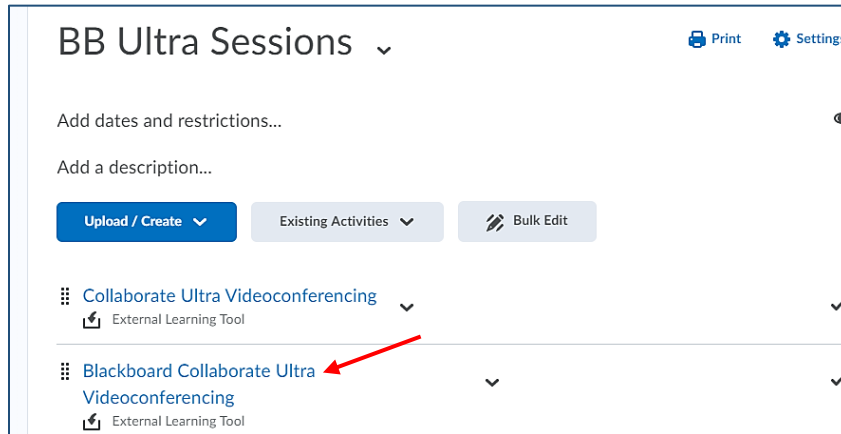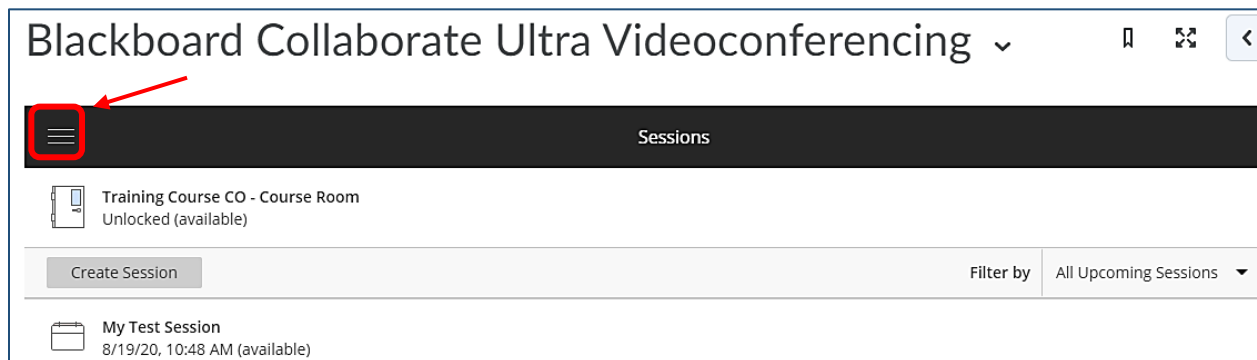**How to download and delete Blackboard Collaborate Ultra recordings**

Go to your GeorgiaVIEW course content and open a module where you schedule your Blackboard Collaborate Ultra sessions and keep recordings.
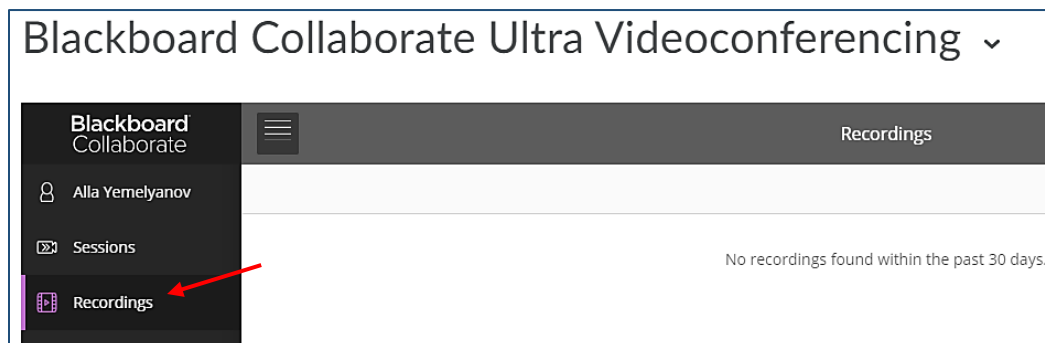
- Click a topic title with your Ultra sessions. See the screenshot below as an example:

- On the black Sessions bar, click a three-line icon to the left:

- Click Recordings in the left panel:

- To view all your recordings for the last months, click the Recent Recordings down arrow in the "Filter by" field and select **Recordings in A Range**:

- You can select initial month and day in the very left calendar field:

- Once you do that, all your previous recordings appear. Decide, which recording you would like to download/save and delete. Click a Recording Options (circle with three-dots) icon to the right of the selected recording to open a drop-down menu and click **Download**:

- Choose the location where you would like to save the recording. Please note that the recordings will be saved in the MP4 format.
  Also note, that it'll take some time to complete the download process.
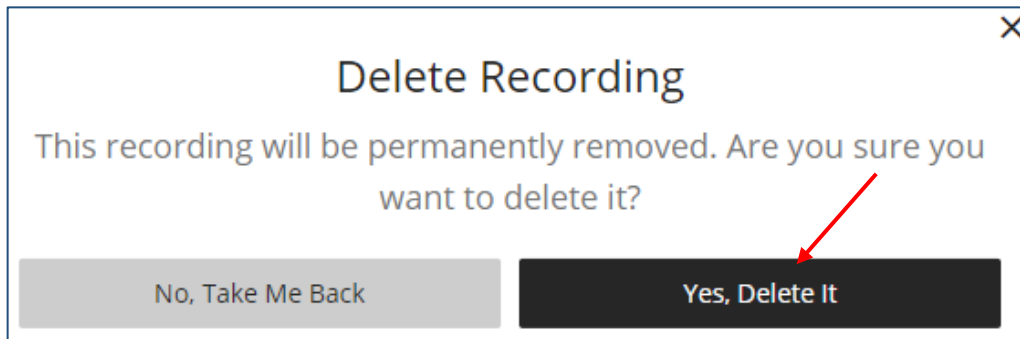- Once the recording saved, click the Delete option the Recording Options drop-down menu:

- On the Delete Recording pop-up window, click the "Yes, Delete it" tab and the recording will be deleted from the recording list: