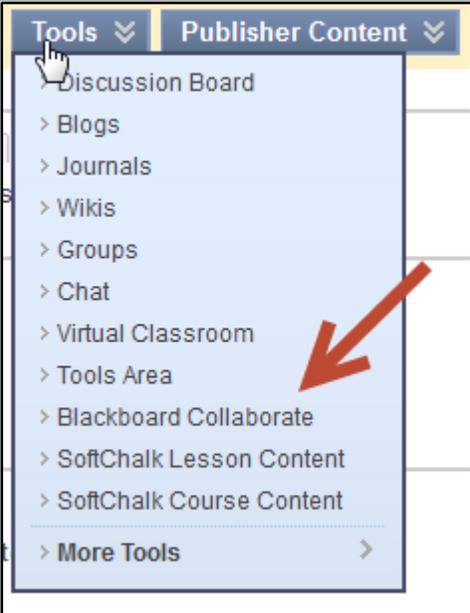
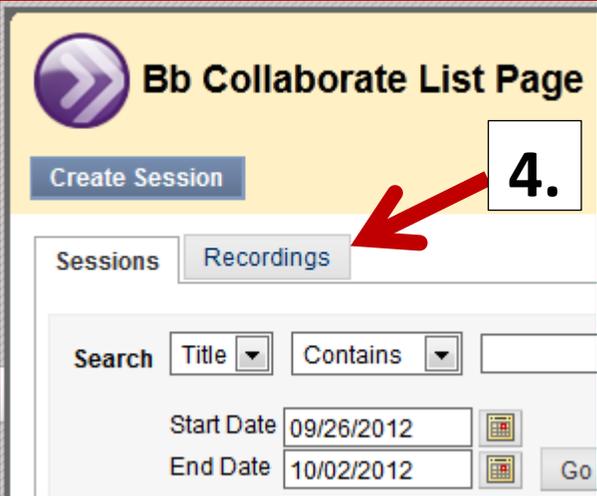
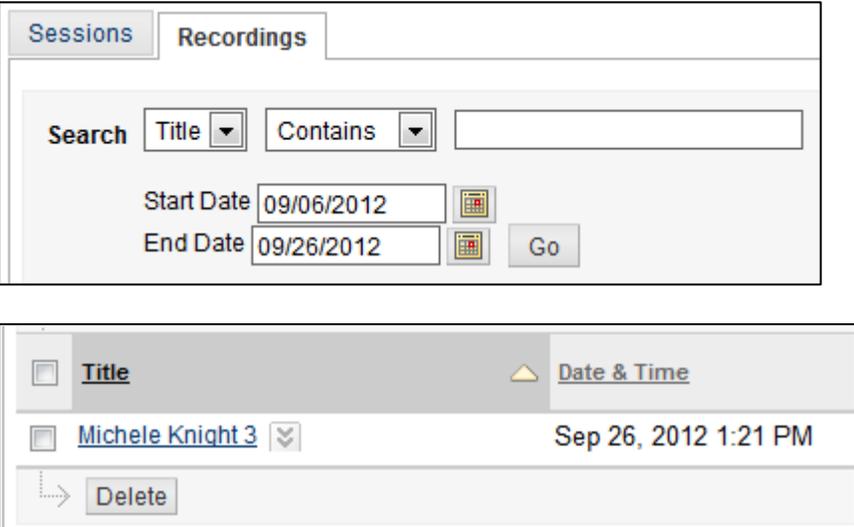
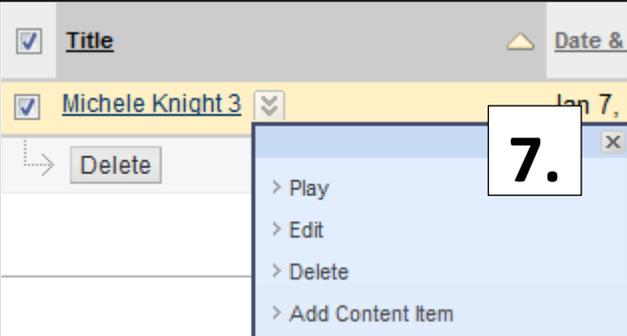


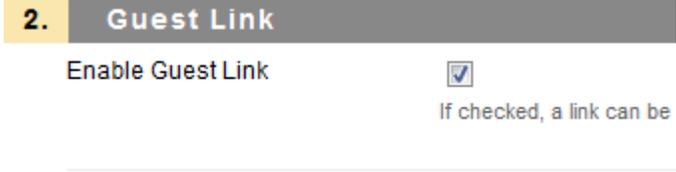
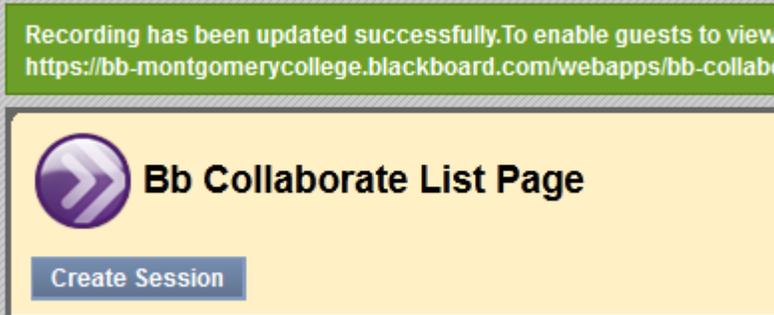
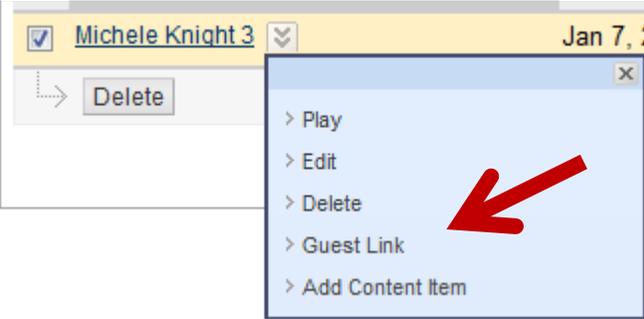
## Can I share a Collaborate Session I recorded in one course, with students in another course?

