# Transferring Collaborate Ultra Recordings

As of **August 31, 2023**, UFV will be discontinuing the use of Collaborate Ultra as its virtual classroom tool. This means that all access, including stored recordings, will no longer be available after that date.

The following document shows instructions for those instructors wanting to use their Collaborate Ultra recordings in future courses.
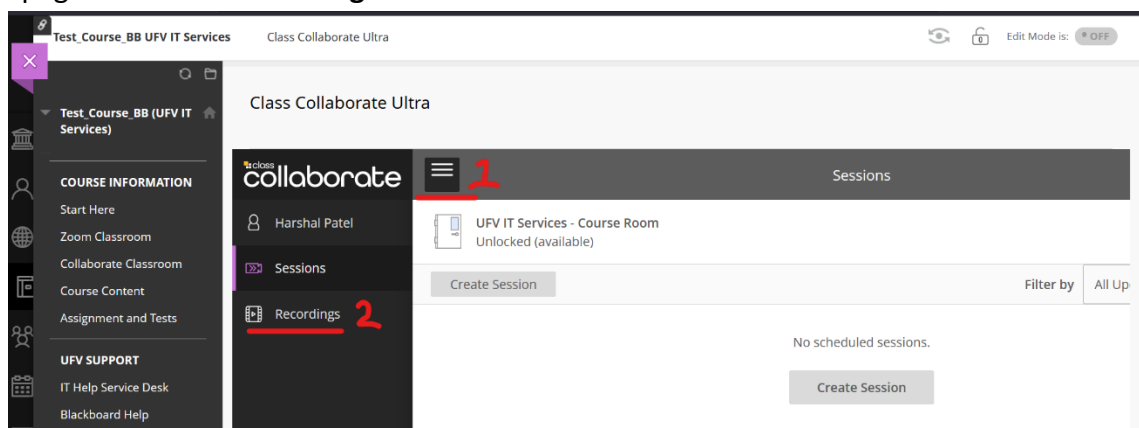
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## Step 1: Download your recordings from Collaborate Ultra

1. Login to [Blackboard](#) and navigate to Collaborate Ultra in your course. It would be named either **Collaborate Classroom**, **Virtual Classroom,** or a name you'd have given.
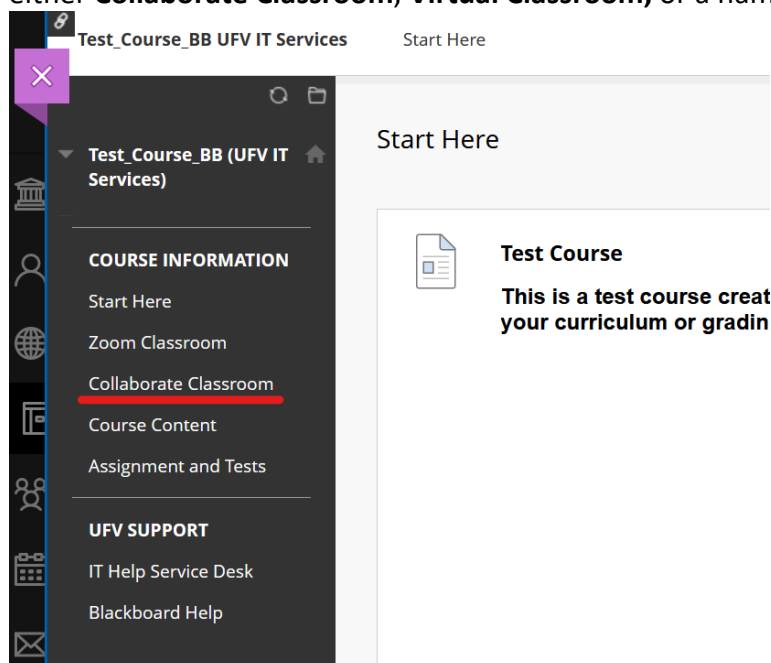
2. Click on the hamburger icon at the upper left corner of the Collaborate Ultra page and select **Recordings.**
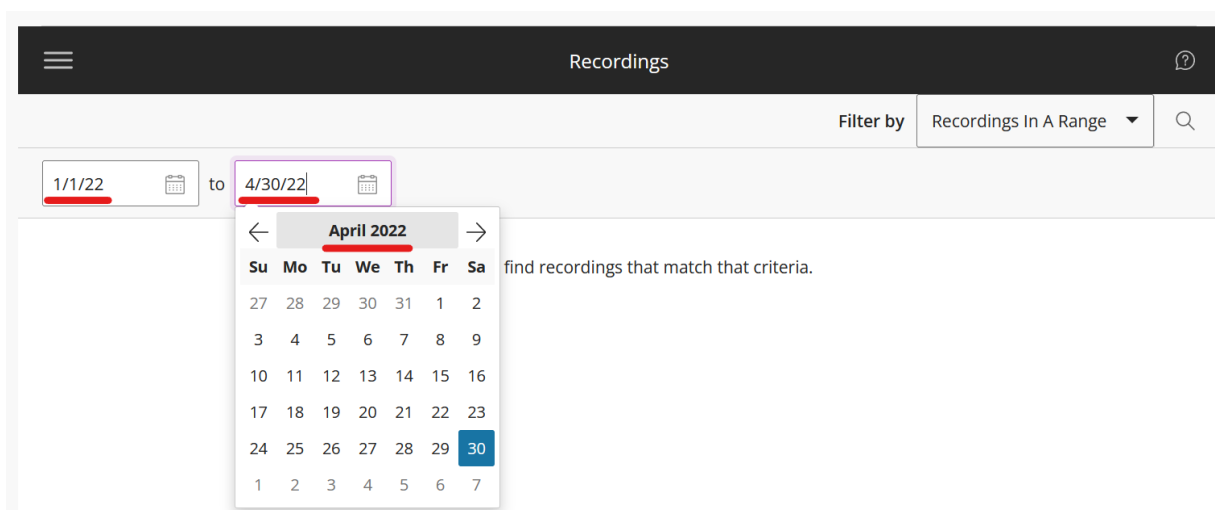

