

Manual para otorgar permisos de descarga en Collaborate

1. Primero tenemos que entrar a la sala de Collaborate para ver el listado de sesiones.

The screenshot shows the Blackboard Collaborate Ultra interface. At the top, it displays 'UDEM | Blackboard' and navigation links for 'My Institution', 'Courses', and 'System Admin'. The main header indicates 'Blackboard Collaborate Ultra' and 'Edit Mode is: ON'. The left sidebar contains course navigation for 'DE-4011-01 PEF Derecho (14623.202111)', including sections for announcements, WhatsApp group, and important dates. The main content area is titled 'Sessions' and lists several sessions with their dates and times. A 'Create Session' button is located above the session list. The sessions listed are:

Session Name	Date and Time	Status
DE-4011-01 PEF Derecho - Course Room	Unlocked (available)	Unlocked (available)
Curso Ceneval LDE_Introducción	9/26/20, 9:30 AM	(available)
Curso Ceneval LDE_2nda sesión	10/3/20, 9:00 AM	(available)
Curso CENEVAL LDE	10/10/20, 9:00 AM	(available)
Técnicas de litigación oral		

2. Editamos la configuración para permitir las descargas, para ello seleccionamos la opción *EditSettings*.

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a sidebar contains course information for 'DE-4011-01 PEF Derecho (14623.202111)', including announcements, a WhatsApp group, meeting invitations, and important dates. The main area is titled 'Sessions' and lists several sessions, such as 'DE-4011-01 PEF Derecho - Course Room' and 'Curso Ceneval LDE_Introducción'. A 'Create Session' button is visible. A context menu is open over the 'Curso Ceneval LDE' session, showing options: 'Join session', 'Anonymous dial in: +1-571-392-7650 PIN: 407 237 1134', 'Edit settings' (highlighted with an orange box), 'View reports', and 'Delete session'.

3. Posteriormente, seleccionamos la opción de *Session Settings*

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a sidebar shows course information for 'DE-4011-01 PEF Derecho (14623.202111)'. The main area is titled 'Sessions' and lists several sessions, including 'Curso Ceneval LDE_Introducción' on 9/26/20 at 9:30 AM. A right-hand panel titled 'Event Details' is open for the selected session. In this panel, the 'Session Settings' option, represented by a gear icon, is highlighted with an orange box. Other visible options include 'Join session', 'Anonymous dial in' (with phone number +1-571-392-7650 and PIN 407 237 1134), 'Dial In', 'Guest access', and 'Start' (set for 9/26/20 at 9:30 AM).

4. Seleccionamos la opción *Allow recording downloads*

The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a navigation pane shows the course 'DE-4011-01 PEF Derecho (14623.202111)' and various resources. The main area is titled 'Sessions' and lists several sessions, including 'Curso Ceneval LDE_Introducción' on 9/26/20 at 9:30 AM. A settings panel is open for the selected session, showing 'Session Settings'. Under the 'Recording' section, the 'Allow recording downloads' checkbox is checked and highlighted with an orange border. Other options include 'Anonymize chat messages', 'Moderator permissions', and 'Participant permissions'.

5. Si queremos confirmar que el archivo esta en el repositorio de Collaborate podremos entrar al menú de las 3 líneas.

The screenshot displays the Blackboard Collaborate Ultra interface. At the top, the header shows 'UDEM | Blackboard' on the left and 'My Institution', 'Courses', and 'System Admin' on the right. Below the header, there's a navigation bar with 'Blackboard Collaborate Ultra' and 'Edit Mode is: ON'. The main content area is titled 'Blackboard Collaborate Ultra' and 'Sessions'. On the left, there's a sidebar with course information for 'DE-4011-01 PEF Derecho (14623.202111)'. The main session list includes a 'Create Session' button, a 'Filter by' dropdown set to 'All Upcoming Sessions', and a search icon. The session list contains several entries, each with a calendar icon, a title, and a date/time: 'Curso Ceneval LDE_Introducción' (9/26/20, 9:30 AM), 'Curso Ceneval LDE_2nda sesión' (10/3/20, 9:00 AM), and 'Curso CENEVAL LDE' (10/10/20, 9:00 AM). A red box highlights the 'Menu' icon (three horizontal lines) in the top left corner of the session list area.

6. Y seleccionamos la opción *Recordings* para confirmar que se encuentre en este listado.

The screenshot shows the Blackboard Collaborate Ultra interface. The top navigation bar includes 'My Institution', 'Courses', and 'System Admin'. The main header displays 'Blackboard Collaborate Ultra' and 'Recordings'. The left sidebar contains a navigation menu with 'Sessions' and 'Recordings' (highlighted with an orange box and labeled 'Selected'). The main content area displays a table of recordings.

Session name / Recording name	Date	Duration
Disertación LDE Ernesto Villarreal Sosa matrícula 503416 / recording_1	12/9/20, 4:32 PM	01:30:5
Disertación LDE Emmanuel Valladares Hernández matrícula 556438 / recording_2	12/9/20, 2:32 PM	00:06:1
Disertación LDE Emmanuel Valladares Hernández matrícula 556438 / recording_1	12/9/20, 2:17 PM	01:17:3
Disertación LDE Emiliano Martínez Guerra matrícula 541802 / recording_2	12/9/20, 12:39 PM	00:22:5

Si tienes dudas durante el proceso, favor de comunicarte a soporte técnico a través del chat en línea que se encuentra en la siguiente liga: <https://soporteti.udem.edu.mx/>