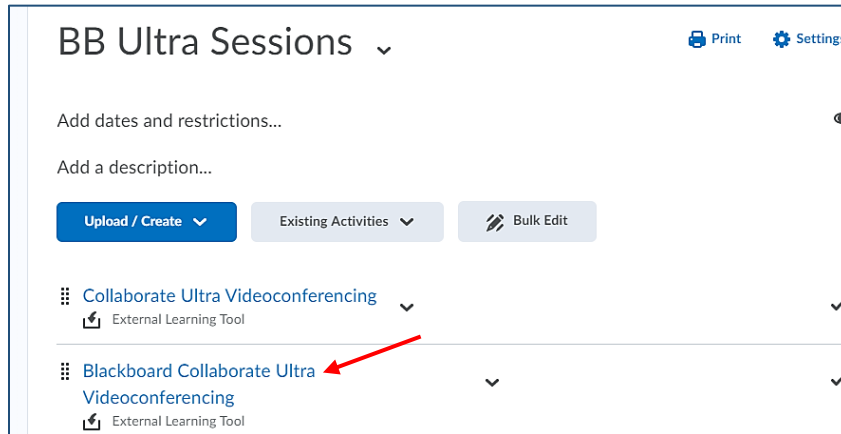


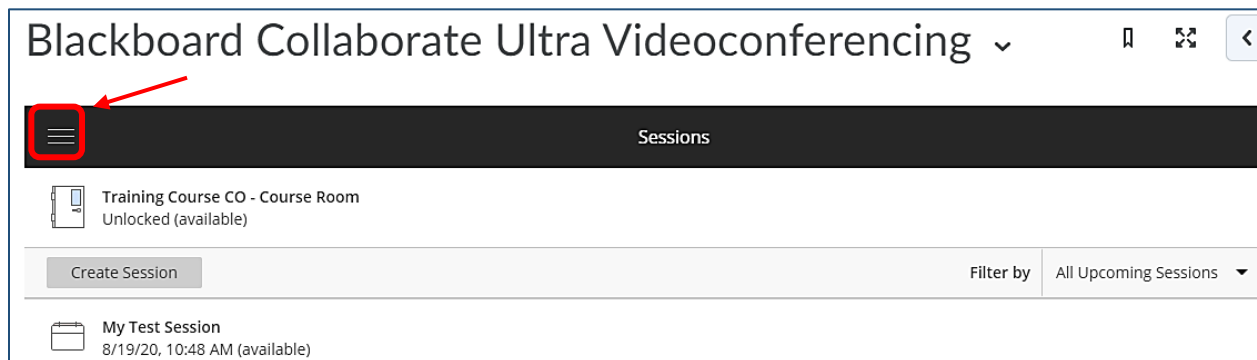
How to download and delete Blackboard Collaborate Ultra recordings

Go to your GeorgiaVIEW course content and open a module where you schedule your Blackboard Collaborate Ultra sessions and keep recordings.

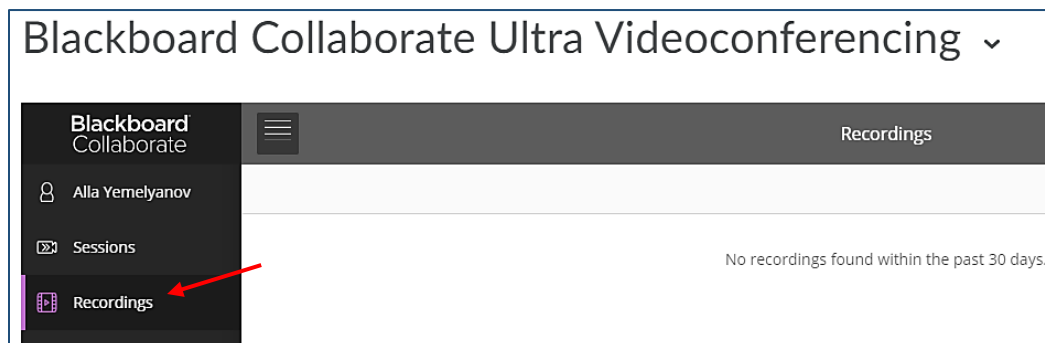
- Click a topic title with your Ultra sessions. See the screenshot below as an example:



- 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**:

Blackboard Collaborate Ultra Videoconferencing

Recordings

Filter by Recent Recordings

No recordings found within the past 30 days.

- ✓ Recent Recordings
- Recordings In A Range

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

Blackboard Collaborate Ultra Videoconferencing

Recordings

Filter by Recordings In A Range

10/27/20 to 10/27/20

← January 2020 →

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

We didn't find recordings that match that criteria.

