



Download Blackboard Collaborate Recordings

CUNY will retire Blackboard on **December 18th, 2025**. While course archives will be maintained as required by CUNY policy and applicable law, Blackboard Collaborate recordings will not be included in these course archives. We encourage faculty to download any Collaborate recordings they wish to retain.

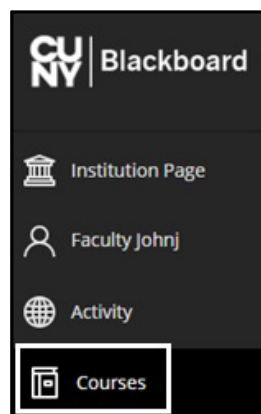
*Please note: Blackboard Collaborate recordings contain student data and must be saved on CUNY storage platforms such as [CUNY Microsoft Office 365](#) to comply with data, privacy, and security restrictions. For further assistance with CUNY Office 365 accounts please contact the **DOIT Helpdesk** at: helpdesk@jjay.cuny.edu.*

Access Blackboard

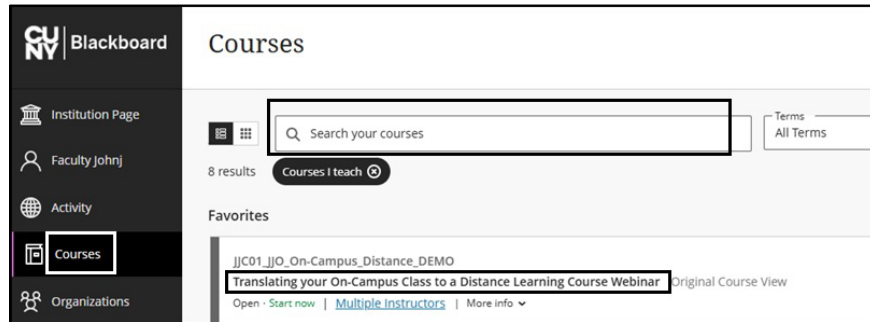
1. Go to <https://www.cuny.edu/> and select **Login** in the upper right. Select **Brightspace/Blackboard** from the drop-down menu. On the right-hand side of the **Brightspace/Blackboard** page select **Log into Blackboard**.
2. On the **CUNY Login** page enter your **CUNY Login credentials**. CUNYLogin usernames are [firstname.lastname##@login.cuny.edu](#)

Download Collaborate Recordings

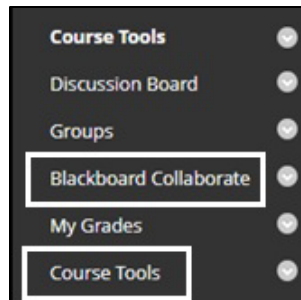
1. Within Blackboard, select the **Courses** icon on the left side menu.



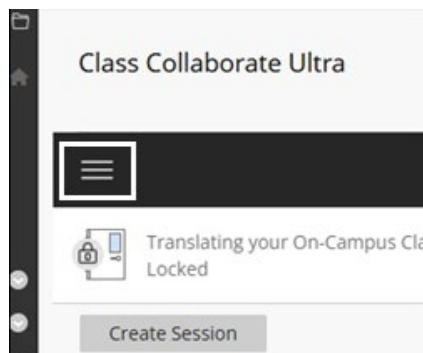
2. Select the **Course** from which you want to download Collaborate recordings. Use the **Search your courses** or **Terms** tools to filter for a specific semester. Select the **Course Name** to access the course.



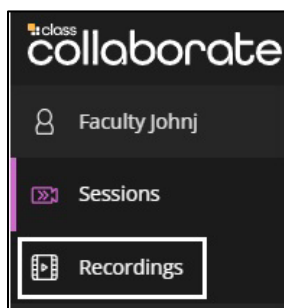
3. On the Course menu, select **Blackboard Collaborate**. If Blackboard Collaborate is not listed on the Course menu, select **Course Tools**. Select **Class Collaborate Ultra** link.



