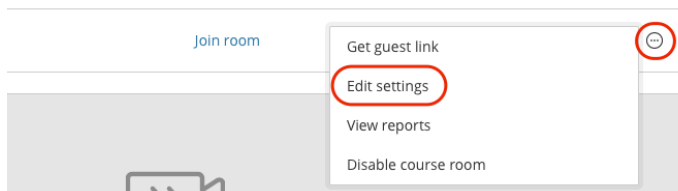# Recording Chat in Collaborate Ultra

** NEW feature as of 2/4/2017

While recording in Collaborate Ultra, all chat is recorded. By default, all usernames are included in the chat (if students are chatting). When the recording is played, the full chat text appears in the normal chat window. As the recording plays, the chat relevant to the moment is highlighted so you can easily follow the progression of the recording in sync with the chat.
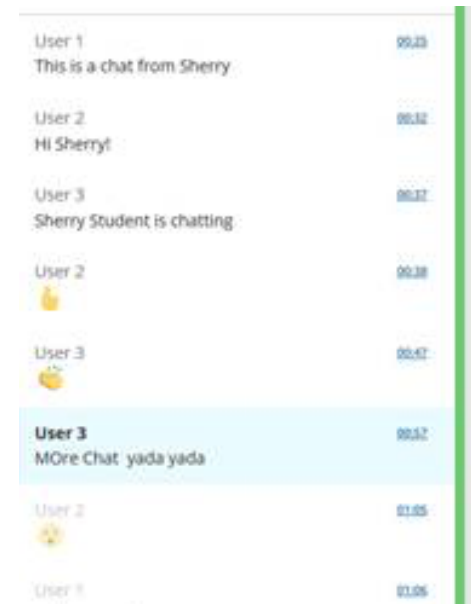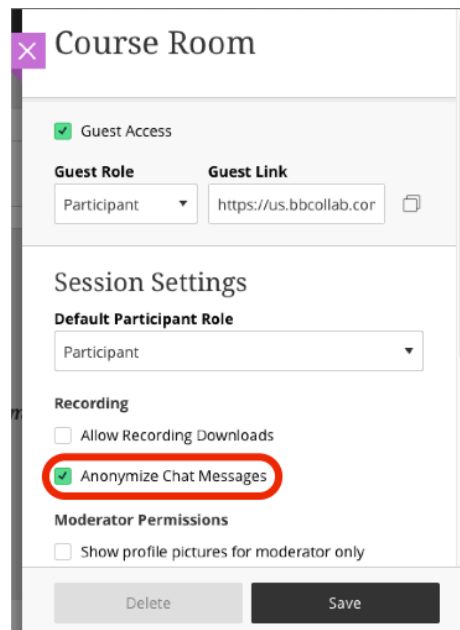
Anonymous Chatting

Before going into the session, faculty may request the recorded chat by anonymous. Usernames will appear as: User 1, User 2, User 3...

1. Click Course **Room Options** and select **Edit settings**

2. Check **Anonymize Chat Messages**

Turn Chat Off

To not include chat in recordings, the chat function must be turned off prior to recording

1. Open **Collaborate Panel** and click **My Settings** (gear)
2. Click **Session Settings**
3. Uncheck **Post Chat Messages**