# Upload WebEx Recordings into Blackboard

You can upload your WebEx meeting recordings to Blackboard to allow your students to access them.

1. Log into ccsu.webex.com.
2. Click **Recordings** on the menu on the left of the screen (Figure 1).
3. You will see a list of your available recordings (Figure 2).
   Note: It will take some time for recordings to process after they are taken. You must wait for it to process before you can upload it to Blackboard. Please be patient, as it may take up to 24 hours.
4. Click on the ⇲ **Share icon** on the right of the screen. If you do not see the icon, your recording is still processing.
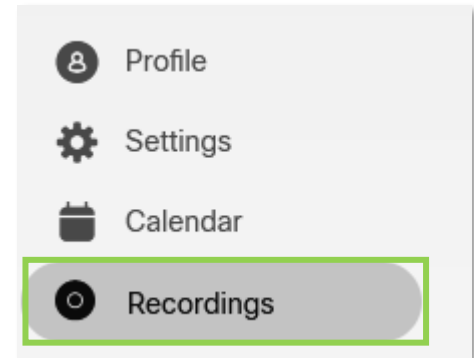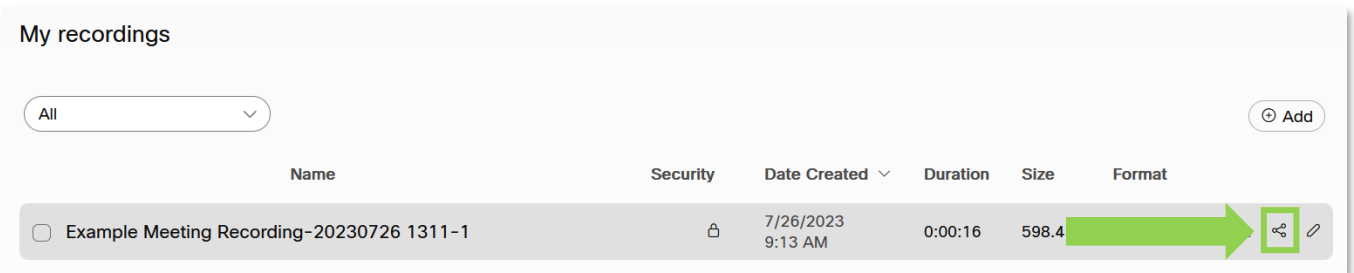


**FIGURE 1**



**FIGURE 2**

5. You will be presented with the **Share recording options** (Figure 3). Ensure that the Public Link toggle is on. Then, click on the ▢ **Copy icon** next to the web link to copy it to your clipboard. You can also set a password, or you can just leave it as the default.
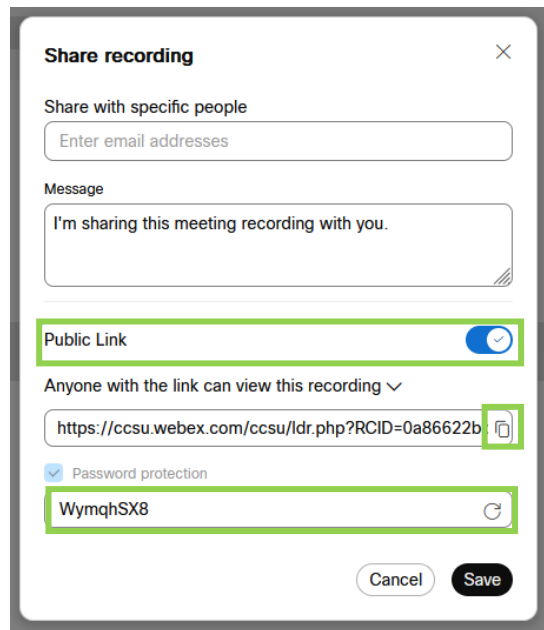


