

Downloading a Class for Web Recording from Ultra



Online
Learning

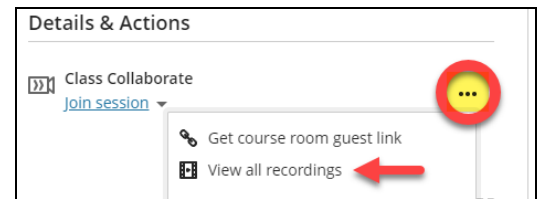
Collaborate Ultra

Class Collaborate is now known as Class for Web. If you have [recorded a Class for Web session](#) that *does not contain personally identifying student information* and wish to preserve the recordings for future use, download the recording from Blackboard and upload it to the [YuJa Video Platform](#). In addition to creating a closed-captioned version of the video, this allows faculty to access viewership analytics and use additional engagement tools to support learning.

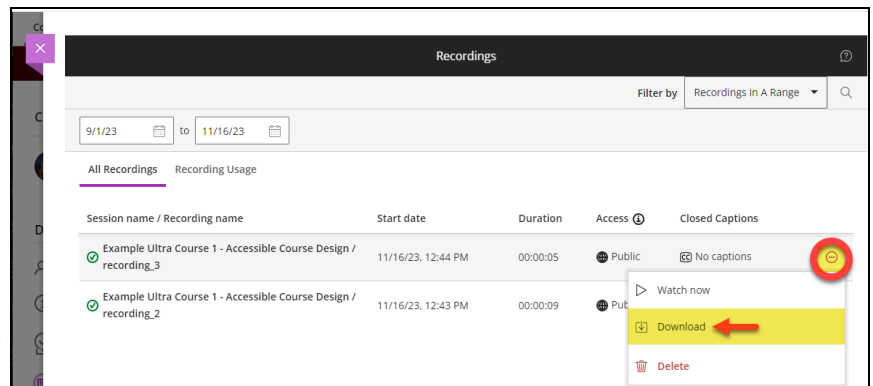
Download Process

See the instructions that follow below. [A demonstration of the process is available here.](#)

1. In the Ultra Course, locate the **Details & Actions** menu. Click on the ... icon next to **Class Collaborate**. Select **View All Class Recordings**.



2. You will be taken to the Recordings tab. You see recordings made in the last 30 days. To see older recordings, set **Filter By** to **Recordings in a Range** and use the provided date fields to redefine your search.



3. Click on the ... icon next to a video and select **Download**. An MP4 video of the recording will download to your computer's downloads area.

4. **OPTIONAL:** After you download the recording to your computer, you may delete the recording from the Collaborate Recordings screen. **Deletion is permanent and irreversible. Only perform this step after you have downloaded or backed up the recording to YuJa or if you are sure that you no longer need the recording.**

Upload Process

Once you have performed the above steps, you may *upload* the video to your YuJa Media Video Platform library [through these instructions](#). [A demonstration of the upload process is available here.](#)