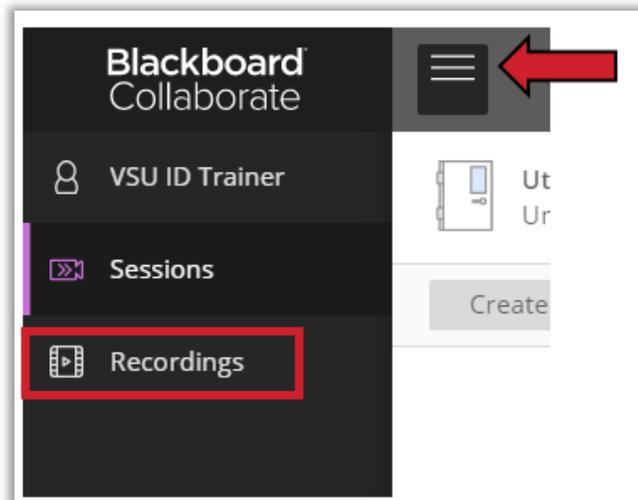


How to Secure and Share a Collaborate Ultra Recording

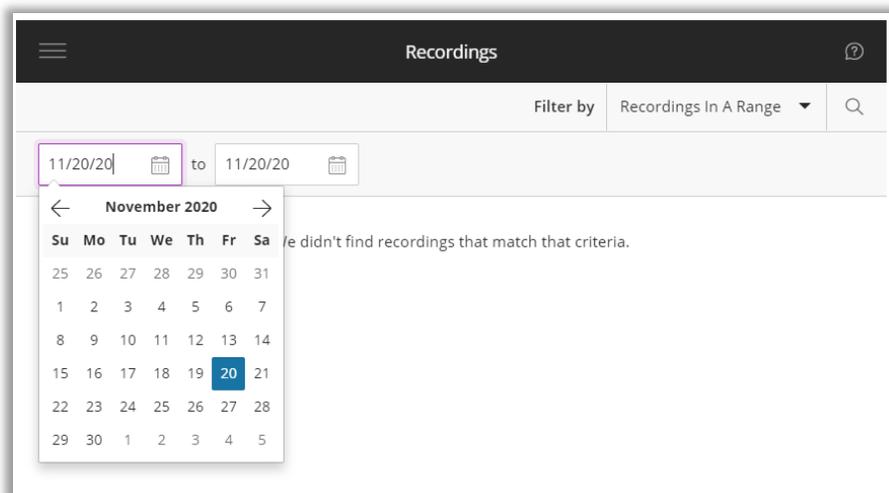
To download a Collaborate Ultra recording, protect it with a password, and share securely, follow the steps below:

Locate and Download a Collaborate Ultra Recording

1. Click the three-line Menu icon in the top left of your Collaborate Ultra window and select **Recordings**.



2. If you don't see the recording you want listed, you can locate it with one of the following methods:
 - a. Filter by Recording in a Range, selecting the date range using the date fields.
 - b. Click the magnifying glass icon to search for your recording by entering the session or recording name.

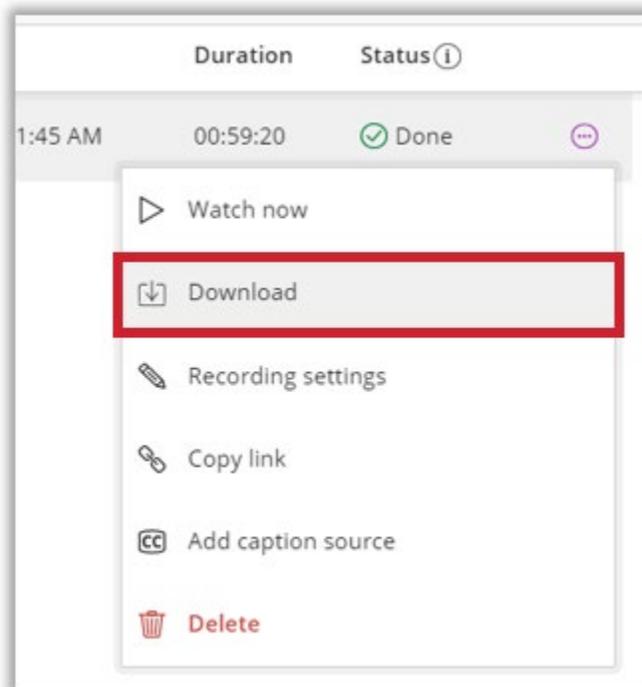


3. Once you locate your recording, click the **Recording Options** icon.

Session name / Recording name	Date	Duration	Status	Recording Options
May 11 / recording_1	5/11/20, 11:45 AM	00:59:20	✓ Done	⋮



