



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.

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Attendance Mark attendar Books & Tools View course &	 Edit course room settings View room report
Question Ban Manage banks	 Manage all sessions View all recordings Disable course room
[Add course schedule

Recordings		Ø
	Fatter by Recent Recordings 👻	Q
No recordings found within the past 30 days.	✓ Recent Recordings	
	Recordings In A Range	

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.



		Re	cordings	
				Filter by Recent Recordings -
All Recordings Recording Usage				
Session name / Recording name	Start date	Duration	Access ()	Closed Captions
Example Collaborate Video / recording_1	9/28/23, 10:46 AM	00:00:22	Course members only	No captions
				> Watch now
				(±) Download
				💊 Recording settings
				% Copy link
				🗑 Delete

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 was a shelf life based on when the course is archived by the Blackboard administrator.