This document describes how to access and play previously recorded Blackboard Collaborate session.

First log into your Blackboard and choose a course to open. You professor may have placed a previously recorded Blackboard Collaborate session in either a content area or under Tools.

A. Access via Content Area
   1) Navigate to the area the professor has posted the recorded session.
   2) Click the green play button to play the MP4 video format (recommended). Alternatively, the session can be played from within the Blackboard Collaborate environment by pressing the purple circle.
B. Access via Tools Menu

1) From the left side menu, find and select **Tools**. From the right pane, find and select **Blackboard Collaborate** (not Collaboration).

![Blackboard Collaborate menu](image)

2) A **Blackboard Collaborate** list page will appear on the right of the screen. Select the tab named **Recordings**. This tab will list out all recordings within the given date range. If you do not see an expected recording, change the **Start/End Date** and press **Go**.

![Recordings tab](image)

3) Recordings will be listed out in table format. Press the green play button to play the MP4 video format (recommended). Alternatively, the session can be played from within the Blackboard Collaborate environment by pressing the purple circle.

![Recordings list](image)