# Storing Collaborate Recordings

## Download Recordings from Collaborate

Login to Blackboard and navigate to the course you want to download Collaborate recordings from.

### Blackboard Original

1. Go to Collaborate, open the *Menu*, and select *Recordings*
2. You can filter the list of recordings that appear by all recent recordings made in the last 30 days and recordings in a date range. Use the filter to help you find the recording you are looking for.
   1. If you know the name of the recording you are looking for, select Search Recordings and type the recording name.
3. Find the recording you want to download and Open the *Recording Options* menu
4. Select *Download -* this will initiate the download process.
5. Your recording will be downloaded to your computer as an MP4 file

### Blackboard Ultra

1. Select the *More Options for Collaborate* menu and select *View all recordings*
2. You can filter the list of recordings that appear by all recent recordings made in the last 30 days and recordings in a date range. Use the filter to help you find the recording you are looking for.
   1. If you know the name of the recording you are looking for, select Search Recordings and type the recording name.
3. Find the recording you want to download and Open the *Recording Options* menu
4. Select *Download -* this will initiate the download process.
5. Your recording will be downloaded to your computer as an MP4 file

## Uploading a Video to Microsoft Stream

There are two ways to upload content to Microsoft Stream: using the Stream App in Microsoft 365 or via OneDrive.

### Stream App

1. Login to Microsoft Office 365 and navigate to Stream using the App Launcher menu
2. Select the Upload button. This will open a File Manager window.
3. Select the video file you want to upload (max size 250GB) and click Open; Microsoft Stream will begin the upload process. This could take a few minutes, depending on file size.
4. Once the upload is complete, the video is added to your Microsoft OneDrive.

### OneDrive

1. Navigate to OneDrive and select Upload, then Files.
2. Select the video file you want to upload (max size 250GB) from the File Manager window.
3. Click Open; OneDrive will begin the upload process. This could take a few minutes, depending on file size.
4. Once the upload is complete, the video is added to your Microsoft OneDrive.