WebEx How To: Upload WebEx Recordings onto Blackboard

1. Retrieve the link to your WebEx recording. Log onto CCSU WebEx website and click Recordings on the left side menu (Figure 1).

![Figure 1](image1.png)

2. Click the recording and it will open in another window (Figure 2). Copy the URL of that window and save it so that you can paste it onto Blackboard in the next steps (Figure 3).

![Figure 2](image2.png)
3. Now open Blackboard in another tab and go to the content area you would like to upload the recording to. Click **Build Content** and then select **Web Link** (Figure 4).
4. You will then be taken to the Create Web Link page. Name this web link to your recording. Paste the link to your recording in the box URL (Figure 5). You copied this URL earlier in step 2. Now, copy the recording’s password by going to the WebEx window and clicking the share icon next to your listed recording (Figure 6). Copy the password from the box that appears (Figure 7). You can paste the password onto the Blackboard Web Link’s Name box or in the text box description. Now, click Submit at the bottom.
5. Students can now access the recording by clicking on the Blackboard Web Link you uploaded and entering the password you provided to them. (Figure 8)