

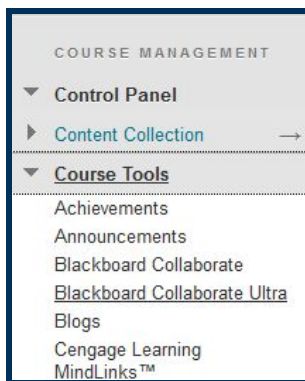
Embed a Collaborate Ultra Recording in an Item

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

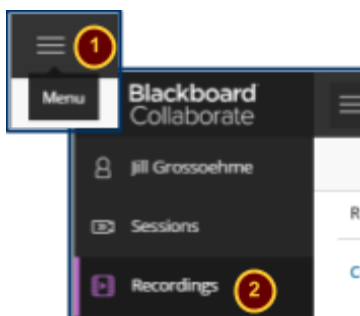
After the session has ended, open the Blackboard Collaborate Ultra page. The Blackboard Collaborate Ultra page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* and select “Blackboard Collaborate Ultra.”



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.

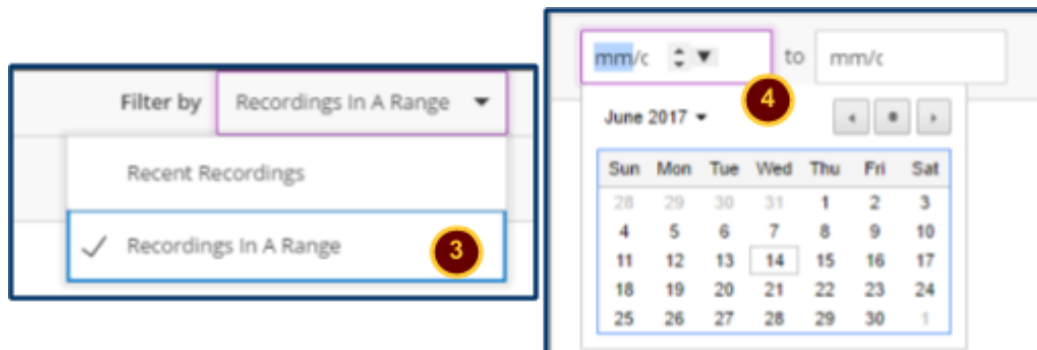
Step 2

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



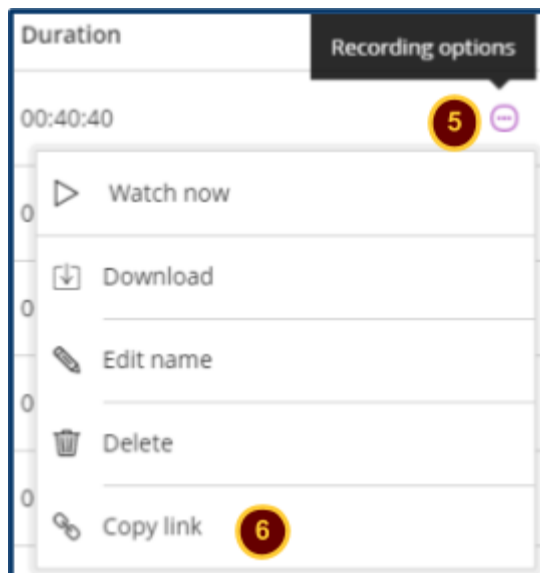
Step 3

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].



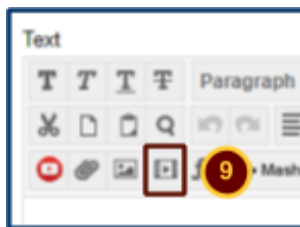
Step 5

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].



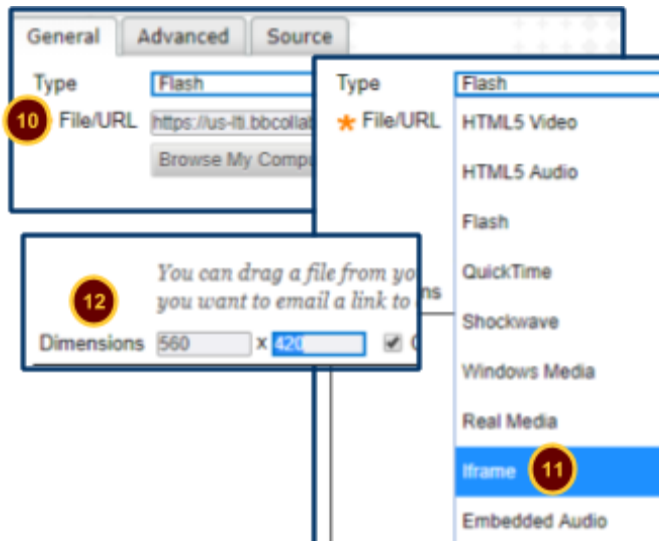
Step 6

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.