How to Access Recordings in Blackboard Collaborate

IF YOU RECORDED YOUR SESSION, ONCE A SESSION HAS ENDED, A RECORDING OF THE SESSION SHOULD BE AVAILABLE IN THE RECORDINGS TAB/SECTION OF THE BLACKBOARD COLLABORATE PAGE.

1. On the Blackboard Collaborate page, select the Recordings tab.
2. A list of recordings will display. Click the name of the Recording. A panel with the recording information will display to the right.
3. Use the “Start Conversion” link next to MP3 (Audio) or MP4 (Video) to convert your Collaborate recording to either of these formats.
4. Click Play. If no other formats for the recording are available, user will see the Blackboard Collaborate Downloading Recording window.
5. Save and/or open the nativeplayback.collab file.

A Blackboard Collaborate recording in its native format will display.

PLEASE NOTE: ONLY AUDIO AND CONTENT DISPLAYED IN THE WHITEBOARD, APPLICATION SHARING AND WEB TOUR ARE AVAILABLE IN THE MP4 FORMAT OF THE RECORDING.

Playback of MP3 or MP4 Format of Recording

If you used the built-in converter to convert a recording to either a MP3 or MP4 format, you will see additional playback options display to the left of the recording name in the Recordings page of the Blackboard Collaborate page.

- The headphones icon indicates a MP3 audio file and the filmstrip icon indicates a MP4 video file. You can also find these playback options below the Recording Conversions section of the recording details.
- Another way to access the recording playback options is by selecting the Play option on the top right of recording details. A Blackboard Collaborate page will open listing the different recording playback options to select from.