Transferring Collaborate Ultra Recordings

Collaborate Ultra will be terminated at UBC on April 30, 2021, and access to Collaborate Ultra recordings will expire on July 31, 2021.

UBC suggests using Zoom to run synchronous virtual classroom sessions for classes. Please submit a request to av.helpdesk@ubc.ca if you don't have a UBC registered Zoom account (when emailing, make sure to include your UBC email address and your Faculty/School/Department).

Considering instructors may want to use Collaborate Ultra recordings in future courses, we provide detailed instructions for instructors on how to transfer these recordings from Collaborate Ultra to OneDrive or Kaltura.
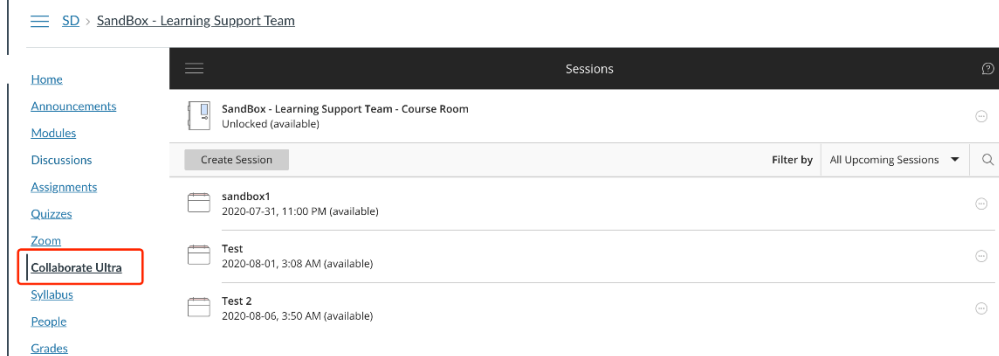
Please refer to privacy and copyright guidelines before you share your videos between semesters. Written consent should be provided by students who appear in recordings.
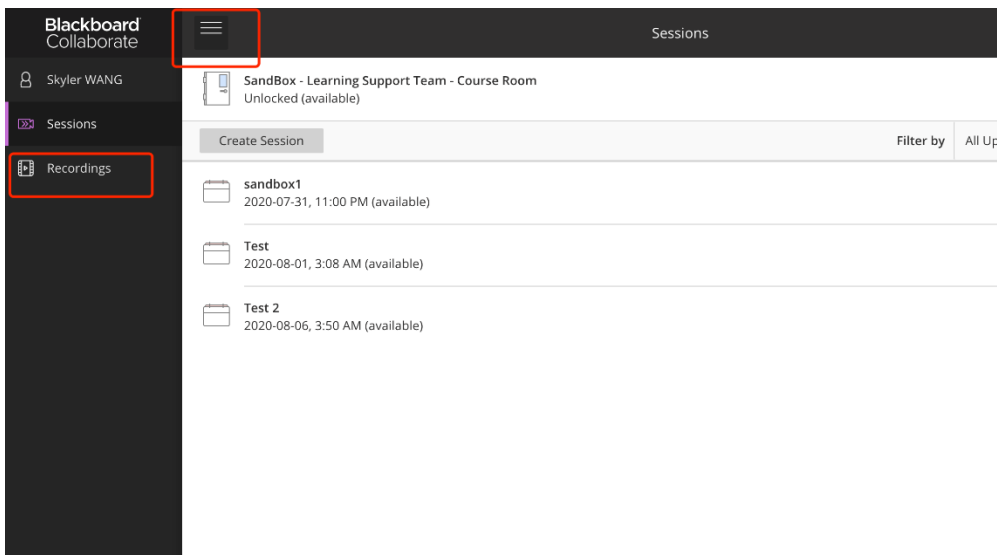
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Step 1: Download your recordings from Collaborate Ultra

