

Allow Public Access to a Collaborate Ultra Recording

Overview

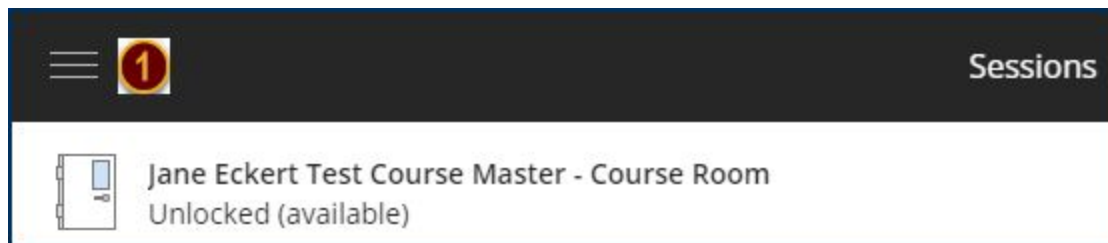
This tutorial will explain how to allow public access to a **Collaborate Ultra Recording**. Collaborate recordings, by default, are not public which is a privacy measure to support FERPA compliance. In order for others to view a recording, the session owner must make the recording link public and share the link with the intended audience.

Quick Steps

Access Collaborate Ultra Recording > Recording Settings > Allow Public Access > Copy Link

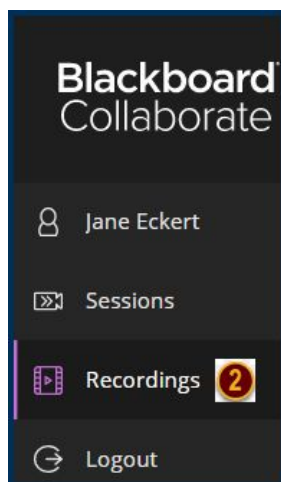
Step 1

Access the *Collaborate Ultra recording* from the Blackboard course Control Panel > Course Tools > Blackboard Collaborate Ultra and then clicking the hamburger icon in the upper left [1]



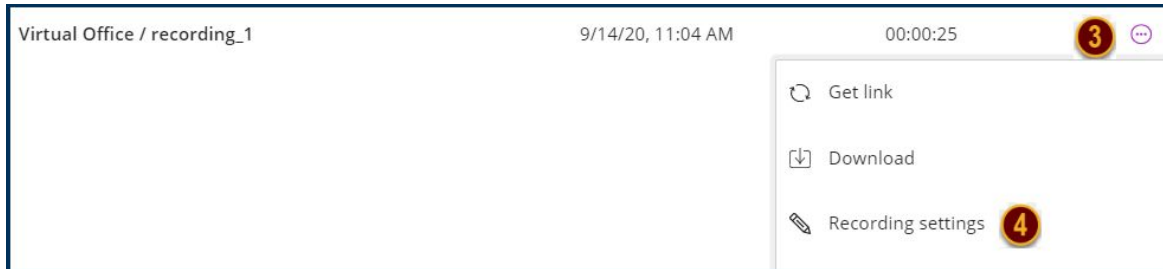
OR

via the [Collaborate Scheduler](#) by clicking on the Recordings link in the left menu [2].



Step 2

Click on the Recording Options button [3] for the recording you want to make public then click *Recording settings* [4].



Step 3

Click the checkbox to *Allow public access* [5] and click Save.



Step 4

Click on the Recording Options button [6] again and select *Copy link* [7]. Paste the link into an email to the recipients.

