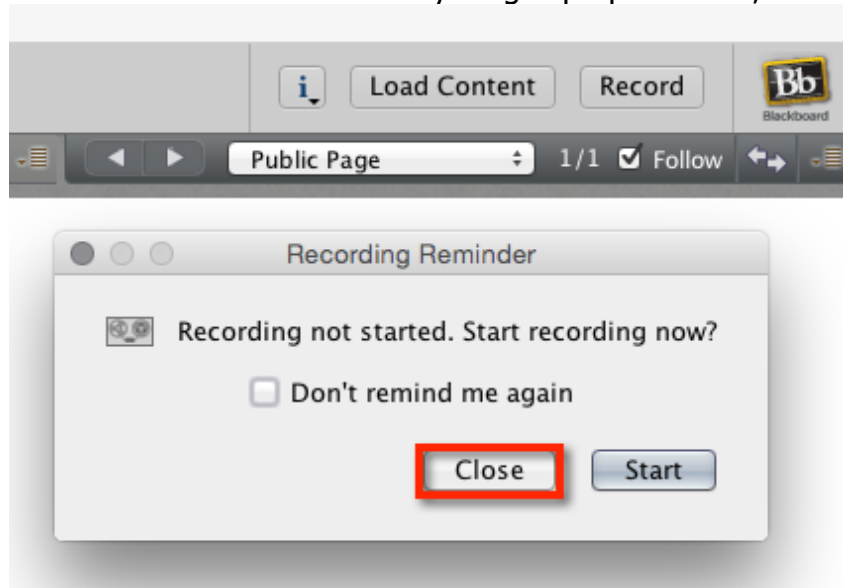
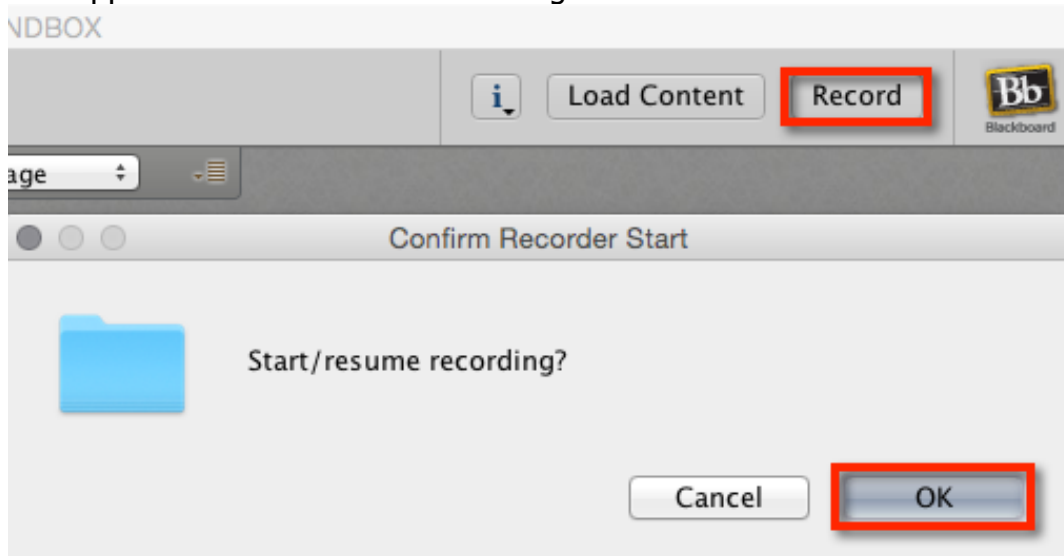


Recording a Session

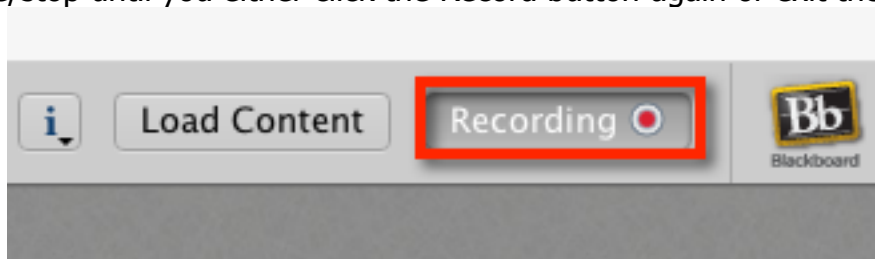
After you join the Collaborate session a Recording Reminder will appear asking if you would like to start recording now. Click **Close** to make sure everything is prepared first, before you start recording.



