GCULearn: Recording a Collaborate Ultra Session

Instructor Guide

Collaborate Ultra is a web conferencing system built right into GCULearn. You can record your sessions so that your students can access presentations whenever they need them. Recorded sessions are compressed and saved as MP4s. **Please note** that only moderators can turn recording on in sessions. **Please also note** that activating breakout rooms in your session will stop a recording and so you will need to restart the recording to capture the rest of your session.
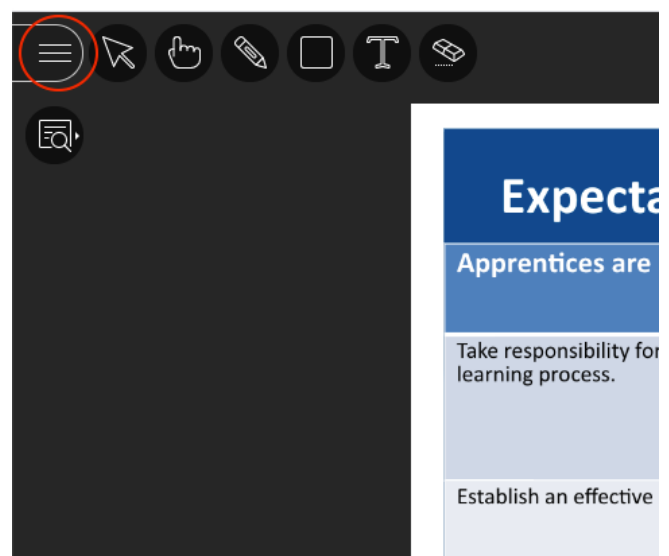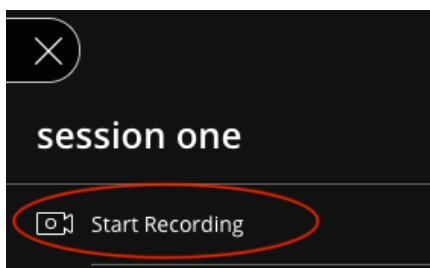
Captured footage includes

1. Any Audio,
2. Any content shared or active speaker video. If both are shared during the session, only the content shared is recorded.
3. Chat messages in the Everyone channel. Private messages and chat messages in breakout groups are not recorded.

This guide assumes that you have created a collaborate session and have already joined that session
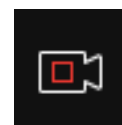
1

Record sessions

Once you have joined your session open the Session menu top left of the window. Then select 'Start Recording'.
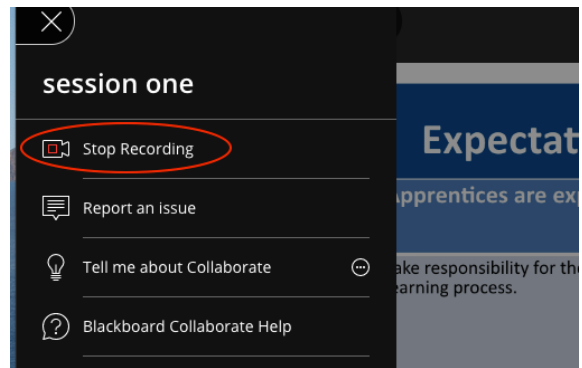
The red dot in the middle of the camera icon indicates that recording has started

2 To finish recording, open the Session menu once again and select Stop Recording.

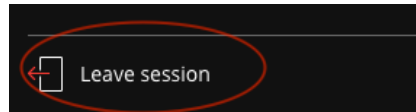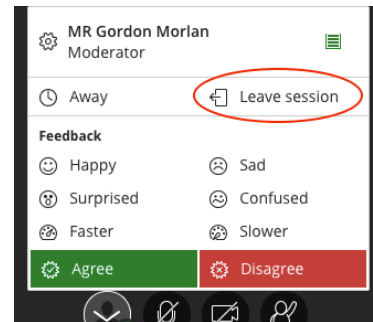Recorded sessions are compressed and saved as MP4 video files

3 **How to access your recorded session.**

Leave your collaborate session by using the link in the "sessions menu" or from the "Status and settings" menu.
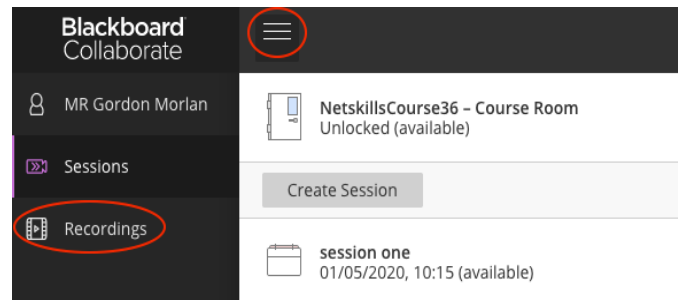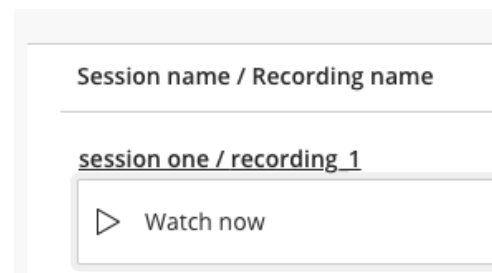
Either **or**

4 From the Collaborate Sessions window click on the menu top left to reveal the recordings link. Click the recordings link to reveal your recording for that session.
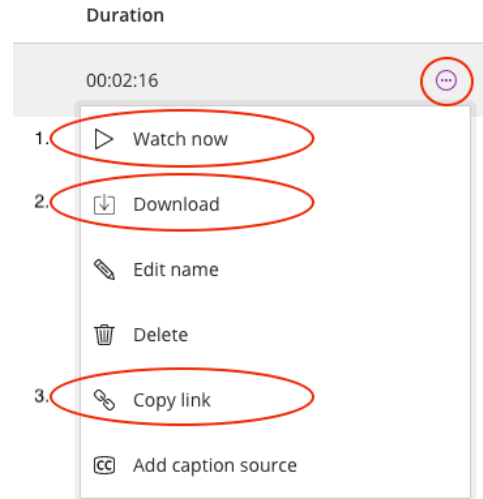

5 Hover cursor over link to reveal the play session button alternatively click on the button on the far left to reveal additional options. Watch now (**Option 1**) will open the recording in the browser.

Duration

00:02:16

Option 2 will let you download the recording as an MP4 movies that you can either upload direct to GCUlearn (if less than 100mb) or upload to Youtube and embed in a content item in GCULearn (recommended).   Alternatively, **(Option 3)** you can just copy the link and add to a content item in GCULearn (Quickest).

1. ▷ Watch now

2. ⤓ Download

    ✎ Edit name

    🗑 Delete

3. 🔗 Copy link

    CC Add caption source

NOTES: