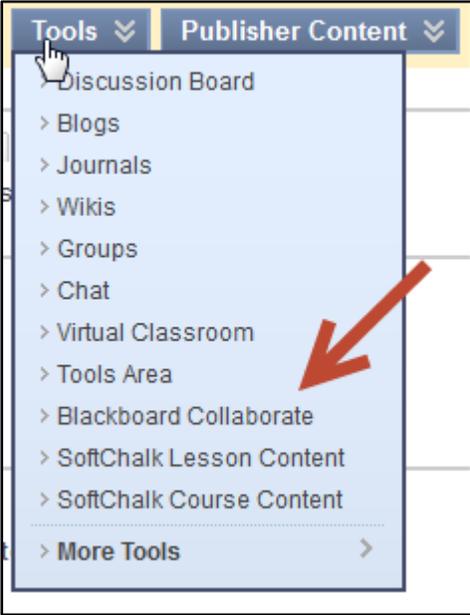
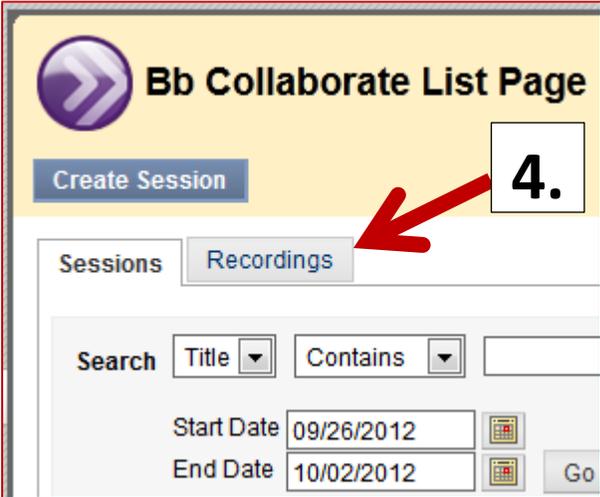
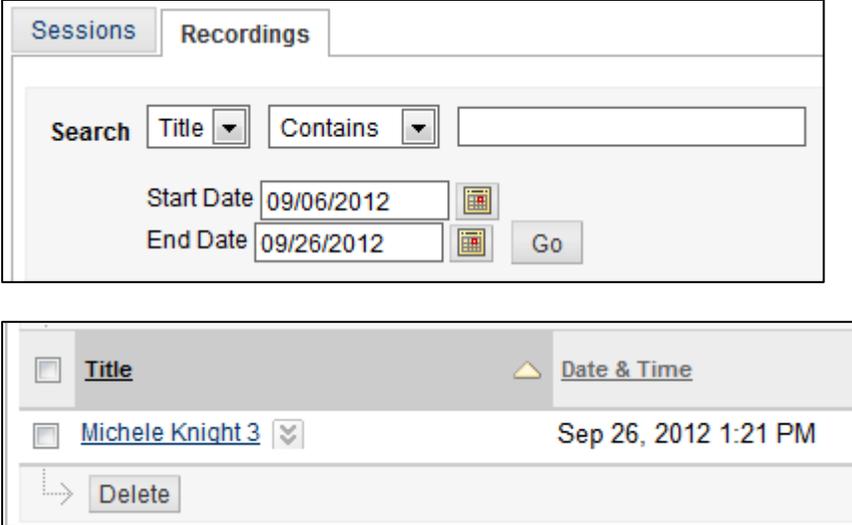
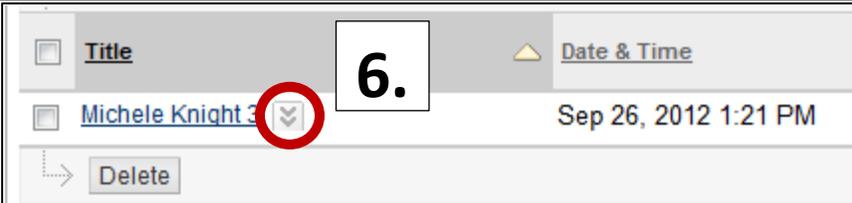
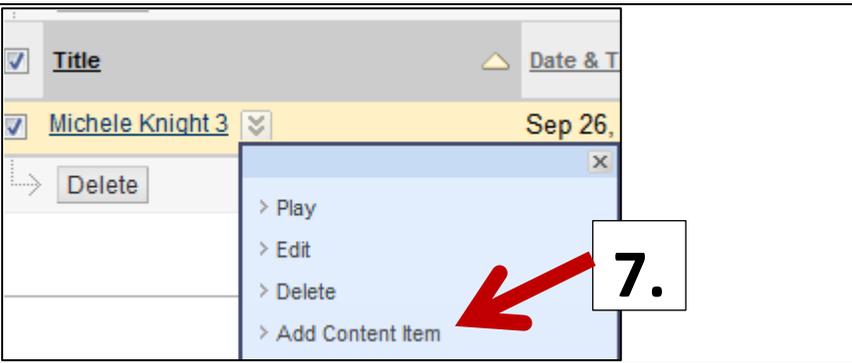
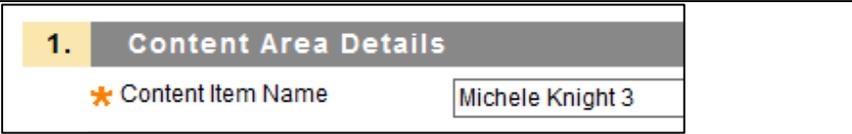
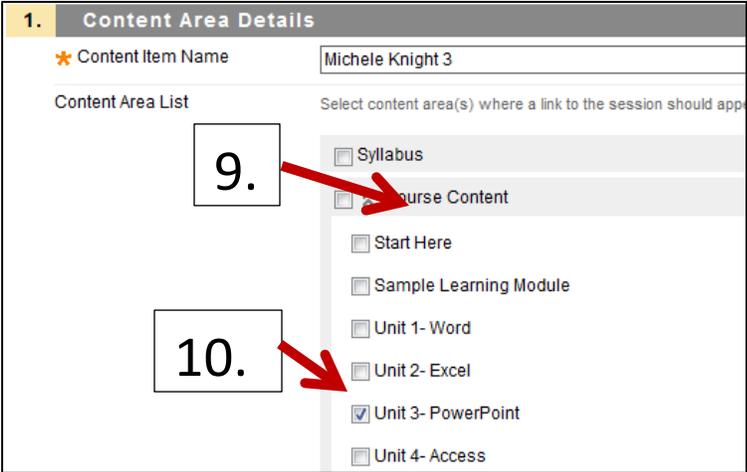
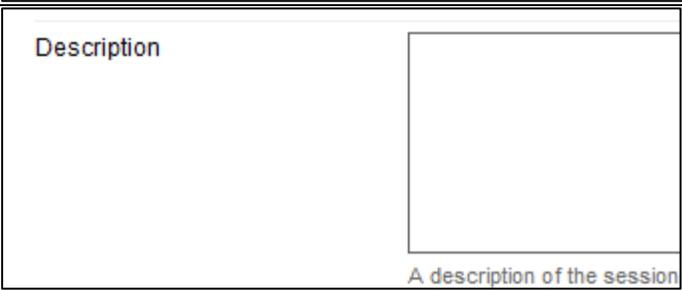
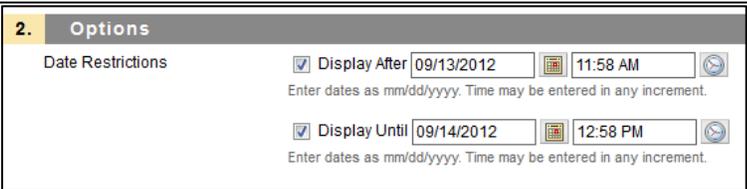


