

## Limiting Access to Collaborate Class Recordings

2/10/2021

**Overview:** Some question if free access to recordings by all students over a long interval has a detrimental effect on class attendance and student learning. This document describes some options faculty have to limit access to Collaborate recordings for undergraduate DMSB classes in Spring 2021. Faculty should still record class sessions that are livestreamed. However, faculty are allowed to limit access to the recordings to students with a valid reason for missing class, and videos are now required to be viewable by such students for a minimum of 48 hours, which is a much shorter minimum viewing time than in the Fall.

For all options below, remember to set the Collaborate recordings as non-downloadable in the Collaborate session settings. Allowing students to download class recordings should be avoided whenever possible to protect the privacy of the other students. As described more fully in your department sandbox (Selecting Virtual Room Settings under Basic Livestreaming with Blackboard Collaborate Ultra which is under Livestream Training), to disable recording downloads, you (a) enter your Blackboard class, (b) enter Blackboard Collaborate Ultra, (c) click on the virtual room (a.k.a. "session") you will be using for class, (d) without entering the room, click on the gear icon to the far right on your screen, and (e) make sure that the box under "recording" that says "Allow recording downloads" is **UNCHECKED**.

**Option to limit viewing time but not students:** Under this option, any student in the class can access each class recording for a short period of time, with a minimum viewing time of 48 hours from when each video is first available. Instructors conduct class exactly the way they were trained to do so in the Fall, but they delete the recordings from Collaborate 48 hours (or more) after the recording is first available to students. To do so, go to Blackboard Collaborate Ultra within your course on Blackboard. You will see three horizontal bars in the upper left hand corner of Collaborate; click the bars and pick "Recordings". At the far right on the row of the recording you want delete, click the 3 dots in a circle to see "Recording Options", and pick "Delete" from the dropdown menu. If you plan to delete recordings after 2 days, we urge you to first click "Download" before clicking "Delete" to save a copy to your hard drive or the cloud in the event that a student contacts you 3 days after class with a valid reason for needing to watch the video.

**Options that limit which students see the video and can limit time as well:** Because of the way Collaborate recordings are stored, adaptive release cannot be applied directly to the recordings. One way to use adaptive release to limit video viewing to specific students is for the instructor to stop students from accessing Collaborate outside of class time. The instructor then uses adaptive release to allow select students to view the video over a time period controlled by the instructor. Below are three approaches to accomplish this option.

**Approach A:** The instructor hides the Blackboard Collaborate Ultra link so that students cannot find it. This precludes students from jumping to Collaborate and viewing all recordings. Instead, the instructor places a link in Blackboard to each recorded class session and then uses adaptive release to only allow authorized students to view the video. The instructor can also set how long the video can be viewed via adaptive release. The second part of this document

provides a step-by-step guide for implementing this approach. Please be aware that because the Collaborate tool is hidden from students, they cannot join the Collaborate class session using their UofSC credentials. Instead, the instructor must post the guest link to the Collaborate room in which students will attend class. This raises a potential problem because uninvited persons could disrupt your class if your students were to make the guest link public.

Additional considerations: If you use Collaborate for meetings other than livestreaming (e.g., office hours), you will need to give students the guest link to your office hour session because they cannot enter office hours via the Collaborate link in Blackboard (it is hidden from them). Also, consider what guidance to give students regarding the name they type when joining your course via the guest link. If students type in just their first or last name or some nickname, you will experience difficulty when using Collaborate reports to gauge attendance.

Approach B: The basic approach is the same as Approach A, but the instructor creates a different Collaborate room for class each day or week, and shares each day's link with students a short time before class starts. This reduces but does not eliminate the possibility of uninvited persons attending your class session.

Additional considerations: If you use Collaborate for meetings other than livestreaming (e.g., office hours), you will need to give students the guest link to your office hour session. Also, consider what guidance to give students regarding the name they type when joining your course via the guest link.