1. Go to Collaborate Ultra on Canvas.

2. Click on the symbol at the upper left corner of the Collaborate Ultra page, then choose **Recordings**.
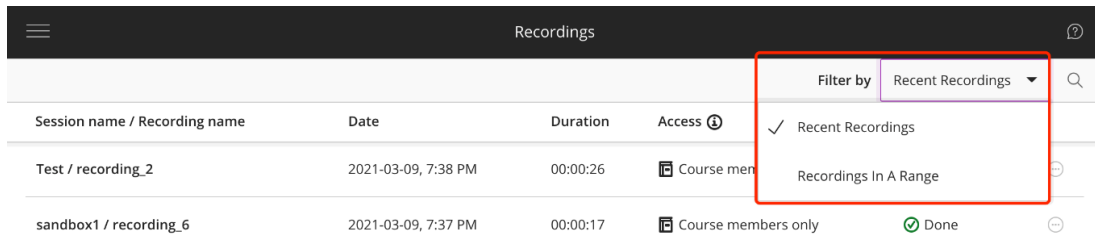
3. In the Recordings, you will see all the sessions you recorded in the previous lectures.

4. In the **Filter by** option, you can choose "Recent Recordings" or "Recordings in A Range"


    a. Recent Recordings

        i. Sorts your recordings from the most recent to the oldest.

    b. Recordings in A Range

        i. Allows you to select date frame to encompass the whole-time frame of your course

5. Choose a recording you want to save and click the **Recording Options** (the three dots on the right enclosed by a circle) and select **Download.**
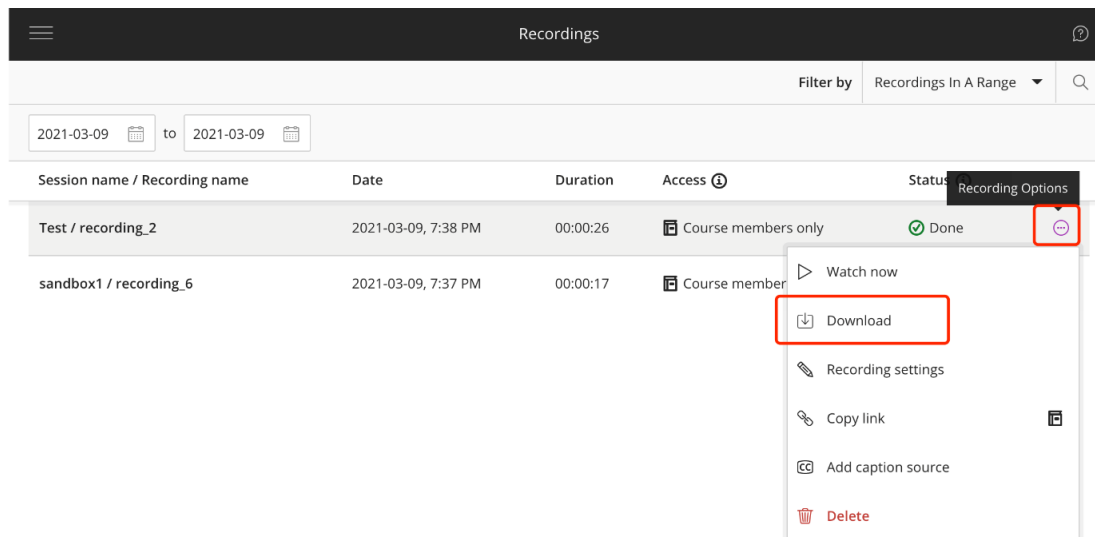
    a. If there is no **Download** option, you need to enable downloading back in the session page of Collaborate Ultra, under **Edit Settings**.
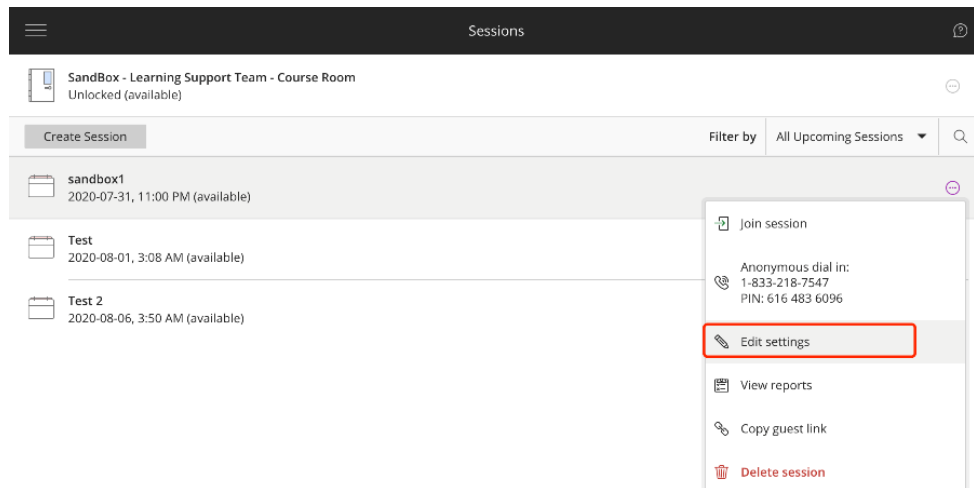
In the pop-up window, switch to the tab with the gear icon and select "**Allow recording downloads**".
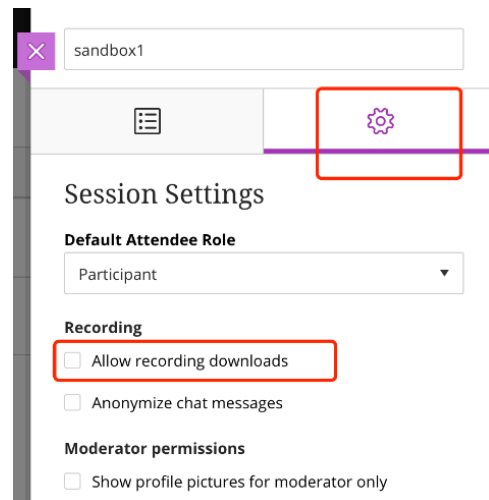
6. After you click **Download**, in the pop-up window, select "Save File" and then press "OK".

