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**.

CISCO Webex For TOWSON UNIVERSITY.			
Home	$\ensuremath{\mathbb{Q}}$ Join a meeting or search		
55			
Meetings			
Recordings	My Recorded Meetings		

Figure 1

4. Locate your recording and click the video link.

Name	Security	Date \vee	
Oluwabori Ajifa's Personal Room-20200707 1415-1 Oluwabori Ajifa's Personal Room-20200707 1415-1		07/07/2020 10:19 AM	0
		07/01/2020	

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.

C 🟠 🔒 https://towson.web	ex com (wobanan Emoji	Win+Period	g/play/2a0388be63bf4122
Oluwabori Ajifa	Undo	Ctrl+Z	
	Cut	Ctrl+X	200707 141
	Сору	Ctrl+C	200707 141.
	Paste	Ctrl+V	

Figure 4

Linking to your Webex Meetings Recording in Blackboard

- 1. Navigate to https://blackboard.towson.edu.
- 2. Log in with your Username (NetID) and Password.
- 3. Select your course.

Webex: Locating a Recorded Session and Posting to Blackboard

- 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**.

Content 📀			
Build Content 🗸	Assessments \lor	Tools \vee	Pa
Create	New Page		
ltem	Content Fo	lder	
File	Module Pa	ge	
Qwickly Upload Cloud	Content Blank Page	:	
Audio	Mashups		
Image	Flickr Phot	0	
Video	SlideShare	Presentation	
Web Link	YouTube V	ideo	
Learning Module	Panopto V	ideo Embed	

Figure 5

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

* Indicates a required field.	
WEB LINK INFORMATION	
* Name	webex Conference Meeting
* URL	https://towson.webex.com/webappng/sites/towsc
	For example, http://www.myschool.edu/
	This link is to a Tool Provider. What's a Tool Provider?

- Figure 6
- 8. Click Submit.

Click Submit to proceed.	Cancel	Submit	

Figure 7