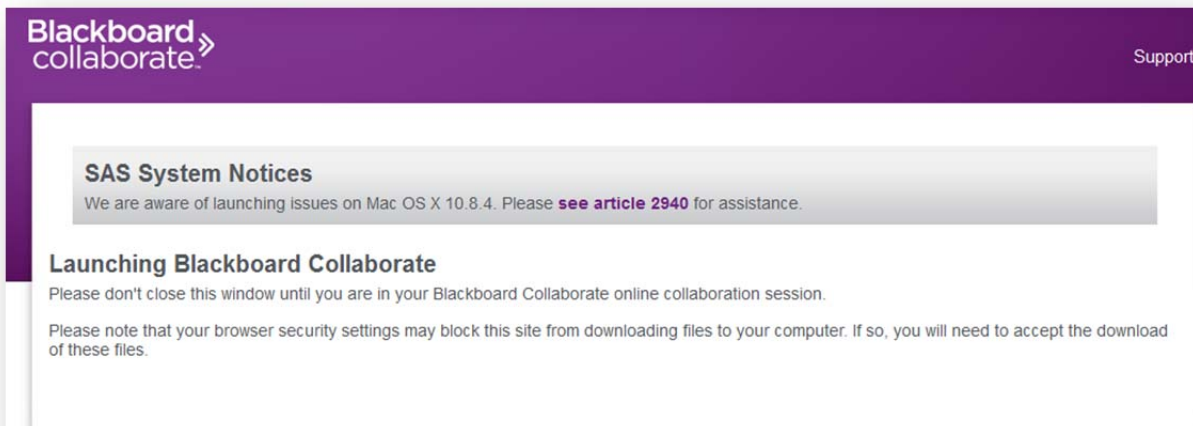


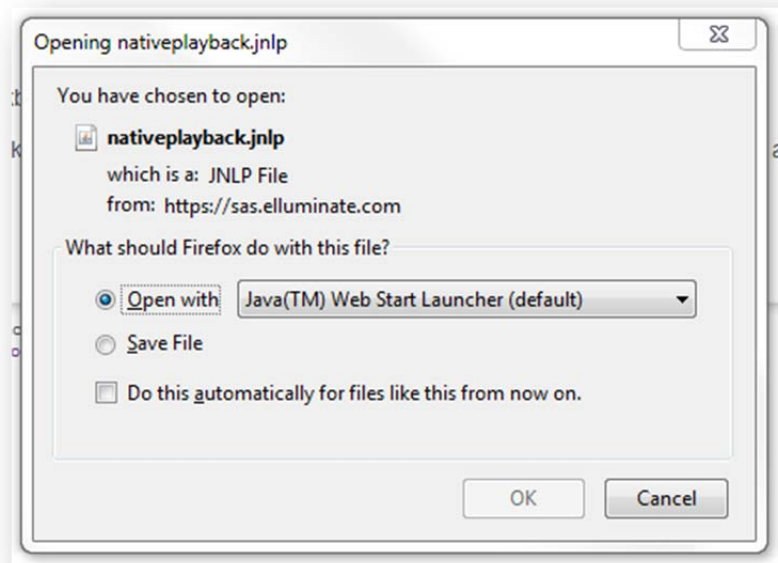
How to View a Blackboard Collaborate Recording

Blackboard Collaborate recordings are playable videos of a recorded Blackboard Collaborate session. To view a Blackboard Collaborate Recording, please follow these steps:

1. Click on the link to the recorded session. You may use Internet Explorer or Firefox to access the link. At the moment, you may have trouble accessing Blackboard Collaborate with Safari or Chrome.
2. You will be taken to a site like the one below. Make sure your browser security settings will not block this site from downloading files to your computer.



