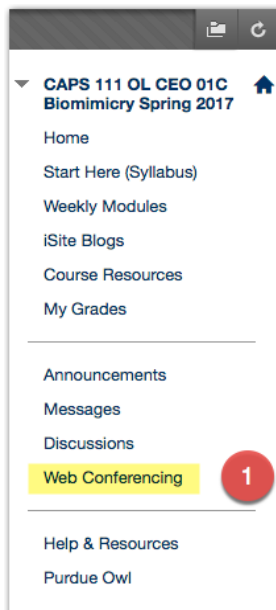
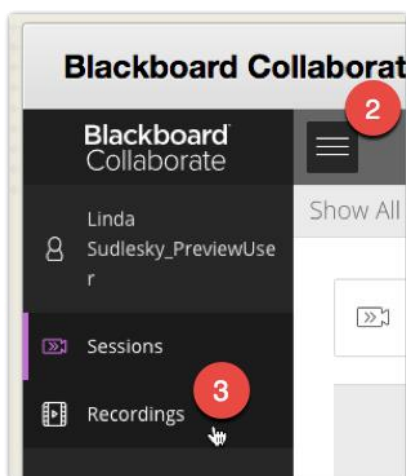


# Viewing Collaborate Ultra Recordings

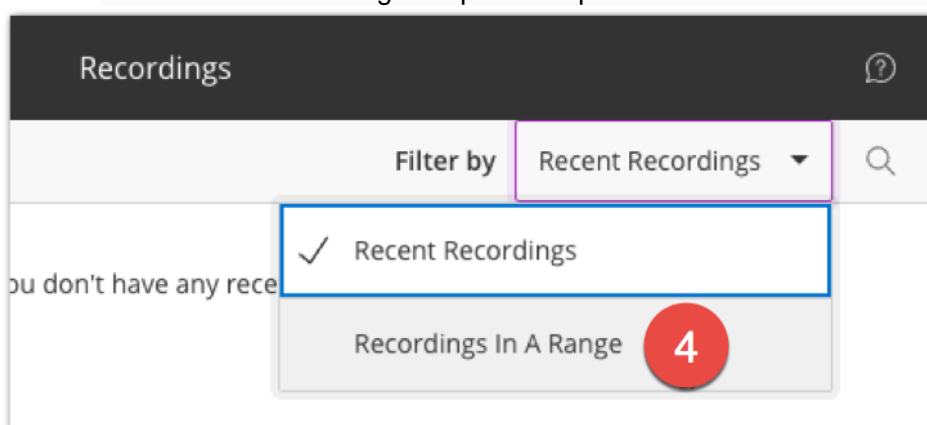
1. In the Course Menu, click Web Conferencing.



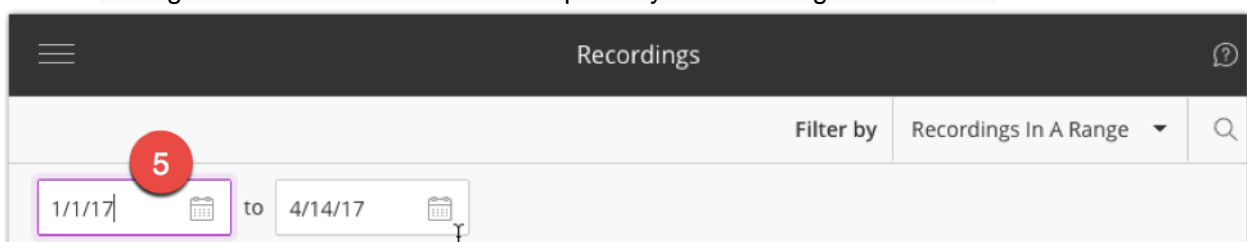
2. Click on the hamburger icon on the upper left to show the menu.
3. Select Recordings.



4. Click Recent Recordings to open a dropdown menu and select Recordings in a Range.



5. Change the dates to include the time period your recordings were made.



6. Click on the recording name or the option menu to view or to download the recording (only if the instructor allows downloads).

Recordings				
		Filter by	Recordings In A Range	?
1/1/17	to	4/14/17		
Recording Name	Session Name	Date	Duration	
<a href="#">Collaborate Ultra Support Training - recording_1</a>	Collaborate Ultra Support Training	4/6/17, 2:03 PM	00:33:08	6
<a href="#">Course Room - recording_1</a>	Course Room	1/11/17, 2:45 PM	00:32:21	6
<a href="#">Group 2 - recording_1</a>	Group 2	1/11/17, 1:06 PM	00:01:12	6

7. For either viewing option, you will need to click the play button to start the recording.



Please Note: The posting of recordings is done by Blackboard and varies in processing time based on the size of the recording.