



*Distance Learning Office*

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## Viewing Archives in Blackboard Collaborate

Blackboard Collaborate is the classroom interface where instructors can have voice to voice and face to face interaction with their students. Instructors are able to record class sessions in Blackboard Collaborate which can be very convenient for students if they have to miss a class session and need to watch an archived recording of that class.

Scroll down....



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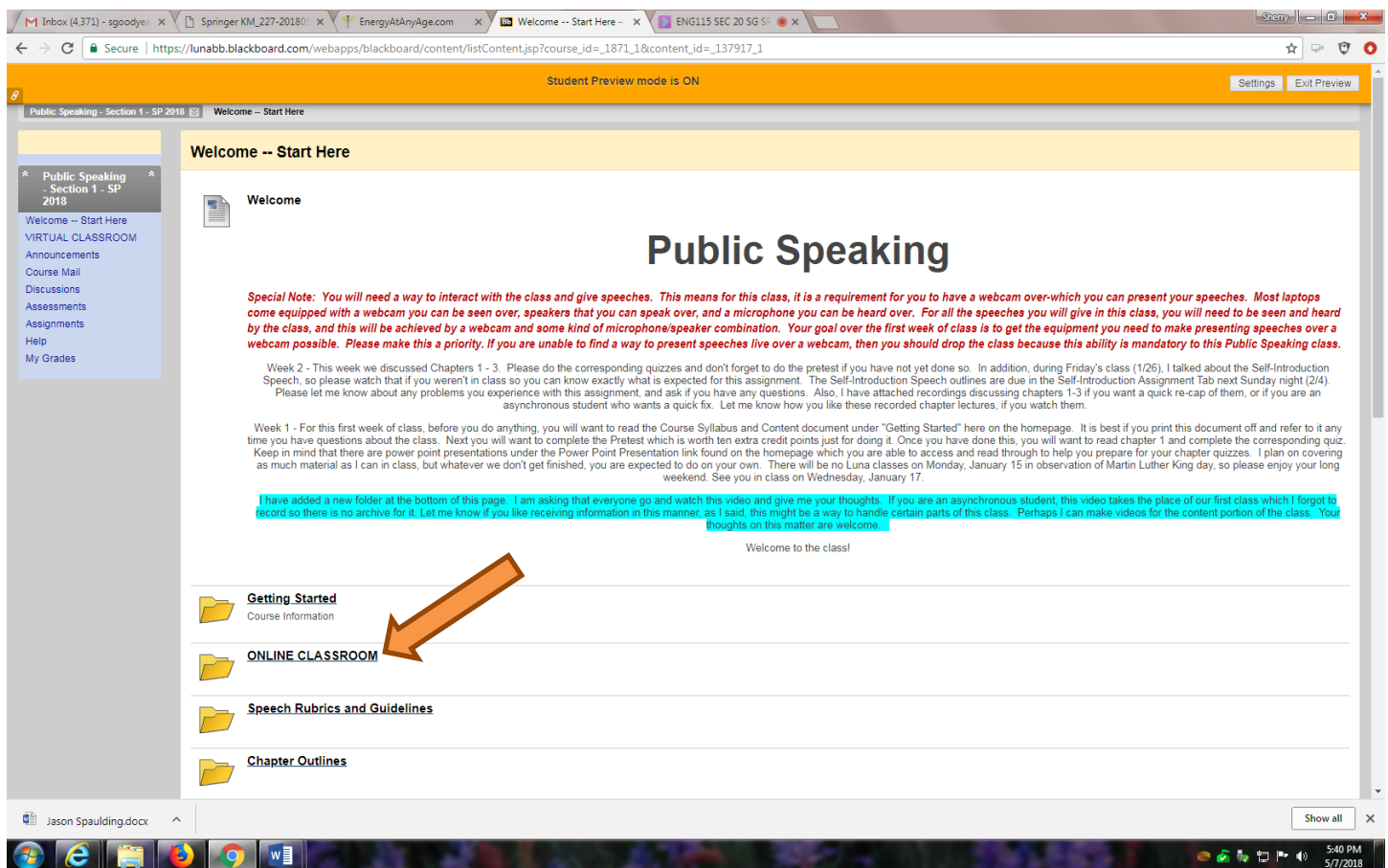


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### Step 1:

Once you are on the homepage of any online class you are teaching, to access the Blackboard Collaborate Archives, you would click on the “Online Classroom” link just like you would to access the normal online classroom. If you don’t know how to get to your online class, you should read the FAQ tutorial “Logging into Your Blackboard Account” found inside the Blackboard Help Desk Technical Assistance tab that explains the process if you are unsure of what to do.



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## Step 2

Clicking on the “Online Classroom” link will bring you to this screen. Here you will click on the “Classroom” link.

