SHARING A RECORDED SESSION

Go to your course:

1) Click on Blackboard Collaborate Ultra

2) Click here to expand menu

3) Open **Recordings**

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4) If no recordings are available filter by going to "**Recent Recordings**" and click on "**Recordings in A Range**"

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- 5) Input the date of the recording or a range if necessary
- 6) Click on the small circle with three dots to expand
- 7) Click "Copy Link"

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8) This is the link that you will be sharing with other instructors

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