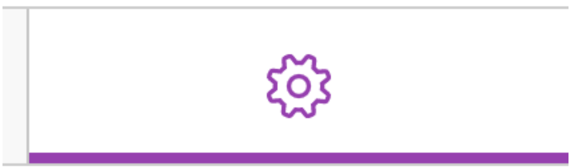
Recording in Collaborate Ultra

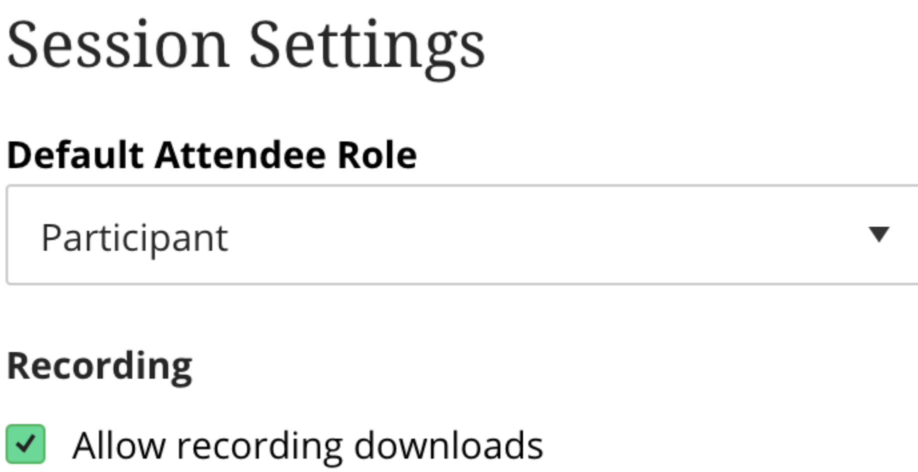
This tutorial will walk you through the process of recording a Collaborate Ultra session, viewing the video, downloading the video, and sharing the video. If you are unfamiliar with Collaborate Ultra, please view the ODE's [Collaborate Ultra QuickStart Guide].

Recording Your Session

1. To allow recordings to be downloaded: Before you join your session, click on the session name, then click on the gear icon to see the session settings.



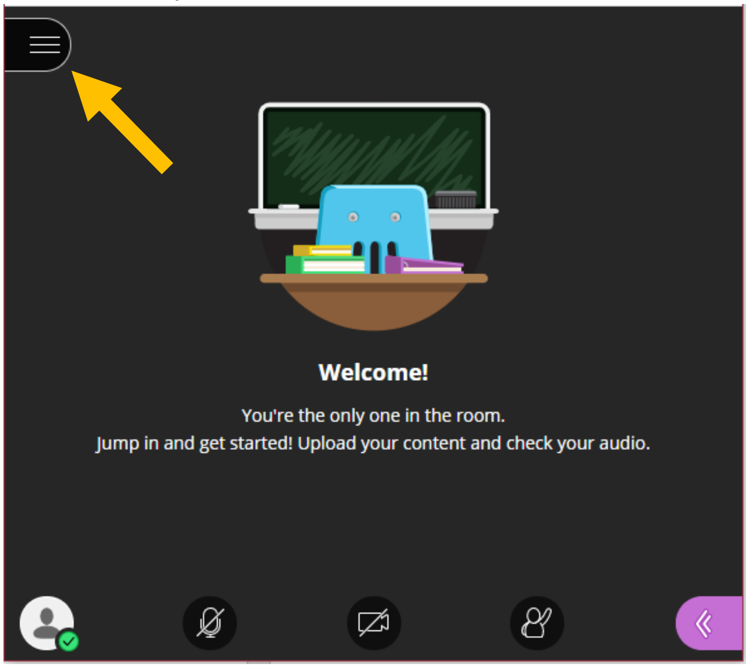
2. Select the box next to **Allow recording downloads**.



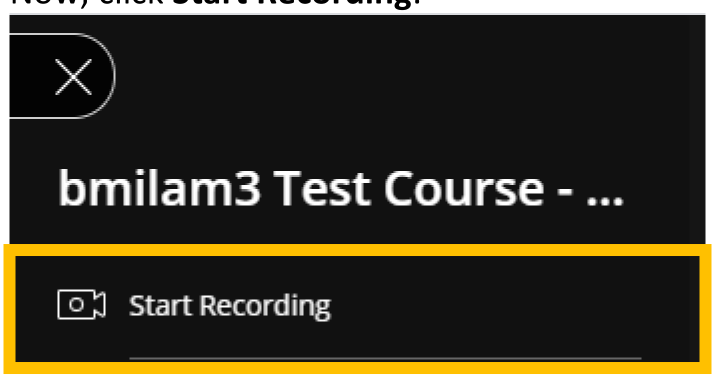
3. Now, click the **Save** button.

