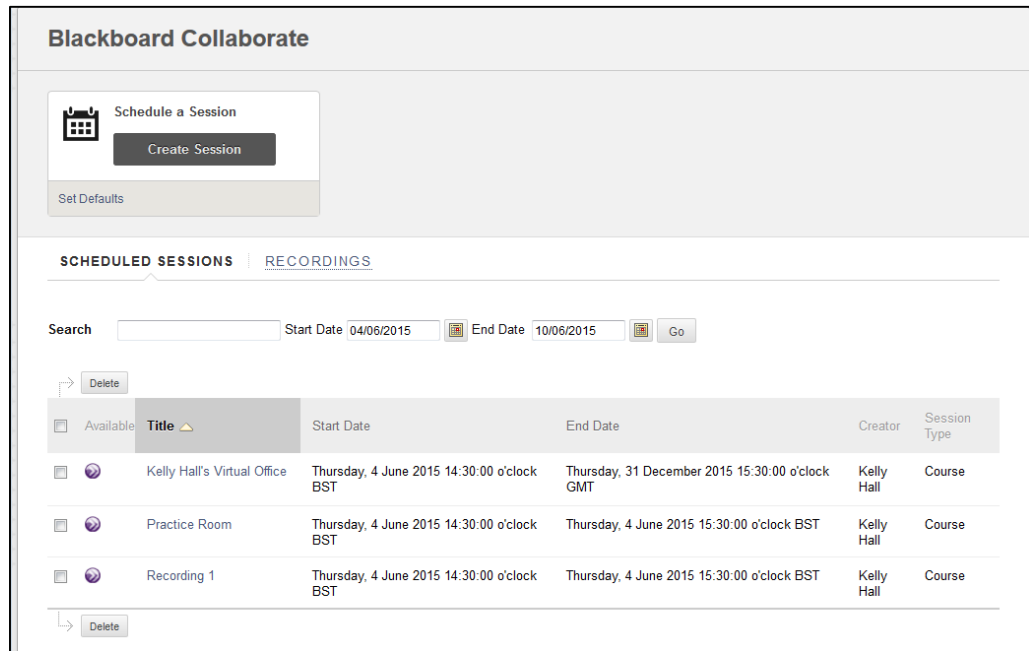


Deleting Collaborate Recordings

Learn

1. Select **Course Tools** from the **Control Panel** on the left of the screen.
2. Select the **Blackboard Collaborate** option from the **Course Tools**. The **Blackboard Collaborate** page will be displayed.



Blackboard Collaborate

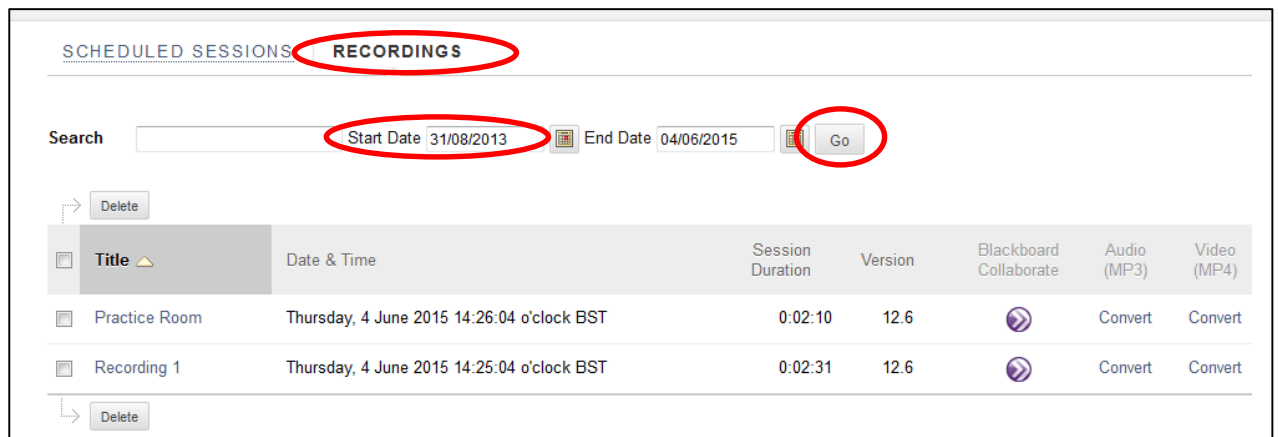
Schedule a Session
Create Session
Set Defaults

SCHEDULED SESSIONS | RECORDINGS

Search Start Date 04/06/2015 End Date 10/06/2015 Go

Available	Title	Start Date	End Date	Creator	Session Type
<input type="checkbox"/>	Kelly Hall's Virtual Office	Thursday, 4 June 2015 14:30:00 o'clock BST	Thursday, 31 December 2015 15:30:00 o'clock GMT	Kelly Hall	Course
<input type="checkbox"/>	Practice Room	Thursday, 4 June 2015 14:30:00 o'clock BST	Thursday, 4 June 2015 15:30:00 o'clock BST	Kelly Hall	Course
<input type="checkbox"/>	Recording 1	Thursday, 4 June 2015 14:30:00 o'clock BST	Thursday, 4 June 2015 15:30:00 o'clock BST	Kelly Hall	Course

3. Click on the **Recordings** tab.
4. Set the **Start Date** to a date before the creation of the earliest recording to be deleted.
5. Click on the **Go** button. All your recordings between the **Start Date** and **End Date** will be listed.



