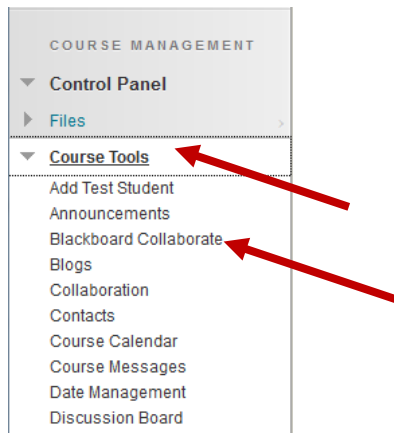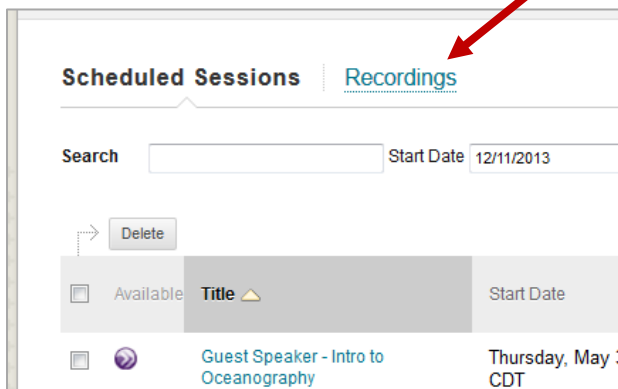Collaborate web conferencing sessions can be recorded and access to the recorded session is available from the course. Additionally, you can provide a link to the recording to individuals who are not enrolled in your Blackboard course.

Note: Instructions for providing a guest link to recordings are on page 2 of this document.
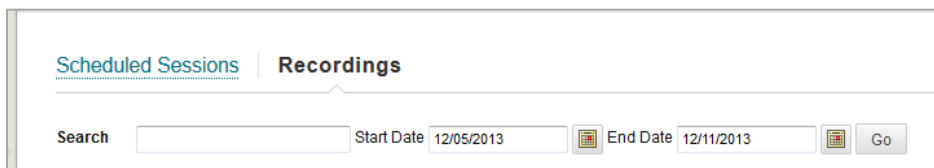
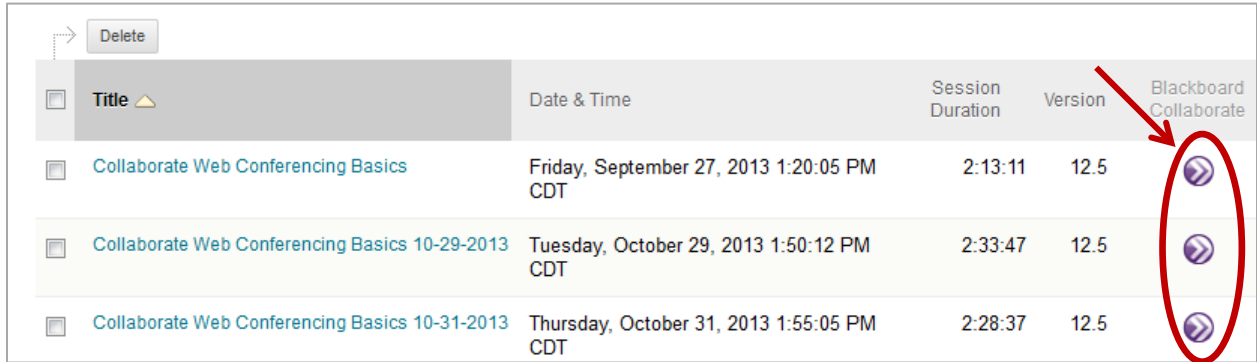1. Click on **Course Tools** to expand it and then select **Blackboard Collaborate**.

2. Click on **Recordings**.

3. Locate the desired recording by typing a keyword or phrase in the Search box to locate a specific session or recording. You can search by date range.

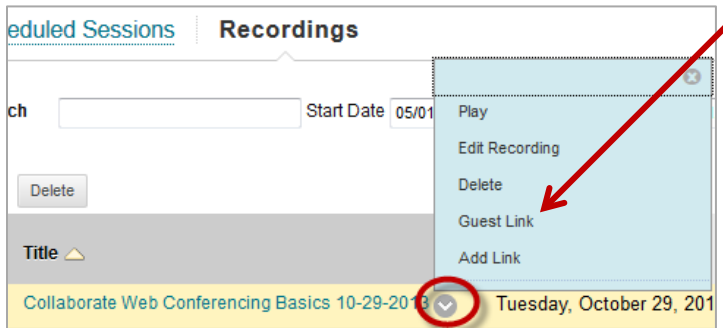4. Once you've located the recording, click the **Play** button.

Guest Link for Recorded Session

You can provide individuals who are not enrolled in your course with a link to your recordings.

1. Follow the steps listed above to locate the recording. Roll your mouse over the recording title, click on the arrow on the right of the session title and then click on **Guest Link** in the shortcut menu. A message with the URL to the recorded session will be shown in your browser window.

2. Give guests the link provided in the message that appears in your web browser window.