


How to make Blackboard  
Collaborate recordings  
available to students?

# Steps to Follow:

1. Go to and Log on to <https://ca.bbcollab.com/> (Blackboard Collaborate)
2. On the left hand side menu, click on **“Recordings”**
3. You would then see a list of recording from previous sessions on the right
4. Click on the **eclipses**  icon/button
5. Go to **“Recording settings”**
6. Check/Select the **“Allow public access”** check box
7. Click on **“Save”** button

# Instructions to students

- i. Once logged on to **Blackboard Collaborate** (<https://ca.bbcollab.com/>)
- ii. On the left hand side menu, click on “**Recordings**”
- iii. You would then see a list of recording from previous sessions on the right
- iv. Click on the **eclipses** ☰ icon/button
- v. Select “**Watch Now**”, the recording from the selected previous session will start playing after a few minutes.

Thank you