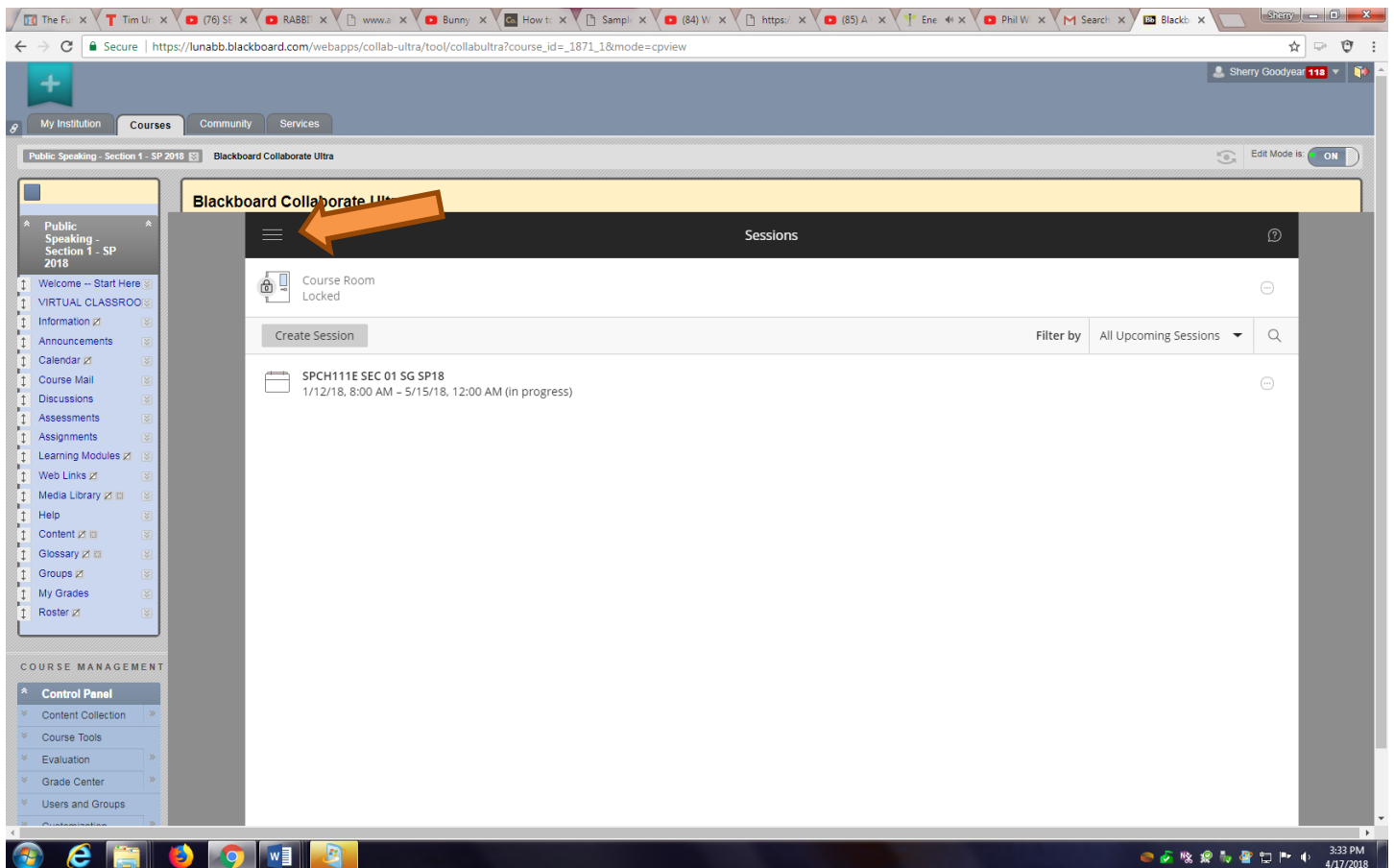


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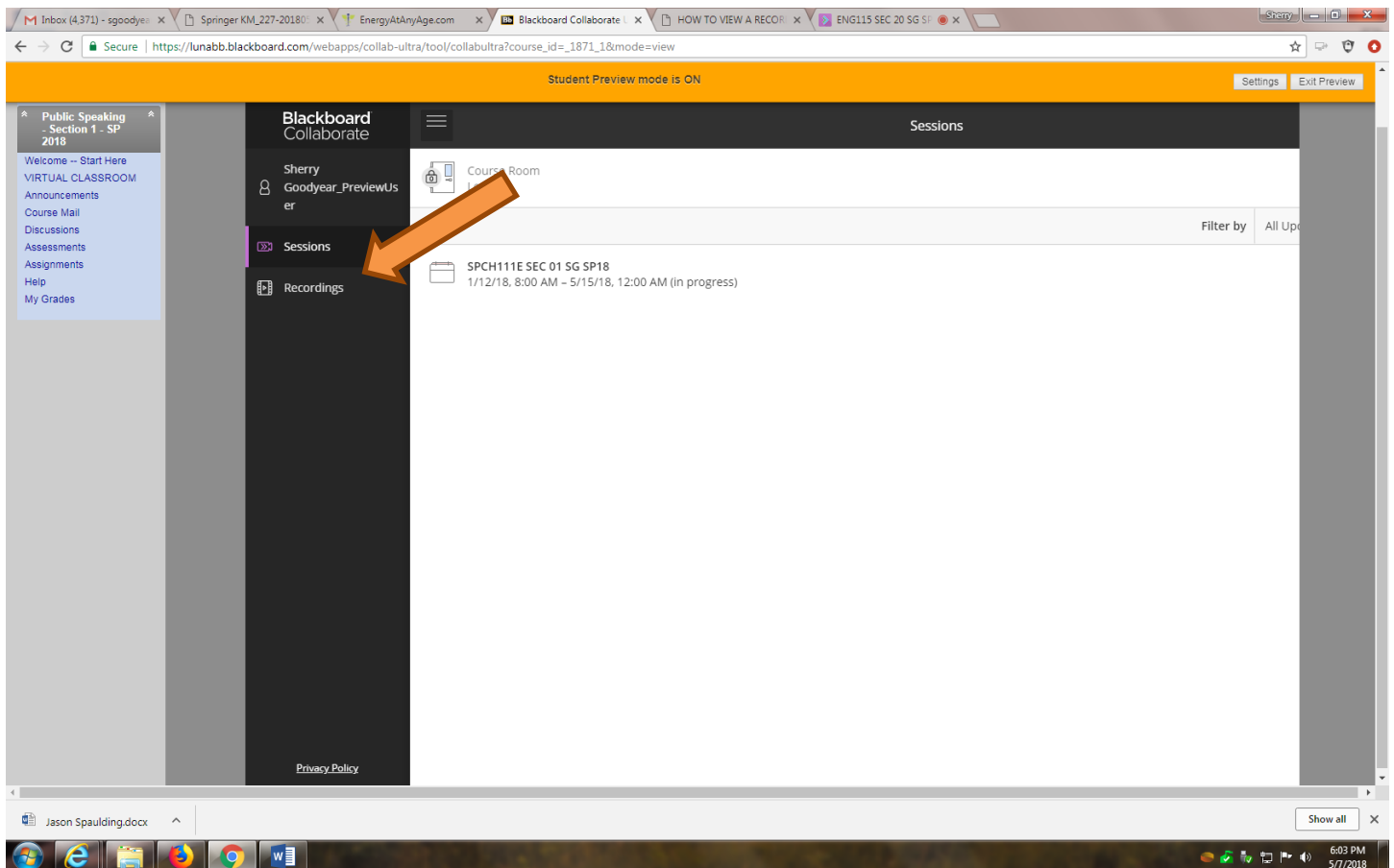
### Step 3

The next screen you land on will look like this. To access the Blackboard Collaborate Classroom archives for your class, you will click on three white lines on the black “Sessions” bar.



#### Step 4

The next screen that will open will look like this. Here, you will click on “Recordings” to access the list of recorded class sessions.



The screenshot shows a web browser window displaying the Blackboard Collaborate interface. The browser's address bar shows the URL: [https://lunabb.blackboard.com/webapps/collab-ultra/tool/collabultra?course\\_id=\\_1871\\_18&mode=view](https://lunabb.blackboard.com/webapps/collab-ultra/tool/collabultra?course_id=_1871_18&mode=view). The interface includes a navigation menu on the left with options like "Public Speaking - Section 1 - SP 2018", "VIRTUAL CLASSROOM", "Announcements", "Course Mail", "Discussions", "Assessments", "Assignments", "Help", and "My Grades". The main content area is titled "Sessions" and shows a list of sessions. A session titled "SPCH111E SEC 01 SG SP18" is listed with the date and time "1/12/18, 8:00 AM - 5/15/18, 12:00 AM (in progress)". An orange arrow points to the "Recordings" menu item in the left sidebar.



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### Step 5

