How to Post a WebEx Recorded Session in Your Blackboard Course

1. Go to the [TSU WebEx homepage](https://tsu.webex.com)

2. Click the [Host Log In] button

3. Log in with your [Username] and [Password]

4. Click on [My Recorded Meetings]

5. Highlight, right-click and copy the [Recording link]

6. Go to your Blackboard course and create an [Announcement] from the [Announcement] menu tab.

7. Add the Recorded link to your [Announcement].

8. Right-click and paste the [Recorded Link] in the [Message box]

9. Highlight the link and click on the [Hyperlink icon] in the menu bar to activate the link

10. Insert the [Recorded Link] and click [Submit].

11. (Optional) Check the [Override User Notification Settings] to also send the recorded link in an email to your students.

12. Click [Submit] to post the Announcement in your course.