   a. Note that you can't do bulk downloading in Collaborate Ultra, and you need repeat this process for each recording and in each course that has videos you want to save.

Step 2: Upload videos to different platforms
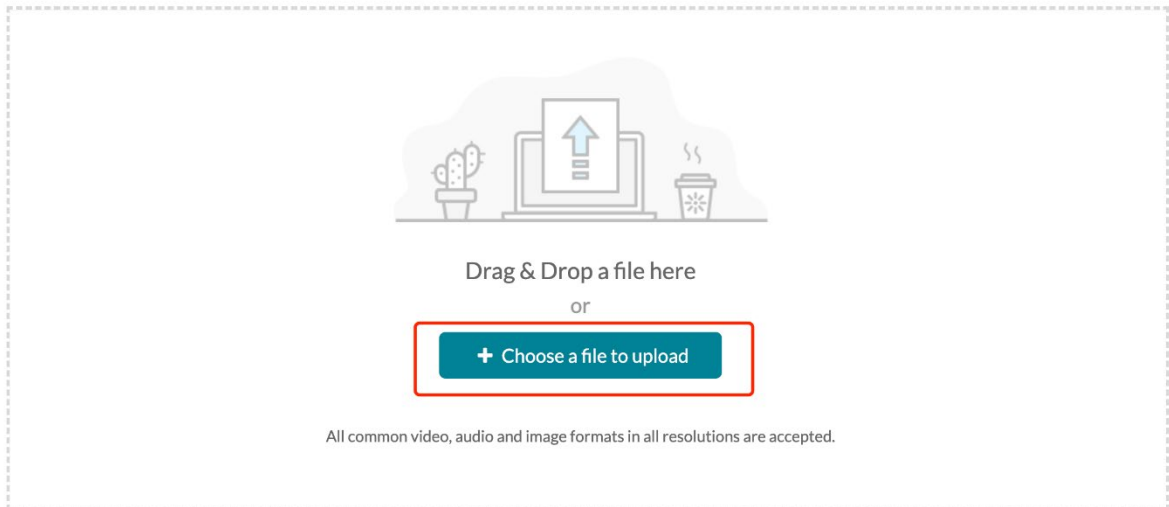
Upload to Kaltura

