Blackboard 9.1 — *Link to a Collaborate Recorded Session from a Previous Semester*

NOTE: Blackboard Collaborate recordings *cannot* simply be exported from one course and imported into another. Rather, the original recordings must first be shared with the new course. Once shared, the recordings can then then be linked within a content area of the new course.
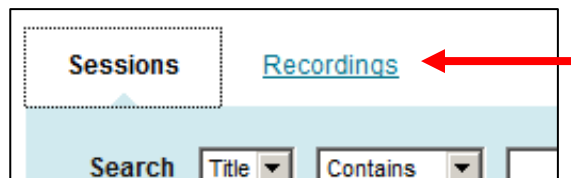
You *MUST* have an instructor role in the course where the recording originated.

Previous Semester Course with the Original Recording

Log into Blackboard and select the course where the recording was originally produced.

In the Control Panel, go to **Tools** >>> **Blackboard Collaborate**. Click on the **Blackboard Collaborate** link.
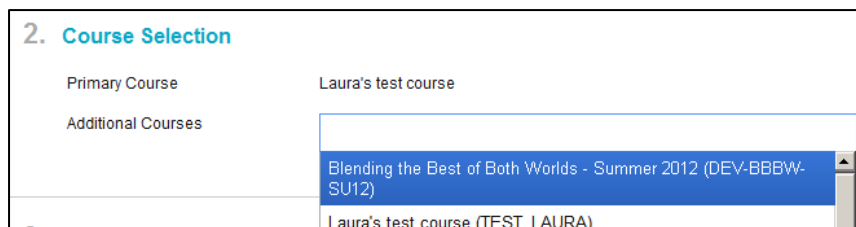
Click on the **Recordings** link.

If the recordings from a previous semster are not be visible, enter search criteria either by the title of recording or by a range of dates. Click the **Go** button.

Hover your mouse over the title of the recording. Click on the grey circle with the downward pointing arrow to expand the menu, and select **Edit**.

In *Section 2: Course Selection*, Click on the **Additional Courses** text box. The list will expand revealing all the courses in which you have an instructor role.

Click on the new semester's course.

NOTE: If you wish to add this recording to more than one course, click in the space below the text box again and select the next course.
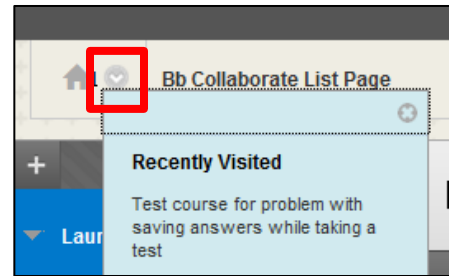

Click **Submit** at the bottom of the page.

You will return to the *Bb Collaborate List Page*.

New Semester Course

For a quick jump to your new semester course, click on the grey circle with the downward pointing arrow next to the course name in the upper left corner of the screen.

Select your current semester course.

In the Control Panel, go to **Tools** >>> **Blackboard Collaborate**. Click on the **Blackboard Collaborate** link.

Click on the **Recordings** link. If the recording is not visible, enter search criteria either by the title of recording or by a range of dates. Click the **Go** button.

Hover your mouse over the title of the recording. Click on the grey circle with the downward pointing arrow to expand the menu and select **Add Content Item**.
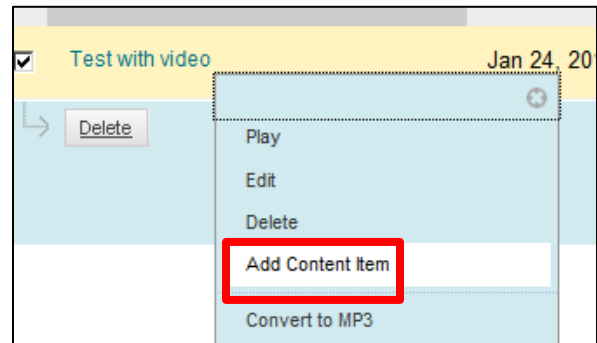
From the Add Content Item page, you have the option to change the recording name. This is advisable if the recording name has any date specific information (Fall 12) or if the original title is vagues (lectures). The name provided here will be the name of the link that the students click on, so be specific, (Chapter 1 lecture).

Select the *Content Area*.
Note: A chevron next to the Content Area indicates there are additional folders within that Content Area. Click on the chevron to expand the list.

Note: You have the option to link this recording in more than one Content Area.
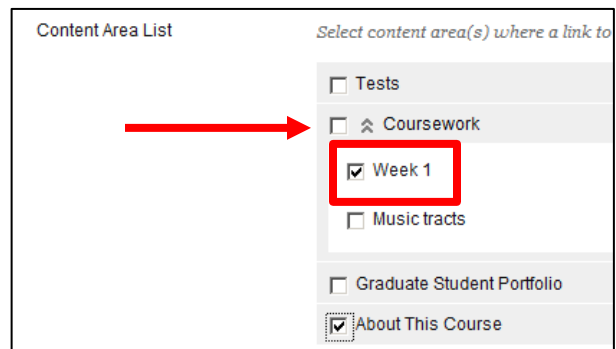
Add a Description, comments and set date restrictions if applicable.

Click **Submit** at the bottom of the page.