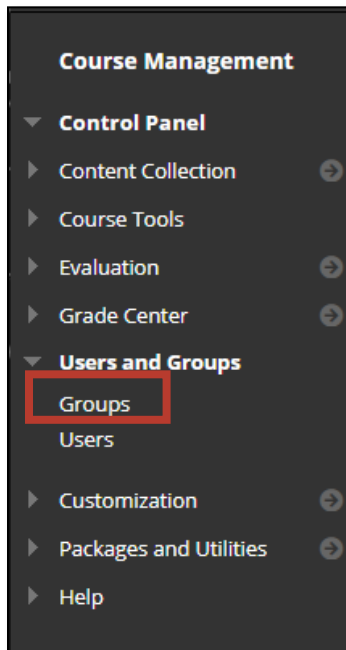
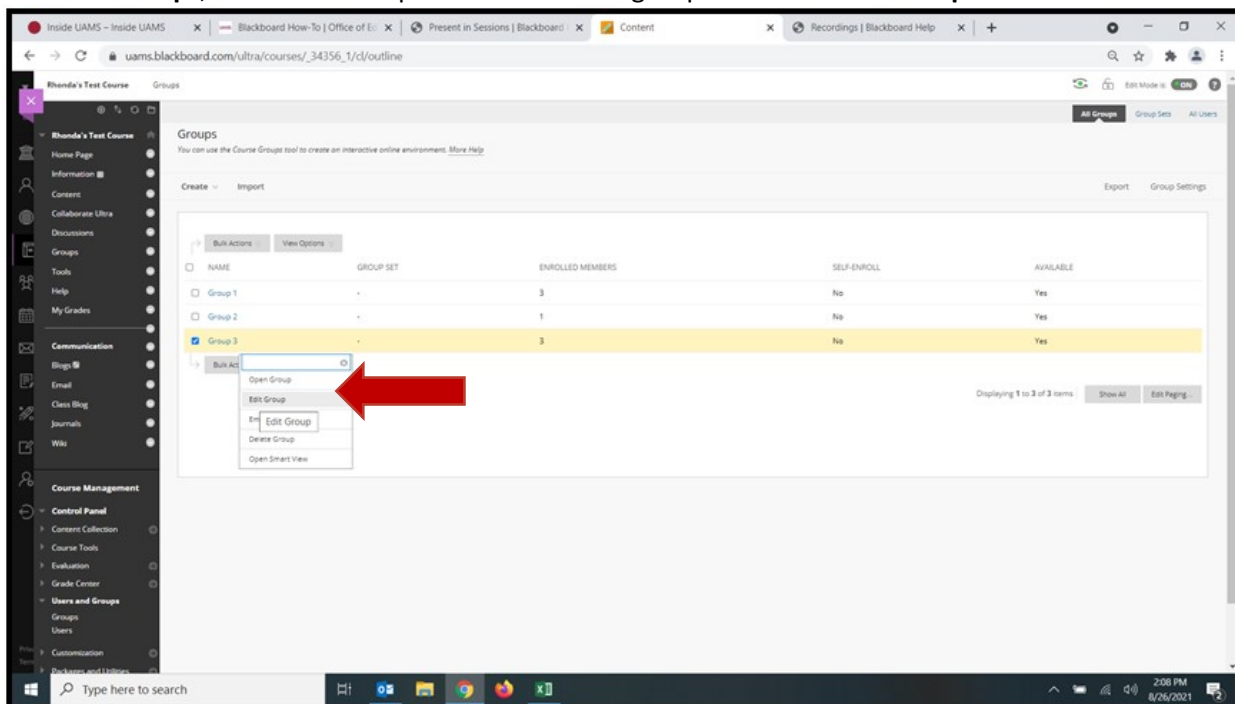


How to Enable Recording in Groups Using Collaborate Ultra

1. On the menu, located on the left side of the page, under **Course Management-Users and Groups** select **Groups**:




2. Under **Groups**, click on the drop down next to the group and select **Edit Group**:



How to Enable Recording in Groups Using Collaborate Ultra

3. Next, scroll down to the area titled **Tool Availability** and select “**Allow all group members to create and access session recordings**”:

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create forums.
 - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Blackboard Collaborate Ultra
 - Allow all group members to create and access session recordings. 
 - Do not allow student group members to create or access session recordings.
- Content Market Tools
- Wikis
 - No grading
 - Grade: Points possible:

The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.

- Academic Materials

4. Scroll to the bottom of this page and click  button to save your updated settings.