There are times where you may want to share a Collaborate session that you have recorded in one course with students in another course. An example might be sharing a Collaborate session that you have already recorded during one semester with students in a subsequent semester. Here's how to create

### Generating a Guest link for a collaborate session

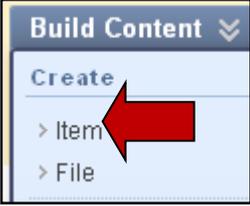
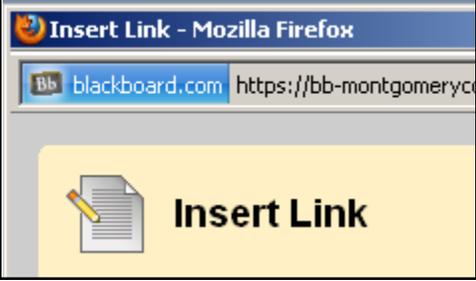
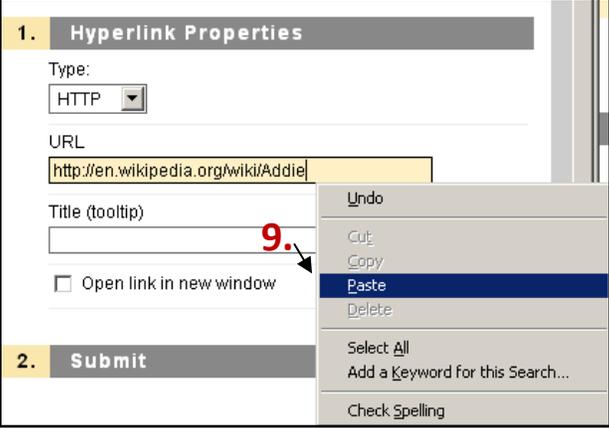
<p>1. Click the link to enter the learning module where you would like to link to the collaborate session.</p>	
<p>2. On the Tools menu click Blackboard Collaborate</p>	
<p>3. The Blackboard Collaborate List Page Appears.</p> <p>4. Click the Recordings Tab.</p>	

	
<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><b>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.</b></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 Edit on the Menu that appears.</p>	

<p>8. On the Edit Recording screen, select the checkbox to the right of #2. <b>Guest Link.</b></p> <p>Creating a guest link will allow anyone with the link that is generated to be able to access the collaborate session, regardless of whether they are currently enrolled in your blackboard class.</p> <p>Click Submit  to apply the change.</p>	
<p>9. After clicking submit, you will see a green message at the top of the screen that will give you the URL for you to share the recording with your students.</p> <p>10. Copy this link by highlighting the entire link starting with <b>http://</b></p>	
<p><b>Please Note:</b> If you need to access this link in the future, you may do so by clicking the action link to the right of the session recording.</p> <p>On the Menu that Appears, select <b>Guest Link.</b></p>	

## Adding a Collaborate Guest link to your Learning Module

If you already know how to add links to a Build | Item Page in your Learning module, you can skip these steps. If you need to learn how to add links to a page, these instructions will help you incorporate the Guest link recording into one of your Learning Modules.

<p>1. In any Learning Module, point to Build Content.</p> <p>2. <b>Click Create Item</b></p>	
<p>3. Create your introductory Paragraph for the weblink.</p> <p>4. <b>Copy the URL that you would like to use as a Weblink.</b></p> <p>5. <b>Highlight the text</b> where you would like <b>to create the Weblink.</b></p> <p>6. <b>Click the Globe Icon</b> on the Text formatting Toolbar</p>	
<p>7. The Insert Link window opens.</p>	
<p>8. Delete the http:// in the URL field.</p> <p>9. Right click, and select Paste, to paste the URL that you copied in Step #4.</p> <p>10. <b>Click the Checkbox to Open the link in a new window.</b> <i>Otherwise, the URL will open in the same window, causing confusing navigation.</i></p> <p>11. Click  to add your</p>	

<p>Weblink to the Text field.</p>	
<p>12. You will return to the Create Item Screen, and your Weblink is created for the text that you highlighted in Step #5.</p>	 <p>The screenshot shows a rich text editor toolbar with various icons for text formatting and editing. Below the toolbar, the text reads: <a href="#">This Wikipedia Article focuses on the Addie Model.</a> Instructional Designers to develop face to face and</p>