

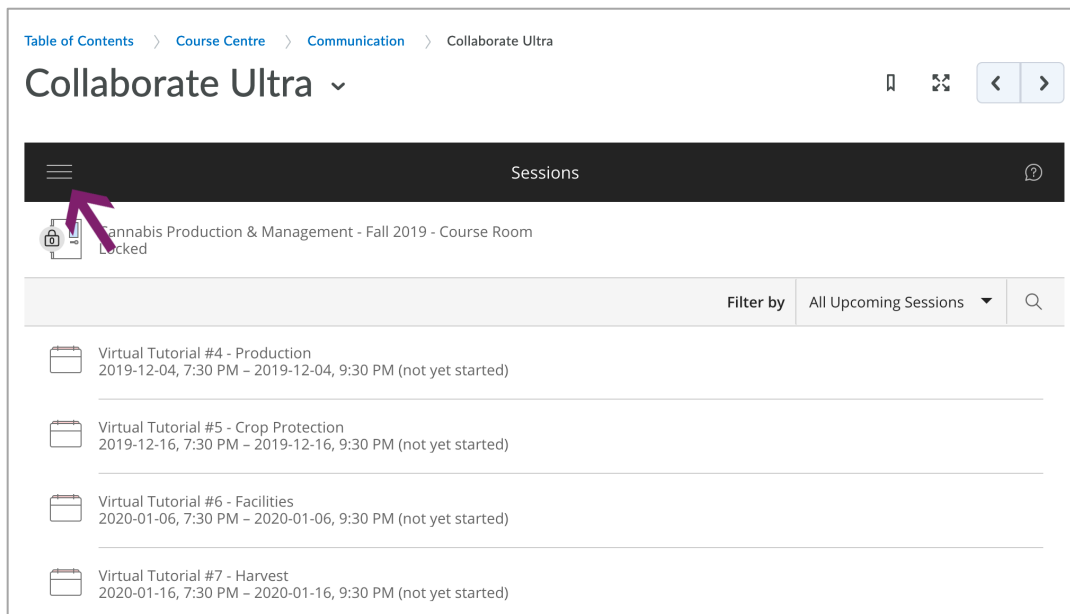


Viewing Collaborate Ultra Session Recordings

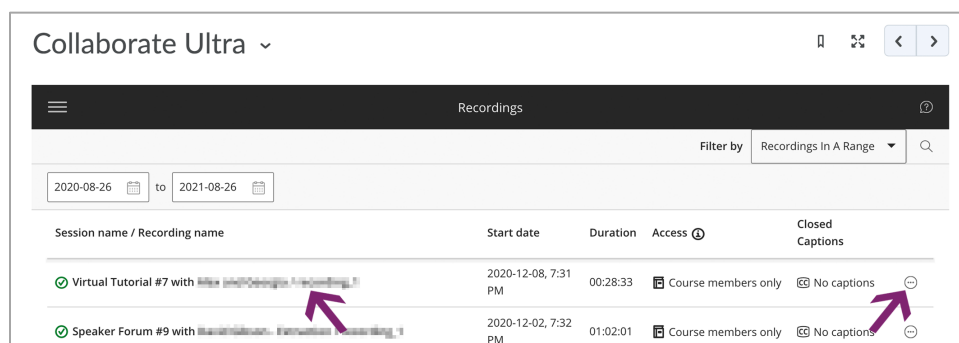
Collaborate Ultra is used mostly as a real-time video conferencing tool with a multitude of functions and settings, depending on the individual needs of a course. One such feature is the ability to record sessions.

If you have opted to record a session, you will be able to view it a few hours afterwards. To view a recorded Collaborate Ultra session on a desktop computer:

1. Visit the area in your course where Collaborate Ultra is linked (the same location where you would participate in a live session).
2. Click the menu icon in the top left corner and select “Recordings”.



3. By default, you will see the most recent sessions. To see others, click on the dropdown menu beside “Filter By” and choose the desired range.
4. To watch a recording, click on either the title of the session, or on the video’s menu icon.