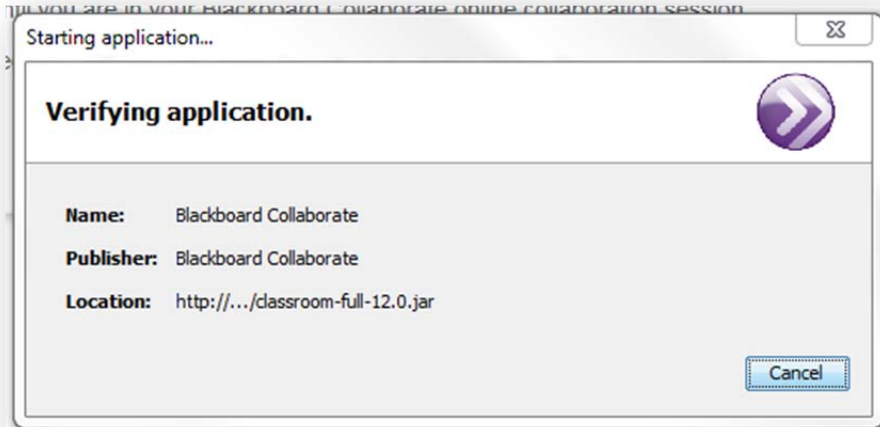
3. A new window or message should pop up asking whether to open or save the file. For Firefox, make sure that **Open with** is set to **Java(TM) Web Start Launcher**. Then click **OK**.



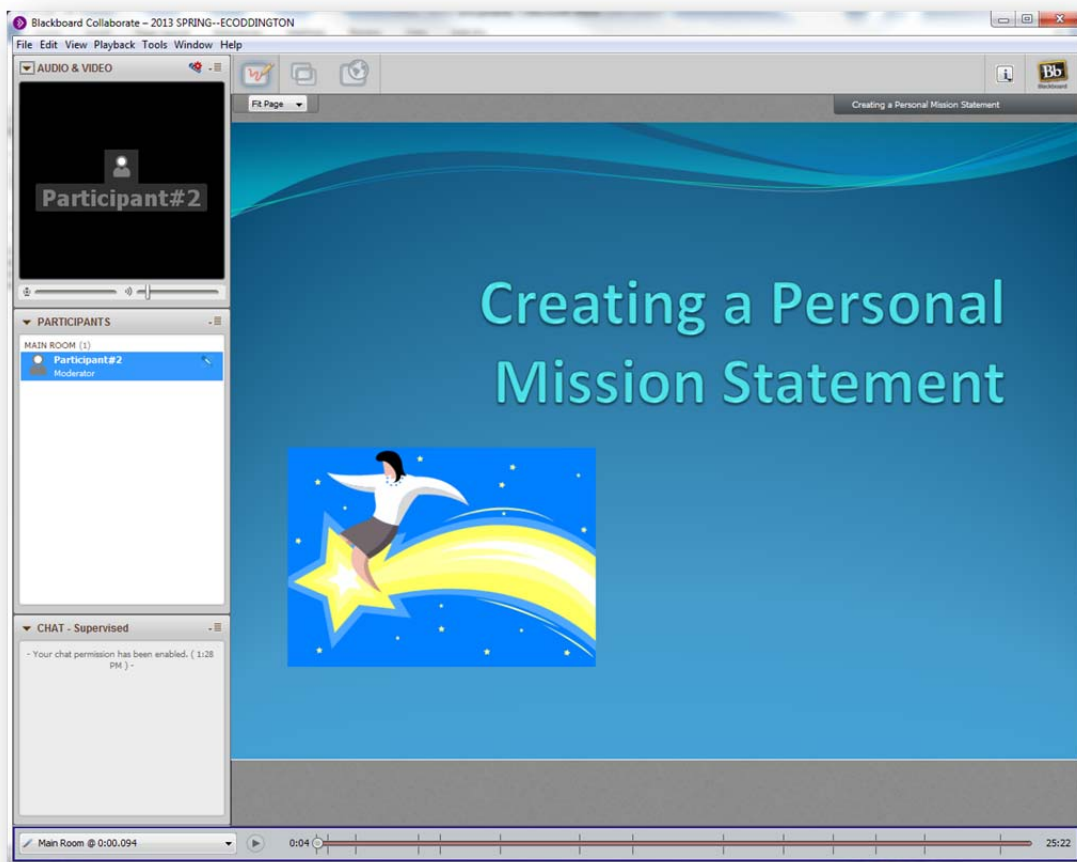
4. For Internet Explorer, click **Open**.



5. The file should download and automatically open for you. You will see a window like the one below. Make sure you **Allow** this application to run on your computer.



6. You will then be able to view the recording. You will see a screen like the one below. The recording should automatically begin playing. You can pause and play the recording with the **Pause** and **Play** button in the lower left side of the screen. **NOTE:** You will not be able to participate in the chat, as this is a recording:



7. Once you have finished viewing the recording and want to exit the program, click on the red **X** in the upper right hand corner or select **File**, then click **Exit**. You will get a message asking if you are sure you want to leave the session. Click **OK**:

