How to view a Collaborate Recording (Video Presentation)

Prerequisites:
- A completed Collaborate Recording.

Steps
1. Create a new course menu item by selecting the orange “+” above your course menu.
2. Select Content Area from the drop down menu.

3. Enter a name for your new content area, like Web Conference Recordings, Video Presentations, etc., and check the box!
4. Select Blackboard Collaborate from your control panel menu course tools menu.

5. Select the Previously Recorded tab.
6. Select Add Content Item from the contextual menu for the recording.

7. Select your created content area from the list of Available Content Areas. Use the right arrow/chevron to move the content area to the Selected Content Areas. Enter a description if desired.

8. Click Submit.
9. Your students can now quickly navigate to your recordings via the new course menu item.
10. Click the link to view the recording.