3. In the Recordings tab, if you do not see your previous recordings, go to the **Filter by** option, choose "**Recordings in a Range**."
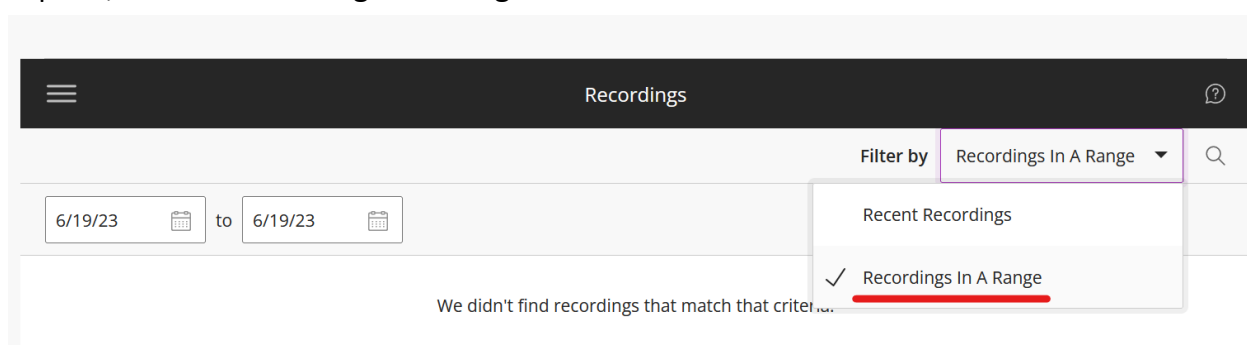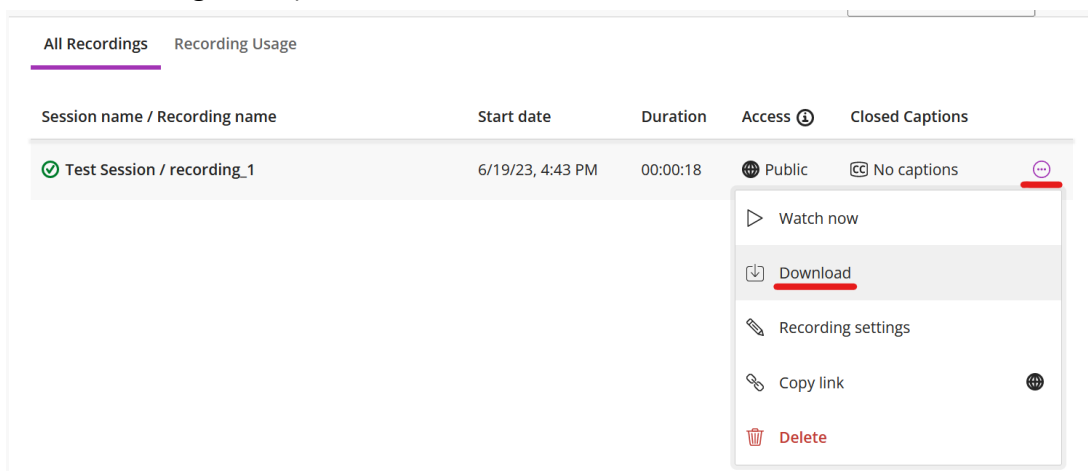

4. Select date frame that includes the entire time frame for your course. For example, choose 1/1/22 to 30/4/22 for Winter 2022 semester course. Click on the month in

the top row to quickly navigate.

