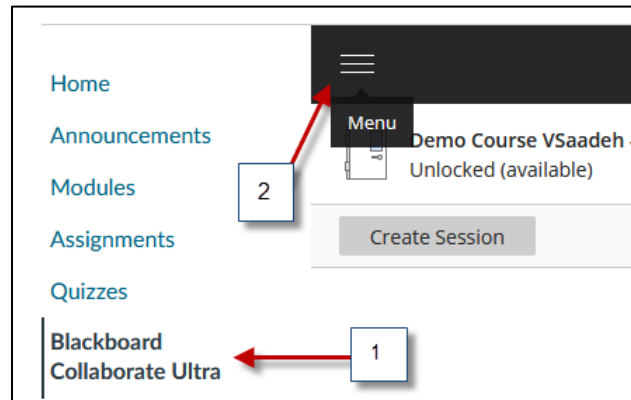


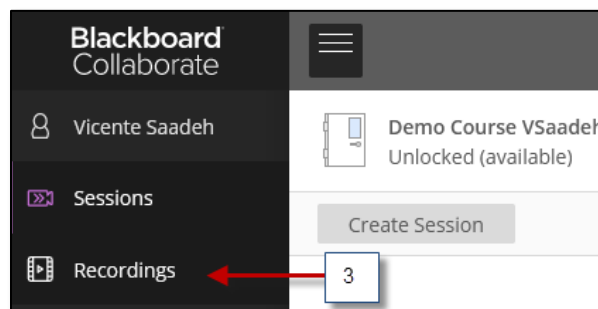
Export Videos from Blackboard Collaborate Ultra

1) Open **Blackboard Collaborate Ultra** in your course.

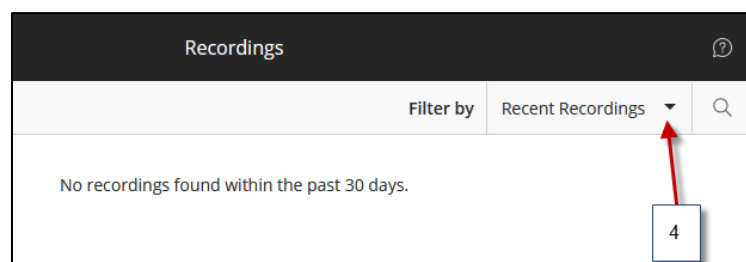
2) Open the hamburger menu (the three horizontal lines).



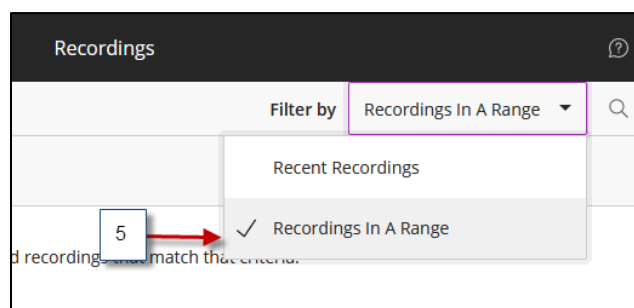
3) Click the **Recordings** tab.



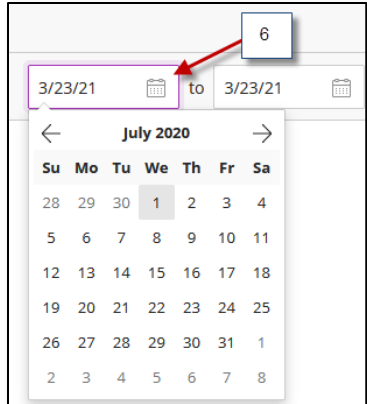
4) If you see the message that **No recordings are found**, click the down arrow for Filter by to expand.



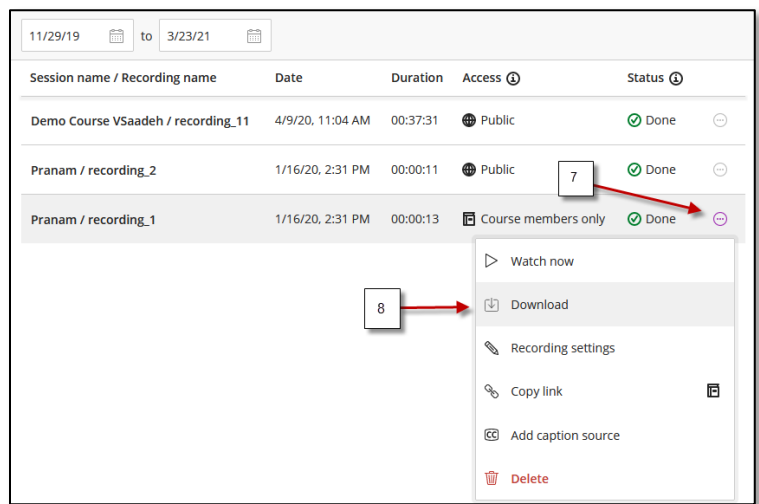
5) Select **Recordings in A Range**.



6) Select the date of the recording or a range if necessary.



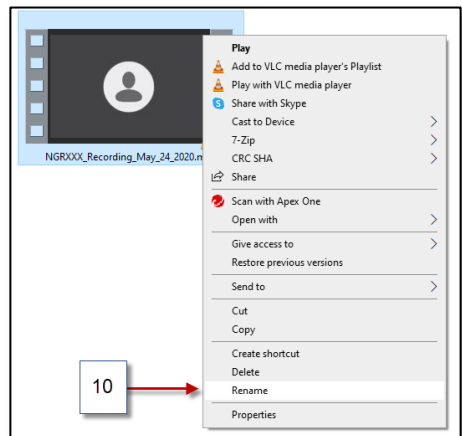
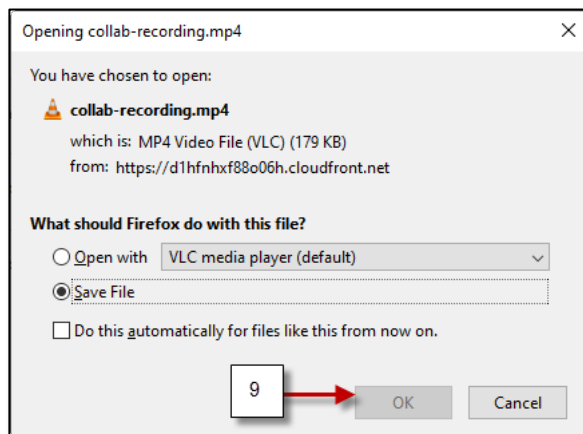
7) Click the small circle with horizontal dots.



8) Select **Download**.

9) Click **Ok** to save the video to your computer.

10) **Right Click** on the video and **Rename** each downloaded recording. It's a good idea to set up a clear directory structure that includes information like the course number, project title, a date, and some type of unique identifier.



NOTE: Once you have downloaded the video from Blackboard, you can upload your videos to your course via Canvas Files, Panopto, Kaltura, or Box. Please review those handouts for specific instructions how to upload using one of those tools.