**Option A: Record a class session in Blackboard Collaborate Ultra**

Purpose: This guide explains how to Access Collaborate Ultra, Create a Session, Record the Session, and Review the Recording.

*If you need technical support for Collaborate, please call the Help Desk 24/7: 1-877-382-2293*

In the event of an emergency situation that requires you to meet with your class via web-conferencing format, or if you need to record video lecture, we recommend using Collaborate Ultra.

Collaborate Ultra is already available in your D2L Courses environment. For every class, regardless of delivery format, Collaborate Ultra is enabled to ready to use. You are able to upload slides and files, share your screen, and record the session.

**Accessing Collaborate Ultra**

You and your students access Collaborate the same way:

1. Login to D2L and select your current course.
2. From the navigation menu, select *Activities*.
3. In the *Activities* dropdown menu, select *Collaborate*.

This will take you into the Collaborate environment with your course.
Once in Collaborate Ultra, you'll want to create a session. Creating Sessions reduces confusion and provides better structure for you and your students who attend the live sessions and may need to access the recordings. Sessions make it much easier to organize and navigate the meeting space, view student attendance reports, and find specific recordings.
Join Session

After you create your session, join the room by clicking on the session your created and then click on “Join session”

When you arrive in the room, it will be empty. Click on the microphone on the bottom left in order talk to your students / record the session. Click on the bottom right arrow to expand the menu.
Show your Power Point or other documents [Share Screen].

To share content (Power Point slides, files, documents, etc), you can simply share what’s on your screen by clicking “Share Application/Screen”.

When you are ready to explain your slides or documents, make sure your microphone is on, and click through your slides while you narrate. The next step includes how to record the session and share the link with your students.
Recording in Collaborate

Once you have started the session, open the Session Menu on the far-left side of the screen. Select Start Recording.
Sharing Recorded Sessions with Collaborate Ultra

Recordings may take 24 hours to post. After the recording has posted, click the menu (3 horizontal lines) in the left corner of the main Collaborate page.

Select Recordings

Click the menu next to the recording. Students in the course can simply Watch Now. If you want to share the recording with other classes, select Copy Link, and share link with intended audience.