4. Select **Download** from the menu that opens and save the video to an easily accessed location on your computer.



The screenshot shows a dropdown menu for a recording. The menu items are:

- Watch now
- Download** (highlighted with a red box)
- Recording settings
- Copy link
- Add caption source
- Delete

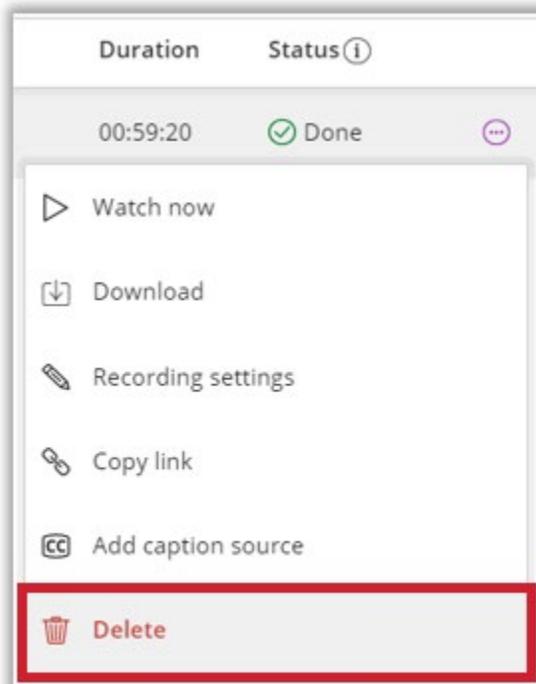
Delete a Collaborate Ultra Recording

1. Find the video you want to delete in your Ultra Recordings.
2. Once you locate your recording, click the **Recording Options** icon. Screenshot of session name in list with an arrow pointing to the recording options icon.

Session name / Recording name	Date	Duration	Status	Recording Options
May 11 / recording_1	5/11/20, 11:45 AM	00:59:20	✓ Done	⋮



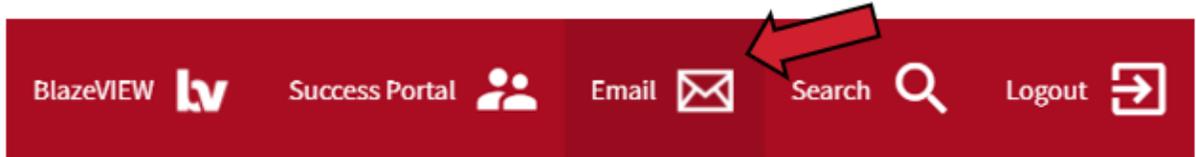
3. Select **Delete** from the menu that opens.



Upload a Collaborate Ultra Recording to OneDrive

To access your VSU OneDrive

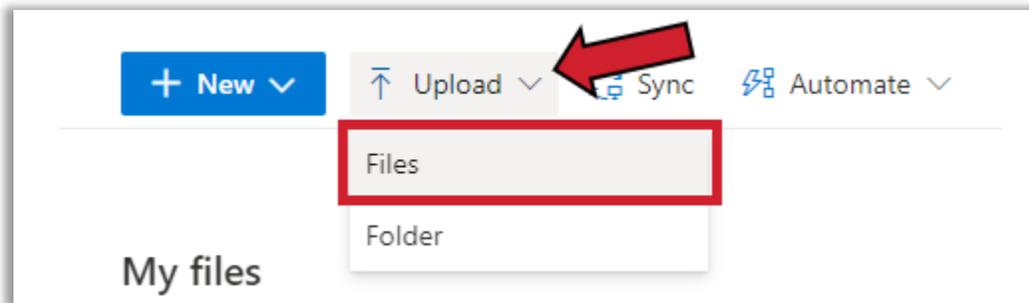
1. Sign into your MyVSU page.
2. Click the email icon on the Navigation Bar at the top of the page.



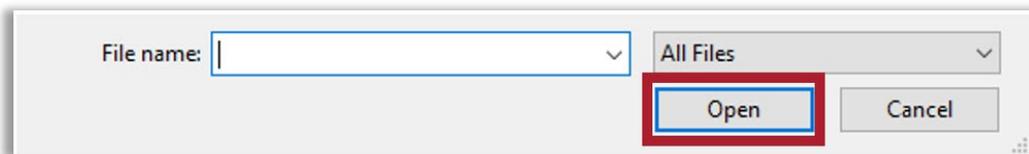
3. Select the app launcher icon  in the upper left corner, then select **OneDrive** from the list of available apps.

