Access Archives to Recorded Classes

1. If your professor records class on Blackboard Collaborate you can access the class recordings. To access class recordings, login to D2L and select the class you want to access the recorded archives for.
2. Go to the Communications dropdown menu and click on Online Rooms.
3. Click on the title of the room that your professor records class in. There will most likely be only one room on this list.
4. The page below will appear. Click on Archive.
5. Now there will be a list of all the classes your professor has recorded in that Blackboard Collaborate room. To view a recording click on the archive you would like to view. Notice that the names of each archive is the same. To help you figure out which recorded class you want to view look at the Creation Date column. The creation date should match that date you had class. Please note you will have to enter Blackboard Collaborate in order to view the archive.