

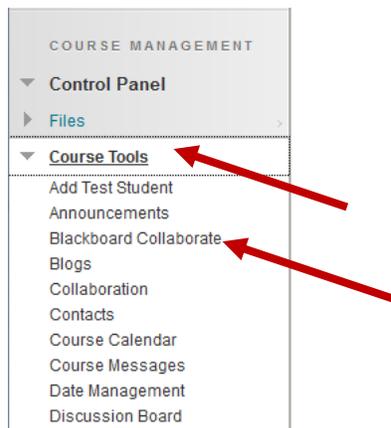
Share Collaborate Recording with Another Course/Organization

You cannot copy or export Blackboard Collaborate recordings from one course and import them into another. **The only way to make Collaborate recordings available in another course/organization is to share them.** Once shared, the recordings can then be linked within a content area of the other course/organization. To share a recording you **MUST** be enrolled as an instructor/leader in the course/organization where the recording originated.

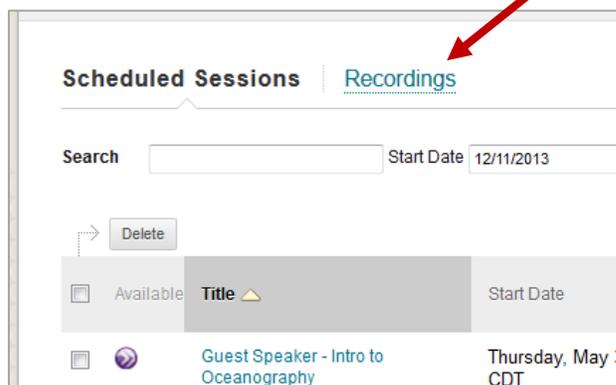
NOTE: Courses remain on our Blackboard system for three semesters before they are removed. You will be able to share a Collaborate recording as long as the course where the original recording was made has not been removed. For Collaborate recordings that you want to be available past three semesters, you should convert the recording to MP4, upload the MP4 file to a video sharing site such as YouTube or Vimeo, and then provide a link to the video.

To Share a Recording with another Course/Organization

- 1) From the **Control Panel** of the course/organization where the recording was originally produced, click on **Course Tools**, and then select **Blackboard Collaborate**.



- 2) Click on **Recordings**.

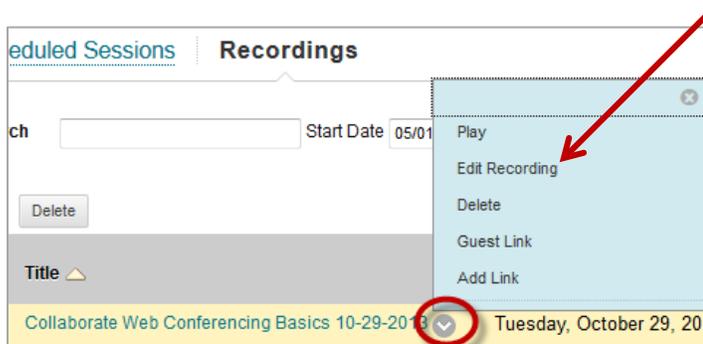


- 3) Locate the desired recording by typing a keyword or phrase in the Search box to locate a specific session or recording. You can search by date range.



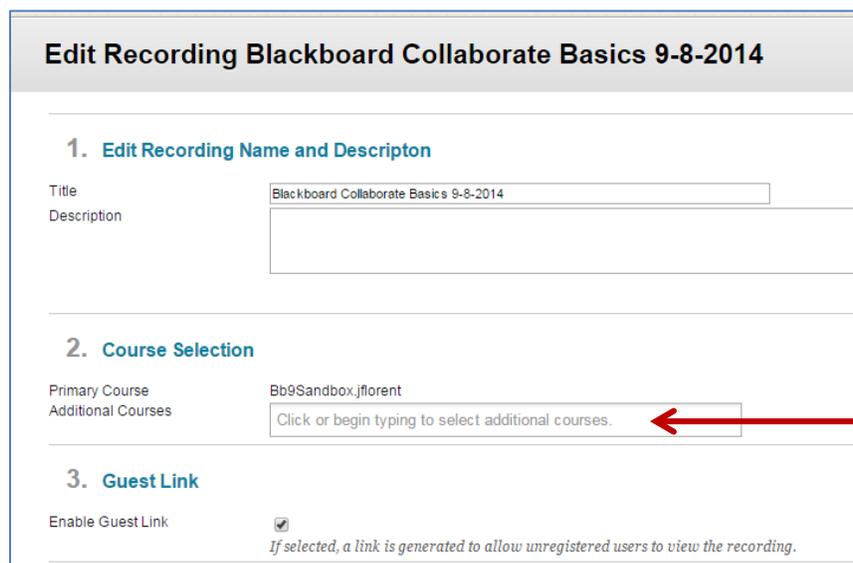
The screenshot shows a search interface for recordings. At the top, there are two tabs: "Scheduled Sessions" and "Recordings", with "Recordings" selected. Below the tabs is a search bar with a "Search" label. To the right of the search bar are two date input fields: "Start Date" with the value "12/05/2013" and "End Date" with the value "12/11/2013". There are calendar icons next to each date field and a "Go" button to the right.

