Embed a Collaborate Ultra Recording in an Item

Overview

This tutorial will explain how to Embed a Collaborate Ultra Recording in an Item. After you Record a Collaborate Ultra Session, you can Embed it in an Item or any other area of Blackboard that hosts a Content Editor. Embedding a Collaborate Ultra Recording will help students easily access and view it from a common location without leaving Blackboard.

Step 1

After the session has ended, open the Blackboard Collaborate Ultra page. The Blackboard Collaborate Ultra page can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools and select “Blackboard Collaborate Ultra.”

Recordings may take a few minutes to a few hours to render and appear in Blackboard, depending on the length of the recorded Collaborate Ultra session.

Step 2

Click the Menu button in the left sidebar [1], and then select “Recordings” [2].
Step 3

If you cannot find a recorded session in the list, try using the Filter by dropdown list to select “Recordings in a Range” [3] and choose a range of dates corresponding to when the recorded Collaborate Ultra session occurred [4].

Step 4

Click the Recording options button [5] that follows the Session’s duration (the three dots in a circle on the right), and then select “Copy link” [6].

Step 5

Open the Content Area Page or Learning Module where you would like to embed this recording. Hover over Build Content on the Action Bar [7], and then select “Item” [8].
Step 6

Click the *Insert/Embed Media* icon on the Text Editor toolbar [9].

Step 7

Paste the copied link from Step 4 into the *File/URL* field [10] and use the dropdown menu to change the *Type* to “Iframe” [11]. Use the *Dimensions* fields to set the width and height [12]. A width of 560 and a height of 420 is recommended. If you choose to embed the Collaborate Ultra Session with larger or smaller dimensions, make sure the aspect ratio remains the same (4:3).

Step 8

Click the *Insert* button and then the *Submit* button to post your Item.