1. Login to your canvas course and navigate to **My Media**.
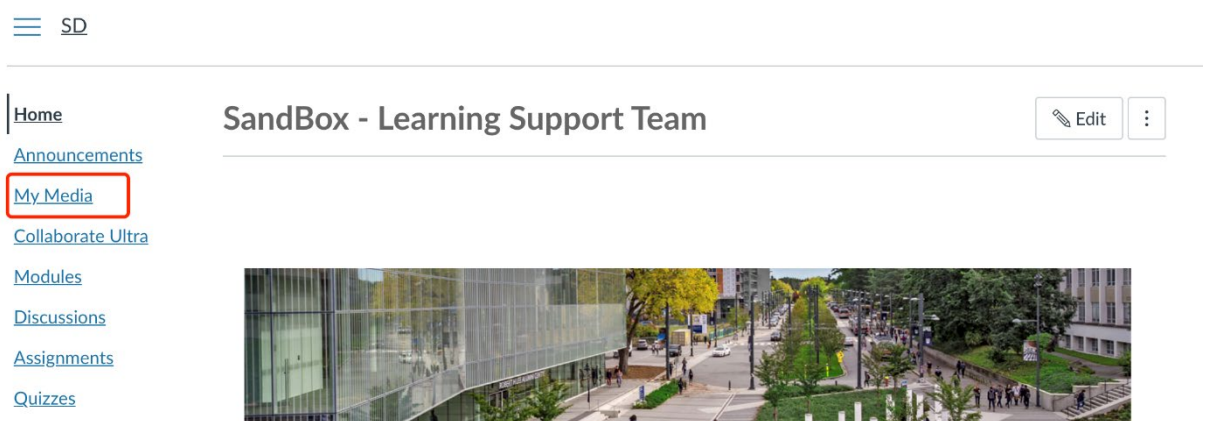
2. In the **My Media** page, Click **Add New** and select **Media Upload.**

3. Then, click **+Choose a file to upload.**
    Upload Media

Back

4. In the pop-up window, select a media file you want to upload and then enter information about the media in the required fields.

   a. You will need to contact the copyright holder to ensure you have permission to share, if the video is not your own intellectual property.

