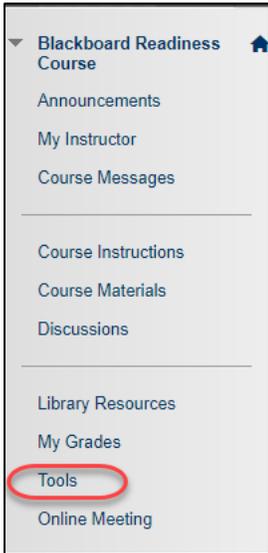
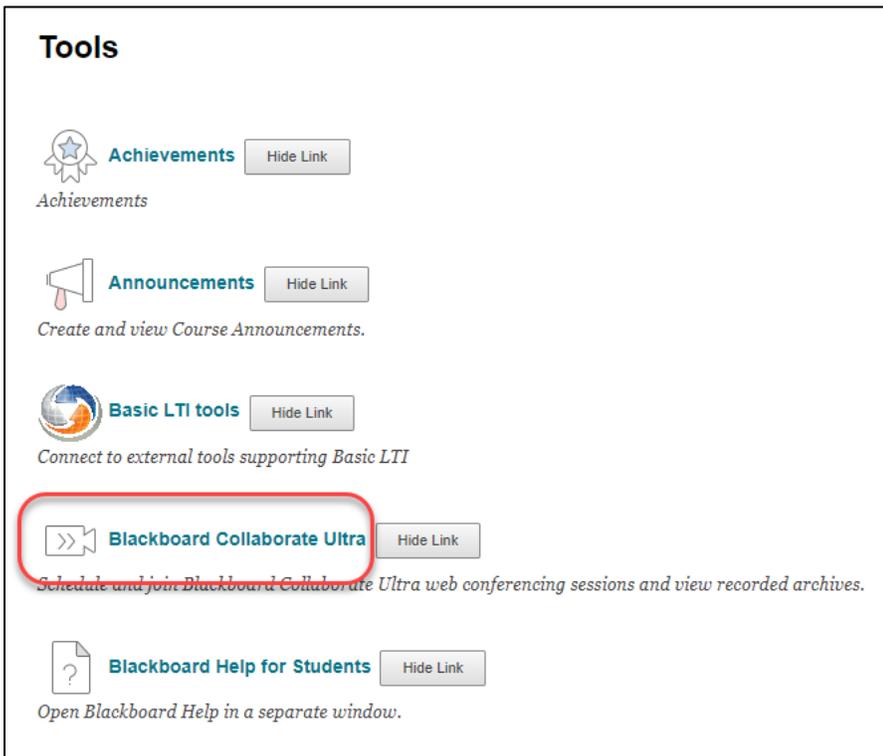


## Blackboard Collaborate Ultra – Downloading Recordings

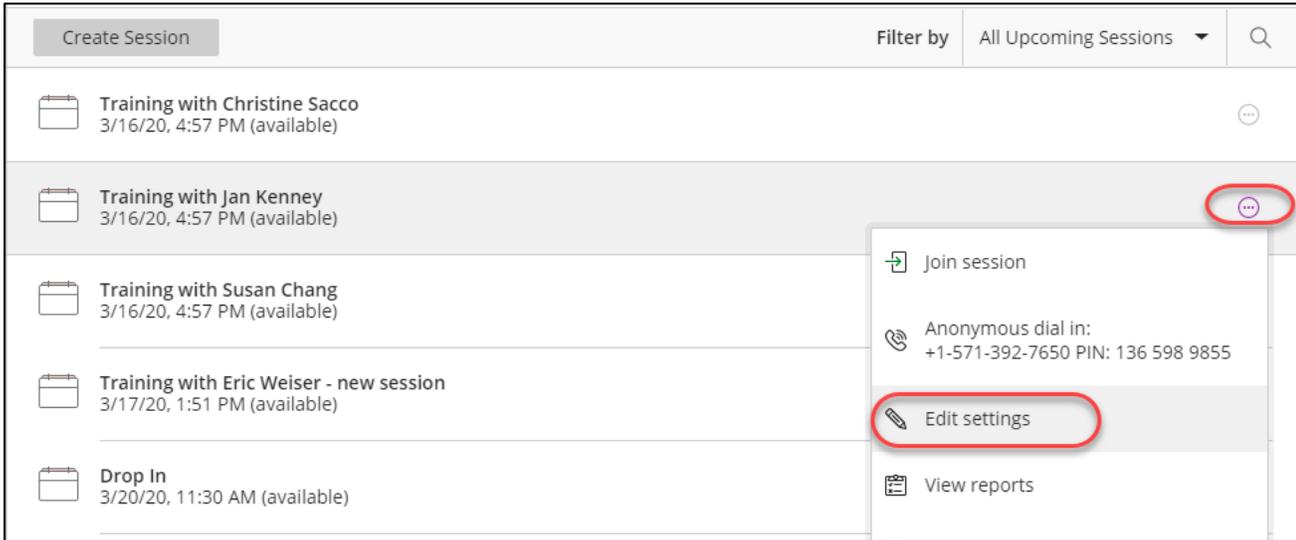
**Step 1:** Navigate to your course in Blackboard then click on **Tools**:



