

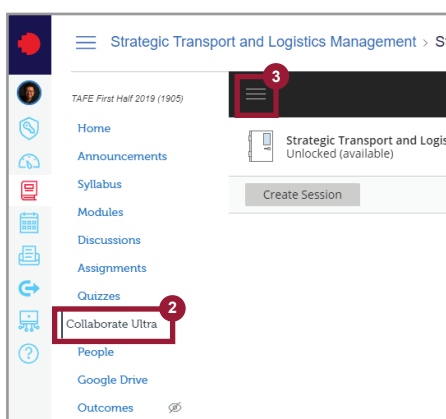
Download Videos from Collaborate Ultra

Steps to download video:

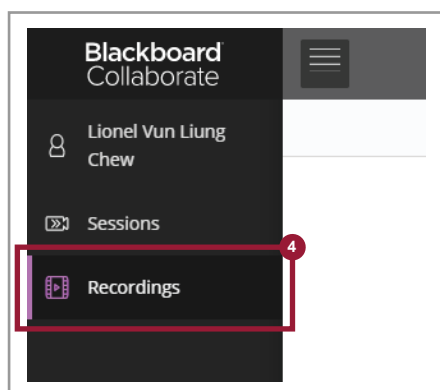
1. Access the Canvas Shell containing your Collaborate Ultra recordings.
6. Change the range to view recordings available.

2. Select **Collaborate Ultra** from the Canvas menu on the left.

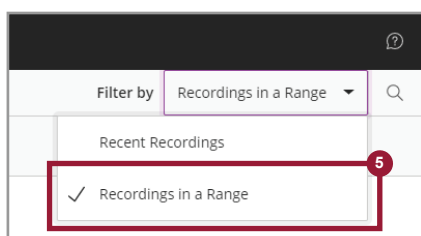
3. Open the **Collaborate Ultra** menu. (The ☰ on the Top-Left corner)



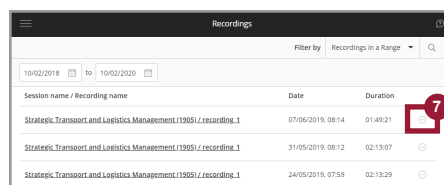
4. Select the **Recording** option from the Collaborate Ultra menu.



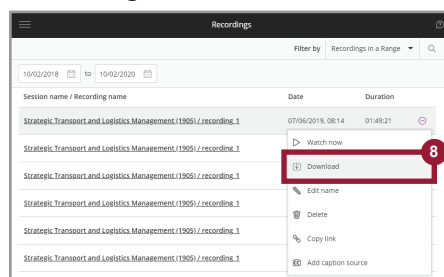
5. Pull down the **Filter by** option located on the upper-right and select **Recordings in a Range**.



7. Click on the ⋮ for the recording you wish to download.



8. Select the **Download** option, to begin downloading the video.



9. Select the **destination folder** and enter the **file name** for the video being downloaded.

