

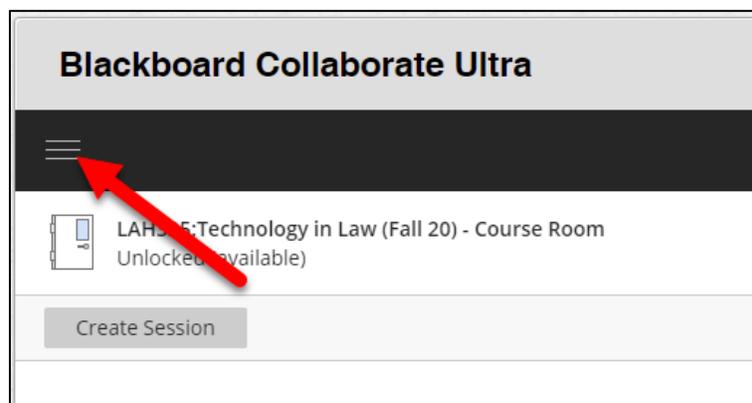
UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

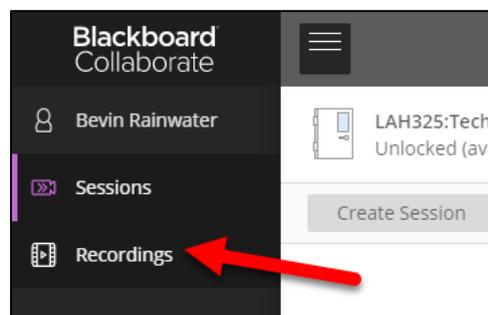
Download & Delete Collaborate Recordings

At the end of each term, it is critical that instructors download any Collaborate recordings that are in their Blackboard course shell. For FERPA reasons, any recordings that contain students should then be deleted. This also frees up Blackboard storage, as videos take up a lot of data space, and the University pays for storage.

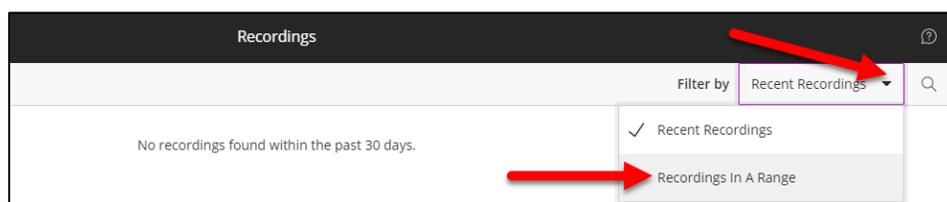
1. Select the course you want and click on Collaborate on the course menu.
2. Click on the Collaborate menu button (three lines in the upper left corner.)



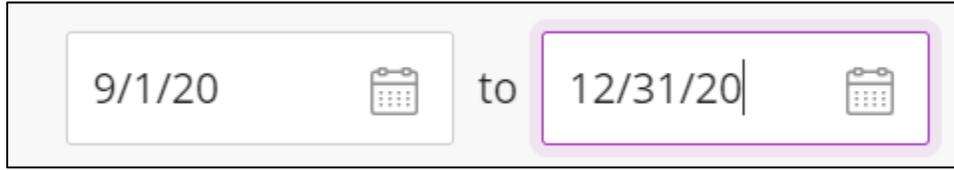
3. In the menu that opens click on Recordings.



4. If your recording is over 30 days old, it may give an error that “No recordings found within the past 30 days.” You will have to change the filter. Drop-down under where it says “Recent Recordings,” and change it to “Recordings in A Range.”

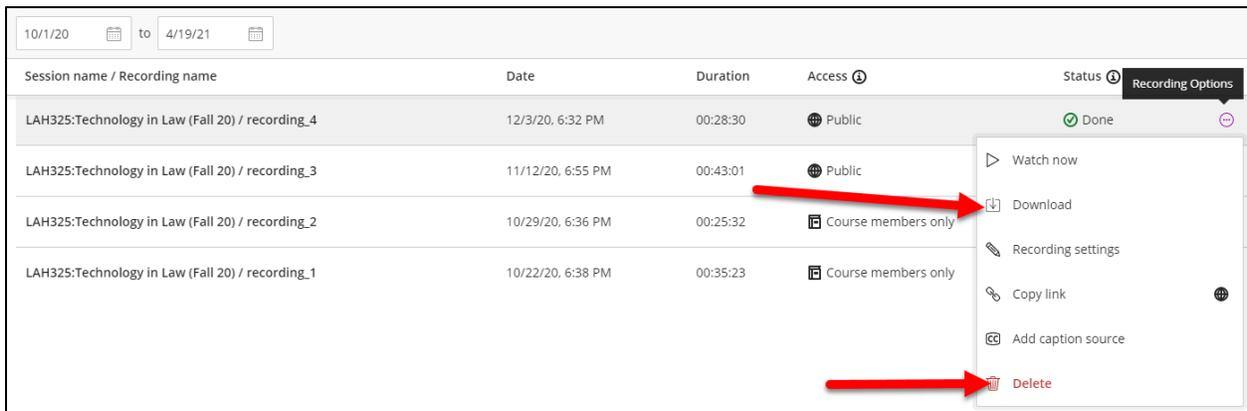


5. In the date fields, input the approximate start and end dates of the term in which the course was taught to filter it.



A screenshot of a date filter interface. It shows two date input fields separated by the word "to". The first field contains "9/1/20" and the second field contains "12/31/20". Each field has a calendar icon to its right. The second field is highlighted with a purple border.

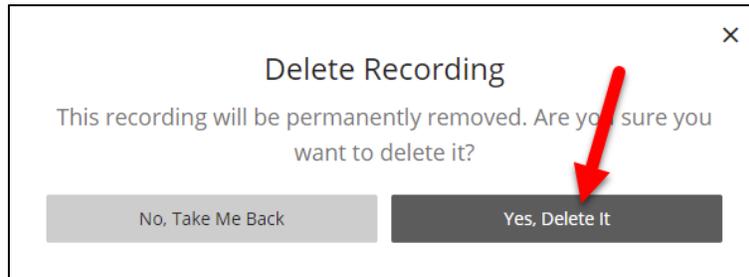
6. Find the recording you want to download and delete, and click on the Recording options icon (a circle with three dots). Then select download and save it to your computer or OneDrive (if you need to preserve the video). When done, click Delete.



A screenshot of a recording management interface. At the top, there are date filters for "10/1/20" to "4/19/21". Below is a table with columns: Session name / Recording name, Date, Duration, Access, Status, and Recording Options. The table lists four recordings. A context menu is open over the "Delete" option for the recording "LAH325:Technology in Law (Fall 20) / recording_1". The menu items are: Watch now, Download, Recording settings, Copy link, Add caption source, and Delete. Red arrows point to the "Download" and "Delete" options.

Session name / Recording name	Date	Duration	Access	Status	Recording Options
LAH325:Technology in Law (Fall 20) / recording_4	12/3/20, 6:32 PM	00:28:30	Public	Done	⋮
LAH325:Technology in Law (Fall 20) / recording_3	11/12/20, 6:55 PM	00:43:01	Public		⋮
LAH325:Technology in Law (Fall 20) / recording_2	10/29/20, 6:36 PM	00:25:32	Course members only		⋮
LAH325:Technology in Law (Fall 20) / recording_1	10/22/20, 6:38 PM	00:35:23	Course members only		⋮

7. A pop-up will appear asking if you really want to delete it, click “Yes, Delete It.”



NOTE: Once deleted, recordings CANNOT be restored. If you need to preserve the video, download it and save it to your computer first.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcl@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>