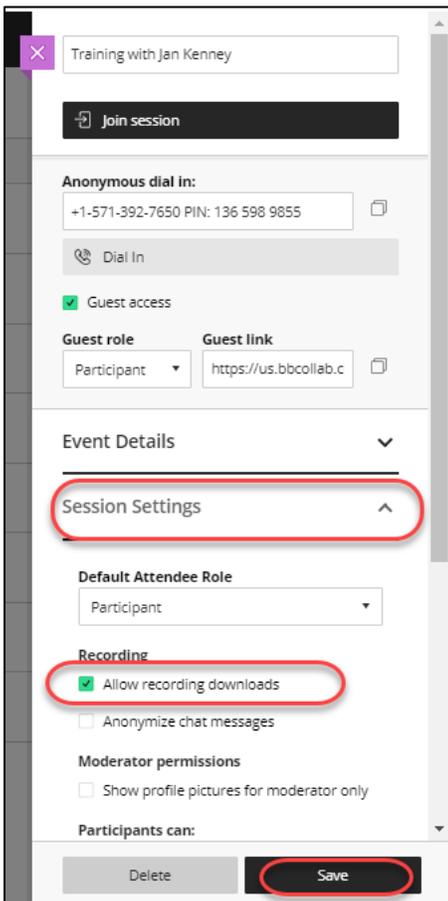
**Step 2:** Click on **Blackboard Collaborate Ultra**:



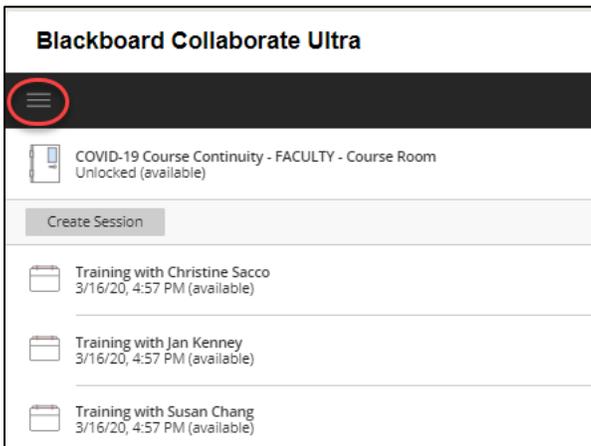
**Step 3:** Click in the **Session Option** (three dots located to the right of the session name) then select **Edit Settings**:



**Step 4:** Click on **Session Settings**, click **Allow recording downloads** then click **Save**:



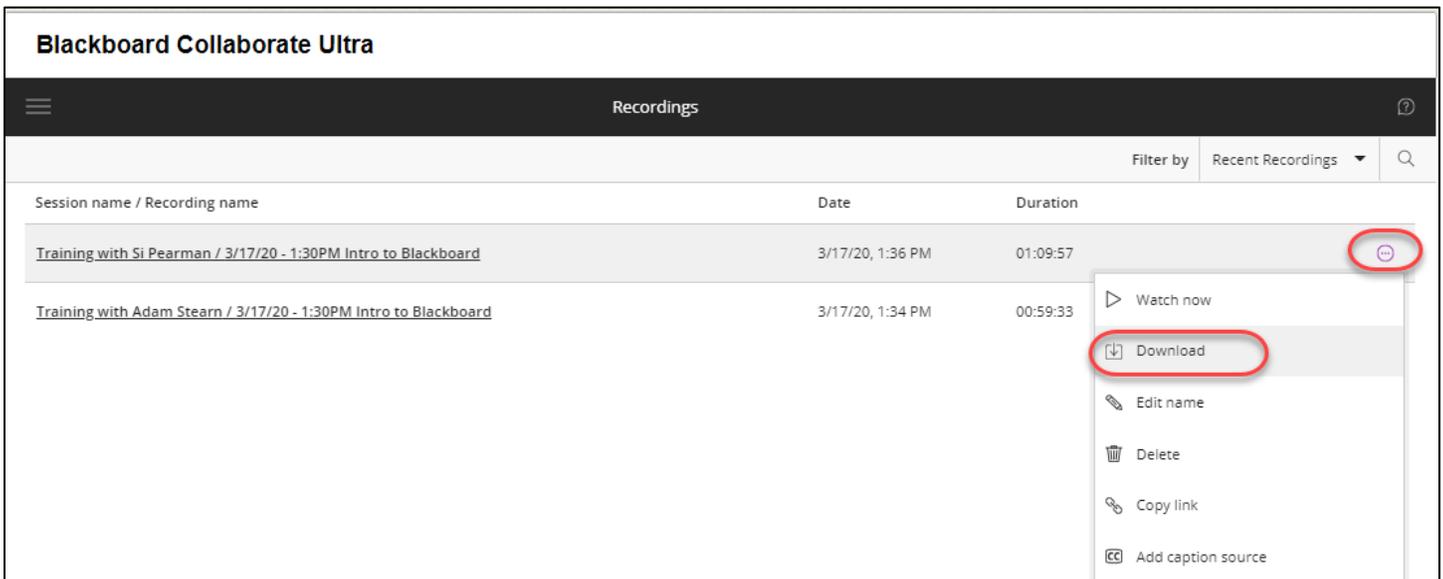
**Step 5:** Click on **Menu** (three lines located in upper left corner):



