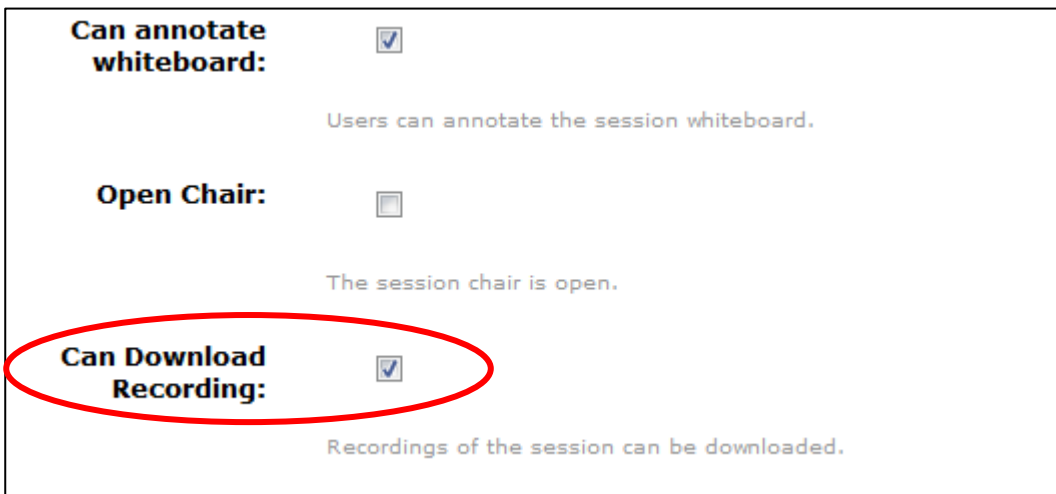


Collaborate Ultra

Recording and downloading Collaborate Ultra sessions in MyEd

When creating the Collaborate session

When creating the session in MyEd, remember to select **Can Download Recording** in the **Session Information**.

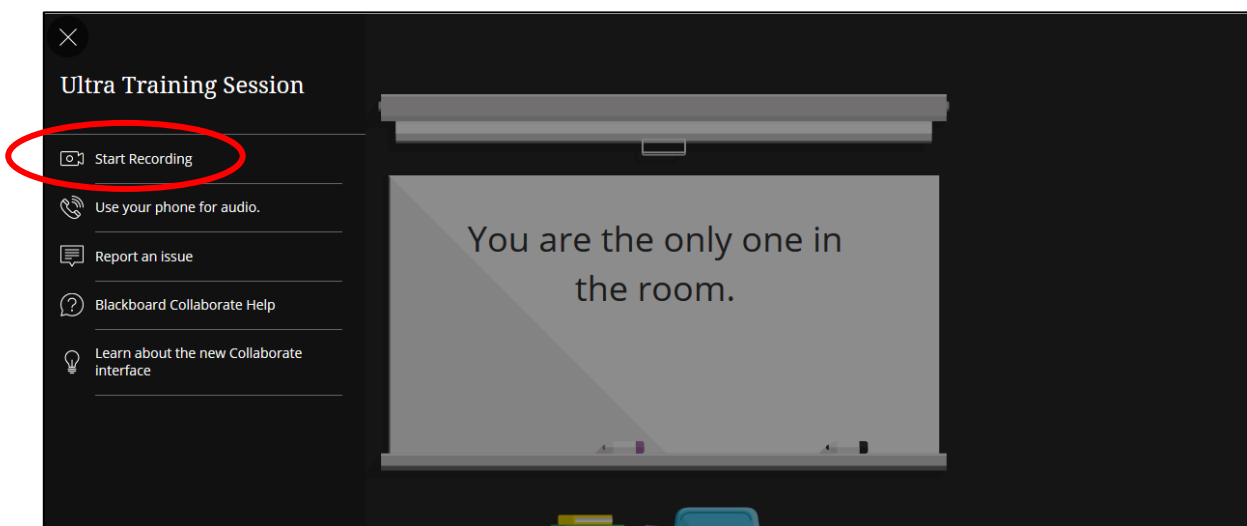


Can annotate whiteboard:
Users can annotate the session whiteboard.

Open Chair:
The session chair is open.

Can Download Recording:
Recordings of the session can be downloaded.

Recording your Collaborate session



1. From within your Collaborate Session click on **Start Recording** (highlighted in interface picture above) to start recording your session.

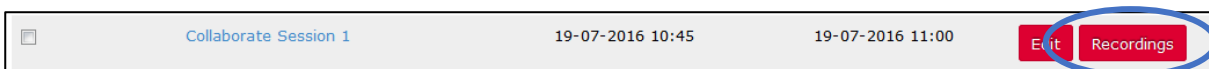
- To pause recording click on the **Stop Recording** button. This pauses the recording. To start recording again you can click on **Start Record**.

Note: Only one recording will be made from this one session no matter how many times you pause and restart the recording.

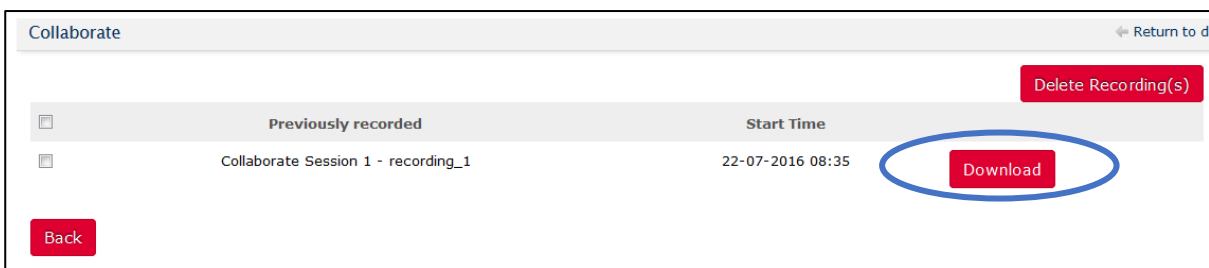
- Exit the Collaborate Session by closing the window.

Accessing your session recording in MyEd

- Navigate to your session in MyEd.
- Click on **Recordings** button to the far right of the session.



- Click on the **Download** button.



- This will download the Collaborate Ultra recording as an **MP4 file**.

Deleting your session recording in MyEd

- Navigate to your session in MyEd.
- Click on **Recordings** button to the far right of the session.
- Tick** the box at the far left of the recording and select **Delete Recording(s)**.

