

PARTICIPANT GUIDE TO WATCH A RECORDING



On the home page, click **Watch a Recording**:



A list of all recorded meetings appears, locate your meeting or class, and then click **View**. When the list is long, use the arrows to page forward or back through the list.

The screenshot shows the 'Recordings' page with a search bar and a dropdown menu set to 'Past Month'. Below the search bar is a table with columns: Date, Time, Meeting Title, Presenter, and Link. The table lists five recordings. A red arrow points to the 'View' button for the first recording. At the bottom left, a pagination control shows '1' in a blue box, with red arrows pointing to the left and right navigation arrows.

Date	Time	Meeting Title	Presenter	Link
03/03/2015	07:00 PM	Barbara Erfurt - Health Education	Erfurt, Barbara	View
03/03/2015	07:00 PM	Beverly Van Citters - ENG099--SP15--16 week DE	Van Citters, Beverly	View
03/03/2015	07:00 PM	Danijela Bedic Babic - CNET-155B (CCNA2) Spring 2015	Bedic Babic, Danijela	View
03/03/2015	07:00 PM	David Humphreys - English 101	Humphreys, David	View
03/03/2015	06:00 PM	William Saichek - Fundamentals of VoIP	Saichek, William	View

Search to locate all the recordings created by a specific person, topic, or meeting title. Enter the information in the search field, use complete or partial names or titles. Choose the time period from the drop-down menu and click **Search**. The recordings are grouped making it easier to select your view. This example shows results when searching for one instructor.

The screenshot shows the 'Recordings' page with a search bar containing 'Humphreys'. A dropdown menu is open, showing options: 'Past Month', 'Past 6 Months', 'Past Year', and 'All'. A red arrow points to the search bar, and another red arrow points to the 'Search' button. Below the search bar is a table with columns: Date, Time, Meeting Title, Presenter, and Link. The table lists three recordings for David Humphreys. A red arrow points to the 'View' button for the first recording.

Date	Time	Meeting Title	Presenter	Link
03/03/2015	07:00 PM	David Humphreys - English 101	Humphreys, David	View
02/24/2015	07:00 PM	David Humphreys - English 101	Humphreys, David	View
02/17/2015	07:00 PM	David Humphreys - English 101	Humphreys, David	View

[Return toTop](#)

This example shows a generic search on the topic 'math'. The results list several instructors who used the word 'math' in the class title.

Date	Time	Meeting Title	Presenter	Link
03/02/2015	12:30 PM	irene palacios - Math 160 Lecture	palacios, irene	View
02/27/2015	06:00 PM	Steven Castillo - Math 115 and Math 125	Castillo, Steven	View
02/25/2015	12:30 PM	irene palacios - Math 160 Lecture	palacios, irene	View
02/23/2015	05:00 PM	Michael Hoffman - Math 251 Hybrid - Spring 2015	Hoffman, Michael	View

Locate the recording you want, then click the **View** button. The login form opens; complete the form with valid information; this provides the presenter or instructor with information to verify that you watched the recording.

Click the **Connect** button when ready.

View Recording

Connect To: Steven Castillo - Math 115 and Math 125

First Name *

Last Name *

Email *

[Connect](#)

The Blackboard Collaborate screen opens and launches the recording.

Note: You will be prompted to download the Blackboard Collaborate Launcher on your first use of **CCC CONFER FER**.

[Return to Top](#)

First Time Connecting

Each time you join a **CCC CONFER** session, the **Blackboard Collaborate Launcher** is used to open any live or recorded meeting file. The first time you join a session, you will be prompted to download the launcher; once downloaded, the app stays with that computer.

Once you complete the log in form and connect, the browser page opens with a Blackboard Collaborate message; it will be slightly different in each browser/version, but offers the option to download the launcher.

Internet Explorer

Downloading Session

When the session file has finished downloading, **open meeting.collab in your browser's Downloads folder to join the session.**

If you can't open the .collab file, **download the Blackboard Collaborate Launcher.**

Still can't get into your session? Please **read our troubleshooting help topic.**

Firefox

Get started with the Blackboard Collaborate Launcher

The Blackboard Collaborate Launcher makes joining sessions and playing recordings simple and reliable. **Learn more about the launcher.**

Download the launcher

Windows ▾

Download ➤

Already installed the launcher? **Launch Blackboard Collaborate now.**

Chrome

Downloading Session

When the session file has finished downloading, **open meeting.collab in your browser's Downloads folder to join the session.**

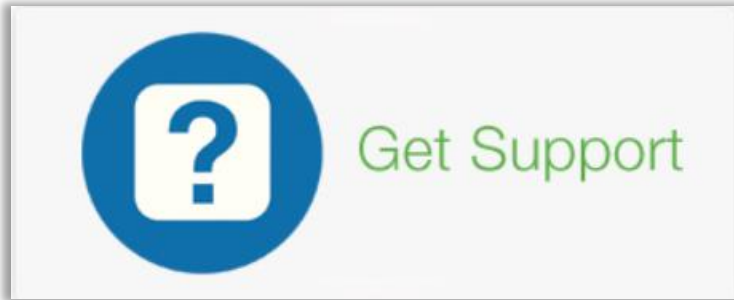
If you can't open the .collab file, **download the Blackboard Collaborate Launcher.**

Still can't get into your session? Please **read our troubleshooting help topic.**

If you use Firefox or Chrome, go to the Downloads folder and run the Blackboard Collaborate Launcher file.

After installing the launcher, return to the browser page and click 'Launch Blackboard Collaborate now' or back to the CCC CONFER login page. A new meeting file is downloaded for each live (meeting.collab) or recorded session (nativeplayback.collab). Do not try to join the session using a previously downloaded file.

Get Support



Technical support is available for the 'DIY' user, or feel free to contact Client Services.

Support Features

Is Your Computer Ready?

- [Test Your Computer Readiness](#)

Technical Support

- [System Requirements](#)
- [Test Your Computer Readiness](#)
- [Install the Blackboard Launcher](#)
 - [Blackboard Collaborate Launcher for Windows](#)
 - [Blackboard Collaborate Launcher for Macs](#)
- [Best Practices for Preventing Echoing in Audio](#)
- [Connection Issues](#)
 - When no error message appears during the connection process, follow the steps below. In most situations, these steps will resolve the issue.
 - [Clear Blackboard Collaborate Launcher cache](#)
 - [Clear browser cache](#)
 - When you receive an error message
 - [Java Security Error](#)
 - All other error messages:
 - Send an email to clientservices@cccconfer.org with a snapshot of the error message, including the "details" information, your Operating System and version and browser.
 - Call us with your issues Monday - Friday between 8AM - 3PM at the number below.

Technical Support Contact

Client Services
1-760-744-1150 ext. 1537 or 1554
Email - clientservices@cccconfer.org
Monday - Friday 8AM - 4PM

Need Help?

CCC CONFER Client Services

Tel: 760-744-1150 ext 1537 or 1554

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[Return to Top](#)