5. Select the recording you want to download and click the **Recording Options** (3 dots icon on the right side) and select **Download.**


Note that you will need to perform these steps for all the recordings one by one in each course where you want to save the recordings. **In case your recording is from a Summer 2021 or a prior semester course, or have 15+ recordings in the course and wish to download them in bulk, please submit a request here. Provide course CRN, recording date (approximate range).**
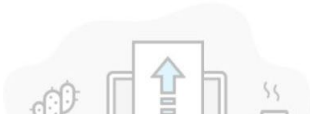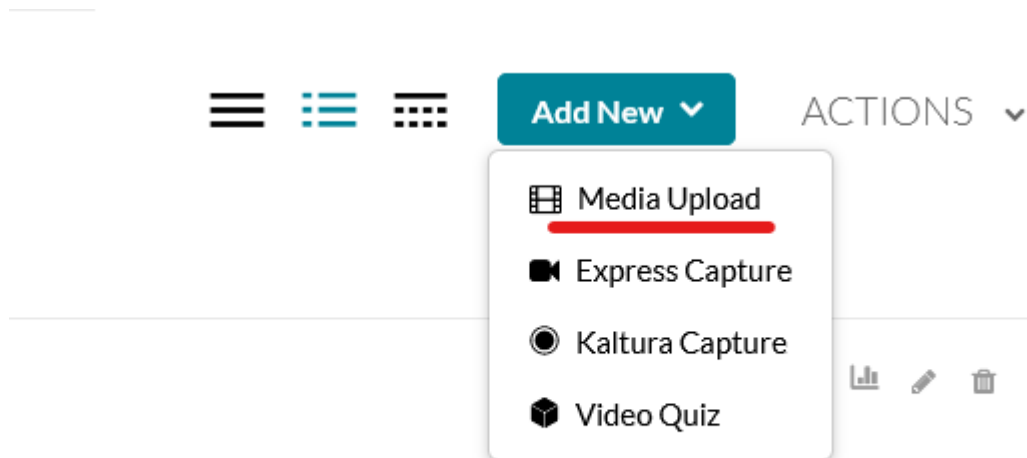
Upload to Kaltura

1. Login to [Blackboard](#) and navigate to **Tools > Kaltura myMedia LTI**.
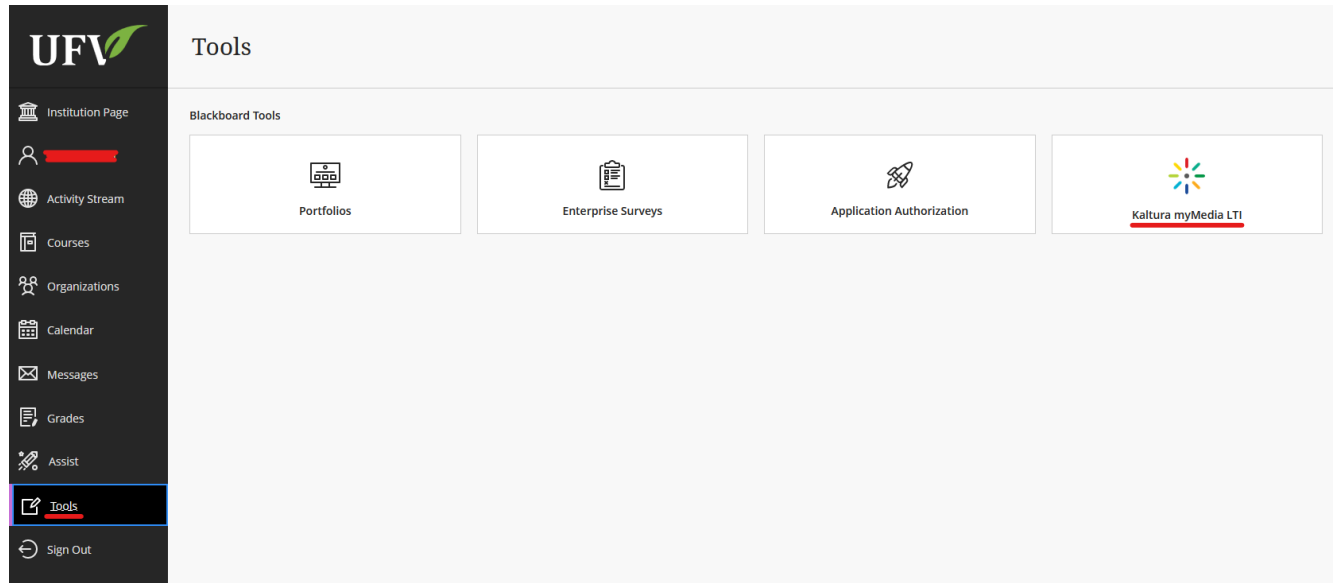
2. In the **myMedia** page, Click **Add New** and select **Media Upload.**