The next screen you come to will look like this. In this screenshot, you can see a list of archives from a Public Speaking all of them clearly dated from the date they were recorded. Clicking on any one of them would allow you to watch the class from that day. Keep in mind, you will want to click on the class from the date of the class that you missed. Once you click on your chosen class, a little box will pop up that says, “Watch Now”.

Session name / Recording name	Date	Duration
SPCH111E SEC 01 SG SP18 / recording_1	5/4/18, 11:22 AM	00:44:26
SPCH111E SEC 01 SG SP18 / recording_1	5/2/18, 11:24 AM	00:18:21
SPCH111E SEC 01 SG SP18 / recording_1	4/30/18, 11:12 AM	00:39:37
SPCH111E SEC 01 SG SP18 / recording_1	4/25/18, 11:03 AM	00:47:35
SPCH111E SEC 01 SG SP18 / recording_1	4/23/18, 11:20 AM	00:29:57
SPCH111E SEC 01 SG SP18 / recording_1	4/20/18, 11:16 AM	00:35:48
SPCH111E SEC 01 SG SP18 / recording_1	4/16/18, 11:12 AM	00:49:07
SPCH111E SEC 01 SG SP18 / recording_1	4/13/18, 11:22 AM	00:31:30
SPCH111E SEC 01 SG SP18 / recording_1	4/11/18, 11:15 AM	00:37:05
SPCH111E SEC 01 SG SP18 / recording_1	4/9/18, 11:20 AM	00:31:21



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## Step 6

This screen shows what happens after you click on the “Watch Now” button. Here, you will click on the play button in the middle of the screen in order to start the archive. From here, you can pause, fast forward, or rewind the recording as needed.

