Record Sessions

Recordings include audio, any content shared or active speaker video, and the captions or chat entered during the session. A recording is available for viewing shortly after you stop recording.

Create Recordings

1. From within a session, click the Open Session Menu icon at the top-left corner of your screen.

2. Click Start Recording.

3. To finish recording, open the Session Menu again and select Stop Recording.

Watch Recordings

1. On the Collaborate Ultra page, click the menu icon at the top left of the page and select Recordings.

2. Find the recording you’d like to play. (Filter by a date range if necessary.)

3. Click on the name of the recording and select Watch now. The recording player then opens in new browser tab.