3. Click on **Choose a file to upload** and upload your Collaborate recording file.


4. Enter information about the media in the required fields. You will need to provide a description and a tag if you later wish to publish the video. Click **Save** and your video will be uploaded to **Kaltura myMedia**.

   Remember to contact the copyright holder to ensure you have permission to share if the video is not your own intellectual property.
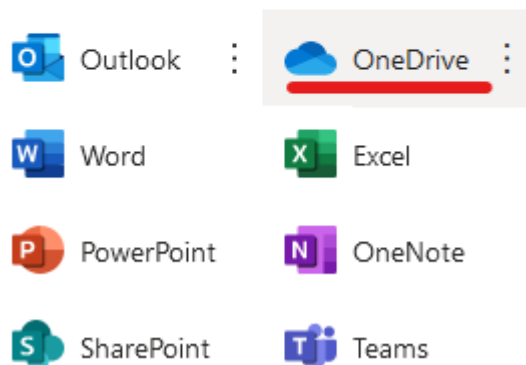
   Refer to instructions [here](#) if you wish to upload the video to a course media gallery or for any Kaltura "how-to"s.
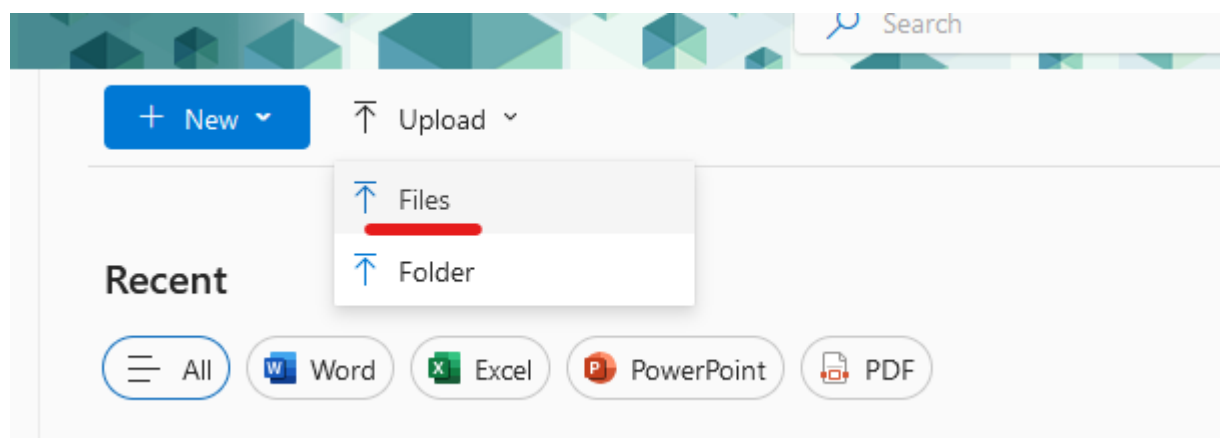
Upload to OneDrive

1. Login to OneDrive at office.com in your web browser.
   a. Username: Firstname.Lastname@ufv.ca
      Password: your Outlook/computer login password
2. Navigate to OneDrive by clicking on the App Launcher icon on top-left side of the screen.
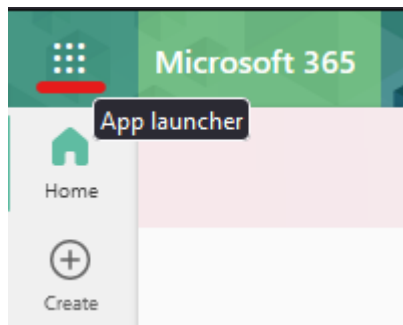
**3.** On the interface, click **Upload** and then choose **Files.**

4. In the pop-up window, choose the Collaborate recording files you want to upload.
   a. For organizational purposes, we recommend creating a new folder to upload recordings, with the name of the folder set as the course's name (or CRN).

