Transferring a Blackboard Collaborate Recording

from an old course to a new course

Go to your old course.

Under Course Management, go to Course Tools, then Blackboard Collaborate.
Select Recordings and search by entering the title of the recording if you remember it, and/or the specific date and time frame the recording was created. Be sure to check you have entered the correct year or a range of dates to search for an old recording or multiple recordings.

Once you locate the course, click on the box on the left next to the name of the course. Hover over the name of the course so the down arrow appears. Click on the down arrow and select Edit Recording.
In step 1 you can then edit the name of the recording, and in step 2, add the Course Identification Information; the courses you teach will automatically populate. Select the new course you wish to transfer the recording to. Then click submit.

After you have shared your Session/Recording with your "new" course you can locate the recording by logging into your new course, then following the same directions above to search for the recording. Once you locate the recording, you can add a link to the recording in a Content Area in the new course by hovering over the name of the course to prompt the contextual menu. Select Add Link.
You can then select the down arrow next to the words Course Material and to expand the list of the content areas. Select the content area where you would like to add a link to the recording.