

How to download a Blackboard Collaborate recording

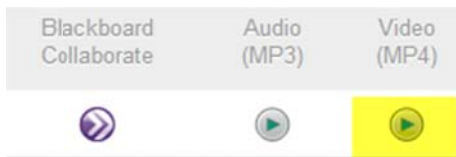
1. Click “Recordings”, and then specify the time frame to search for a recorded session:



2. Click “Convert” for that recording. Note that this step may take 24 hours or longer:

| <input type="checkbox"/> Title | Date & Time ▲ | Session Duration | Version | Blackboard Collaborate | Audio (MP3) | Video (MP4) |
|---|---------------------------------------|------------------|---------|------------------------|-------------|-------------|
| <input type="checkbox"/> The Writing Lab Room | Tuesday, March 7, 2011 5:10:47 PM CST | 2:51:22 | 12.6 | | Convert | Convert |

3. When the recording has been converted, you will see a “play” symbol. Click the “play” symbol to open the recording.



4. Click the “download” icon on the top right to download the recording:

