

## [Downloading Blackboard Collaborate Ultra Recordings](#)

If you need to keep any of your Collaborate recordings, you should download them before our deadline date of June 30, 2023. You can download recordings from Collaborate using the following steps:

1. Access Blackboard Collaborate within your course.
2. Open the menu and select **Recordings**.
3. If you don't see the recording you want, click **Recent Recordings** and select **Recordings In A Range**. Enter a date range.
4. To the right of the recording you want, click the three dots in a circle icon  to access **Recording options**, and 5.
5. Select **Download**. Save the recording to a location on your computer.

If you do not see the option to download a recording, this may be due to **Allow recording downloads** not being enabled on the Collaborate session at the time of the recording. You can enable recording downloads by completing the following:

1. Find your recording using the steps above.
2. To the right of the session, click the three dots in a circle icon  to access **Session options** and select **Edit settings**.
3. Next, expand **Session Settings** and check the box next to **Allow recording downloads**.
4. Click **Save**.

You should now be able to navigate to **Recordings** and download your recordings using the previously stated steps