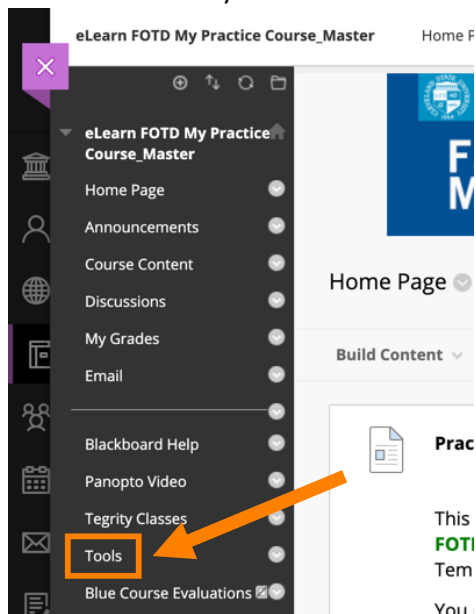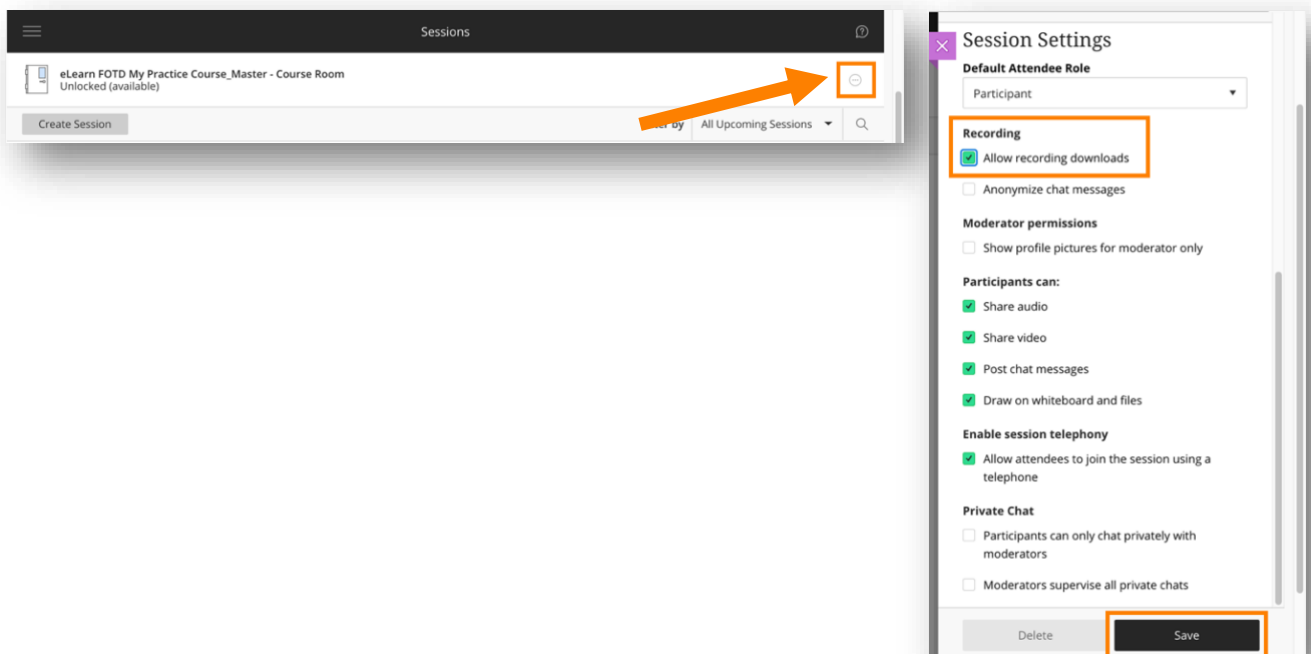# Blackboard Collaborate to Panopto

You can download your Blackboard Collaborate recordings for import into Panopto to ensure you maintain access to the recordings from semester to semester.
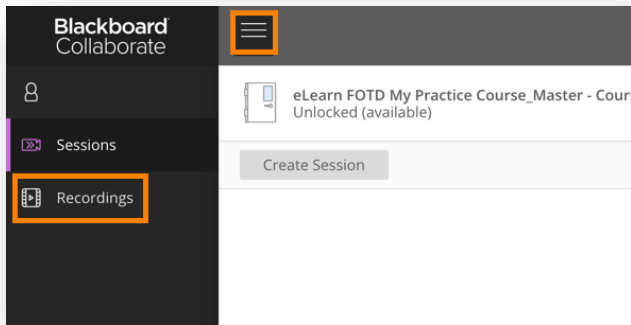
To Download a Blackboard Collaborate Recording

1. Log into Blackboard and click into your course. To access Blackboard Collaborate, click on the "Tools" link on your course menu. (*Note*: If using the CSU Course Template, a Blackboard Collaborate link will appear on your course menu and you can access it directly from there).

