




# Share Teams Recording to Blackboard

## Steps to Follow

### Copy the Link Recording:

1. Log in to <https://office.ccsu.edu> and click on the One Drive icon. 
2. Click on the **Recordings** folder and click on the name of the recording you want to open/share.
3. Click **Copy link**.

### Paste the link onto Blackboard:

4. *Navigate to the content area on Blackboard which you would like to upload the recordings. If you need to create a content area for these recordings you can do so by pointing your mouse to the plus icon (+) and selecting Content Area. [Click here for more help on creating a content area](#)*
5. From the content area, click **Build Content** and select **Web Link** (Figure 1).

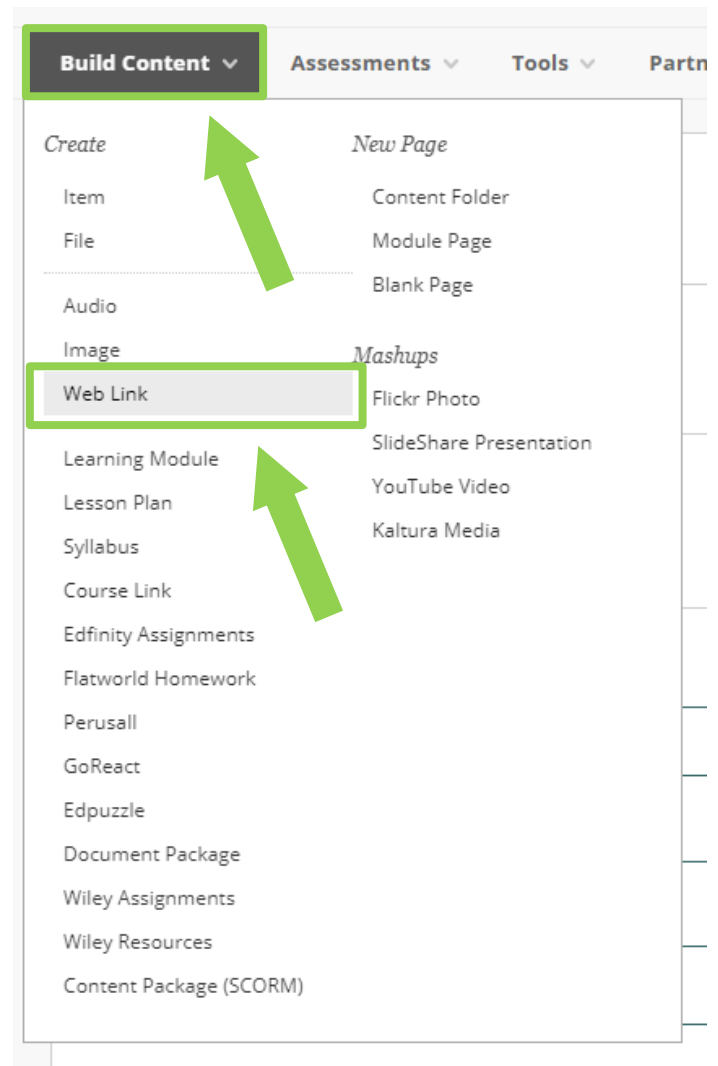


FIGURE 1



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6. Name your recording in the Name box (Figure 2).
7. **Paste the URL** you copied earlier in Step 1 into the URL box (Figure 2).
8. Click **Submit** (Figure 2).

FIGURE 2

### Create Web Link

*A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)*

\* Indicates a required field.

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#### WEB LINK INFORMATION

\* Name  
4/1 Class Recording

\* URL  
https://web.microsoftstream.com/video/3d76  
For example, http://www.myschool.edu

This link is to a Tool Provider. [What's a Tool Provider?](#)

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Click **Submit** to proceed.

Cancel **Submit**

The screenshot shows a 'Create Web Link' form. The 'Name' field contains '4/1 Class Recording' and the 'URL' field contains 'https://web.microsoftstream.com/video/3d76'. A 'Submit' button is highlighted with a green box and a green arrow pointing down to it. Two other green arrows point left towards the 'Name' and 'URL' fields.



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