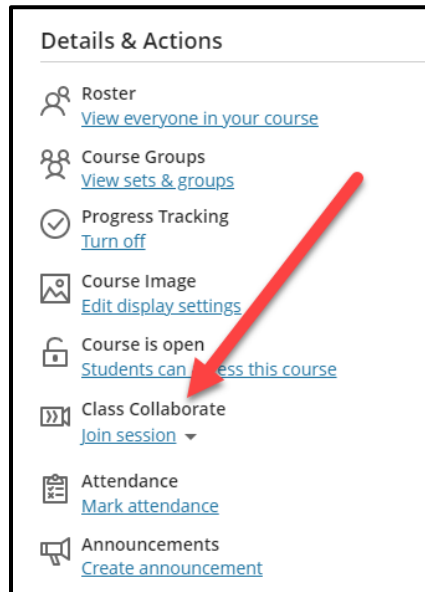


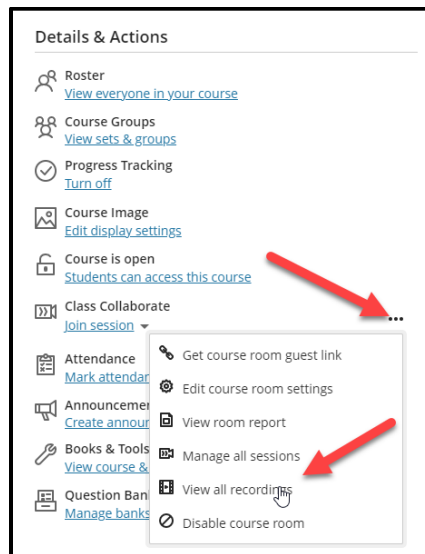


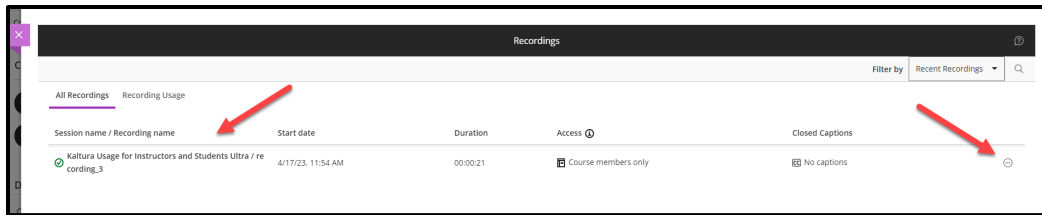
Downloading Video from Recorded Collaborate Sessions

The first step when trying to access and download recorded sessions is to click on **Class Collaborate** within the **Details and Actions** menu.

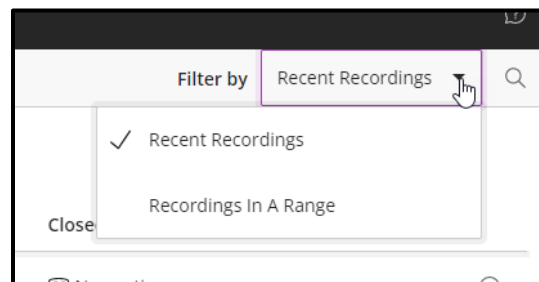



To the right of the title you will see an ellipses, **Click** here and proceed to the **View all recording** component of the sub-menu.

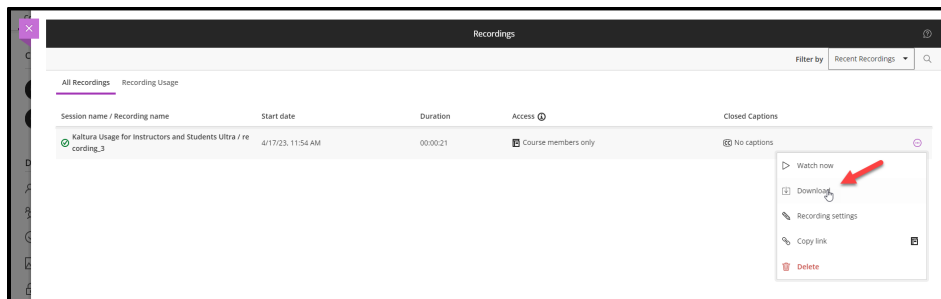




A list of available recordings will populate. Be aware that if the video recordings are from previous terms you will need to filter for the dates of the recording. You would select **Recordings in A Range** to select the dates to search.

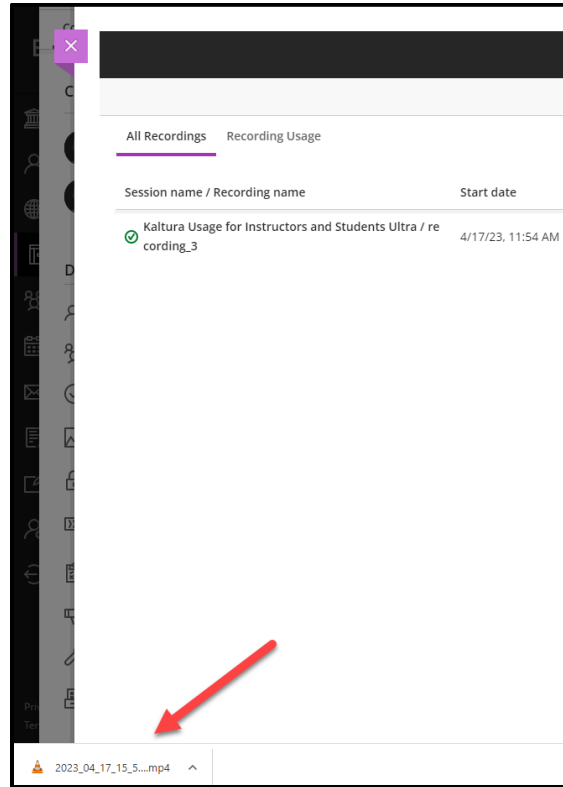


Now that the session recording has been located, you will choose the **Recording Options** at the far right. The icon is a circle with 3 ellipses inside.  **Click** on the icon and proceed down to **Download**.





The download will begin and this may take a bit of time due to the length of the session recording. Once completed, you can access the file in your **Downloads** folder. Here you will be able to rename the session and transfer the file to another location or media.



Here is an example of a downloaded file from a session.

