



By Rochelle Johnson

Chicago State University (CSU) will be replacing Blackboard Collaborate with a new open-source synchronous conferencing tool called BigBlueButton in July 2015.

[\*\*Click here to view overview video\*\*](#)

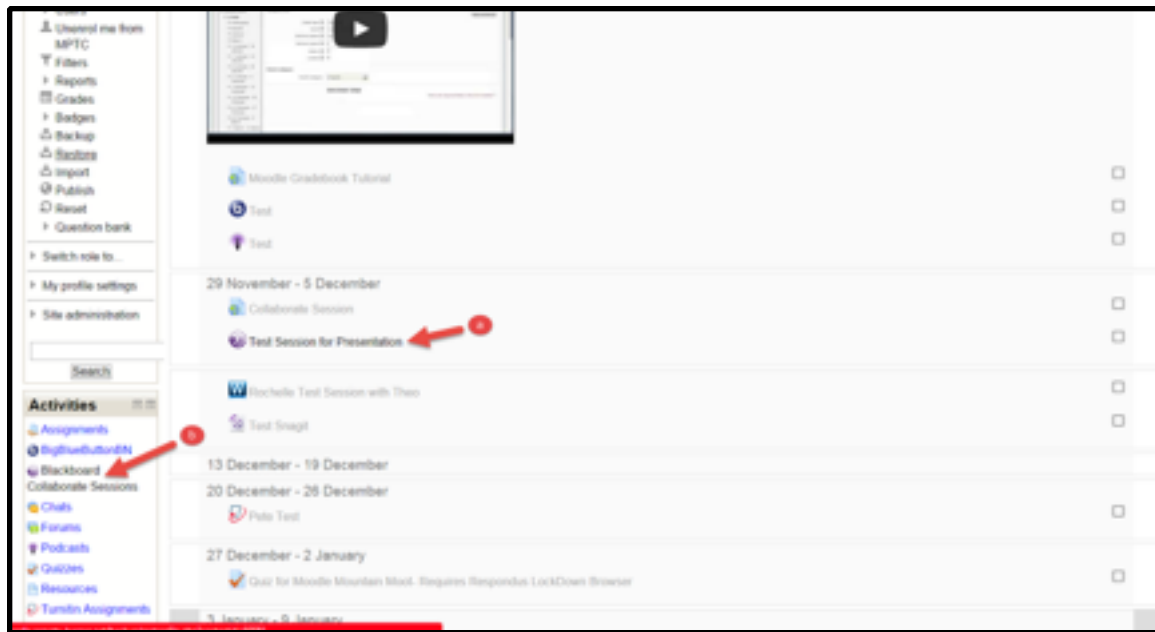
(Best viewed in fullscreen mode, click play)

If you have recorded lectures of any of your course meetings in Blackboard Collaborate, **now** is the time to convert those important recordings into video files and download them. These files should be moved to an area outside of Moodle by June 30, 2015. After June 30, 2015, you will no longer be able to retrieve the recordings; they will be lost forever.

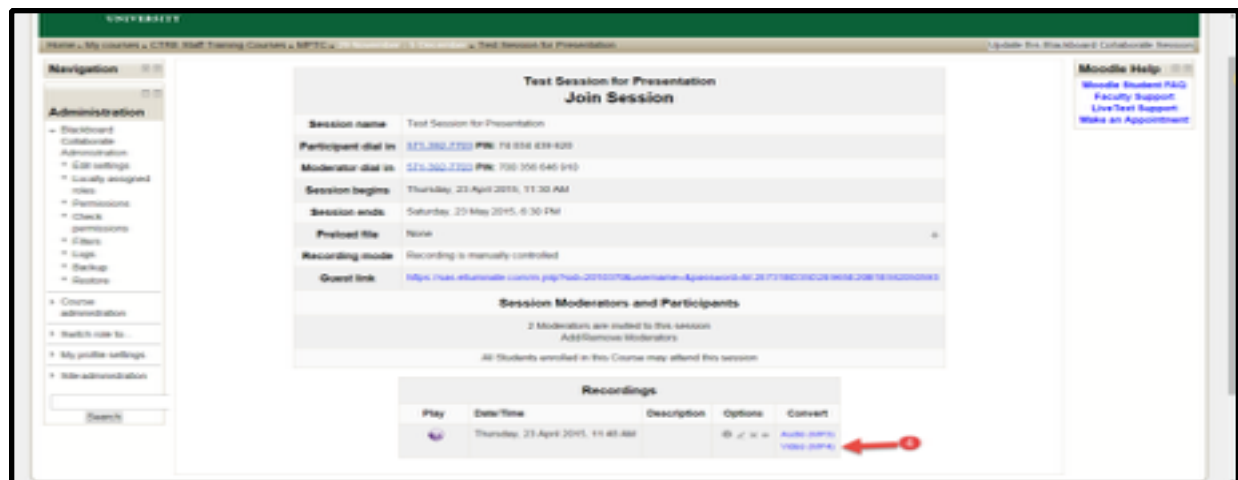
To help you get started the following directions are provided. In addition, a video is available in the Instructor's Resource and Training Course in Moodle under Collaborate Guides.

