DMU Replay title: **Collaborate Ultra – Adding Collaborate Ultra recordings**

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Total length of audio: 00:01:59

To record a Collaborate Ultra session, don't forget to select the record option while you are in the session. To do this, open the session menu at the top left of the Collaborate Ultra window and select 'Start Recording' - and a 'Start Recording' notification will be displayed. You will also see a small red icon towards the top left labelled 'Recording in progress'. When you have finished, open the 'Session menu' at the top left again, and select 'Stop Recording'.

Once the session has finished, click on the top left menu and select 'Recordings'. Here you will see your recording listed: students can view recordings via this menu if they wish. It is a good idea to check your recording here before you make it available to students.

But if you want to make it much easier for students to view a Collaborate recording, we can create a separate link to each recording elsewhere in your Blackboard module shell. To do this, click at the right and select the 'Copy link' option and copy the link.

In this module shell, we have a separate menu link on the left hand side for Ultra recordings. To make our new recording available here, you will need to: 'Build Content', select the 'Web Link' option, paste in the link to your new recording, give it a sensible title - including time, date and lecturer might be sensible. You can add further information in the box below.