- 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**:

Blackboard Collaborate Ultra Videoconferencing

Recordings

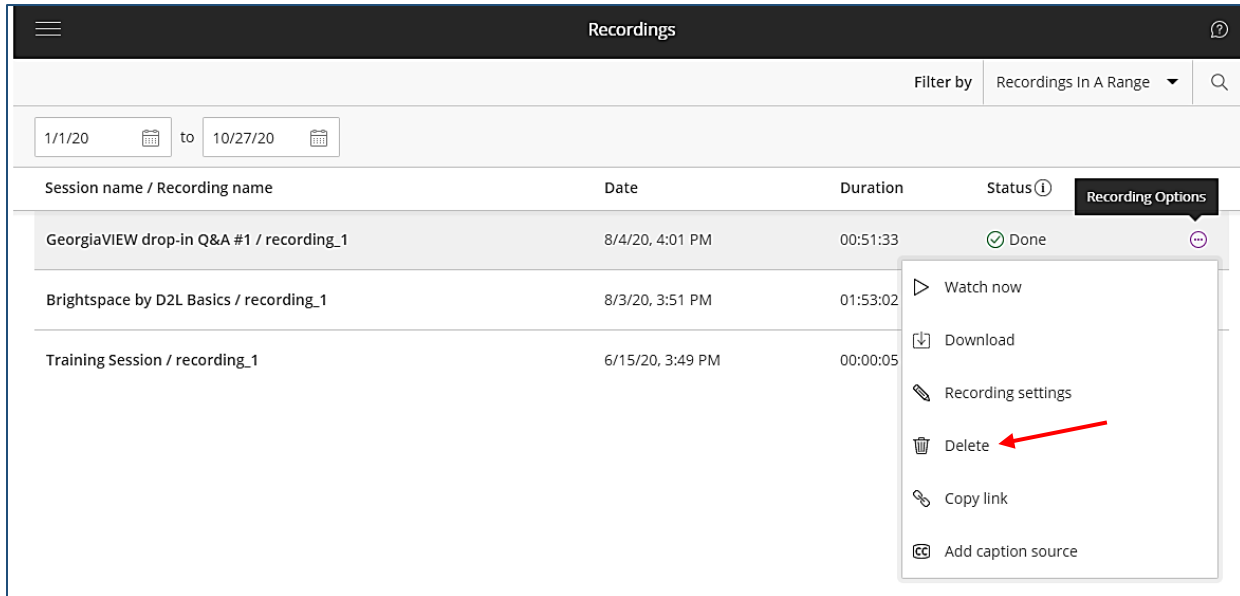
Filter by Recordings In A Range

1/1/20 to 10/27/20

Session name / Recording name	Date	Duration	Status	Recording Options
GeorgiaVIEW drop-in Q&A #1 / recording_1	8/4/20, 4:01 PM	00:51:33	Done	⋮
Brightspace by D2L Basics / recording_1	8/3/20, 3:51 PM	01:53:02		
Training Session / recording_1	6/15/20, 3:49 PM	00:00:05		

- Watch now
- Download
- Recording settings
- Delete
- Copy link
- Add caption source

- 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:

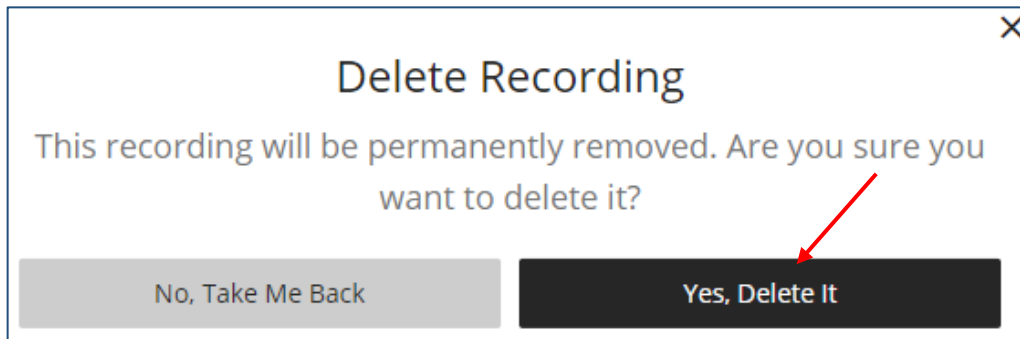


The screenshot shows a web interface titled "Recordings". At the top right, there are filters for "Filter by" and "Recordings In A Range" with a search icon. Below this is a date range selector showing "1/1/20" to "10/27/20". The main content is a table with columns: "Session name / Recording name", "Date", "Duration", "Status", and "Recording Options".

Session name / Recording name	Date	Duration	Status	Recording Options
GeorgiaVIEW drop-in Q&A #1 / recording_1	8/4/20, 4:01 PM	00:51:33	Done	⋮
Brightspace by D2L Basics / recording_1	8/3/20, 3:51 PM	01:53:02		▶ Watch now ⬇ Download 🔧 Recording settings 🗑 Delete 🔗 Copy link 📄 Add caption source
Training Session / recording_1	6/15/20, 3:49 PM	00:00:05		

A red arrow points to the "Delete" option in the dropdown menu for the "Brightspace by D2L Basics" recording.

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



The screenshot shows a "Delete Recording" dialog box. The text inside reads: "Delete Recording" followed by "This recording will be permanently removed. Are you sure you want to delete it?". At the bottom, there are two buttons: "No, Take Me Back" (grey) and "Yes, Delete It" (black). A red arrow points to the "Yes, Delete It" button.