**To get started you will need to login to Moodle.**

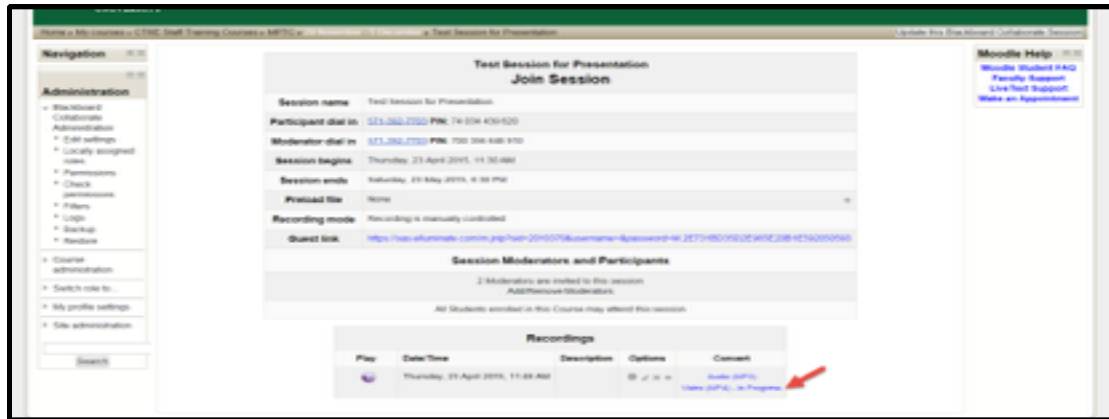
1. Login to Moodle and navigate to the Collaborate area of your course.
2. (a) Click the link to your Blackboard Collaborate recording or (b) click the **Blackboard Collaborate Sessions** link under your **Activities** block.



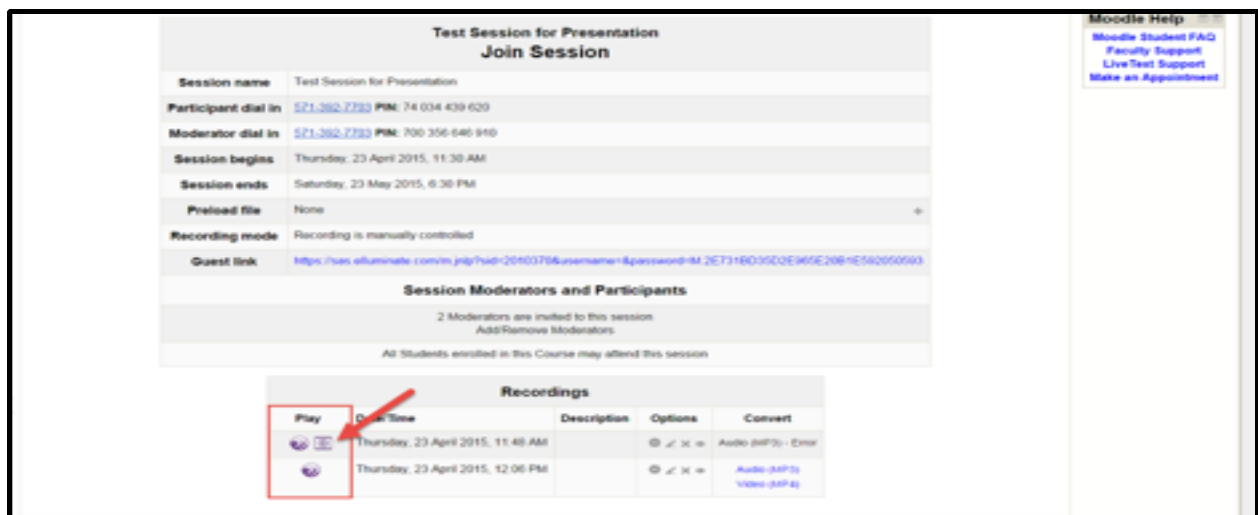
3. Find the row for the recording you want to save as a video file.
4. Click the Convert link in the far right hand column labeled Video(mp4) to begin the conversion process.



