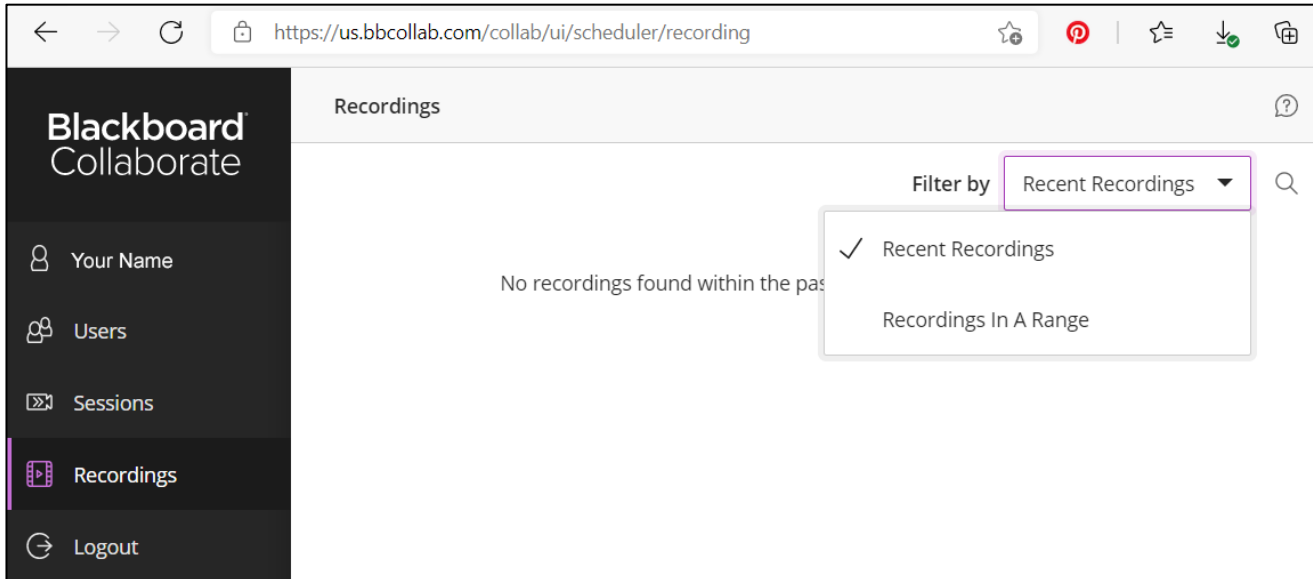
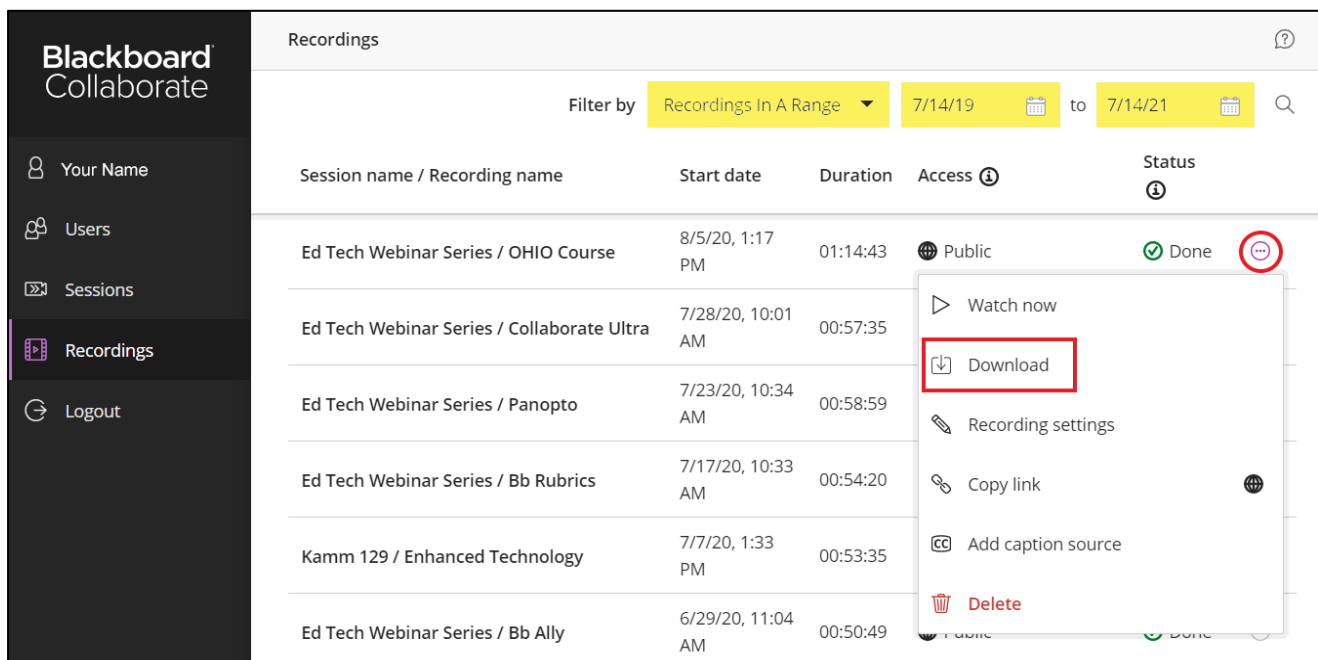


Downloading Recordings from Blackboard Collaborate

1. Log in to Collaborate at: <https://us.bbcollab.com>. (Note: the password you set up for this site is probably different than your BW network password.)
2. Select the “Recordings” tab from the left nav menu. If no recordings are found, you probably need to change the “Filter by” from Recent Recordings to a specific Date Range.



3. Locate the recording you'd like to download. On the far left, click the circle with the 3 dots to expand the menu. You will see an option to download the recording. Find it in the “Downloads” folder on your computer. It will be saved as an MP4 file.



REMEMBER: Never re-use classroom recordings that display student images, names, or voices!