Common options when viewing videos (besides “Play”, “Pause”, and “View Full Screen”) include:

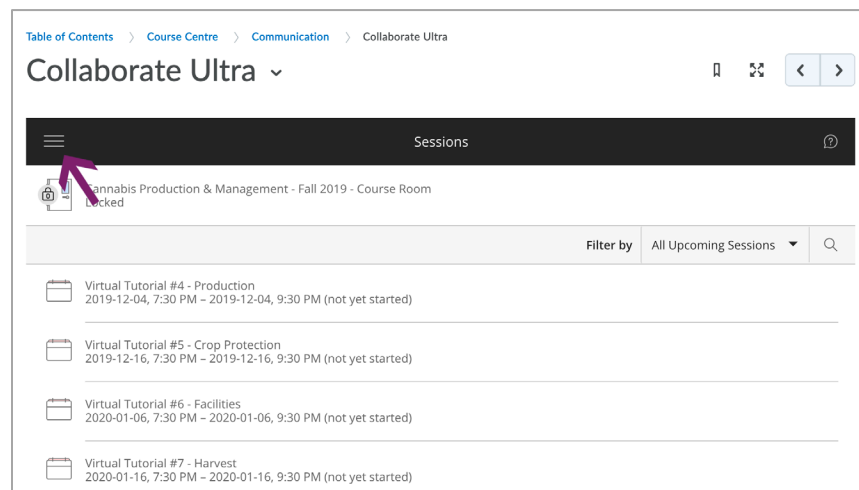
- The Chat Panel – the purple double arrows in the bottom right. Click the same location to close the chat panel.
- Download a .txt file of the chat – the black and white menu icon in the top left.



Downloading Collaborate Sessions

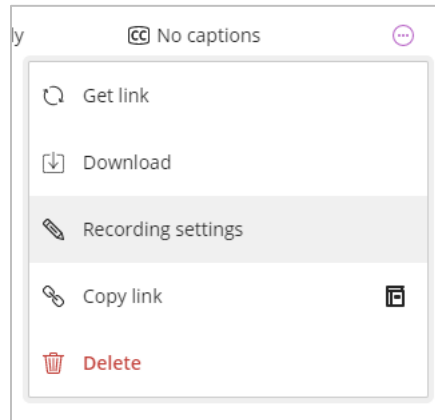
Instructors can easily download recorded Collaborate sessions and then transfer to Panopto for reuse in future semesters. Collaborate recordings are not transferred when previous course offerings are imported, so this process must be done to reuse these recordings.

1. Visit the area in your course where Collaborate Ultra is linked.
2. Click the menu icon in the top left corner and select “Recordings”.

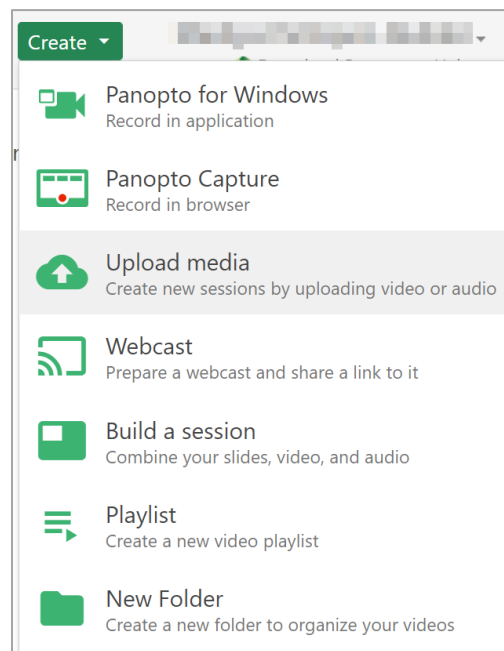




3. By default, you will see the most recent sessions. To see others, click on the dropdown menu beside “Filter By” and choose the desired range.
4. Click on the videos menu icon and select “download”.



5. To upload the videos in Panopto, sign into <https://dal.hosted.panopto.com/> and open the course folder where the video will be housed.
6. Click the green “Create” button in the top right and select “Upload Media” from the menu.



7. Choose the videos you would like to upload. Once the upload has been completed, the recordings can be added into your Brightspace course via the “Insert Stuff” method. Instructions on using Insert Stuff can be found [here](#).

Note: By default, students may view Collaborate Recordings within Collaborate, but they cannot download them without this option being permitted by instructors.