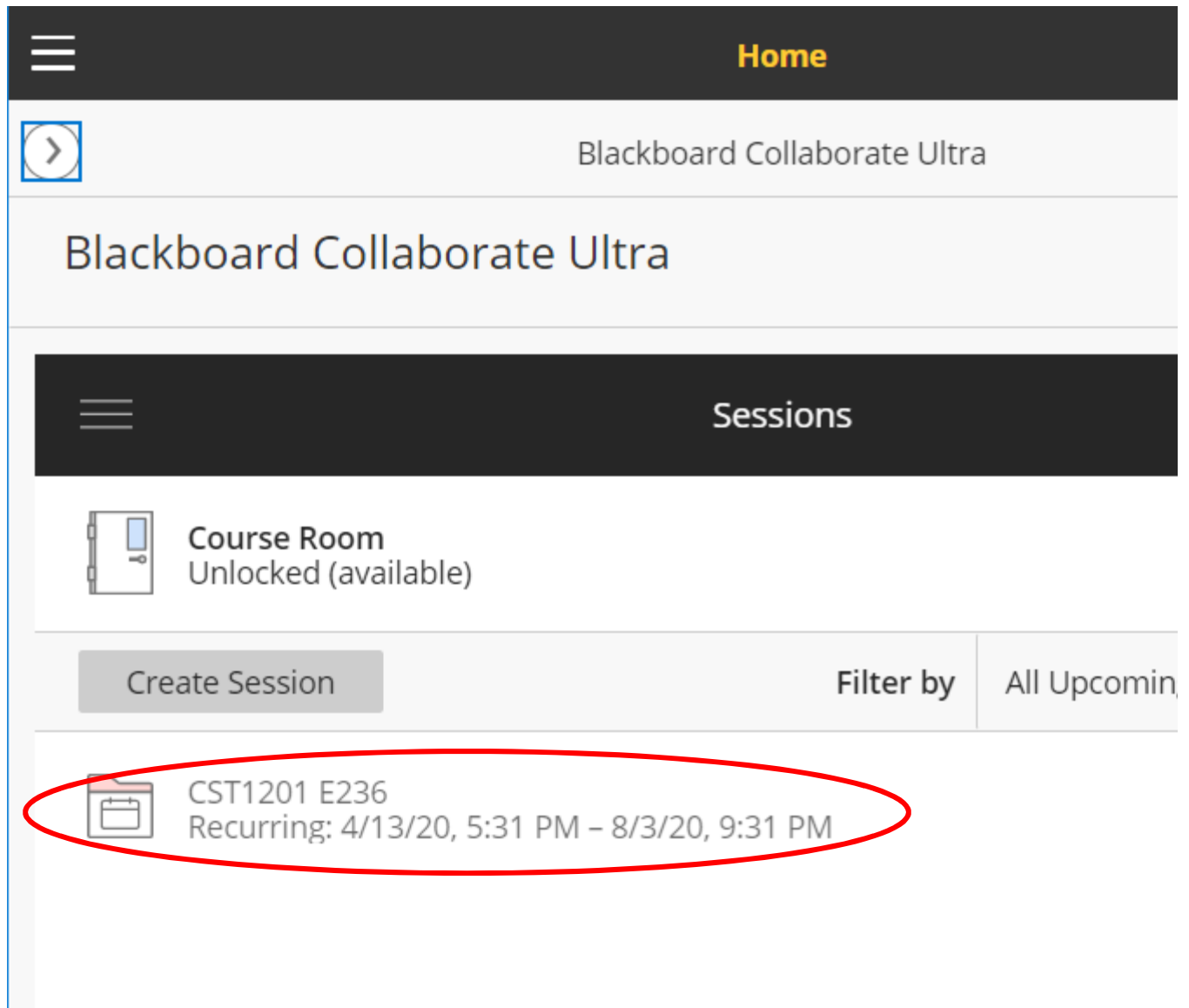


Hi everyone,


Looks like some of you was not in the course session last night and missed the class. And some of you are asking for the recordings of previous sessions. So after consulting with City Tech Blackboard support, I created this instruction. Let me know if you have any questions.


1. How to access class sessions

So far all of you are able to access the Blackboard Collaborate Ultra page. Once you are in this page, you should see something like this:





Do not click on the Course Room link. Click on the “CST1201 E236” link (with red circle). You will see a list of individual sessions:

**Home**


Blackboard Collaborate Ultra


Blackboard Collaborate Ultra


**Sessions**

**Course Room**  
Unlocked (available)

Create SessionFilter byAll Upcoming S

CST1201 E236  
Recurring: 4/13/20, 5:31 PM – 8/3/20, 9:31 PM


CST1201 E236  
4/13/20, 5:31 PM – 4/13/20, 9:31 PM (not yet started)


CST1201 E236  
4/20/20, 5:31 PM – 4/20/20, 9:31 PM (not yet started)

Click on that day's session to join the class.


## 2. How to access recordings


Still in the original Collaborate Ultra session, click on the Sessions' Menu (marked with red circle). Note that this is the menu item next to "Sessions" title under Blackboard Collaborate Ultra session, not the menu item next to "Home" title above Blackboard Collaborate Ultra session.

Home


Blackboard Collaborate Ultra

Blackboard Collaborate Ultra


Sessions


Course Room  
Unlocked (available)

Create SessionFilter byAll Upcoming

CST1201 E236  
Recurring: 4/13/20, 5:31 PM – 8/3/20, 9:31 PM


Once click on the menu item the following menu shows up:


**Home**


Blackboard Collaborate Ultra


Blackboard Collaborate Ultra

**Blackboard**  
Collaborate


 Jun Shan

 Sessions


 Recordings




Se


**Course Room**  
Unlocked (available)


Create Session

 CST1201 E236  
Recurring: 4/13/20, 5:31 PM – 8/3/20, 9:

Click on the Recordings item and you will see a list of recordings.

**Home**

Blackboard Collaborate Ultra

**Recordings**

Filter by

Recent F

Session name / Recording name	Date	Dur
<u>CST1201 E236 / recording_2</u>	4/6/20, 6:07 PM	03:(
<u>CST1201 E236 / recording_1</u>	3/23/20, 6:06 PM	03:'