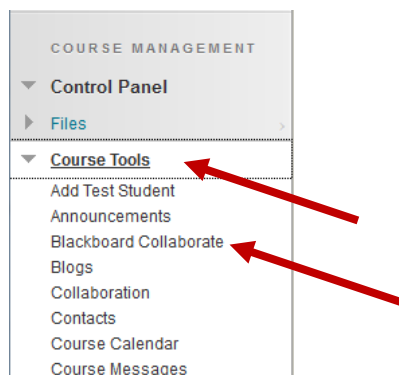


Link to Collaborate Recording

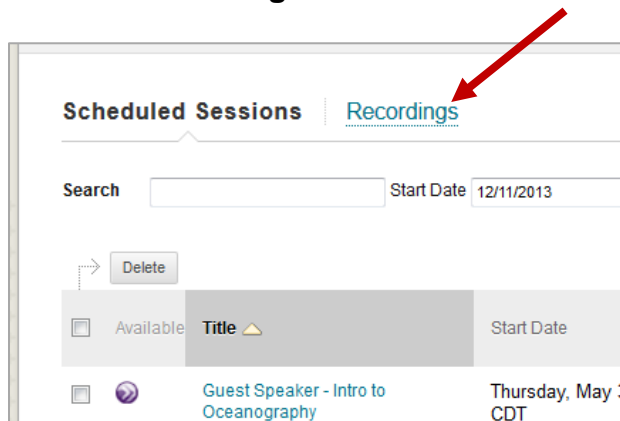
You can create a link to a Collaborate recording to make it easier for students to find. You can create a link to the recording in areas such as a content area or learning module. When you add a link to the recording, students can access the Collaborate recording at a designated time alongside the relevant content in your course.

Add Collaborate Recording Link to Content Area

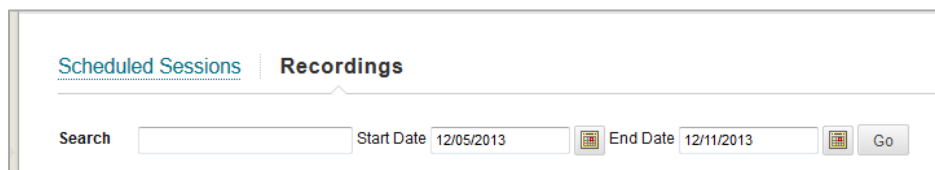
1. Click on **Course Tools** to expand it and then select **Blackboard Collaborate**.



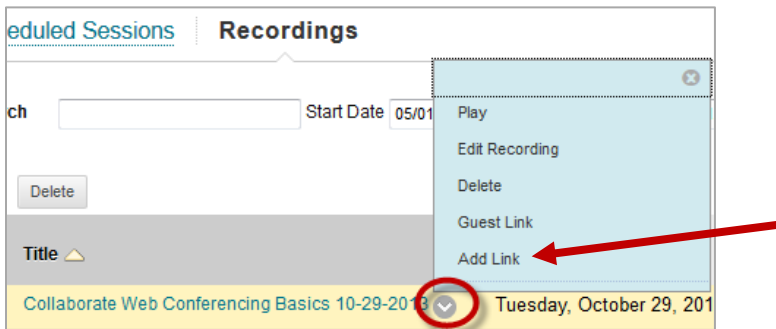
2. Click on **Recordings**.



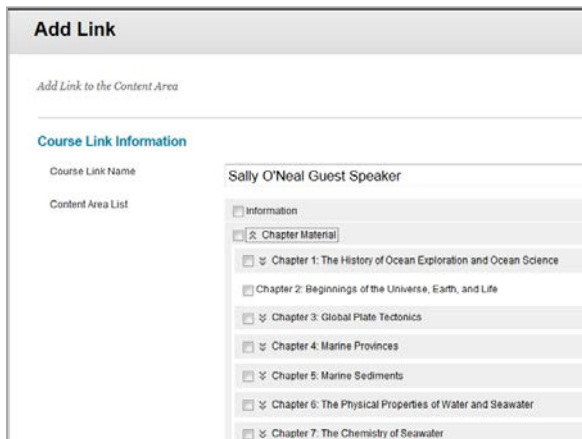
3. Locate the desired recording by typing a keyword or phrase in the Search box to locate a specific session or recording.



- Roll your mouse over the Collaborate recording name, click on the arrow on the right of the session title, and then click on **Add Link** in the shortcut menu.



- Click the checkbox next to the Content Area where you would like the link to the Collaborate recording to be in your course.



- Click on the Details and/or Date Restrictions area to expand it. Enter details about the Collaborate recording and any date/time restrictions for the recording. Click **Save** when you are done.



NOTE: The Collaborate recording link will be added to the bottom of the content area. You can move the link into another position by rolling your mouse over the left hand side of the link. When the mouse turns into a crosshair arrow, click the crosshair arrow and drag and drop the link into the new position.