



# Recording Converter and Streaming Service Quick Reference Guide

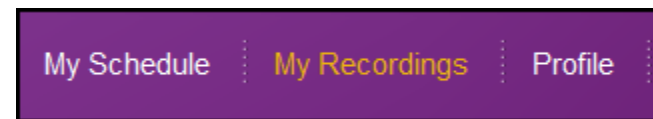
Blackboard Collaborate web conferencing sessions can be recorded for those who were unable to attend a session, for those who attended the session but would like to review it or simply for archival purposes. Using the SAS Recording Converter, recordings can be converted to MP3 and MP4 formats, which can be viewed on any device that supports playing MP3/MP4 formats. This includes iOS and Android devices, and most other mobile devices that are Internet enabled (or that have the ability to sync files from a desktop system). The files can be streamed from the hosted Streaming Service or downloaded and synced locally for playback when offline. Only Blackboard Collaborate Web Conferencing version 11 or higher recordings can be converted using the Recording Converter.

## Converting a Recording

Session owners (or their Managers and Administrators) can convert their recordings from the **My Recordings** page.

### Steps:

1. Log into the SAS.
2. Navigate to the **My Recordings** page.

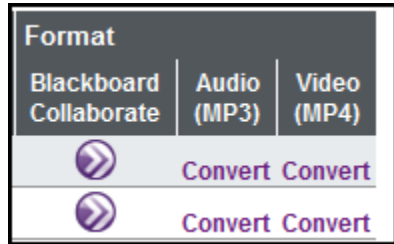


3. Using the **Search Criteria** functionality, locate the recording you wish to convert and click **View the Recordings**.

The screenshot shows a 'Search Criteria' form with the following elements:

- Title:** A text input field.
- Start Date:** A date selector showing 2013, Jan, 25.
- End Date:** A date selector showing 2013, Jan, 25.
- Session Owner:** A dropdown menu currently set to 'Mine'.
- Sorting:** Radio buttons for 'By Time' (selected) and 'By Name'.
- Rows/page:** Radio buttons for 15 (selected), 25, 50, and 100.
- View the Recordings >>** A button at the bottom.

- To convert a recording, simply click on the convert button for the format you desire.



- After you click Convert, you will receive a confirmation message. Once the conversion is completed, you will receive an email notification.

Request for conversion submitted.  
When the processing is complete, you will receive an email notification.

- The email notification will contain a link to access the recording.

A conversion of one of your session recordings was requested and completed.

<b>Room Name:</b>	Office
<b>Type:</b>	mp4

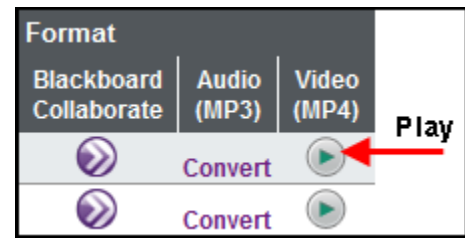
To view the conversions, click the link below:  
[View the Blackboard Collaborate recording and available conversions](#)

Please do not reply to this email. If you have any questions, contact the Blackboard Collaborate administrator in your organization.

when offline. These recordings also can be shared with others by distributing the recording link. Recording links can be copied for distribution to others or simply opened to play recordings. Recording links can be accessed via a few channels:

- the My Recordings page
- a Recording or Recording Conversion notification email
- the Meeting, Drop-in or Course utility
- a recording link obtained by another means, such as one sent to you in an email or one posted on a website

From the **My Recordings** page, click the Play button to play a recording that has been converted to MP3 or MP4. The recording will open up in a media player embedded in the SAS.



Note that the recording can be played directly from the server or by clicking Download the recording can be downloaded for playback later.

## Accessing Recordings and Managing Links

The recording files can be played by streaming them from the hosted SAS service or downloading for playback



### Downloading the Recording to Play Later

1. To download the file to your desktop or Android device to play it later, click the **Download** button in the embedded media player.
2. To access the file from your iOS device, download the file to your desktop/laptop computer and then use iTunes to copy/sync the file to your iPad or iPhone.

### Tips

1. There is a limit to the number of MP4 views (including downloads) that are allowed by your institution per year: the default is 10,000 views per year per login group. If this limit is reached, you will be prompted to view the recording in the original, native Blackboard Collaborate format (VCR file).
2. Deleting a session does not delete its recordings. However, recordings of deleted sessions cannot be opened from a link in an email notification. Use

the playback link from the Recordings screen of the File utility instead.

3. By default, your institution (login group) gets 50 GB of storage for your converted MP3 and MP4 files. This quota is different from, and in addition to, the existing Blackboard Collaborate storage quota of 50 GB.
4. The size of MP4 files will vary based on the length of the recording and the type of content it contains. As a general rule of thumb, a 1-hour recording will probably be close to 100 MB.
5. When you reach your MP3 and MP4 storage capacity limit, the system will automatically delete those files that are at least a month old and have been least often accessed (viewed or downloaded). If all the files are less than a month old, the oldest files will be deleted, regardless of how many times they have been accessed. **You will not be notified of the deletions.** You can always convert the original recording again if you need these files (as long as the original recording/VCR file is still available).
6. To prevent automatic deletion of MP3 and MP4 files, free up space by deleting recordings you no longer need.
7. MP3 and MP4 files will become inaccessible when the original, native Blackboard Collaborate recording (VCR file) is deleted. If you wish to retain a copy of the converted recording, download it prior to deleting the original recording.