**FIGURE 3**

6. You are now ready to post the recording link to Blackboard. Open Blackboard in a separate tab and navigate to the **content area** you'd like to post the link to. Click on **Build Content**, then click on **Item** (Figure 4).
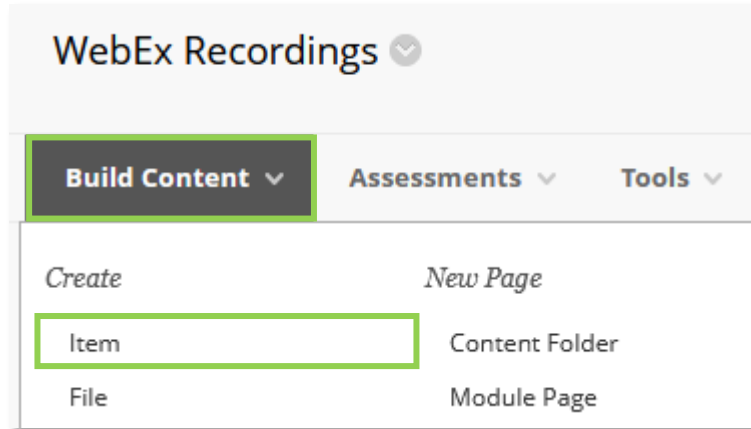
7. You will be presented with the item creation page. Type a name for the recording in the **Name** field. In the **Text** field, press the **Ctrl and V** keys at the same time to paste the meeting information (Figure 5).
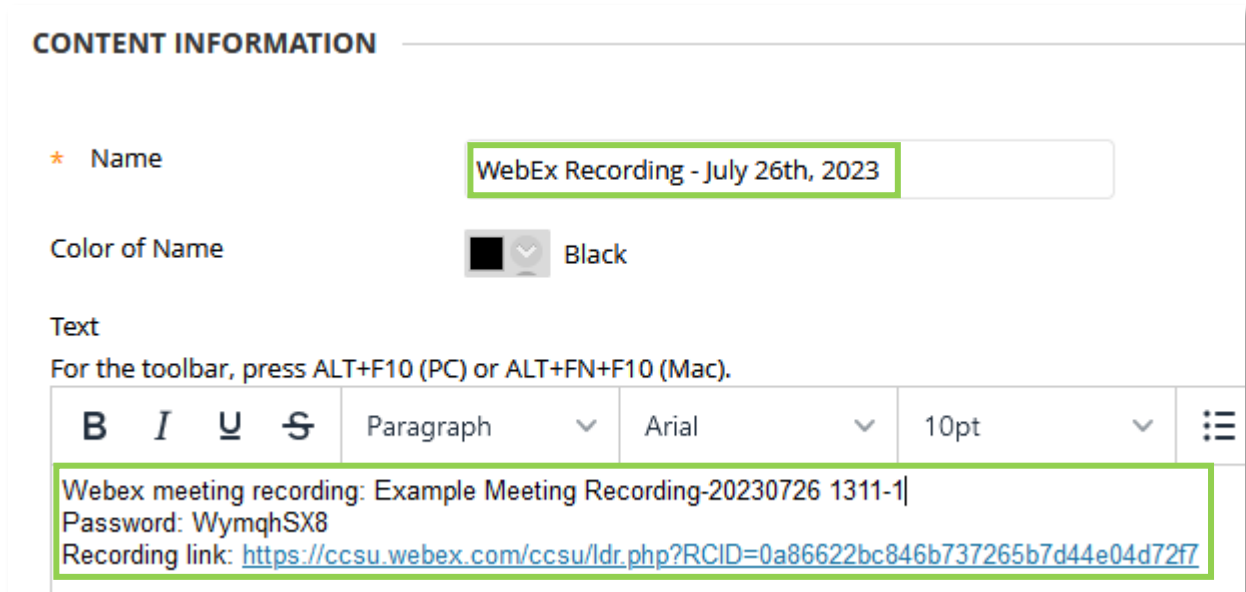
8. Click on **Submit**. Your students will now have access to the WebEx recording.