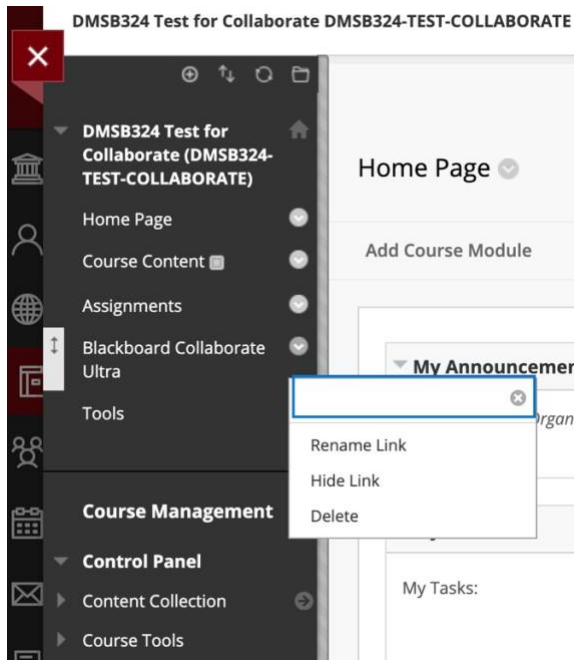
Approach C: This approach would hide the Collaborate tool from students for most of the week, then turn it on a few minutes before class, and hide it again soon after class. Thus, students would use their UofSC credentials to enter the same Collaborate room all semester, which is safer than using the guest link. But faculty must remember to unhide before class and then rehide after each class. Also, during class while Collaborate is unhidden, students could watch recordings of prior class sessions. This approach is not recommended if you have separate class sections merged into one Blackboard page, as students who are not currently attending class can access and watch the recordings while another class is in session.

Additional consideration: If you use Collaborate for meetings other than livestreaming (e.g., office hours), you will need to give students the guest link to your office hour session.

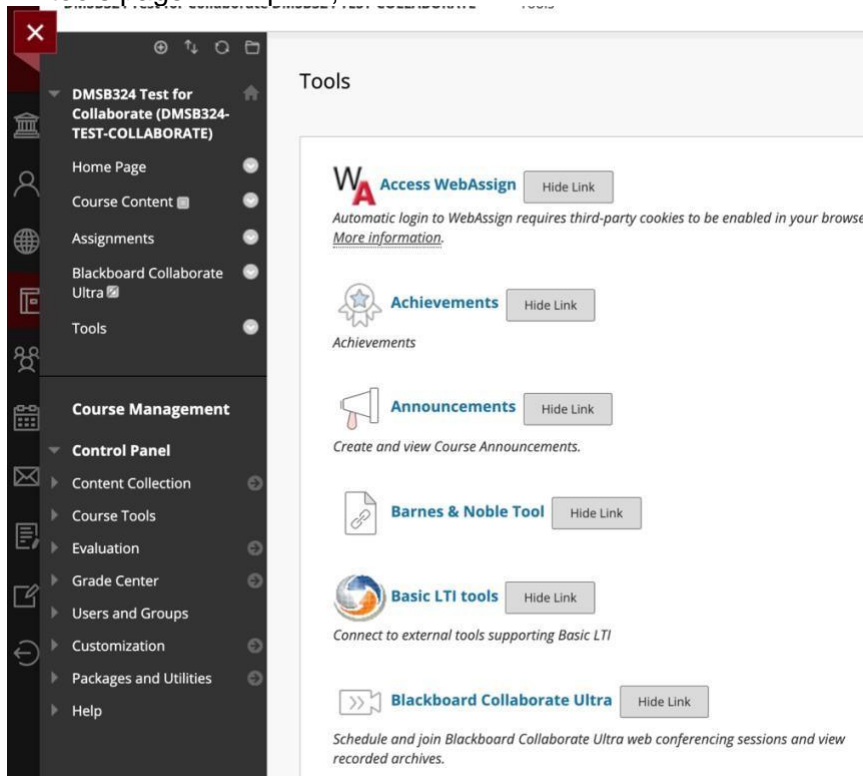
**Questions?** If you have questions about recording policies or implementation of any of these approaches, please contact Jan Bass or Bob Lipe

