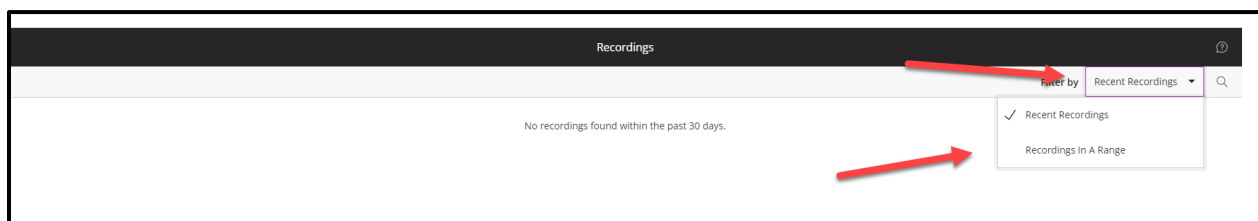
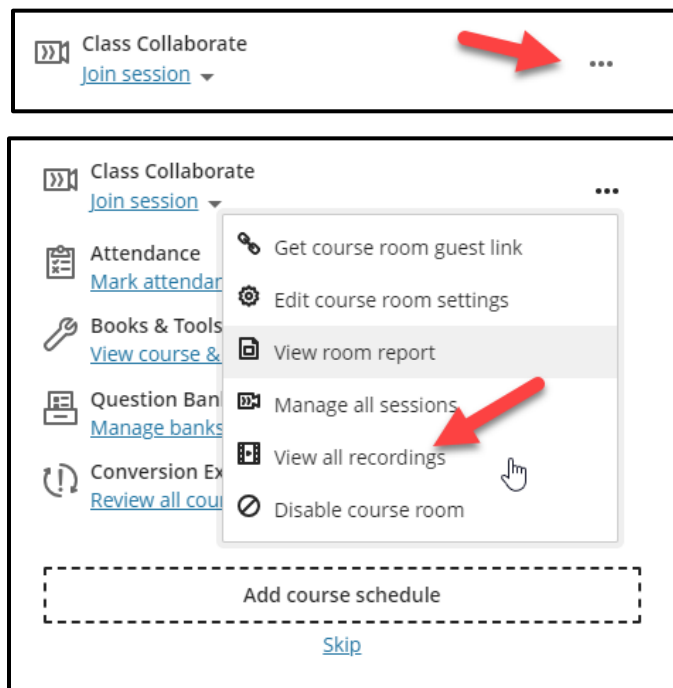




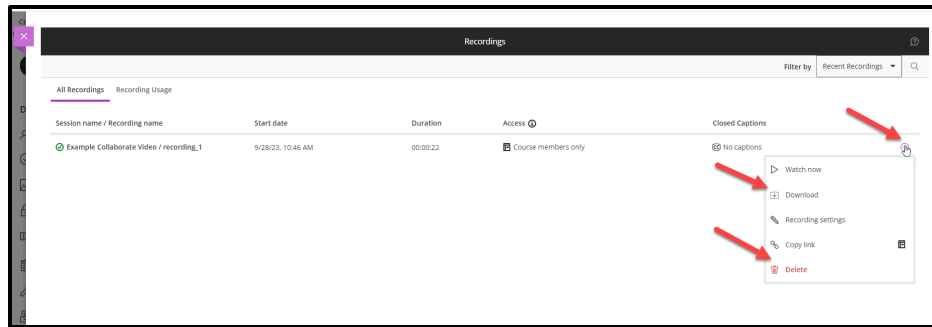
Deleting Collaborate Video Recordings

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 three ellipses to the right of the **Class Collaborate** title.



Once the **Recordings** window opens you will need to filter the date range in which the video was recorded. The previous 30 days will populate automatically. You may need to lengthen the filtering dates to retrieve the video content available.

Next, you will then locate the recording from the list and proceed to the right and select the three 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.



If the video is to be stored in Kaltura and embedded into the course, downloading the video file would be the best solution to reuse video clips that are used commonly from term to term. Collaborate video has a shelf life based on when the course is archived by the Blackboard administrator.