5. Scroll down and click **Save**, and then your video will be uploaded to **My Media**.

6. After that, you can embed videos from **My Media** to any Canvas page. You first need to enter editing mode of the page you hope to embed videos.
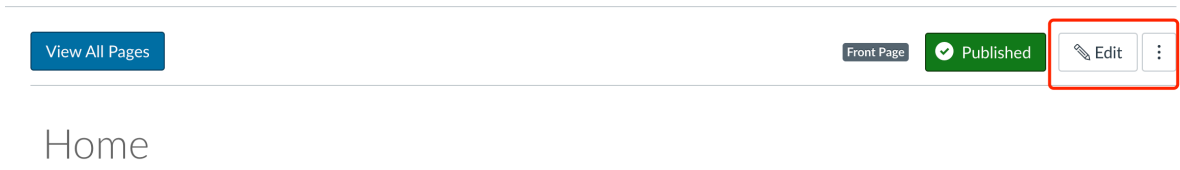
7. Locate your pointer to the place you hope to insert the video. Then, click the Kaltura symbol ✳ .
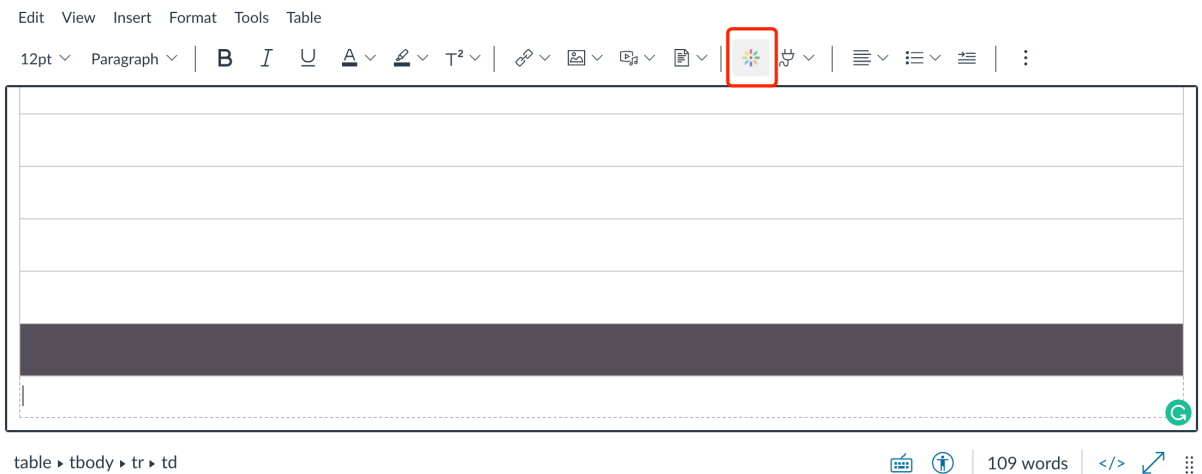
8. Videos uploaded to **My Media** will be listed in the pop-up window. Click **</>Embed** and your video will be inserted to the Canvas page.
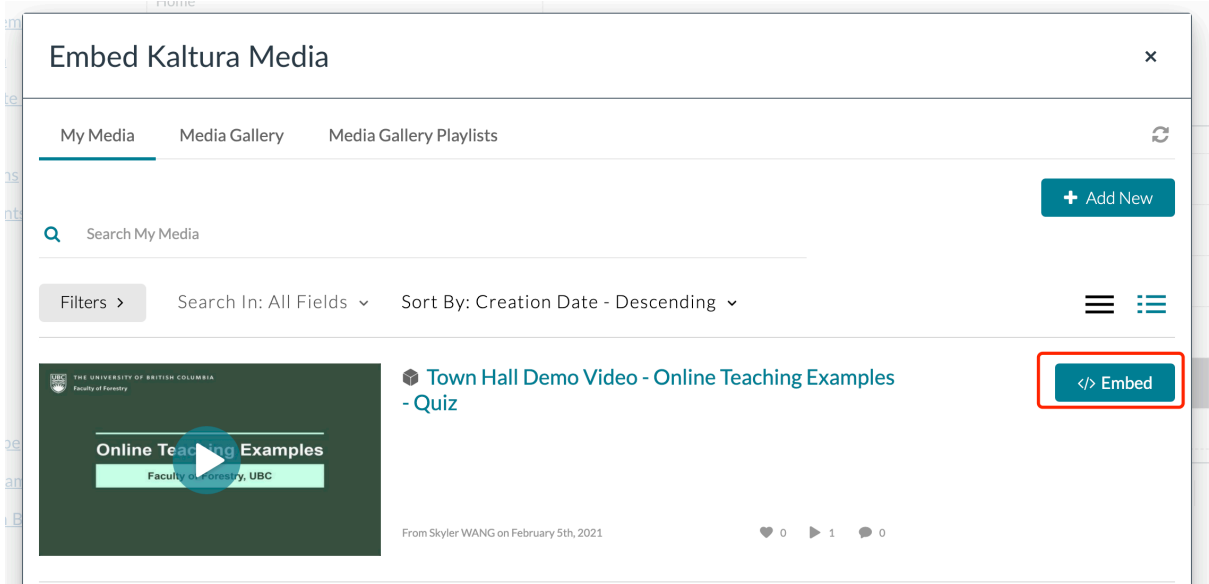
9. Remember to save your canvas page after embedding.

