Download Class Collaborate Recordings from Blackboard Learn

UNIVERSITY OF MIAMI
**DEPARTMENT
of INFORMATION
TECHNOLOGY**

Need technical support? If you have questions related to the information provided on this tip sheet, please contact the Learning Platforms Team: learningplatforms@miami.edu.

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1. Once you are logged in to Blackboard (courses.miami.edu), select **Courses** from the Ultra Base Navigation menu and click on the course you would like to open.

2. Access Class Collaborate within your course. Depending on your course experience, in **Original,** this is usually located within the course menu or within Course Tool. In **Ultra**, this is usually located under the Details and Actions side menu.

3. Once within Class. Collaborate, open the menu and select Recordings.
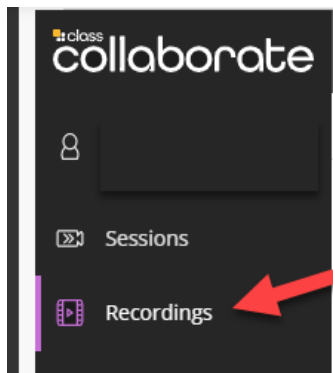
4. If you don't see the recording you want, click Recent Recordings and select Recordings In A Range. Enter a date range.

5. To the right of the recording you want, click the three dots in a circle icon to access Recording options.
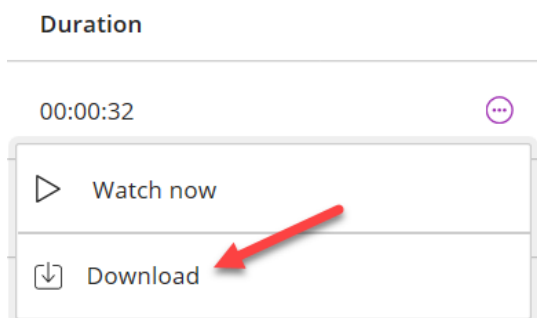
6. Select **Download**. Save the recording to a location on your computer.