### **Setup Guide for Approach A:**

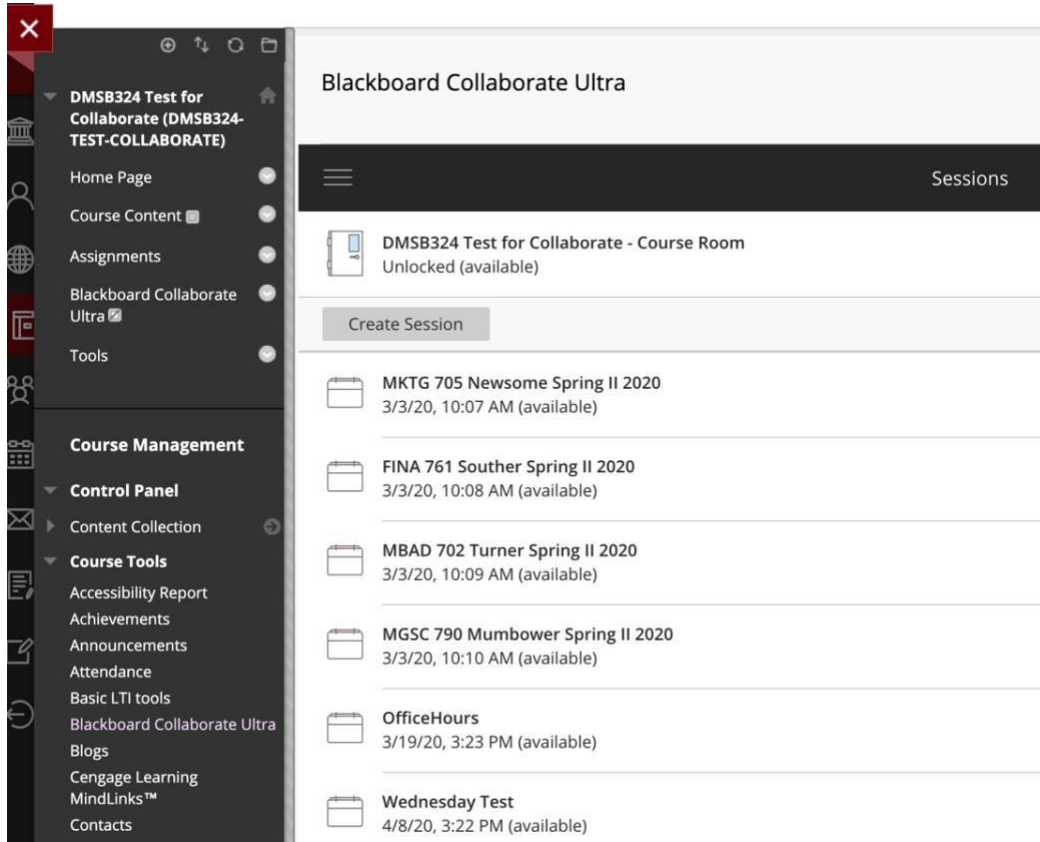
- 1) To hide Blackboard Collaborate Ultra from students, you'll need to remove **direct** student access to Collaborate by clicking the arrow next to "Blackboard Collaborate Ultra" in the main menu and selecting "Hide Link"



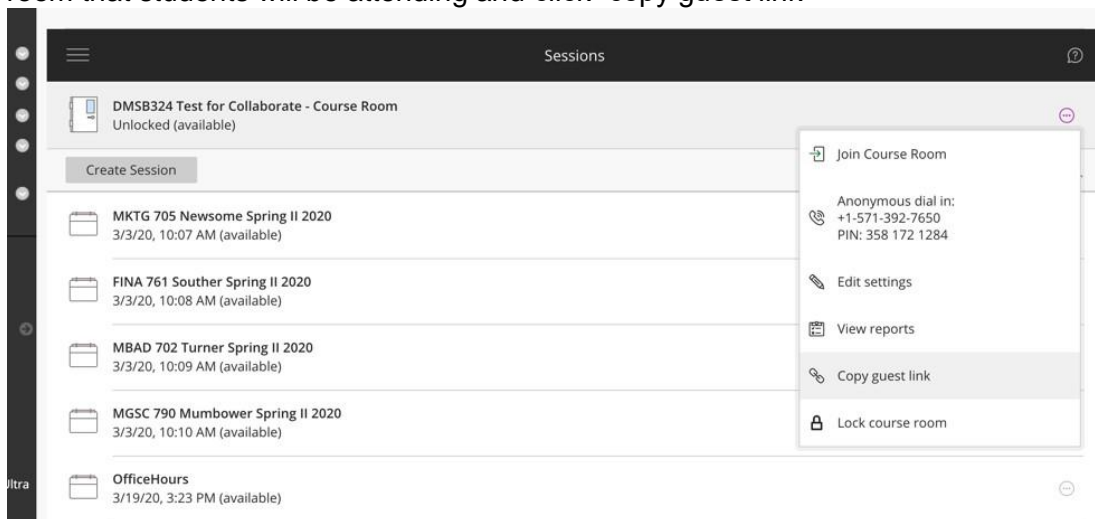
- 2) To remove the **indirect** student access to Collaborate, click “Tools” in the main menu. In the tools page that opens, click the “Hide Link” button next to “Blackboard Collaborate Ultra”