- 4) Roll your mouse over the recording title, click on the arrow on the right of the session title and then click on **Edit Recording** in the shortcut menu.



The screenshot shows a list of recordings under the "Recordings" tab. The first recording is "Collaborate Web Conferencing Basics 10-29-2013" with a date of "Tuesday, October 29, 2013". A red circle highlights a small downward-pointing arrow on the right side of the recording title. A context menu is open over this arrow, containing the following options: "Play", "Edit Recording", "Delete", "Guest Link", and "Add Link". A red arrow points from the top right towards the "Edit Recording" option in the menu.

- 5) In the Course Selection section, click on the **Additional Courses** text box. The list will expand revealing all the courses/organizations in which you are an instructor/leader. You can also type the name of the specific course/organization with which you want to share your recording.



The screenshot shows the "Edit Recording Blackboard Collaborate Basics 9-8-2014" form. It is divided into three sections:

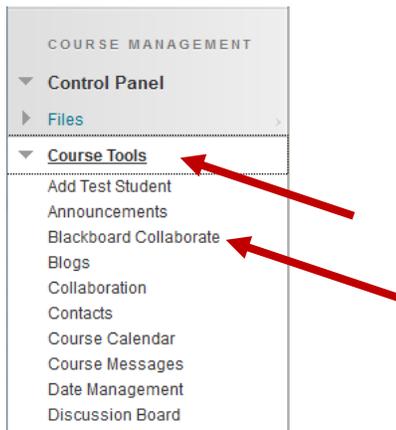
- 1. Edit Recording Name and Description:** Contains a "Title" field with the value "Blackboard Collaborate Basics 9-8-2014" and a "Description" field.
- 2. Course Selection:** Contains a "Primary Course" field with the value "Bb9Sandbox_florent" and an "Additional Courses" field with the placeholder text "Click or begin typing to select additional courses.". A red arrow points to this field.
- 3. Guest Link:** Contains a checkbox labeled "Enable Guest Link" which is checked. Below it is the text: "If selected, a link is generated to allow unregistered users to view the recording."

- 6) Click on the name of the course/organization you want to share the recording with. You can share the recording with more than one course/organization by clicking on the space below the text box again and selecting the next course/organization.
- 7) Click **Submit**. The shared recording will be in the course/organization you selected.

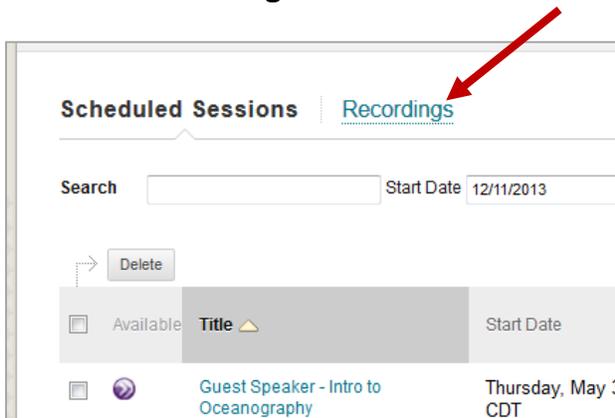
Add Collaborate Recording Link to Content Area (Recommended)

Once you've shared the recording with another course/organization, you can create a link to the recording in the other course/organization 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/organization.

1. From the **Control Panel** of the course/organization that the recording was shared with, click on **Course Tools** to expand it and then select **Blackboard Collaborate**.



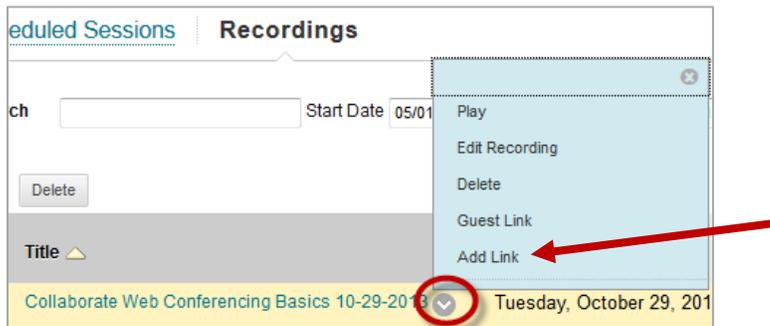
2. Click on **Recordings**.



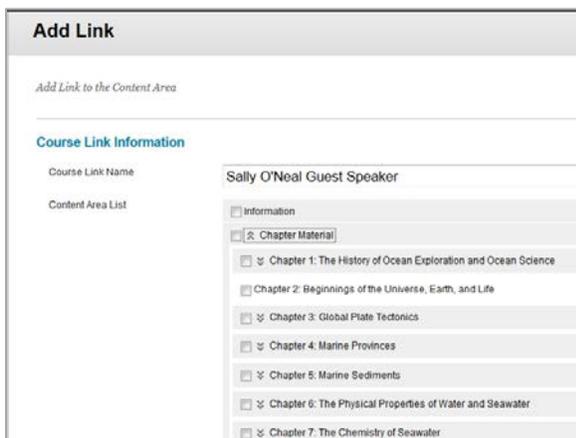
3. Locate the desired recording by typing a keyword or phrase in the Search box to locate a specific session or recording.



- 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/organization.



- 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.