

How to Post a Recorded WebEx Meeting to Blackboard

Sharing recorded WebEx meetings:

Step 1: After recording a WebEx session, login to WebEx and go to the “Meeting Center” tab. Click the “**My Recorded Meetings**” option on the left side of the screen.

Step 2: You should now see a list of all your recorded WebEx meetings. Please note that when a WebEx meeting is recorded, it can take up to 24 hours to appear in this list. If you do not see the meeting, check back every few hours. Once the meeting appears, click the meeting name

Recording Information: Example Meeting-20150302
1542-1

Topic: Example Meeting-20150302 1542-1

Create time: 3/2/15 10:06 am

File size: 1.18MB

Duration: 1 minute

Description:

Streaming recording link: <https://tamucc.webex.com/tamucc/ldr.php?RCID=8a78c3dace49df37d26fe17ce89cdb05>

Download recording link: <https://tamucc.webex.com/tamucc/lr.php?RCID=65a62ddea62479ef91439991fdc4565f>

Play Recorded Meeting Now

If you want to download the recording, click [here](#).

Share My Recording

If you want to use your local email client to send the email, click [here](#).

you want to share. This will take you to a page with a “**Streaming recording link**”. Highlight and copy this streaming link.

Step 3: Paste the copied “**Streaming recording link**” anywhere your students can access it in Blackboard. This can be done via email, discussion board, content area, etc. The students just need to click the link in order to view the recorded meeting – **no extra downloads necessary!**

➤ **NOTE: Please do not leave recordings on WebEx for more than one semester.** WebEx is a shared resource across campus with limited storage capacity. As such, the following tutorial will cover how to archive your WebEx recordings for extended use.

Archiving recorded WebEx Meetings:

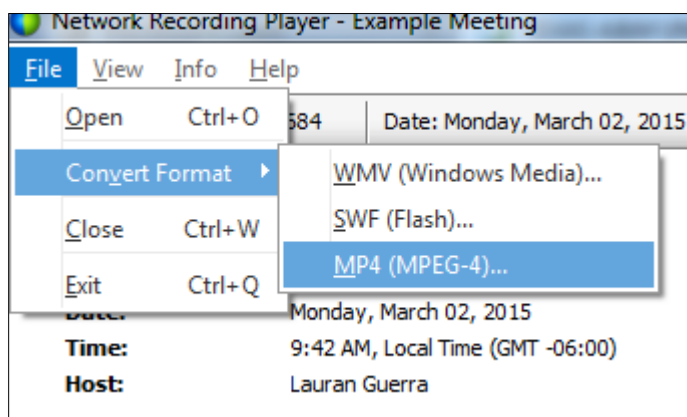
Step 1: All WebEx meetings are recorded for playback in a proprietary file type named .ARF – this file type is unique to WebEx so you must download WebEx’s ARF player and converter software. This can be done by going to this link: <https://www.webex.com/play-webex-recording.html> and then choosing either the Mac OSX or Windows download in the “.ARF” file type column. Follow the installation prompts on screen.

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Step 2: Once you have successfully downloaded the player, login to WebEx. Then, go to your “**My Recorded Meetings**” and click the video you would like to archive. Next, click the “**Download recording link**”. Clicking this link will open up a small download window. Choose “**Save file**”.

Step 3: Open up the WebEx player you downloaded in step 1. If you have trouble finding the player open up your “**Programs**” list via the Start Menu and locate the “**Network Recording Player**” (Use “**Finder**” and then “**Applications**” if you are using a Mac).

Step 4: Once you have the Network Recording Player open choose “**File**” and then “**Open**”. Find the .ARF recording you downloaded and then click “**Open**”. You will know you have opened your file when you see your recorded meetings information and video pop up on the screen.



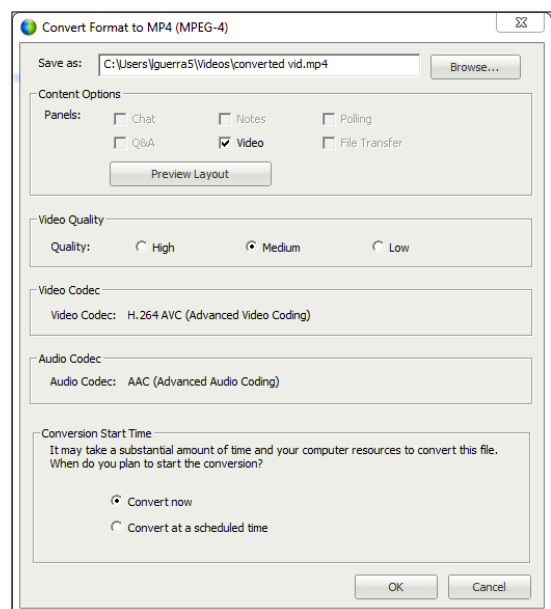
Step 5: To convert the .ARF file to an .MP4 click “**File**” and then “**Convert Format**” choose the “**MP4 (MPEG 4)...**” option from the drop down list. A conversion settings window will open.

Step 6: Use the “**Browse**” button to choose where you want to save the converted file to. Then take time to review the “**Content Options**” area of

this window. You will see that you can toggle on certain panels that you may have used during your WebEx meeting (Chat, Notes, Video, etc.). If you used a Webcam at all during your meeting it is **HIGHLY** important that you at least check the “**Video**” option, otherwise your recording will just be sound.

Step 7: Click the “**Convert now**” button. Depending on how long the recorded meeting is this process can take a **VERY** long time. **Please be patient!**

Step 8: Once your conversion process is over you should give your newly created .MP4 a preview. If everything is as it should be the video is ready to archive! Archiving can be accomplished by uploading your video(s) to YouTube and then posting them to your class as a link or embedded video. Please see the [YouTube tutorials here at this link](#) for information on how to use YouTube.



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- Be mindful that any video you post to your Blackboard course will **need to be captioned** due to [ADA and sections 504 and 508 of the American Rehabilitation Act](#).
- If you are interested in generating captions yourself please reference [this tutorial on using YouTube to help create captions](#). Captions can also be generated quickly and accurately by hiring a 3rd party vendor such as [Rev.com](#) or [3playmedia](#).
- You can hide any videos posted to Blackboard that have not yet been captioned from students by following [this simple tutorial on showing and hiding any course media or objects](#).