To upload files or folders to your VSU OneDrive

1. Click **Upload** and select **Files**.

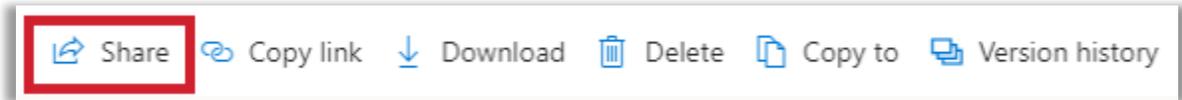


2. Navigate to and select the file you want to upload into OneDrive, then click **Open**.

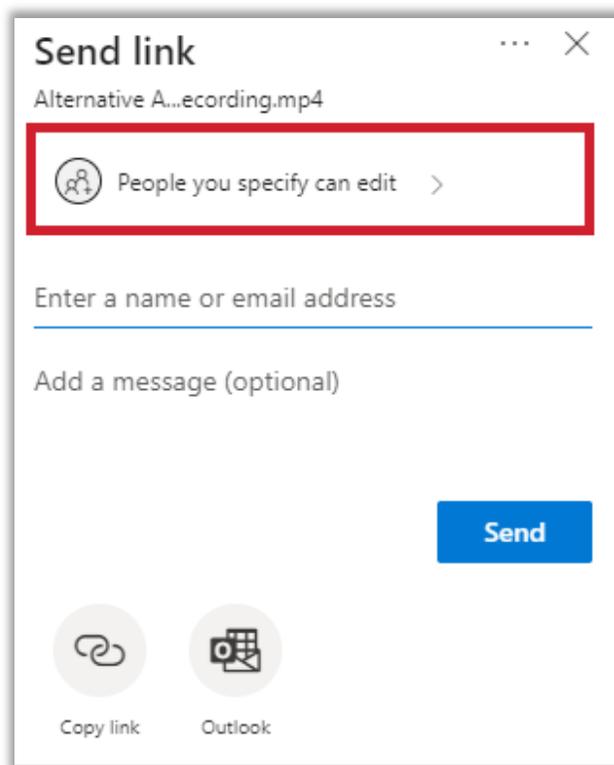


Share a Recording from OneDrive to BlazeVIEW

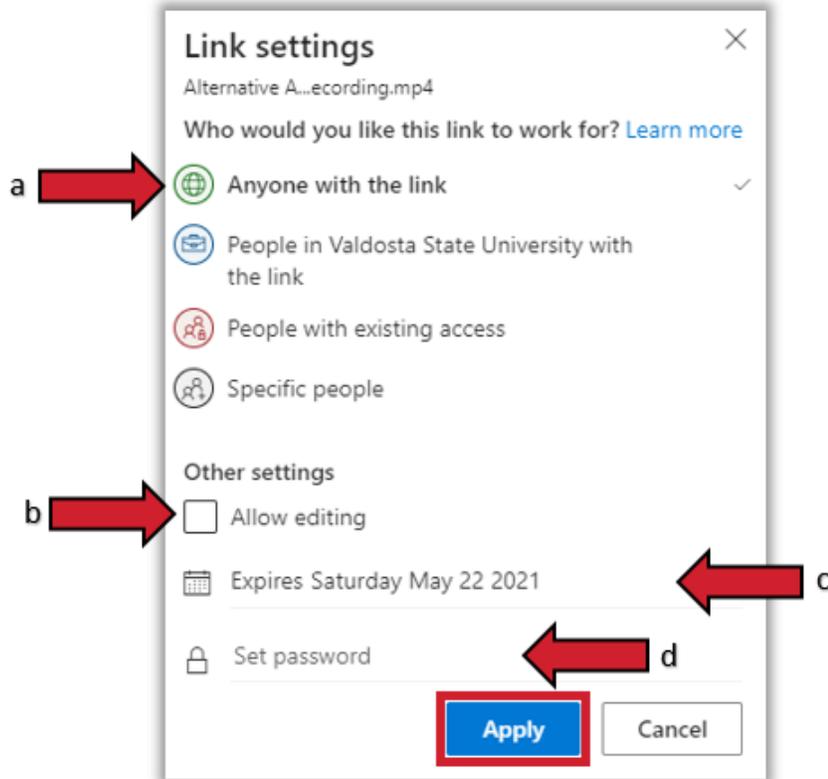
1. In your browser, locate and open your recording file in your **OneDrive**.
2. Click **Share** on the Navigation Bar at the top of the page.



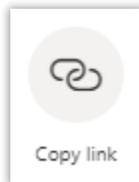
3. Click **People you specify can edit**.



