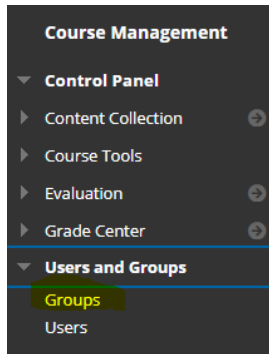


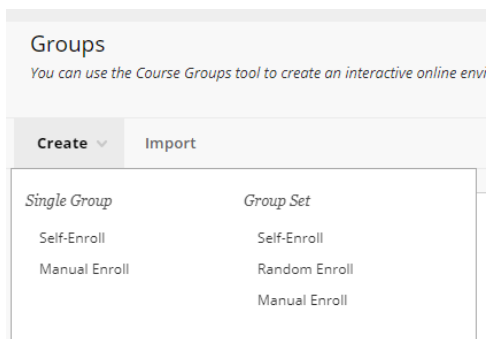
## Using Bb Collaborate for Group Discussion and Recording Group sessions

### Setting up Groups for Group Discussion and Recording Group sessions

- In your blackboard course scroll down below Course Management
- click Users and Groups.
- Click Groups

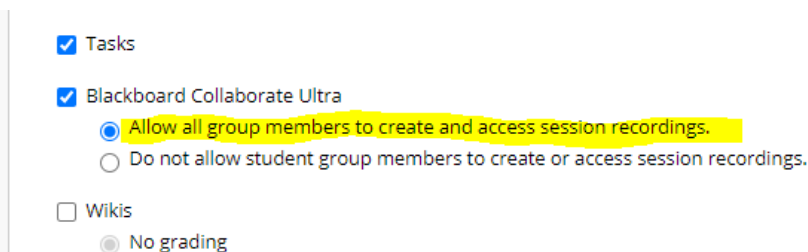


Click the type of Group you want to create



To assist students in locating the items you want them to use, it is advised that you un-select all Tools they will not need.

- Under **Blackboard Collaborate Ultra** faculty must tick the option **Allow all group members to create and access session recordings.**
- The ability to record will not be available to the students unless this option is chosen.



Proceed with your normal Group sets up options.

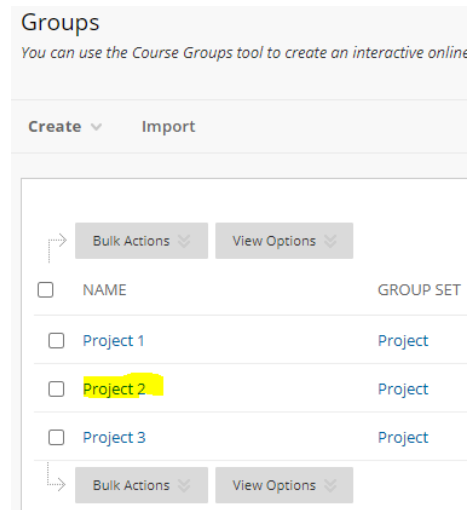
## How Faculty view group recordings

The Group Recordings are not viewed in the usual Bb Collaborate area. All recordings created in Groups are accessed/reviewed from within the student Groups.

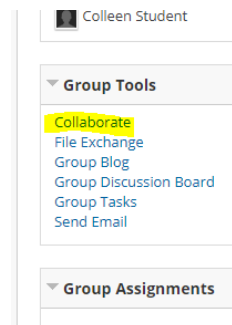
Go to **Users and Groups**

Select **Groups**

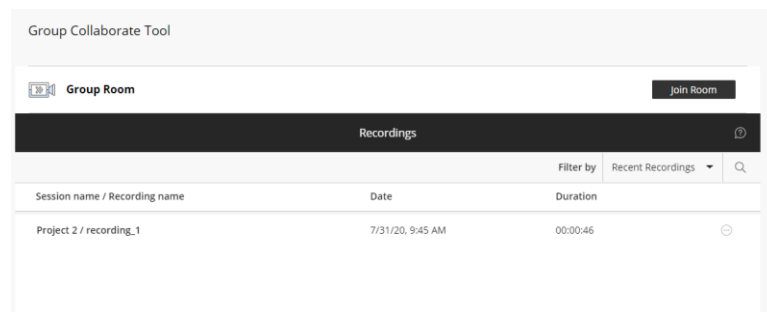
Click the **group name** (*not* the drop-down arrow at the end of the group name)



Click **Collaborate**

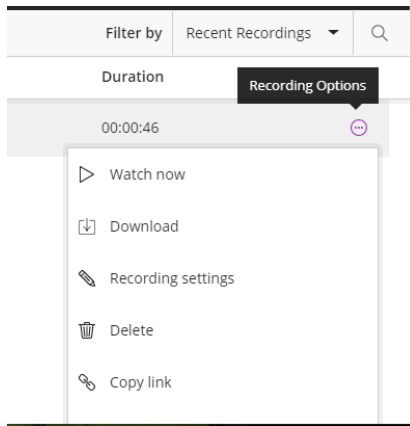


All recordings will appear Under the black Recordings strip



Students do not have the ability to delete recordings. Faculty are able to delete recordings if requested.

Students do not have the ability to obtain a URL to their Groups recordings. Faculty may get the URL to a group Recording. If the presentation is to be made available to the full class, the faculty member will need to post the group Recording URL.



As with all Collaborate Recordings it can take several minutes before the recording will appear after all members of the session have logged out. During very busy times it may take up to an hour.