Linking to a Pre-recorded collaborate session

The instructions below will assist you with linking to a Collaborate session that you have previously recorded.

<p>1. Click the link to enter the learning module where you would like to link to the collaborate session.</p>	
<p>2. On the Tools menu click Blackboard Collaborate</p>	
<p>3. The Blackboard Collaborate List Page Appears.</p> <p>4. Click the Recordings Tab.</p>	

<p>5. The Recordings Tab appears. On the recordings tab, make sure that the Start Date and End Date reflect the dates when the collaborate session occurred.</p> <p>In the example on the right, the collaborate session occurred between 9/6, and 9/26, therefore, all recordings that have occurred between these two dates will appear in the list below.</p>	
<p>6. In the List of recordings that appear, click the action link to the right of the recording to be linked.</p>	
<p>7. Select Add Content Item on the Menu that appears.</p>	
<p>8. The Content Item Name will contain the name of your Collaborate Session.</p> <p>The text in this field will be the name of the link of the Collaborate session.</p>	

<p>9. In the Content Area List, Click the Course Content link to expand the List of your Learning Modules.</p> <p>10. Click the Checkbox to the left of the Learning Module where you would like to link to your recorded session.</p>	
<p>11. Type a description of the session in the Description field if you desire.</p>	
<p>12. In the Date restrictions Field, Display After determines when the recorded collaborate session will be available.</p> <p>In the example, the collaborate session recording becomes available on 9/13 at 11:58 AM.</p> <p>13. The Display Until link determines when the session link will no longer be visible to students.</p> <p>In the example, the collaborate session recording link will no longer be available to students on 9/14 at 12:58 PM.</p>	
<p>14. Click the Submit</p>	

<p>(submit) button.</p>	
<p>15. When you navigate to the learning module you selected, you should see your Collaborate Session Recording listed as the last item in your Learning Module table of contents.</p>	
<p>Note: If you need to change the order of your recorded session in the Learning Module, click on the arrow to the left of the Collaborate session, and move the session link until it is position in the appropriate location within your Learning Module.</p>	