
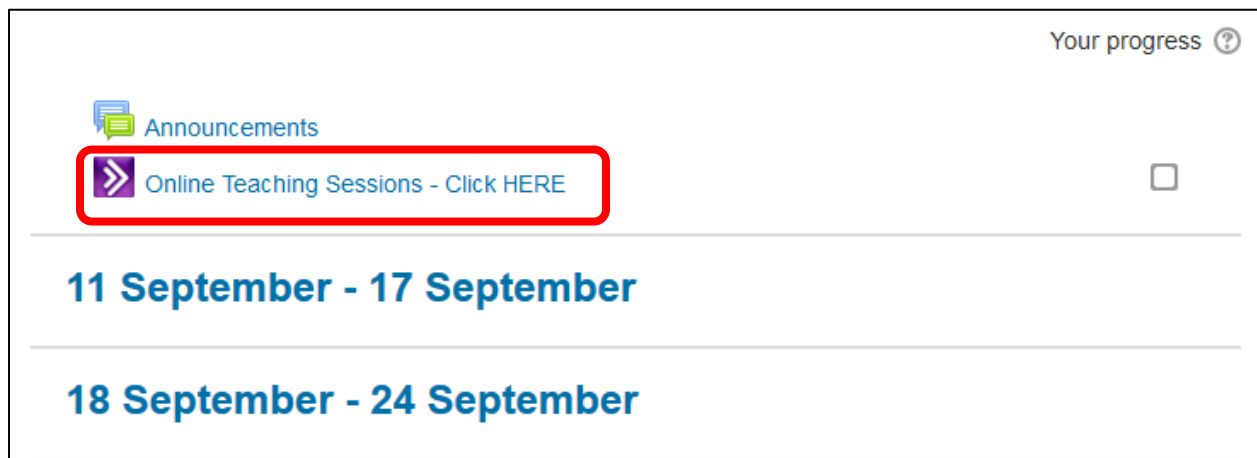





Viewing Recorded Lectures in Blackboard Collaborate Ultra

1. Log onto Myelearning (<http://myelearning.cavehill.uwi.edu>) and login to the course.
2. Click on Blackboard Collaborate Ultra link, shown by the icon, . In this example, the link is **Online Teaching Sessions – Click HERE**



