the recording is available.

Session recordings display the content in focus during the recording and include the room audio, share content, the active speaker video/avatar and time-synchronized captions or subtitles if provided during live session.

Start and Stop a Recording

Moderators can start and/or stop the recording at any time during the session. To start recording your session, click **Start Recording** located in the Session Menu. The Start Recording option changes to read Stop Recording to indicating the recording is in progress.

Blackboard Collaborate notifies session attendees that the session is being recorded in several ways. Visual notifications are enabled by default and a notification dialog displays indicating that recording has started and/or stopped.

Collaborate also indicates recording is in progress by placing a recording icon next to the Session Menu.

At any time during your session, you can stop the recording by clicking the Stop Recording option in the Session Menu. You can start and stop the recording as many times as you like during your session. Blackboard Collaborate notifies session attendees that the recording has been stopped by displaying a notification dialog as well as removing the recording notification icon from displaying on the Session menu dropdown.
Accessing Recordings

Each time a moderator starts and stops recording during a session, a separate, sequentially named recording is created and an email is sent to the session Moderator. This link can be shared with session attendees, posted to the LMS, or otherwise distributed to desired viewers. Additionally, Moderators can access all of their session recordings in one location via the My Recordings page within the Session Administration System (SAS).

Playing a Recording

When you click on a recording link, the recording will open within the browser for streaming. Use the Playback Controller panel at the bottom the window to start, stop, pause, resume, and navigate through the recording.