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.

Figure 2
Webex: Locating a Recorded Session and Posting to Blackboard

5. 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

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

Figure 4

**Linking to your Webex Meetings Recording in Blackboard**

2. Log in with your **Username (NetID)** and **Password**.
3. Select your **course**.
4. In your **course menu** to the left, enter the **content area** where you would like the link to appear.

5. Select **Build Content**, then **Web Link**.

![Build Content Menu](image)

**Figure 5**

6. Give your web link a **Name**.

7. Paste the **URL** of the Webex recording.

![Web Link Information](image)

**Figure 6**

8. Click **Submit**.

![Submit Button](image)

**Figure 7**