Make sure your video and audio are functioning properly, load your content from your computer, application share, etc. When you are ready to record, click the **Record** button. A Confirm Recorder Start window will appear. Click **OK** to start recording.



The **Record** button changes to **Recording** with the recording icon, to let you know the recording is in progress. Anytime you would like to pause/stop the recording, click the Recording button. The recording will pause/stop until you either click the Record button again or exit the session.



Save Recording:

In order for the recording to save in the Recordings section, you must complete the following steps:

1. Make sure the recording is paused/stopped.
2. Exit the Collaborate session (make sure you completely close the Collaborate session).
3. Depending on how long your session was, the recording should appear after double the time of the session. For example, if your session was 30 minutes, it would take about 60 minutes before the recording appears in the Recordings section on the Blackboard Collaborate home page.

The screenshot shows the Blackboard Collaborate interface. A red box highlights the 'AUDIO & VIDEO' control panel, where a red '2' is placed over the 'Record' button. Another red box highlights the 'Record' button in the top right corner of the interface, with a red '1' next to it. A third red box highlights the 'Sandbox' recording entry in the 'RECORDINGS' section, with a red '3' next to it. A red arrow points from the 'Sandbox' entry to the 'RECORDINGS' tab.

As soon as the recording appears in the Recordings section, students will be able to access the link immediately. If you would like to convert the file to either mp3 or mp4, click the **Convert** link. This will only show the whiteboard section, not the entire Collaborate player (name section, webcam section, chat section, etc.). This process will also take about double the session time.

The screenshot shows the 'RECORDINGS' section of the Blackboard Collaborate interface. It features a search bar, start and end date filters, and a table of recordings. The 'Sandbox' recording is highlighted, and the 'Convert' buttons for both Audio (MP3) and Video (MP4) are highlighted with a red box.

Title	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
Sandbox	Monday, May 4, 2015 2:11:05 PM CDT	0:22:46	12.6		Convert	Convert

After the conversion is complete, you will now see a **Play** button icon. Again, this file will only show the whiteboard section.



If you would like to see who is speaking, who is in the session, who used the chat feature then you will have to play the recording with the Collaborate player by selecting the title of the session or the Collaborate symbol.

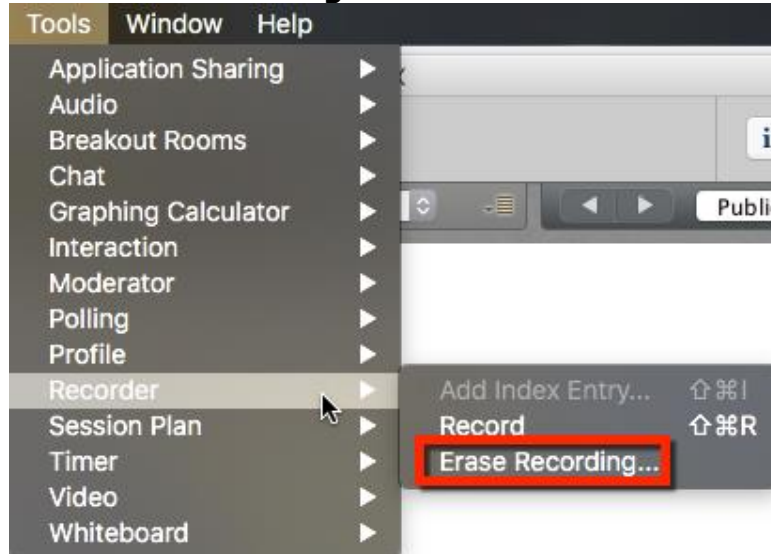
Sandbox

OR



Delete Recording (Warning!** *Once deleted, it's completely removed*):**

If you are currently in a session and would like to erase what you just recorded, proceed to the **Tools** menu > **Recorder** > **Erase Recording...**



If you select the **Recordings** tab on the Collaborate homepage, select the recording you would like to delete. Either check next to the title of the recording and click the **Delete** button or click the down arrow to open the drop down menu and select **Delete Recording**.

Note: Remember, once you delete a recording, it is completely removed from Blackboard. Please be careful with this process.