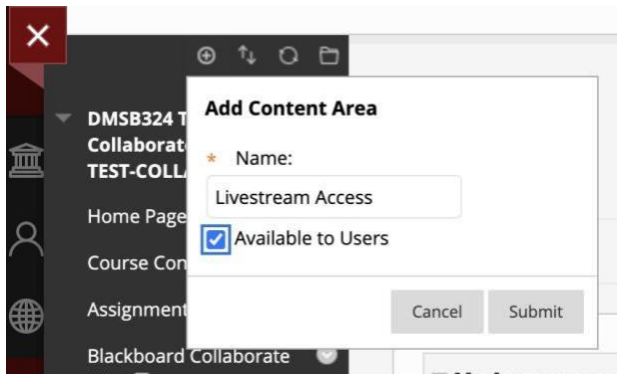
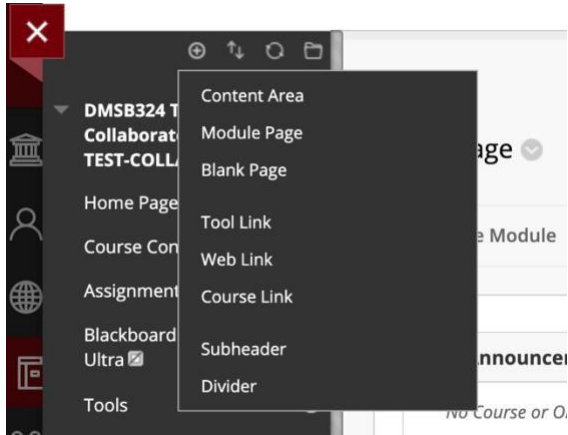
- 3) To obtain the guest link to a Collaborate session, go to “Course Tools” in the “Course Management” area and click “Blackboard Collaborate Ultra”. You will see a list of Collaborate sessions, including the default course room and any other Collaborate “rooms” that you have created



To the far right of each row you will see 3 dots in a circle. Click this icon beside the Collaborate room that students will be attending and click “copy guest link”



4) To share this link with your students, you can create a new content area in the main menu of Blackboard called “Livestream Access”



Within “Livestream Access”, go to Build Content>Web link and paste the guest link you copied in the prior step as the URL

\* Indicates a required field.

**WEB LINK INFORMATION**

\* Name

\* URL   
*For example, <http://www.myschool.edu/>*

This link is to a Tool Provider. [What's a Tool Provider?](#)

Let your students know where to find this link to attend class and tell them that sharing this link with non-students could result in disciplinary action. If you care what name Collaborate students type in when joining as guests, make that clear to students as well.

- 5) Run your Collaborate livestream session in the normal manner as described in other training documents available in your Department’s Blackboard Sandbox. Importantly, remember to start and stop the recording at the appropriate times.

## How to share class recordings via Adaptive Release:

- 1) First, you'll want to create a content area in Blackboard and name it "Class Replays". One option is to add it as a folder within the "Livestream Access" content area. Another is to make it a standalone content area. This is the place where students who have your permission will come to find the replays they are allowed to watch.
- 2) To access the recordings, go to "Blackboard Collaborate Ultra" in the "Course Management" area, click the 3 bar icon above the Course Room and select "Recordings." Click the "... " icon next to the recording you wish to share and select "edit settings." Then click the check box next to "allow public access" and click save

The screenshot shows the 'Recordings' interface in Blackboard Collaborate Ultra. A modal window titled 'Recording settings' is open, displaying the following information:

Session name / Recording name	Date	Dur
DMSB324 Test for Collaborate / recording_11	1/11/21, 11:01 AM	00:0

The 'Recording settings' modal includes the following fields and options:

- Recording name:** A text input field containing 'recording\_11'.
- Public access:** A checkbox labeled 'Allow public access' which is checked.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom of the modal.

