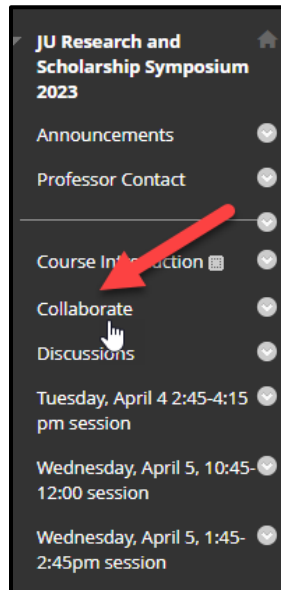


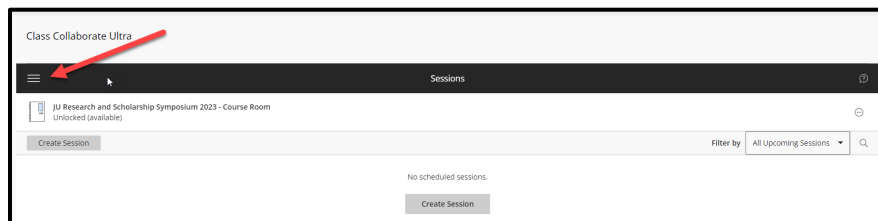


Downloading Video from Recorded Collaborate Sessions

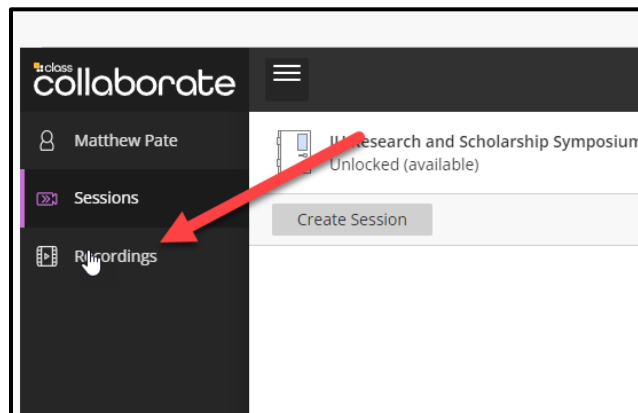
The first step when trying to access and download recorded sessions is to click on **Collaborate** within the course menu.



When the **Collaborate** interface opens, you will see a stacked hamburger menu in the upper left-hand corner of the window. **Click** on this menu icon.

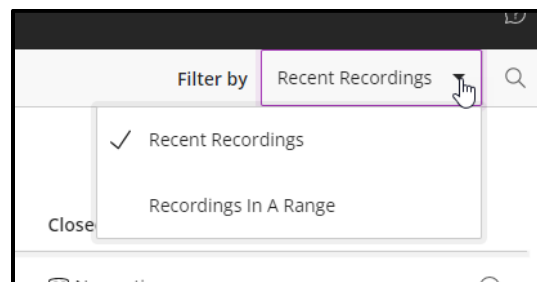
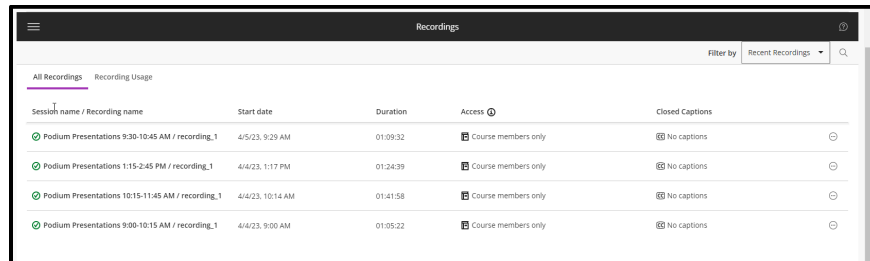


The menu will open up and you will then choose **Recordings** from the list of options. If you do not have access to the recordings, this could mean you do not have instructor/reviewer access. This happens occasionally when people are added to a course without elevated privileges.

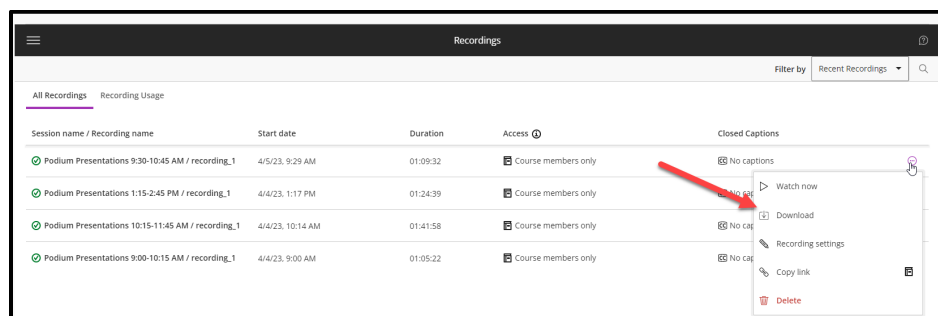




A list of available recordings will populate. Be aware that if the video recordings are from previous terms you will need to filter for the dates of the recording. You would select **Recordings in A Range** to select the dates to search.

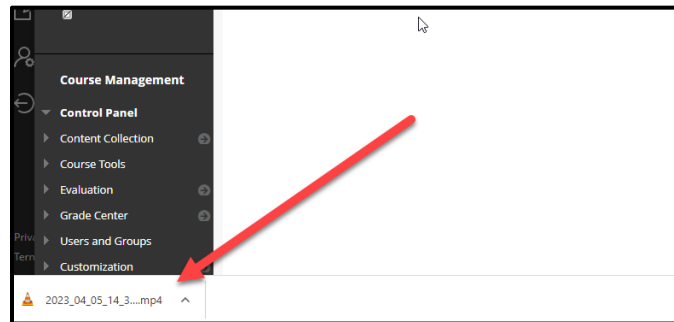


Now that the session recording has been located, you will choose the **Recording Options** at the far right. The icon is a circle with 3 ellipses inside. **Click** on the icon and proceed down to **Download**.





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.