4. Then, click your session name and join your session.

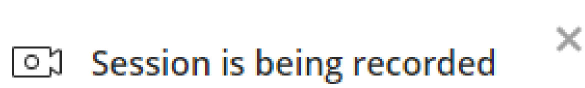
5. After creating and joining a session, click the three bars on the top left side of your screen to open the **Session Menu**.

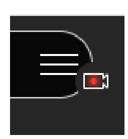


6. Now, click **Start Recording**.

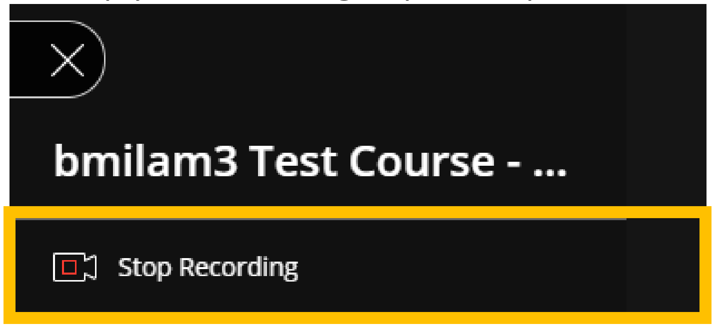


7. Conduct your session as usual, but please issue a warning to participants that they **are** being recorded. All participants will receive a pop-up notification in the top right corner of their screen, but it may get lost among other notifications, so it's best to issue a statement. You will also see a small camera icon on your session settings as a reminder you are recording.





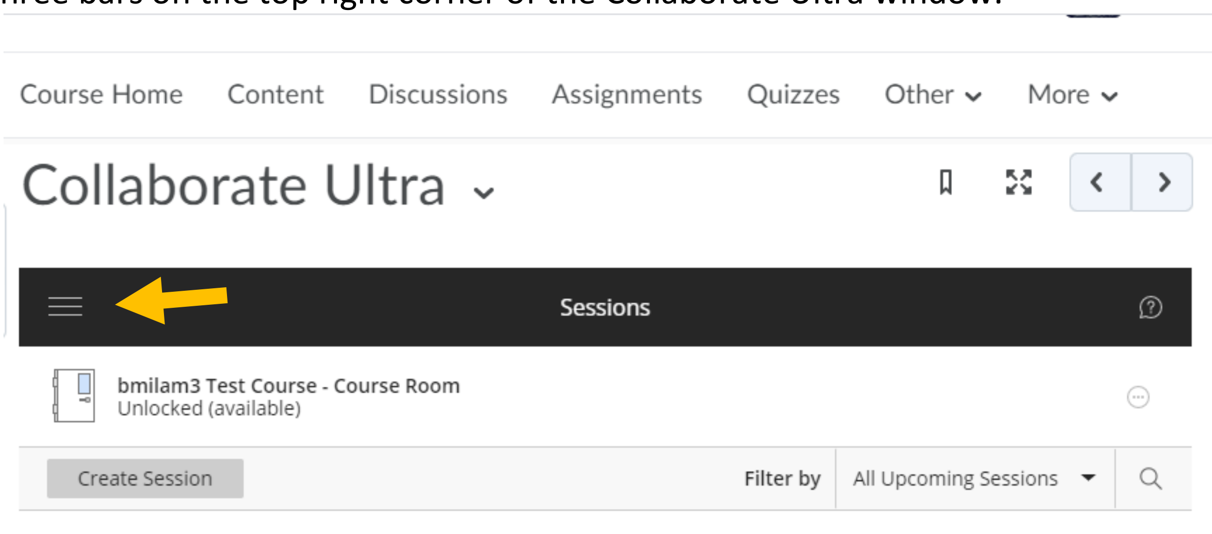
8. To stop your recording, repeat step one, then click **Stop Recording**.



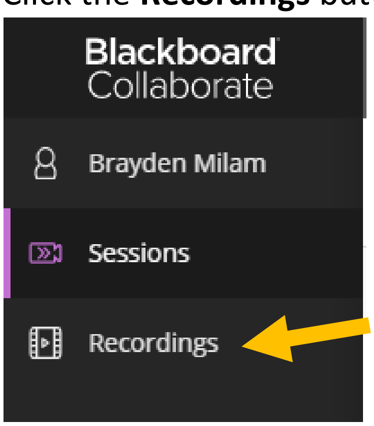
Viewing, Downloading, and Sharing Your Recording

1. Navigate back to D2L by leaving the session. Open the **Session Menu** (step 1 of the previous section) and select **Leave Session** at the bottom of your screen.