- 3) Now that the video has public access, you will click the "... " button next to the recording again and select "copy link"

Recordings					
Filter by				Recent Recordings	🔍
Session name / Recording name	Date	Duration	Access	Status	
DMSB324 Test for Collaborate / recording_11	1/11/21, 11:01 AM	00:00:55	Public	Done	⋮

- 🔗 Get link
- 📄 Download
- ⚙️ Recording settings
- 🔗 Copy link ⋮
- 🗣️ Add caption source
- 🗑️ Delete

4) Now go to the Class Replays content area you created above and create a Web Link. Name it “Day XX class replay,” paste the video link you copied in the prior step as the URL, and make sure to select “No” next to “Permit Users to View this Content”

**STANDARD OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

5) Click the arrow next to the link you created and select “adaptive release”

📄 **Collaborate Recording Session 1** ⌵



- Edit
- Make Available
- Adaptive Release
- Adaptive Release: Advanced
- Add Alignments
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)



Enter the student(s) username in the “membership” section. You can browse for the username if you do not know it. If you want to limit the time period during which the video can be viewed, you can add a DATE restriction in adaptive release as well.

**DATE**

*Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.*

Choose Date

Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

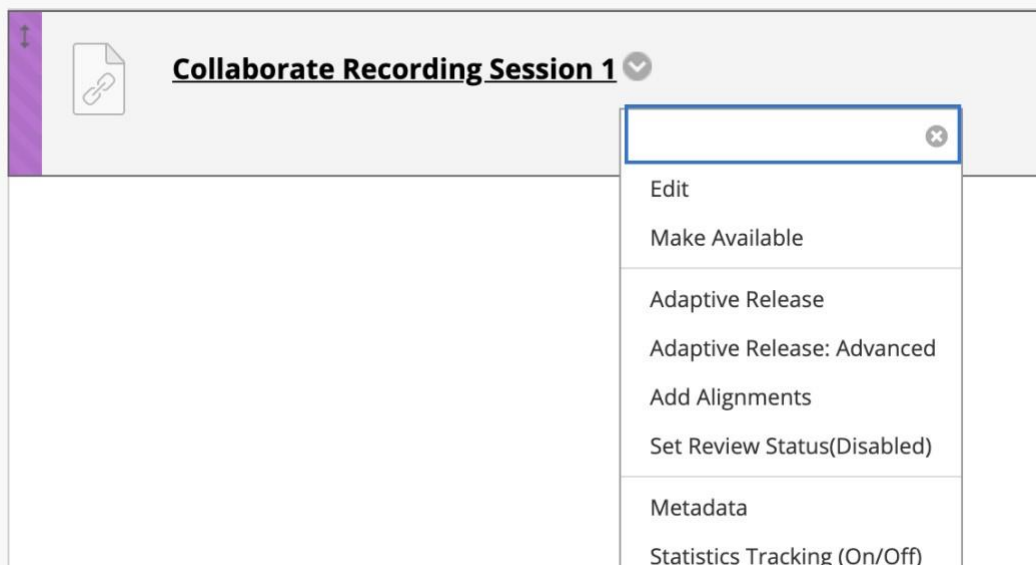
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**MEMBERSHIP**

*This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group.*

Username    
*Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.*

- 6) Once you have the adaptive release set appropriately, close the adaptive release, click the down arrow beside the recording link you just created, and click “Make Available”. This allows any student who fits within the adaptive release criteria to view the video during the time period allowed in adaptive release



**Other Approaches:**

**Approach B:** If you have concerns with using the same guest link each week, which could increase the chances of unintended users joining the session, you can create separate sessions in Collaborate for each class. For this option you will follow the steps outlined above for Approach A. However, instead of sharing the Main Course Collaborate guest link (as outlined in sections 3 and 4 of the Approach A setup guide), you will create separate sessions in Collaborate for each class. You will then need to share the guest link to that session in advance of each class in the “Livestream Access” area you created.



**Approach C:** If you would like your students to be able to attend class through Blackboard without using a guest link, you will follow steps 1 and 2 in this document for Approach A. However, just prior to class, you will “unhide link” for the “Blackboard Collaborate Ultra” item in the main menu, and then “hide link” again as soon as class ends. Students will be able to access the Collaborate recordings only while class is in session. This is not recommended if you have separate class sections merged into one Blackboard page, as students who are not currently attending class can access and watch the recordings while another class is in session. You will then need to follow the instructions outlined in the "How to share class recordings via Adaptive Release" section of this document.