**Upload to OneDrive**

1. Login into OneDrive at portal.office.com in your web browser.
   a. To access OneDrive, you will need to ensure that you have a Faculty and Staff Mailbox that is associated with a Firstname.Lastname@ubc.ca email alias. If you do, you will automatically have access to OneDrive.
   b. If you have a FASmail account, but do not have firstname.lastname@ubc.ca email alias, please contact your department's directory admin.
   c. If you do not have FASmail account, please contact your department's IT help desk, or the UBC IT help desk.
   d. See https://it.ubc.ca/services/web-servers-storage/microsoft-onedrive for more details on using Microsoft OneDrive.
2. Navigate to One Drive using the sidebar of Microsoft Home Office.
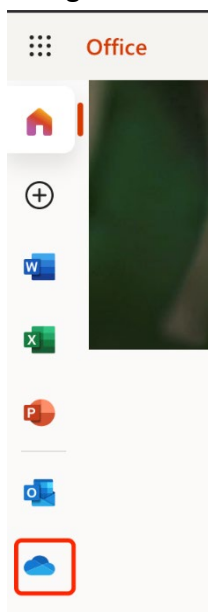
   a. Username: Firstname.Lastname@ubc.ca
      Password: your CWL password
3. On the interface, click **Upload** and then choose **Files**
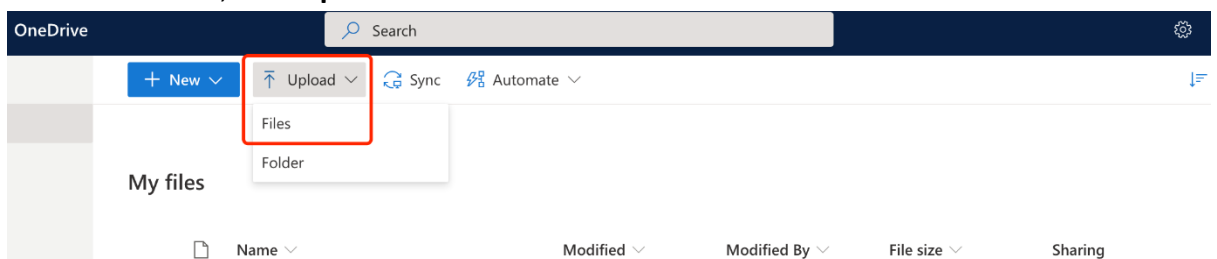
4. In the pop-up window, choose a file/files you want to upload.
   a. For organizational purposes, the TLS team recommends using creating a new folder to upload recordings, with the name of the folder set as the course's title. This will also facilitate sharing multiple recordings with another party, as you will only have to share the folder and not each individual file (as seen below in step 5).

5. After uploading, you can click the "more options" icon (three little dots) besides the file name and then click **Copy link** to generate a shareable link.
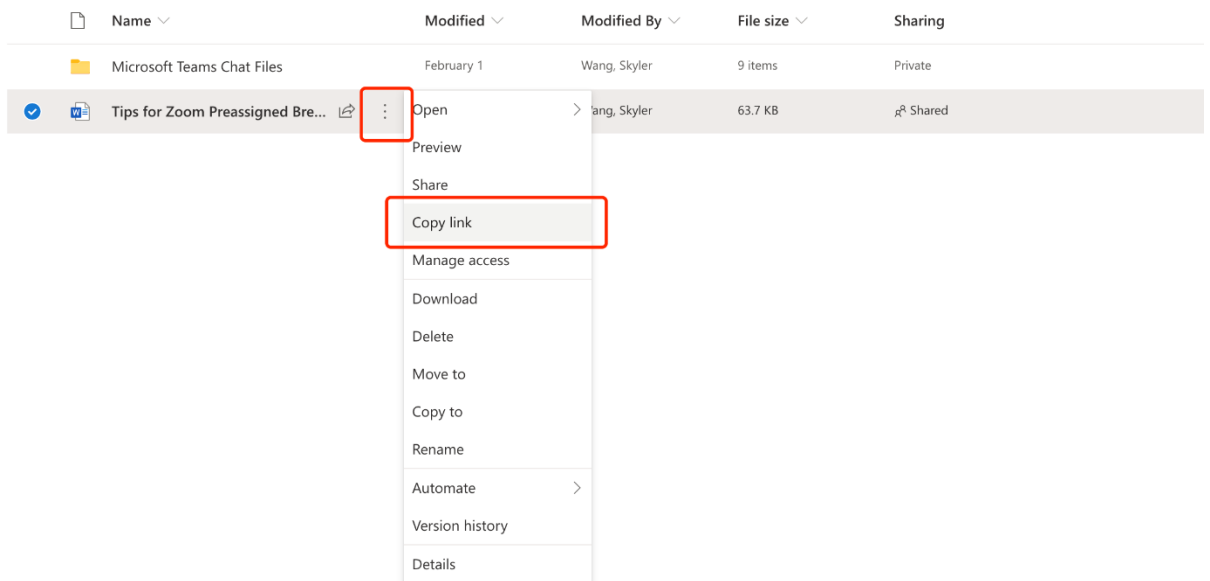

