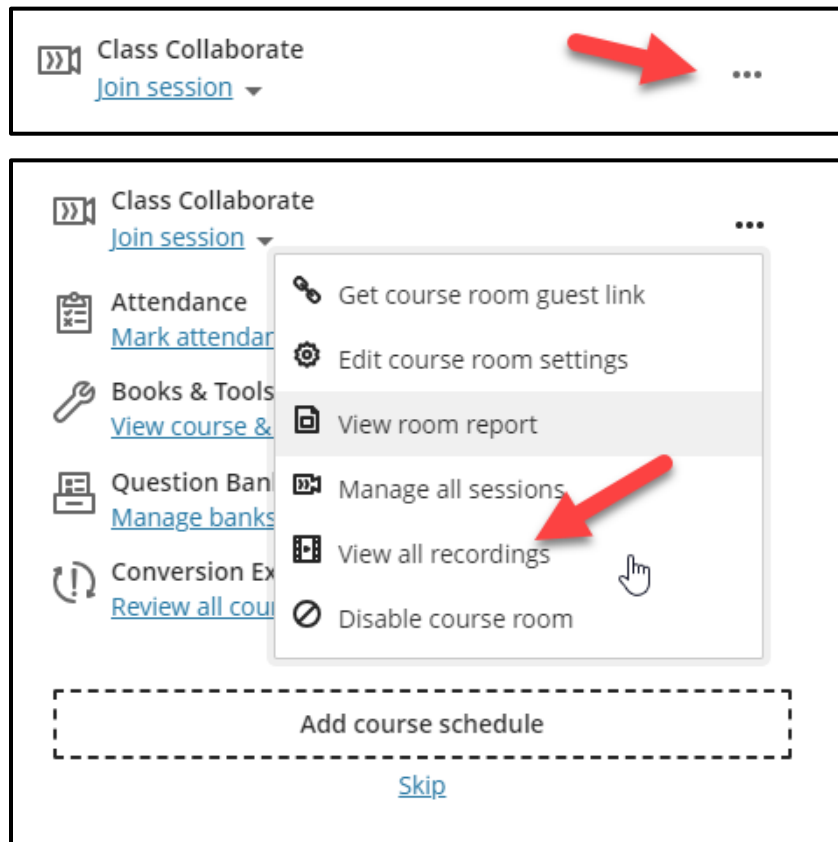


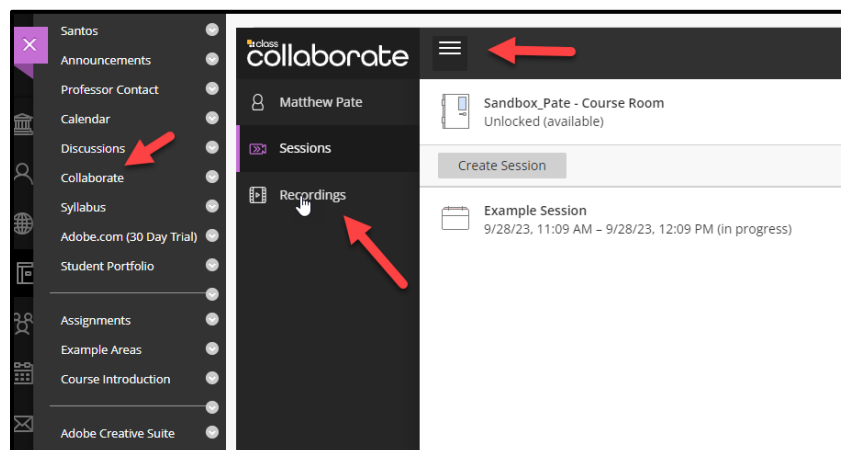


Deleting Collaborate Video Recordings

When Collaborate is used to capture class sessions, video will need to be deleted or uploaded to Kaltura for class usage at some point. If the recording is to be deleted or downloaded you will need to locate the **View all recordings** feature in Ultra. This is found by clicking the 3 ellipses to the right of the **Class Collaborate** title.



In Bb Learn you will select **Collaborate** then select the hamburger menu (3 horizontal lines) located at the top. A left-side pane will open with options and you will then choose **Recordings**.





Next, you will locate the recording from the list and proceed to the right and select the 3 ellipses. A drop-down menu will give you a series of options. Select **Delete** to remove the video file. This is also the same menu used to download the video to be placed in off-site or cloud storage.

