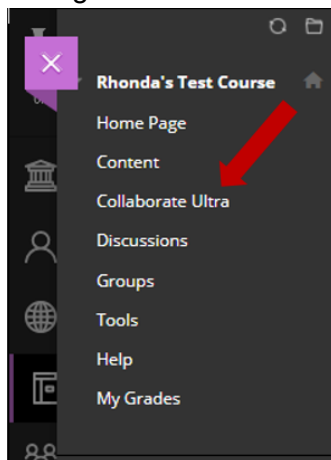


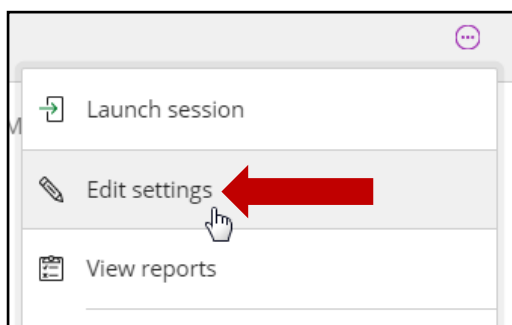
Downloading Recordings with Collaborate Ultra

In order to enable downloads, the instructor first will need to do the following:

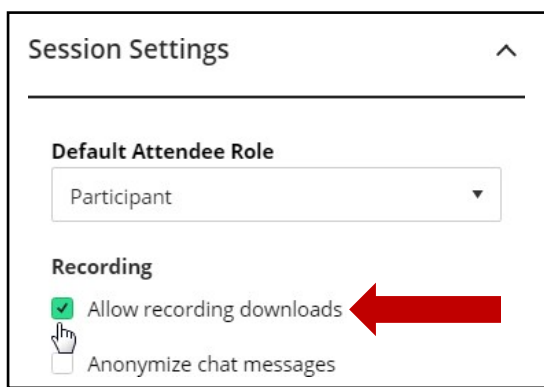
1. Navigate to the course and click on **Collaborate Ultra** link in the course menu on the left-hand side.



2. Click the **settings icon** (⋮) to the right of the course session or course room containing the recordings and then click **Edit Settings**.

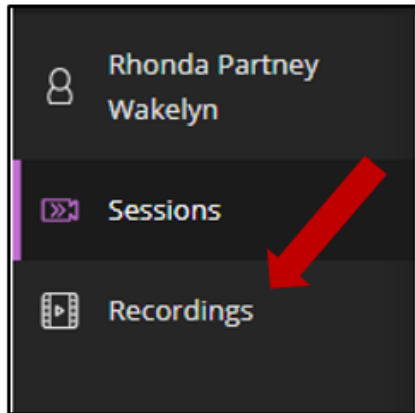


3. Click the **Session Settings** submenu (⚙️). Then under Recording, **check the box** next to **“Allow recording downloads”**. Scroll down and click **Save**.



Downloading Recordings with Collaborate Ultra

4. Students may click on the **menu icon** (☰) in the Collaborate Ultra shell and then select **Recordings**.



5. Next, click the **options icon** (⋮) on the right hand side of the screen next to the recording you wish to download and select **Download** from the menu.