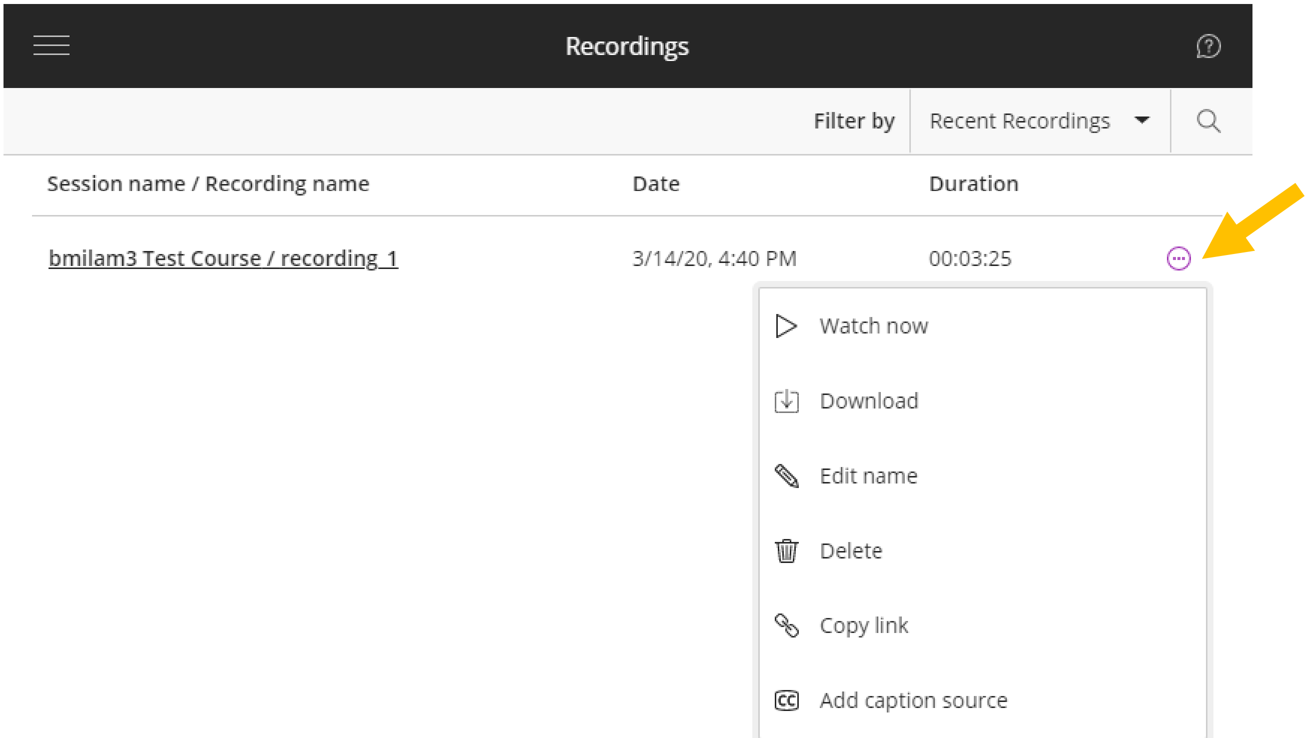
2. You can skip the following survey (if it pops up). Then, close out of your tab after Collaborate Ultra tells you that you have left the session.
3. Once you have landed back on your D2L page (with the Collaborate Ultra page), click the three bars on the top right corner of the Collaborate Ultra window.



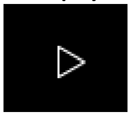
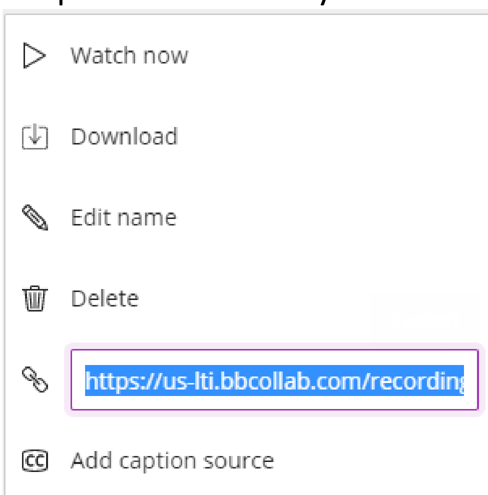
4. Click the **Recordings** button.



5. You should see a link with your session name, followed by **/ recording**. Click the three buttons on the right side to view your options as the session moderator.



If you do not see your video, wait a few moments, then refresh your page. Your video should appear within a few moments.

6. You can now choose what to do with your recording.
   If you delete your recording, you cannot recover it so please be cautious.
   If you have a participant who needs captions, please contact Student Disability Services and/or the Office of Digital Education.
   a. To **view** your video, click **Watch Now**. Your video will open in a new window. Simply click the play button and your video should begin.
   
   b. To **download** your video, click **Download**. A new window should open. You can rename your video if you would like. When you are ready, find the folder you want to save your recording to. Then, click **Save**.
   c. To **share** your recording, click **Copy Link**. When the URL appears, use **CTRL + C** (PC) or **CMD + C** (Mac/Apple) to copy your link. You can now send the link via email, add the link directly to D2L, or whatever else you may decide to do. Please keep in mind that anyone with the link can view your video, so it is not secure.
   

Created by Brayden Milam, March 2020