2. Ensure that the room in which you recorded the session has downloads enabled. You can confirm by clicking on the **three dots** to the right of the room/session name to open the Session Settings and scrolling down to **Recording**. Check the **Allow recording downloads** box. Click **Save**.
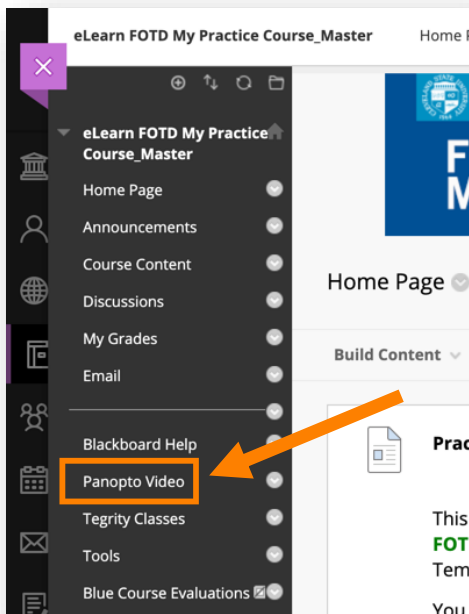
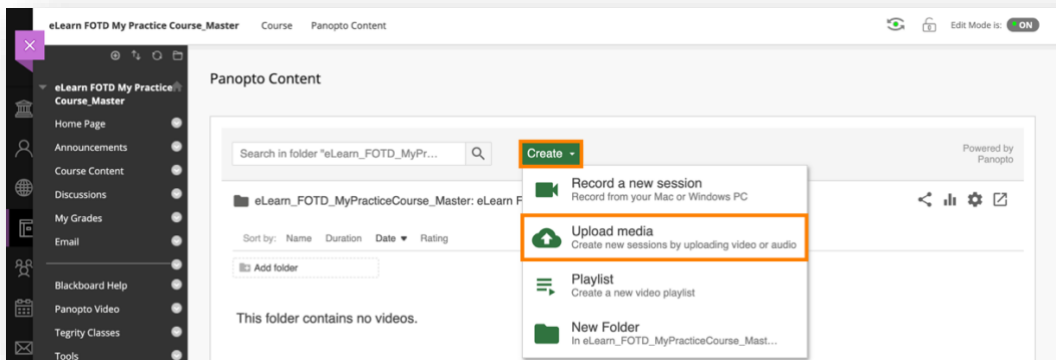3. Click on the menu to open the Collaborate window and select **Recordings**.

4. Click on the **three dots** to the right of the recording and click **Download**.

To Upload a Blackboard Collaborate Recording into Panopto
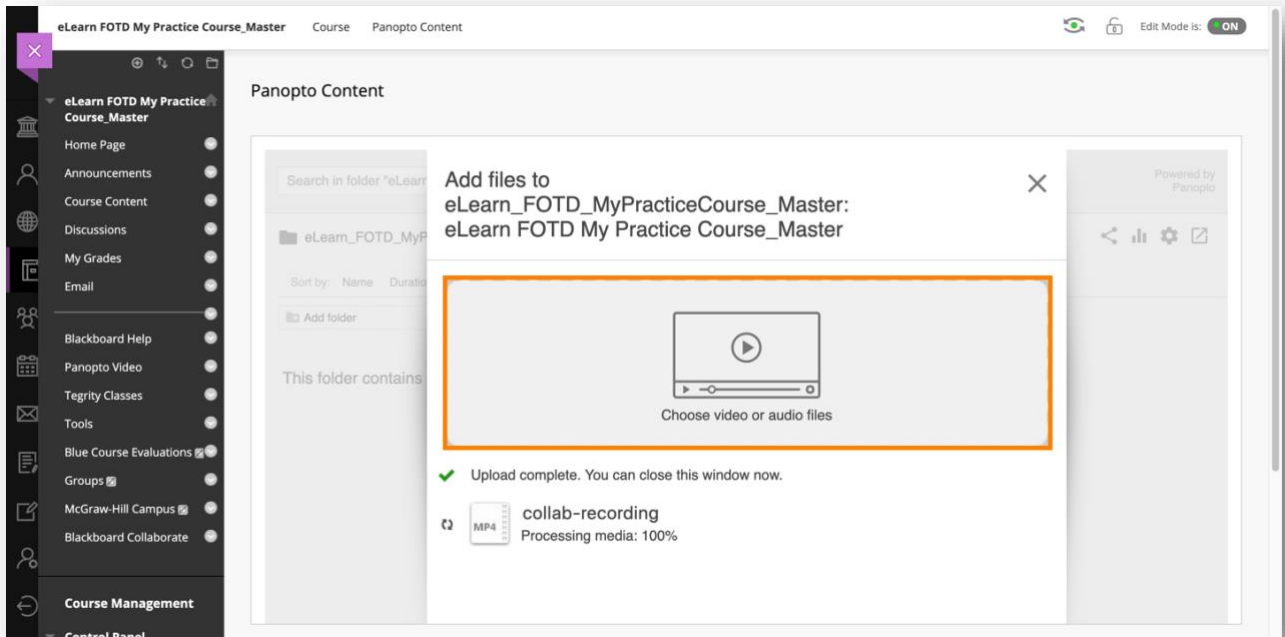
5. After the recording downloads, click on **Panopto Video** on your course menu.

6. Click on the **Create** button and then on **Upload media**.

7. Click on **Choose video or audio file**. Navigate to where the Collaborate recording downloaded and click open. Do not close the window until the upload is complete. (*Note: Collaborate recordings will download with the collab-recording.mp4 file name.*)

8. The Collaborate recording will now be available in Panopto.