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00:00:00,945 --> 00:00:04,945

Hello there, in this video I'm going to talk about downloading and deleting recordings from Blackboard

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00:00:04,945 --> 00:00:09,945

Collaborate Ultra and then transferring that downloaded recording into DMU Replay.

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00:00:09,945 --> 00:00:16,127

So the learning outcomes for this video are; we're going to learn how to download the recording, how to delete the online version

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00:00:16,127 --> 00:00:23,191

from the Blackboard Collaborate Ultra system and then how to upload the video file into DMU Replay.

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00:00:23,191 --> 00:00:28,191

Having logged into Blackboard I'm now on the Blackboard Collaborate Ultra page for this Blackboard shell.

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00:00:28,191 --> 00:00:35,191

First thing I'm going to do, where it says sessions the top here. I'm going to move to left, click on the burger bar menu and select Recordings.

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00:00:35,191 --> 00:00:41,191

Now I have a recording in here, in order to download this onto my computer

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00:00:41,191 --> 00:00:47,930

I'm going to move over the recording options icon in the right, do a click with the mouse and select Download.

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00:00:47,930 --> 00:00:53,930

My browser should then offer me a download option. I'm just going to pop that on the desktop

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00:00:53,930 --> 00:01:05,071

and do a Save. And we can see now, down in left hand corner in the browser, that the Collab\_recording .mp4

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00:01:05,071 --> 00:01:12,071

(that's the format of the file) has now downloaded. So before I do anything else, I'm going to again come over recording options,

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00:01:12,071 --> 00:01:16,071

do a click with the mouse and I'm now going to delete this recording from Blackboard

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00:01:16,071 --> 00:01:20,071

Collaborate Ultra. I get the message asking if I'm sure, I'm going to go with the black

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00:01:20,071 --> 00:01:25,071

'Yes, Delete it' button. And now the recording is gone.

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00:01:25,071 --> 00:01:32,071

So in order to get that recording into DMU Replay so that I can put a link into my content areas, things like that;

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00:01:32,071 --> 00:01:38,253

I'm now, still in the Blackboard shell, going to click on Tools in the left hand side.

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00:01:38,253 --> 00:01:43,657

And then in the right hand list I'm gonna come down to Panopto Content and click the link.

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00:01:43,657 --> 00:01:47,657

And that will give me a window into my DMU Replay folder for this particular Blackboard shell.

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00:01:47,657 --> 00:01:53,504

I'm now going to click the Create button and select Upload Media.

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00:01:53,504 --> 00:02:04,504

Now I can drag and drop my file into this grey box, or if I do a left click with the mouse, I should see a fairly familiar Open dialogue box in Windows.

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00:02:04,504 --> 00:02:09,504

Remember, I saved my video file on the desktop so I'm going to select that.

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00:02:09,504 --> 00:02:14,504

There's the Collab\_recording .mp4, single Click, Open,

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00:02:14,504 --> 00:02:22,535

and that recording is now uploaded into DMU Replay and is processing.

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00:02:22,535 --> 00:02:26,535

So, as usual, I'll get an email from DMU Replay once the recording is processed.

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00:02:26,535 --> 00:02:29,535

I can now close that.

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00:02:29,535 --> 00:02:41,535

And go to one of my content areas, once I've received that email and post a link to my newly uploaded recording that was made in Collaborate Ultra.

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00:02:41,535 --> 00:02:49,535

The last thing I'm going to do is I'm going to open the downloads folder.

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00:02:49,535 --> 00:02:59,535

From the browser here, and I'm going to delete the .mp4 from my computer.

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00:02:59,535 --> 00:03:03,535

And there we go, that recording now only exists in DMU Replay,

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00:03:03,535 --> 00:03:12,535

it's finished processing and there's no record of it either on my local computer or in Blackboard Collaborate Ultra.

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00:03:12,535 --> 00:03:13,175

Thank you.