*Please note! The video conversion process may take up to 24 hours.*



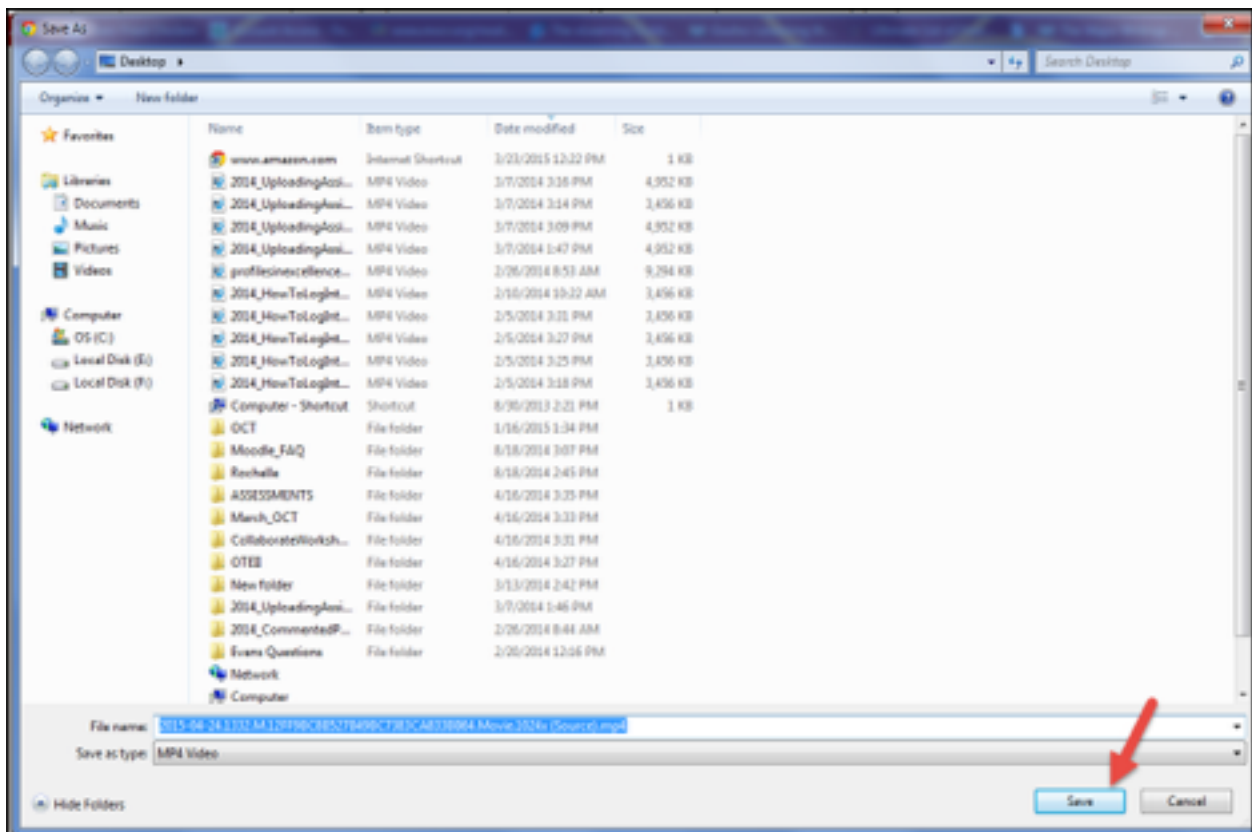
5. When the recording is finished converting, click the Video (mp4) icon that appears under the Play column to access the movie.



6. On the next screen, click the Download button. You may have to click more than one time...



...next select “Save File” in the dialog box to save the video to your computer’s download folder...



7. We suggest you move the files out of your Download folder to your hard drive, an external drive, or a file hosting service like Dropbox. Put the files some where you can find them when you need them.

8. If you plan on reusing the files for a course in the future, consider hosting them on a streaming video site like YouTube or Vimeo. This allows for easy viewing.

If you have any questions about retrieving your Blackboard Collaborate recording or using videos in your courses please contact the Center for Teaching and Research Excellence at [elarning@csu.edu](mailto:elarning@csu.edu) or call 773-995-2960.

[Click here to view "How to Download Blackboard Collaborate Sessions"](#)