

Webex

Locating a Recorded Session and Posting to Blackboard

Introduction

After recording a session in Webex, you can post that recording to Blackboard. This self-help document will walk you through the process.

Locating Your Webex Recording and Copying the Link

1. From your browser of choice, navigate to **towson.webex.com**.
2. **Sign In** using blue button in the upper right-hand corner) with your **Username (NetID)** and **Password**.
3. From the left menu bar, select **Recordings**.

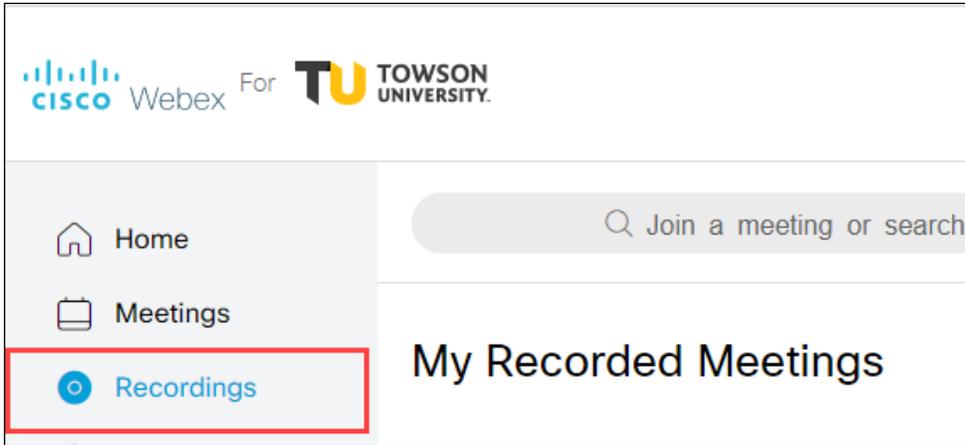


Figure 1

4. Locate your recording and click the video link.

Name	Security	Date	D
<input type="checkbox"/> Oluwabori Ajifa's Personal Room-20200707 1415-1		07/07/2020 10:19 AM	0
<input type="checkbox"/> Oluwabori Ajifa's Personal Room-20200707 1415-1		07/01/2020	

Figure 2

- The recording will launch in a new tab. (The video will automatically be decrypted but will take some time before you can play it)



Figure 3

- From the browser address bar, select and copy the URL of the recording.



Figure 4

Linking to your Webex Meetings Recording in Blackboard

- Navigate to <https://blackboard.towson.edu>.
- Log in with your **Username (NetID)** and **Password**.
- Select your **course**.

- In your **course menu** to the left, enter the **content area** where you would like the link to appear.
- Select **Build Content**, then **Web Link**.

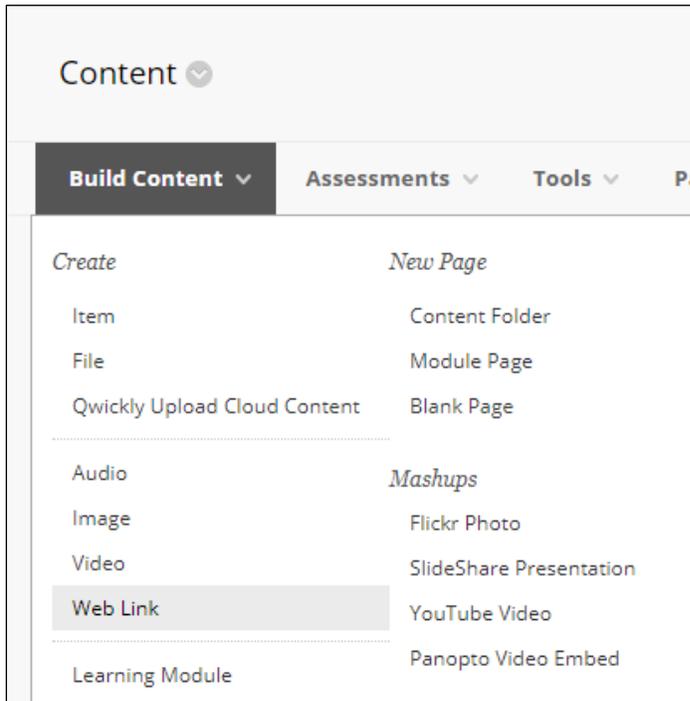


Figure 5

- Give your web link a **Name**.
- Paste the **URL** of the Webex recording.

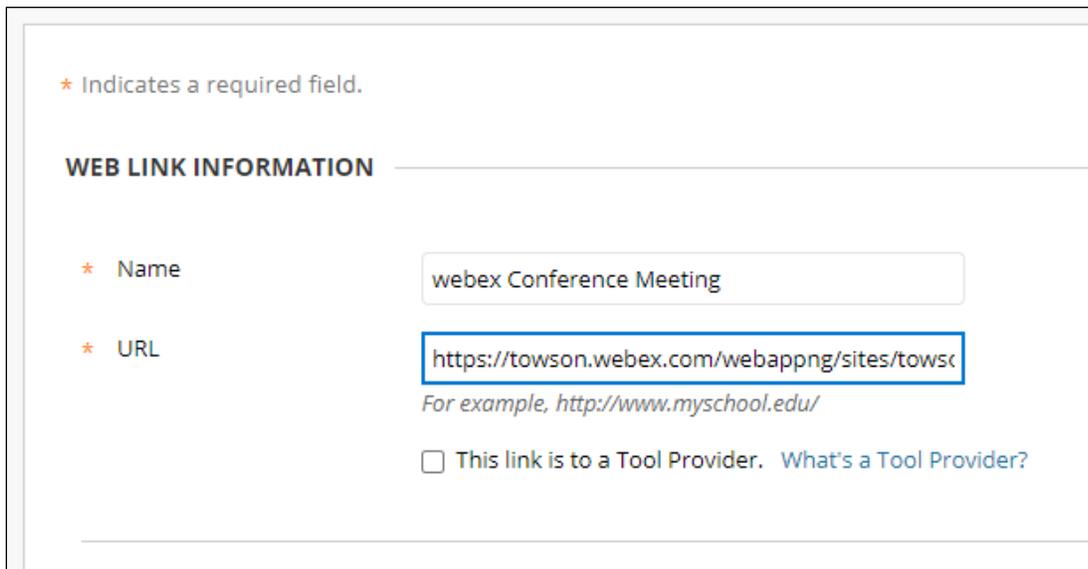


Figure 6

- Click **Submit**.



Figure 7