

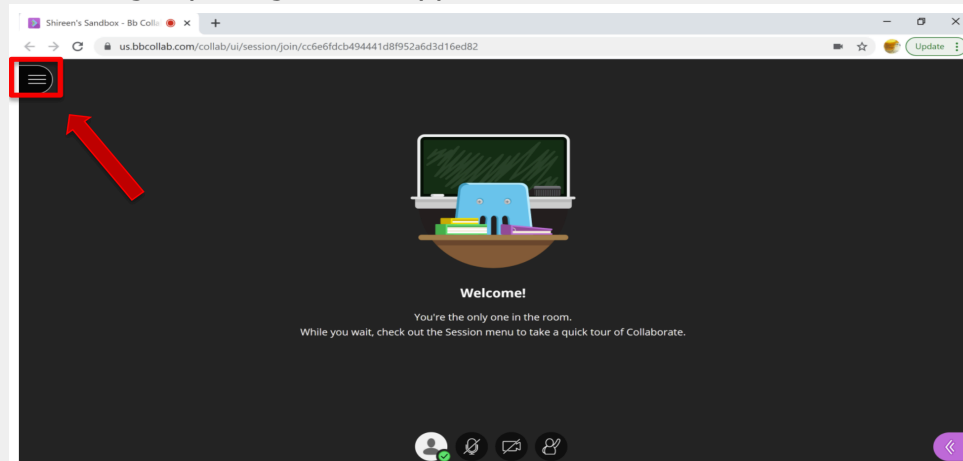


## Record Sessions

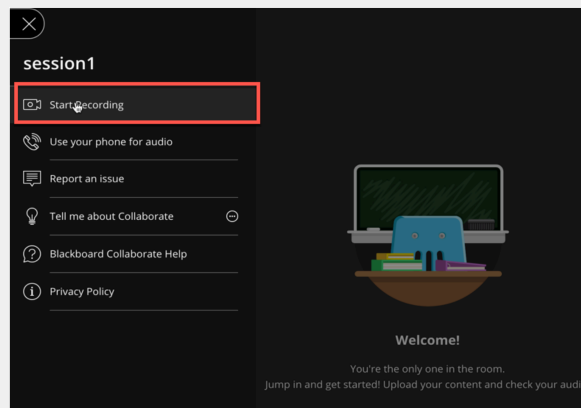
*Only moderators can turn recording on in sessions.*

Follow the below steps for Recording the session.

1. Go to the menu settings option given on upper left corner of the session screen.



Select Start Recording.

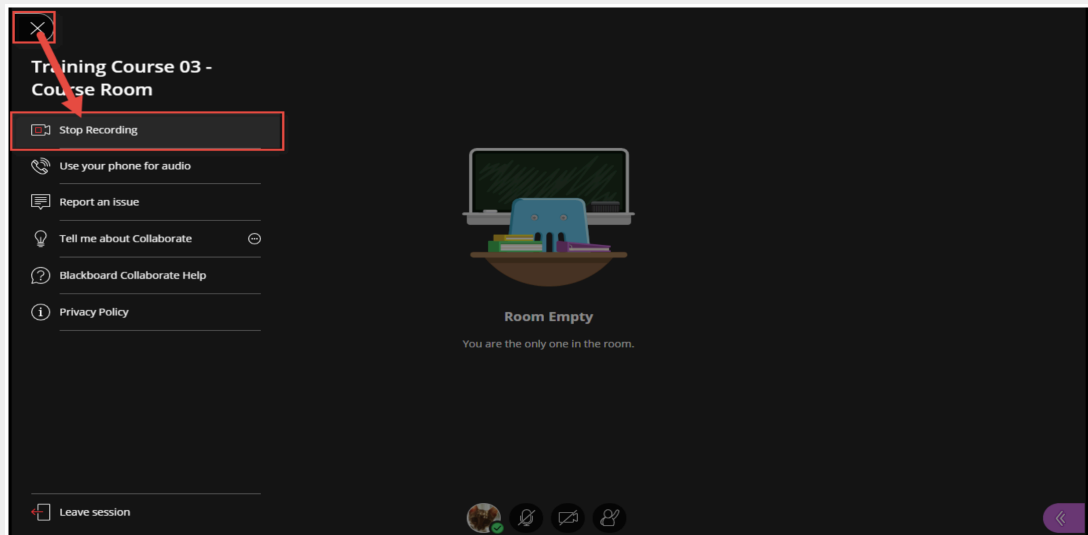


*You can have multiple recordings during one session. If you decide to continue recording a session after you have stopped, a new recording is saved and added to the list of recordings for that session. If you are sharing a file, allow 8 seconds for the recording to include the shared file before moving on.*

You can stop the recording from the menu option and click on stop recording.

### ***Blackboard Questions?***

Email: [blackboard@govst.edu](mailto:blackboard@govst.edu) Phone: (708) 534-4115



Recorded sessions are compressed and saved as MP4s. Recordings include activity in the live session.

- **Audio**
- **Any content shared or active speaker video.** If both are shared during the session, only the content shared is recorded.
- **Captions entered during the live session or added later by a moderator.** Only one caption track is available. If your session had more than one caption track, only the first available one is captured.
- **Chat messages in the Everyone channel.** Private messages and chat messages in breakout groups are not recorded.

Everyone can view the recordings from any device as often as they want. There are no view limits.

*-Recordings need to be converted into a playable format before viewing. The first time a recording is accessed the conversion begins. It may take a few minutes but once it has been done, the recording can be viewed by everybody.*

*-If you want chat messages to be anonymous in the recording, make sure you select that option in Session Settings before you start the session. To learn more, see Session Settings.*

*-If there are more than one captions available during the session, the recording will capture only the first one. To learn more, see Live closed captioning.*

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