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This will also be efficient if you need to share recordings with another faculty or students since you will only need to share the folder and not individual files.

5. Once the video is uploaded, click the "more options" button (three dots icon) next to the file name and click **Copy link** to generate a shareable link.
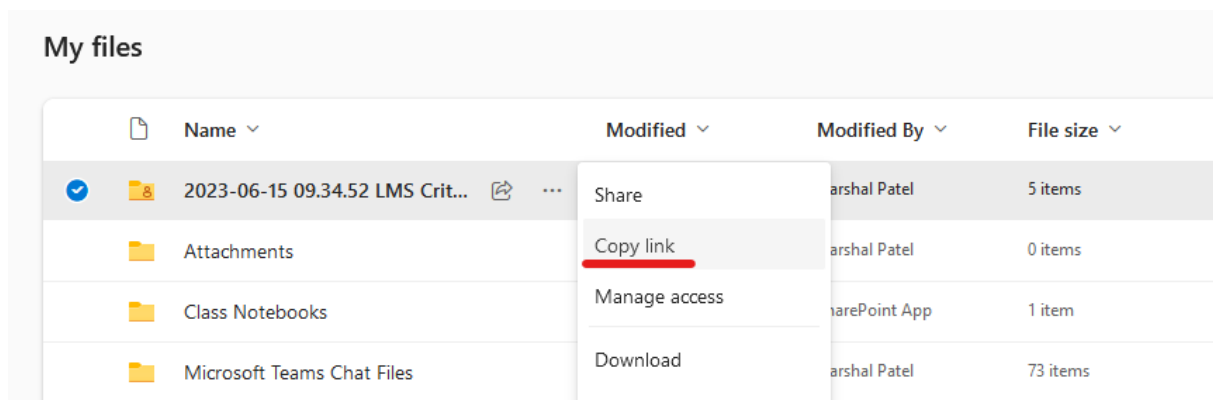
6. A pop-up window will appear saying **Link copied**. You can manage share settings by clicking **People with existing access can use the link**.
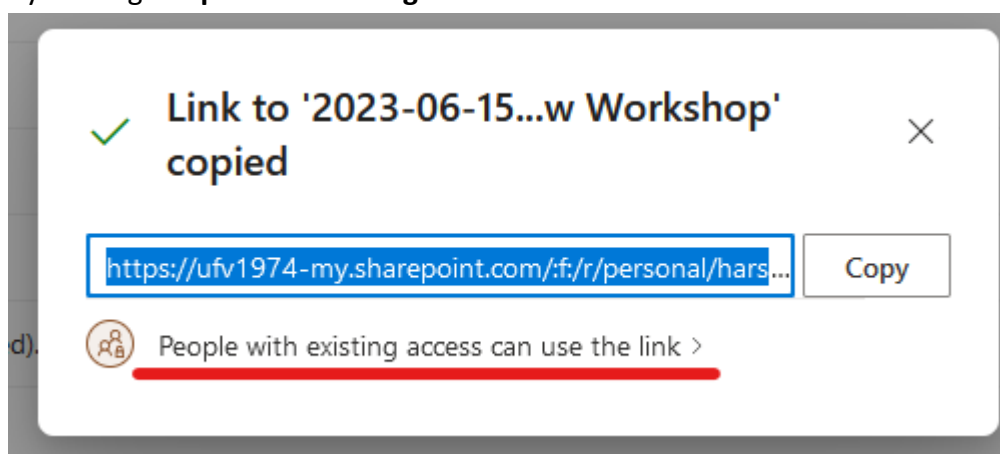

7. Choose an option depending on who you want to share the link with:
   a. People in University of the Fraser Valley (anyone with the link who is a UFV student/faculty/staff will have access)
   b. People with existing access (if you have already shared the link with people)
   c. Specific people (if you choose this option, you will need to specify by entering the person's UFV email address or name or group).
      • If you are sharing a folder, you can also select if the person can view or edit. If you want to allow the person to upload their files to this folder, allow edit.

More settings

◉ Can view ⌄

✎ **Can edit**
Make any changes

◉ **Can view**
Cannot make changes

- If you do not want the person to download the file, **block download**.

⊖ Block download ⬤ On

[Apply] [Cancel]

Note: If several instructors wish to share a series of videos in their course sections from a previous version of the same course, the easiest way to do this will be for one instructor to upload all the Collaborate Ultra recordings to OneDrive in a folder, and then share the link with other instructors. The instructors can choose the video(s) that they would like to use, and then upload it totheir respective Kaltura myMedia platforms on Blackboard.

Courtesy: This document is inspired from UBC's Learning Technology Hub instructions found here.