6. There will be a pop-up window saying that **Link copied**. You can also manage your link settings by clicking **People with existing access can use the link**.
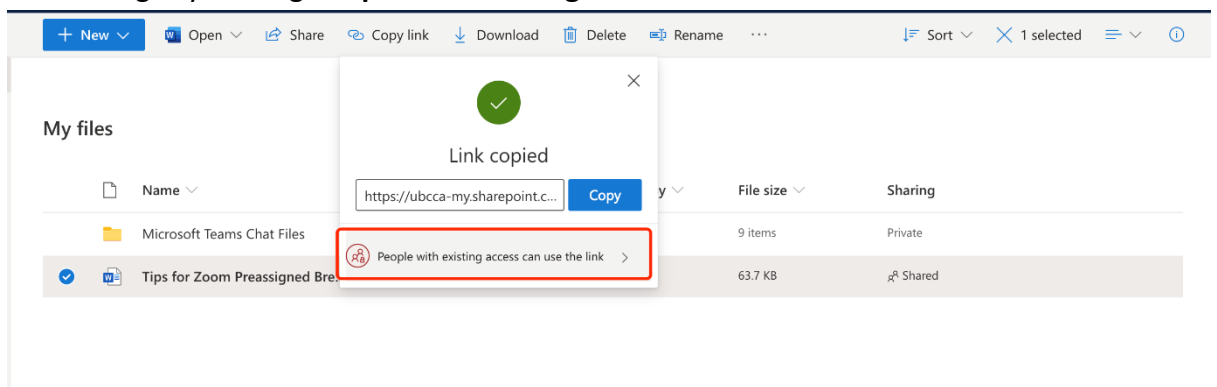
There are several types of links you can choose:

   a. People in the University of British Columbia with the link
   b. People with existing access.
   c. Specific people (if you choose this option, you need to specify by entering their email address/name/group).
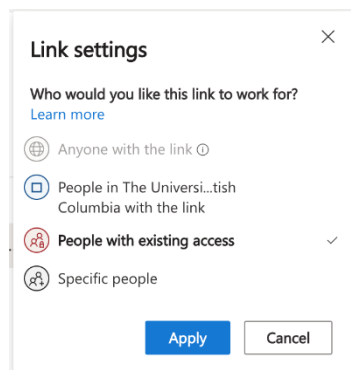
Note: If several instructors wish to share a series of videos in their course sections from a previous version of the same course, the easiest way to do this will be for one instructor to upload all of the Collaborate Ultra recordings to OneDrive in a folder, and then share the link with other instructors.

The instructors can choose the video(s) that they would like to use, and then upload it to their respective Kaltura My Media platforms on Canvas.

Reference:
- Collaborate Ultra Transition Guide : https://lthub.ubc.ca/guides/collaborate-ultra-instructor-guide/transition/