Your progress 

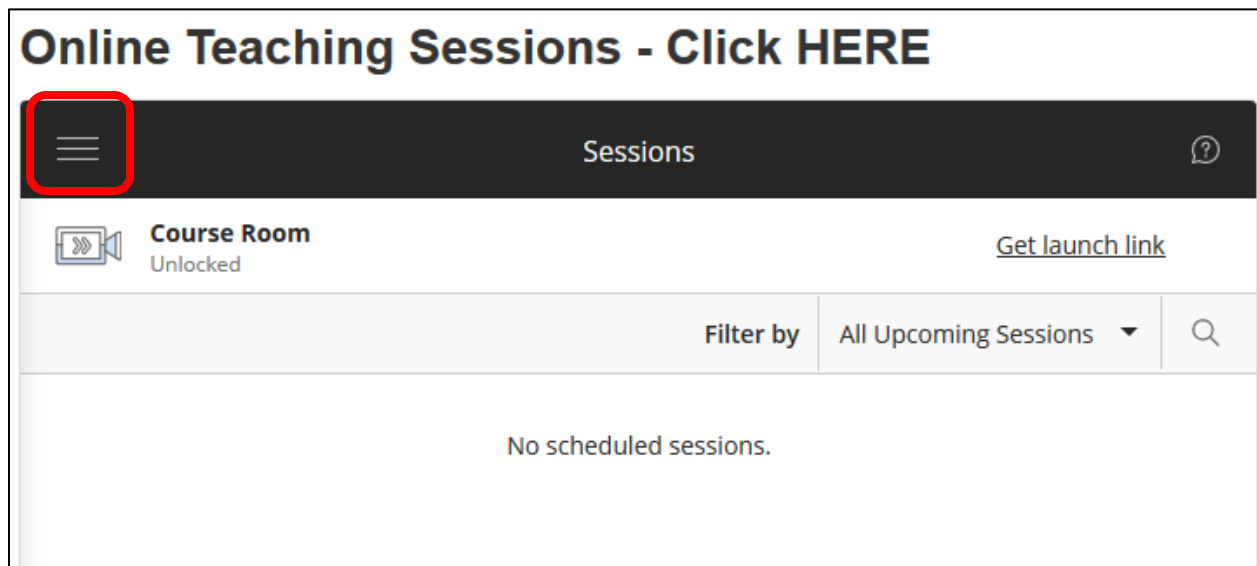
 Announcements

 **Online Teaching Sessions - Click HERE**



11 September - 17 September


18 September - 24 September



3. Click on **Menu** icon.



Online Teaching Sessions - Click HERE

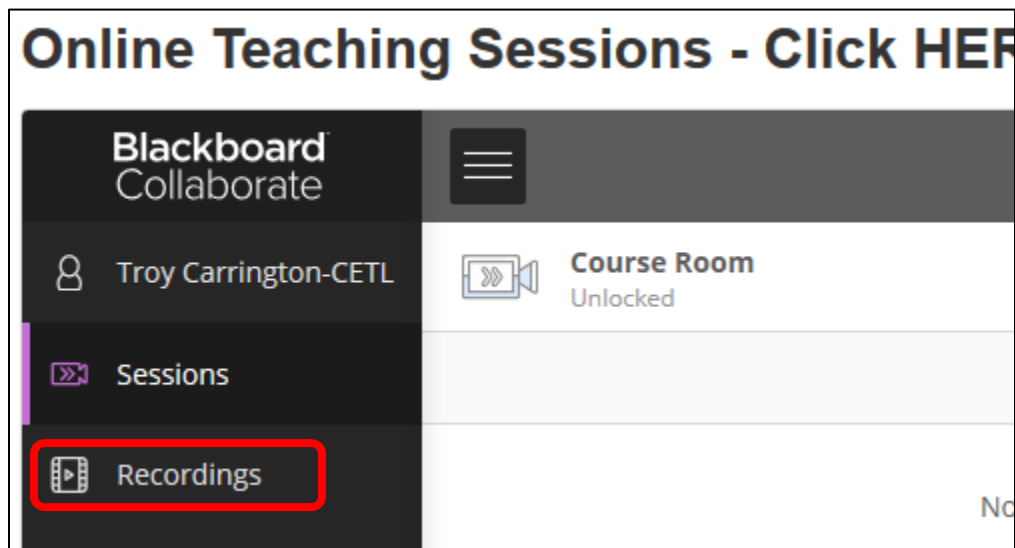
 Sessions 

 **Course Room** Get launch link
Unlocked

Filter by All Upcoming Sessions  

No scheduled sessions.

4. Click on **Recordings** from the Menu list.



5. Click on the Recording Name of the session you wish to view or by clicking **Watch now** on Recording options icon. If the Instructor has set preferences to allow the recording to be downloaded, you will be able to click on **Download** to save it to your computer.

The screenshot displays the 'Recordings' page in Blackboard Collaborate. At the top, there is a header with a hamburger menu icon, the word 'Recordings', and a help icon. Below the header, there are filters for 'Filter by' and 'Recent Recordings', along with a search icon. The main content is a table with the following columns: 'Recording Name', 'Session Name', 'Date', and 'Duration'. Two recordings are listed:

Recording Name	Session Name	Date	Duration
Session 2 - Wed, Oct 4th at 7pm (Barbados/AST.UTC-4) - recording_1	Session 2 - Wed, Oct 4th at 7pm (Barbados/AST.UTC-4)	10/4/17, 7:17 PM	01:38:50
Session 1 - Sept 27 @ 7pm (Barbados/AST/UTC-4) - recording_1	Session 1 - Sept 27 @ 7pm (Barbados/AST/UTC-4)	9/27/17, 7:08 PM	01:58:48

Each row has a three-dot menu icon to its right. A red arrow points from the menu icon of the first recording to a dropdown menu that is open. The dropdown menu contains the following options: 'Watch now', 'Download', 'Edit name', 'Delete', 'Copy link', and 'Add caption source'. The 'Download' option, which includes a download icon, is highlighted with a red rectangular box.