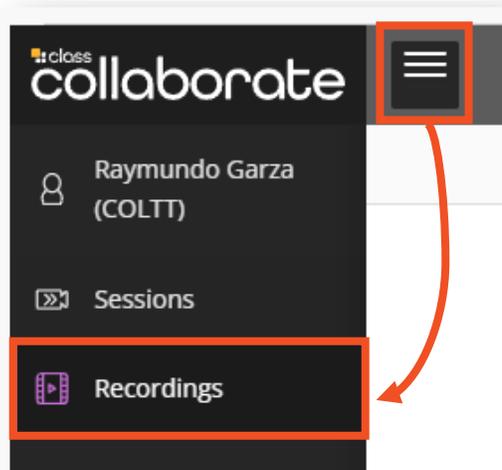


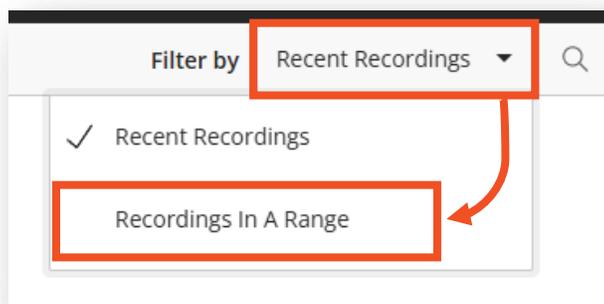
# Downloading Bb Collaborate Recordings

If you need to keep any Blackboard Collaborate recordings, you should download them. You can download Collaborate recordings using the following steps:

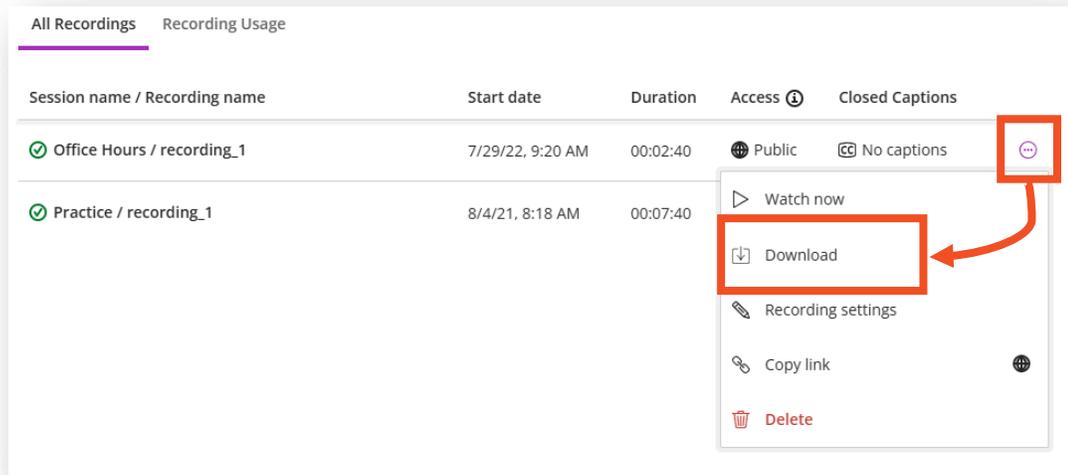
1. Access Blackboard Collaborate within your course.
2. Open the menu and select Recordings.



3. If you don't see the recording you want, click Recent Recordings and select Recordings In A Range. Enter a date range.



4. To the right of the recording you want, click the three dots in a circle icon to access the Recording options.
5. Select **Download**. Save the recording to a location on your computer (save to your local computer or your OneDrive).

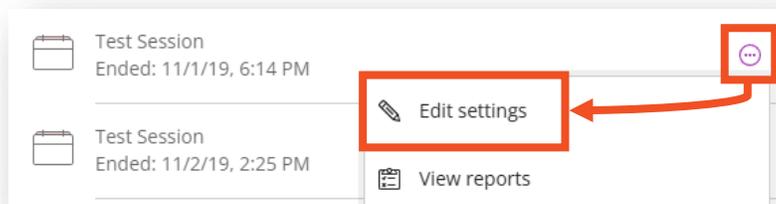


## Allow Recording Downloads

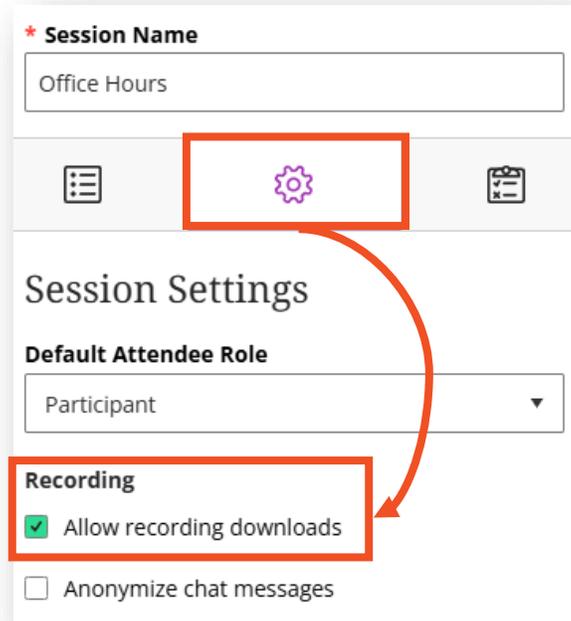
If you do not see the option to download a recording, this may be due to **Allow recording downloads** not being enabled on the Collaborate session at the time of the recording.

You can enable recording downloads by completing the following steps:

1. Find your Collaborate session.
2. To the right of the session, click the three dots in a circle icon to access Session options and select **Edit settings**.



3. Next, expand **Session Settings** and check the box next to **Allow recording downloads**.



4. Click **Save**. You should now be able to navigate to Recordings and download your recordings using the previously stated steps.

Additional Resources:

- [Recordings for Moderators](#)
- [How to Upload Videos to Panopto](#)