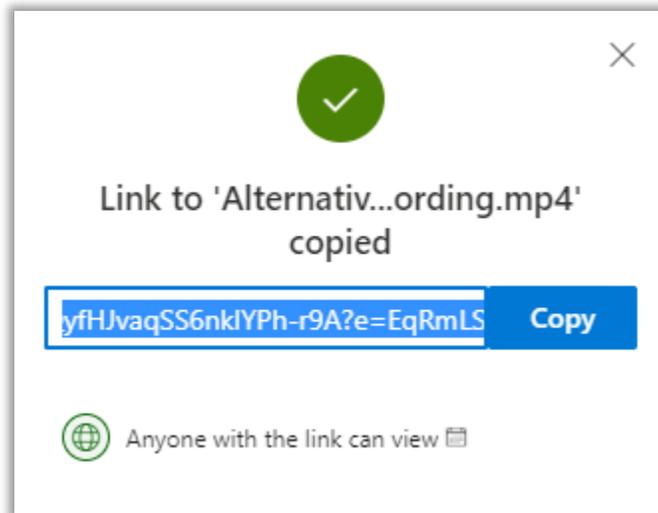
4. On the **Link settings** panel, set the following options:
 - a. Select Anyone with the link
 - b. Uncheck the box next to Allow editing
 - c. (optional) Using the date selector tool, enter a date when the link will expire (ex. End of term date).
 - d. (optional) Set a password the users must enter to access the file.



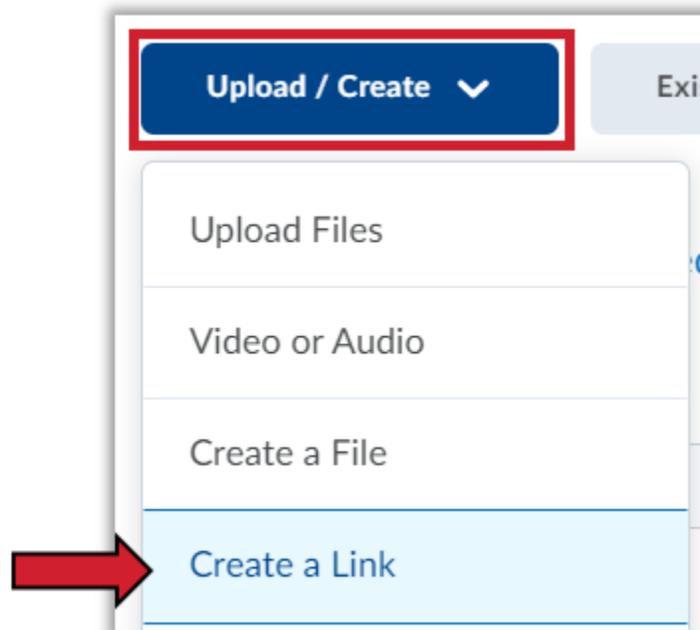
5. Once these options are set, click **Apply**.
6. On the panel that opens, click the **Copy link** icon.



7. A panel will open letting you know your link has been copied and displaying your link so you can copy it again if you would like to.

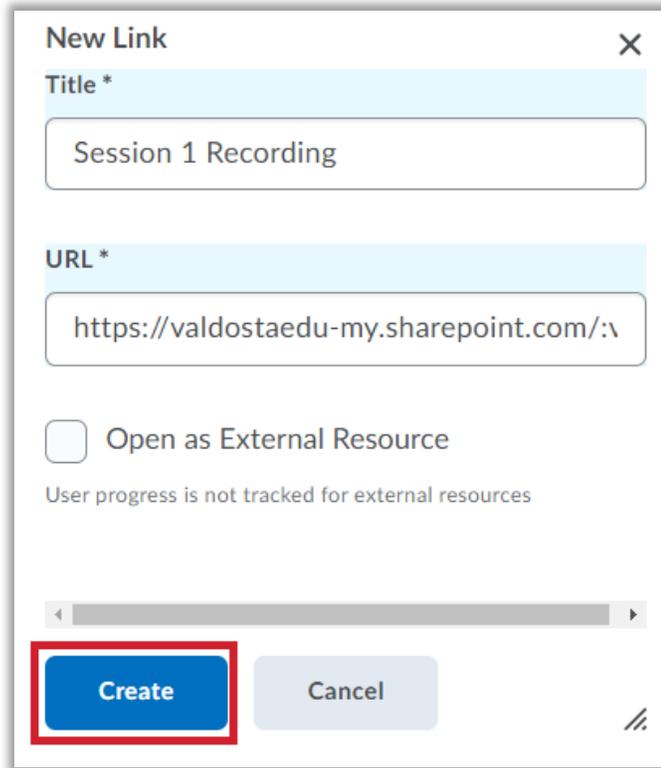


8. Open your BlazeVIEW course.
9. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.
10. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.



11. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create**.

*Optionally, you can click the box for Open as External Resource so the link opens outside of BlazeVIEW. However, user progress will not be tracked if it is opened externally.



12. The first time a student accesses this recording link from a computer, the student will need to enter the password you have set for the shared link.

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).



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