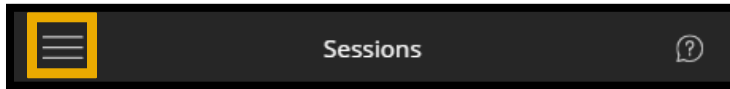


## Recording Sessions

You can have multiple recordings during one session. If you decide to continue recording a session after you have stopped, a new recording is saved and added to the list of recordings for that session. Only moderators can record sessions. Allow twice the length of recording for processing and rendering time.



1. From within the course and select **Collaborate Ultra** from the course menu.
2. Open the **Sessions** menu, then select **Start Recording**. The recording camera appears on with a red dot while recording is in progress.

If you are sharing a file, allow 8 seconds for the recording to include the shared file before moving on.

To finish recording, open the **Session** menu and select **Stop Recording**.

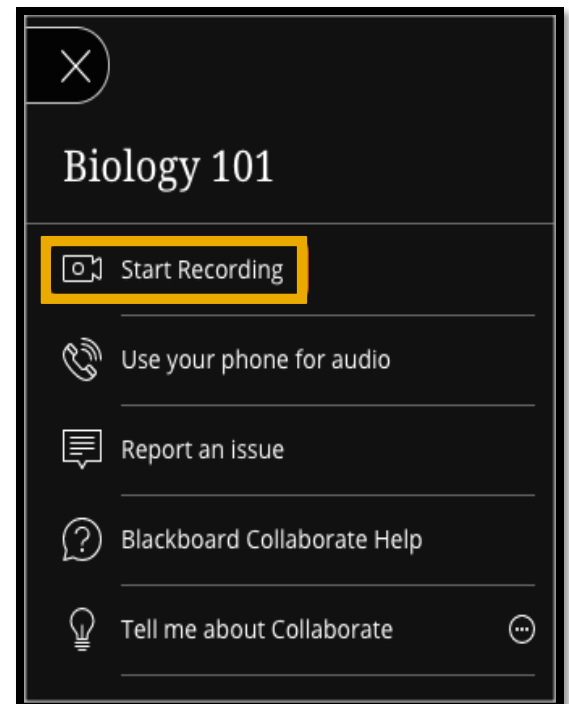
## Recording Activity

Recorded sessions are saved as MP4s. Recordings include activity in the live session.

- Audio
- Any content shared or active speaker video. If both are shared during the session, only the content shared is recorded.
- Captions entered during the live session or added later by a moderator. Only one caption track is available. If your session had more than one caption track, only the first available one is captured.
- Chat messages in the Everyone channel. Private messages and chat messages in breakout groups are not recorded.

## Recordings and Breakout Groups

- What is said or viewed in a breakout room isn't captured in recordings.
- Content shared in a breakout group is not available when breakout groups end. Consider suggesting attendees record their collaboration in some way if need. Example: A screen capture of anything they have shared and collaborated on.
- If no one is left in the Main room the recording will stop.



## Locating Recordings

- From within the course and select **Collaborate Ultra** from the course menu.
- Open the **Sessions** menu, then select **Recordings**.

## Recording Player

The recording player has the same look and feel as your Collaborate session. There is a Recording menu similar to the Session menu in your live sessions and recording playback controls.

## Downloading Recordings and Transcripts

Instructors must allow session recording downloads for each session.

- Open a session's **Session Settings**.
- Check **Allow recording downloads**.

Any recordings made in this session can be downloaded while downloads are allowed.

You can download recordings and transcripts from the recording player Recording menu.

Open the **Recording** menu at the top left of your screen.

- Download the full recording
- Download caption transcripts
- Download chat transcripts

You can also download captions from the main Recordings list.

- From **Recordings** find a recording with Closed Captions (CC).
- Select the Closed caption options menu and select **Download captions**.

