

Session Recording

In Collaborate with the Ultra Experience

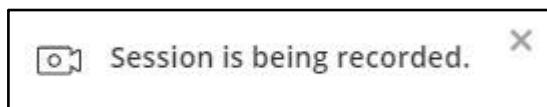
Moderators have the ability to record sessions in a format accessible by a wide array of devices for their students to review on-demand. Recordings are stored on the Blackboard Collaborate server using the MPEG 4 format. Playback is available via a link, sent to the session Moderator after the recording is available.

Session recordings display the content in focus during the recording and include the room audio, share content, the active speaker video/avatar and time-synchronized captions or subtitles if provided during live session.

Start and Stop a Recording

Moderators can start and/or stop the recording at any time during the session. To start recording your session, click **Start Recording**, located in the Session Menu. The Start Recording option changes to read Stop Recording to indicating the recording is in progress.

Blackboard Collaborate notifies session attendees that the session is being recorded in several ways. Visual notifications are enabled by default and a notification dialog displays indicating that recording has started and/or stopped.



Collaborate also indicates recording is in progress by placing a recording icon next to the Session Menu.



At any time during your session, you can stop the recording by clicking the Stop Recording option in the Session Menu. You can start and stop the recording as many times as you like during your session. Blackboard Collaborate notifies session attendees that the recording has been stopped by displaying a notification dialog as well as removing the recording notification icon from displaying on the Session menu dropdown.



Accessing Recordings

Each time a moderator starts and stops recording during a session, a separate, sequentially named recording is created and an email is sent to the session Moderator. This link can be shared with session attendees, posted to the LMS, or otherwise distributed to desired viewers. Additionally, Moderators can access all of their session recordings in one location via the My Recordings page within the Session Administration System (SAS).

The screenshot shows the 'Recordings' page in Blackboard Collaborate. On the left is a sidebar with user information (Tara Thompson), navigation links (Sessions, Recordings, Logout), and a link to the original experience (Collaborate V12). The main area displays a table of recordings:

Session Name	Recording Name	Duration	Date	Recording (MP4)
Anthropology of Computing	Anthropology of Computing - recording_2	00:00:44	7/11/16, 3:34 PM	View Recording Download Delete
Anthropology of Computing	Anthropology of Computing - recording_1	00:14:58	7/11/16, 3:08 PM	View Recording Download Delete
Anthropology of Computing	Anthropology of Computing - recording_1	00:00:26	7/8/16, 10:06 AM	View Recording Download Delete

A red arrow points from the 'Download Recording' button for the third session to the 'Download Recording' button in the image below.

Playing a Recording

When you click on a recording link, the recording will open within the browser for streaming. Use the Recording menu at the top left of your screen to download the full recording.

Use the Playback Controller panel at the bottom the window to start, stop, pause, resume, and navigate through the recording.

Open the Chat panel to see the complete chat history of the Everyone channel

The screenshot shows a video player interface. The main video frame displays a man with a beard and short hair, smiling. To the right is a 'Chat' panel showing messages from users: Kerry Smith, Duke Thompson, Laura Evans, User 001, User 002, and User 003. At the bottom is a playback controller with controls for play, volume, and navigation.

during the recorded session. As the recording plays the chat messages posted highlight so you can see what was being said during that moment. You can also navigate to a specific location in the recording by selecting a chat message time stamp. If a message is faded, you haven't reached that part of the recording yet.

Captions are only available in recordings when captions were used during the live session. Closed captions are on in the recording by default. Select Closed Captions in the playback controls to turn off the captions or adjust the size of the caption font.