SCHEDULED SESSIONS | **RECORDINGS**

Search Start Date 31/08/2013 End Date 04/06/2015 Go

Title	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
Practice Room	Thursday, 4 June 2015 14:26:04 o'clock BST	0:02:10	12.6		Convert	Convert
Recording 1	Thursday, 4 June 2015 14:25:04 o'clock BST	0:02:31	12.6		Convert	Convert

6. Select the recording(s) to be deleted by clicking on the checkbox to the left of the name of each recording i.e. each recording to be deleted will have a tick mark.

<input type="checkbox"/>	Title ▲	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
<input checked="" type="checkbox"/>	Practice Room	Thursday, 4 June 2015 14:26:04 o'clock BST	0:02:10	12.6		Convert	Convert
<input type="checkbox"/>	Recording 1	Thursday, 4 June 2015 14:25:04 o'clock BST	0:02:31	12.6		Convert	Convert

Deleting button:

Displaying 1 to 2 of 2 items |

7. Click on the **Delete** button at the top of the list of recordings. A **Review and Confirm Deletion** form will be displayed.

REVIEW DELETION






Title	Creation Date	Size
Practice Room	Jun 4, 2015 2:26 PM	19 KB


Click 'Confirm' to delete all items in the Review Deletion table. Click 'Cancel' to return to the list page.

8. Check that the information is correct on this form then click on the **Confirm** button.

Moodle

1. Select the **Turn editing on** option in the **Administration menu** on the left of the screen.
2. Click on the Collaborate session name. The session details screen will open with a list of recordings for the session at the bottom.

Practice Session				
Session name	Practice Session			
Session begins	Thursday, 4 June 2015, 3:15 PM			
Session ends	Thursday, 4 June 2015, 3:30 PM			
Recording mode	Recording is manually controlled			
Recordings				
Play	Date/Time	Description	Options	Convert
	Thursday, 4 June 2015, 3:13 PM		   	Audio (MP3) Video (MP4)

3. Click on the delete icon  beside the name of the recording to be deleted. An 'Are you sure you want to delete the recording dated ... from the Collaborate server?' message will be displayed.
4. Click the **Continue** button. The recording will be deleted and no longer show underneath the session.

MyEd

1. Find the list of recordings below the list of Collaborate sessions.

<input type="checkbox"/>	PHD Research Interviews	07-01-2013 14:00	07-01-2014 13:15	Edit
Delete Recording(s)				
<input type="checkbox"/>	Previously recorded	Start Time	Size	
<input type="checkbox"/>	VERSION CONTROL - PART 1	03-06-2015 16:45	64 MB	Edit
<input type="checkbox"/>	TEST	02-06-2015 15:20	1.1 MB	Edit
<input type="checkbox"/>		29-05-2015		Edit

2. Select the recording(s) to be deleted by clicking on the checkbox to the left of the name of each recording i.e. each recording to be deleted will have a tick mark.
3. Click on the **Delete Recording(s)** button at the top right of the list of recordings. An 'Are you sure you wish to delete the recording(s)?' message will be displayed.

<input type="checkbox"/>	Previously recorded	Start Time	Size	
<input checked="" type="checkbox"/>	KELLY'S TEST RECORDING	04-06-2015 15:50	19.2 KB	Edit
<input type="checkbox"/>	VERSION CONTROL - PART 1	03-06-2015 16:45	64 MB	Edit
<input type="checkbox"/>	TEST	02-06-2015 15:20	1.1 MB	Edit

4. Click on the **OK** button. A 'Recording(s) have now been deleted' message will be displayed at the top of the Collaborate sessions list.

The recording(s) have now been deleted.



EEMec

A short while after the end time for a session is past, session recordings are made available from the **EEMeC Collaborate index page**. The session should be listed under the **Previous Sessions** section of the **EEMeC Collaborate index page**.

1. Click on the **Recordings** button next to the session in the list to access any recordings that took place in the session:

Previous Sessions

Session	Start Time	End Time	Attendance List	Recordings
WEEK 5 TUTORIAL TEST LUKE	27-08-2012 15:15	27-08-2012 15:45	Attendance List	Recordings
LUKE TEST 2	27-08-2012 16:15	27-08-2012 16:45	Attendance List	Recordings
NEW SESSION	28-08-2012 16:30	28-08-2012 17:00	Attendance List	Recordings
LUKE TEST PAST	13-09-2012 11:45	13-09-2012 12:00	Attendance List	Recordings

2. On the screen that follows you can see a list of recordings made during the session, click on the **Delete** button to remove them:

Recordings for NEW SESSION

Session	Created	Size	View	Delete
NEW SESSION	28-08-2012 16:26	29kb	View	Delete