

# Deleting Your Bb Collaborate Recordings

It is critical that all faculty delete stored Collaborate recordings that will not or cannot be used again. Why? 1) Cloud storage for unnecessary recordings is expensive! 2) Classroom session recordings *cannot* be reused if they contain student images, voices, or names! Per FERPA, these are considered educational records and to share would be a violation of FERPA privacy issues.

## To Delete Recordings:

1. Open any course and enter your Collaborate room.
2. Click on the “pancake menu” (3 horizontal lines) to expand your options.
3. Select the Recordings tab on the left.
4. By default, the “Filter by” option is set to “Recent Recordings” and may not display any results.
5. Click the drop down and change your preference to “Recordings in a Range.”

The screenshot shows the Blackboard Collaborate Ultra interface. On the left is a navigation menu with 'Collaborate (Virtual Class)' highlighted. The main area is titled 'Recordings' and shows a filter dropdown set to 'Recent Recordings'. A dropdown menu is open, showing 'Recordings In A Range' selected. A message states 'No recordings found within the past 30 days.' Red boxes and numbers 1-5 highlight the navigation menu, the hamburger menu, the Recordings tab, the filter dropdown, and the 'Recordings In A Range' option respectively.

6. For example, to delete recordings from FA20 and SP21, set the date range from 8/24/20 to 5/7/21. All of your recordings should be displayed.
7. Click the 3 dots at the far right of any recording. This will expand and display the Recording Options menu.
8. Click “Delete” to discard the recording from your course. There is no option for bulk delete, so they must be deleted one at a time.

The screenshot shows the Blackboard Collaborate Ultra interface with a list of recordings. A date range filter is set from 8/24/20 to 5/7/21. The list has columns for Session name, Date, Duration, Access, Status, and Recording Options. A recording is selected, and the Recording Options menu is open, showing 'Delete' as an option. Red boxes and numbers 6-8 highlight the date range filter, the Recording Options menu, and the Delete button respectively.

| Session name / Recording name                      | Date             | Duration | Access              | Status | Recording Options |
|--|------------------|----------|---------------------|--------|-------------------|
| 2021SP Media Literacy (CAS-115-S01) / recording_38 | 5/3/21, 5:32 PM  | 02:32:28 | Course members only | Done   | ⋮                 |
| 2021SP Media Literacy (CAS-115-S01) / recording_37 | 4/30/21, 3:01 PM | 00:56:18 | Course members      |        |                   |
| 2021SP Media Literacy (CAS-115-S01) / recording_36 | 4/28/21, 3:01 PM | 00:56:01 | Course members      |        |                   |
| 2021SP Media Literacy (CAS-115-S01) / recording_35 | 4/26/21, 2:39 PM | 00:32:55 | Course members      |        |                   |
| 2021SP Media Literacy (CAS-115-S01) / recording_34 | 4/21/21, 2:49 PM | 00:42:44 | Course members      |        |                   |
| 2021SP Media Literacy (CAS-115-S01) / recording_33 | 4/19/21, 2:43 PM | 00:38:33 | Course members      |        |                   |