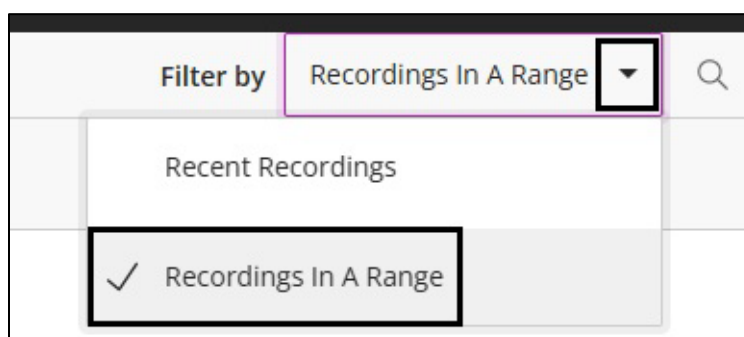
4. On the **Class Collaborate Ultra** page, select the **three-dash menu** in the upper left corner.



5. Select the **Recordings** tab.



6. In the upper right corner, select **Recordings in a Range** from the drop-down filter menu.



7. Enter a **date range** for the recordings. Any recordings within that date range will appear below.

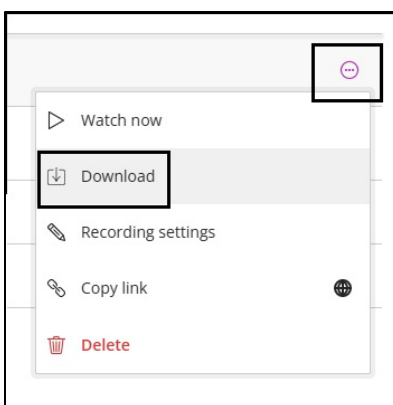
The screenshot shows the date range selection interface at the top, with a date range of 1/1/23 to 3/11/25 selected. Below this, the 'All Recordings' tab is active, displaying a table of recordings.

Session name / Recording name	Start date	Duration
✓ DOES Bb How to... De-clutter Your Course / recording_1	11/15/23, 2:01 PM	01:01:02
✓ DOES Bb How to... Start of the Semester Checklist / recording_1	8/23/23, 2:02 PM	00:26:42
✓ DOES Bb How to... Open Session / recording_1	1/25/23, 2:01 PM	01:06:22
✓ DOES Bb How to... Start the Semester / recording_1	1/18/23, 2:02 PM	00:55:28
✓ DOES Bb How to... Course Copy / recording_1	1/11/23, 2:01 PM	00:48:06

8. To download a Collaborate session recording, select the **Recording Options** (circle with three dots) on the far right-hand side. Select **Download** from the drop-down menu. The recording will automatically begin downloading within the browser and be saved in your device's download folder. It is recommended to move recordings to a CUNY Storage platform such as [CUNY Microsoft Office 365](#). The recording will be downloaded in a .mp4 file format.

Note: These steps need to be followed for each session recording.

Session name / Recording name	Start date	Duration	Access	Closed Captions	Recording Options
DOES Bb How to... De-clutter Your Course / recording_1	11/15/23, 2:01 PM	01:01:02	Public	No captions	⋮
DOES Bb How to... Start of the Semester Checklist / recording_1	8/23/23, 2:02 PM	00:26:42	Public	No captions	⋮
DOES Bb How to... Open Session / recording_1	1/25/23, 2:01 PM	01:06:22	Public	No captions	⋮
DOES Bb How to... Start the Semester / recording_1	1/18/23, 2:02 PM	00:55:28	Public	No captions	⋮
DOES Bb How to... Course Copy / recording_1	1/11/23, 2:01 PM	00:48:06	Public	No captions	⋮



For more information and assistance, please email Office of Digital Learning - Learning Management System Support at LMS.faculty@jjay.cuny.edu