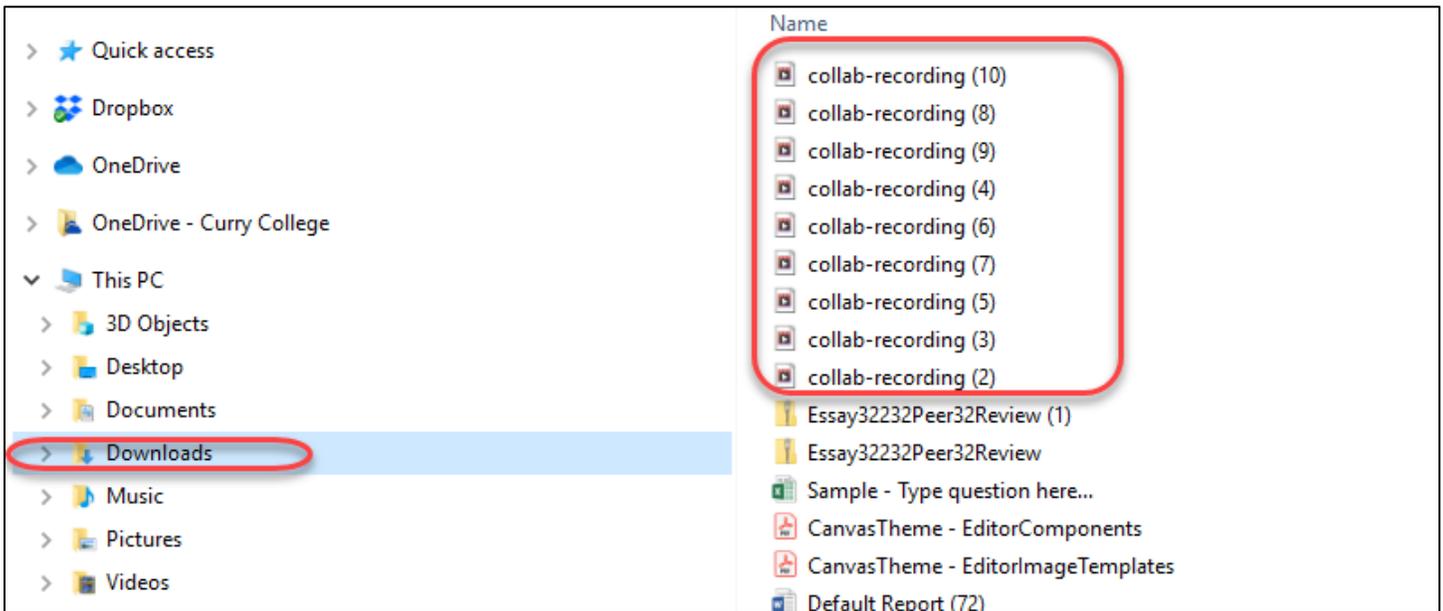
**Step 6:** Click on **Recordings**:



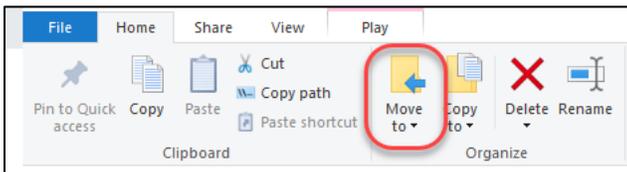
**Step 7:** Click on **Recording Options** (three dots to the right of the Session name/Recording name) then select **Download**:



**Step 8:** Navigate to **Downloads** on your computer and select your recording:



**Step 9:** On the Home tab click Move to and choose location on your computer:



If you have a Mac, click on Downloads and click and hold on the recording and drag to your Desktop:

