

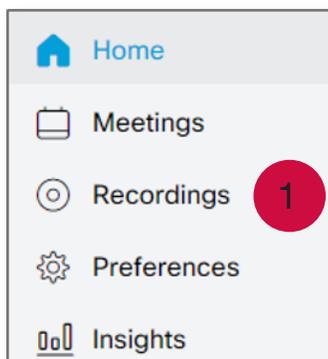


Post a Webex Recording to CourseLink

Within Webex

1. To access your recordings, select **Recordings** from the Webex dashboard.

Note: Once your recording has ended, Webex requires time to process the recording before it is available. For a one-hour meeting, this could be one to two hours.



2. You will be presented with a list of your recordings. Before posting to CourseLink, update the name of the file to better reflect what the recording is of. (i.e., course code & date). To do so, select **Edit** from the dropdown list at the far right.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> CODE*1000*01 Creighton M/W/F 11:30-20200314 1735-1		03/14/2020 01:41 PM	0:01:10	1.2 MB	MP4	 Edit Delete

3. In the **Topic**, update the name of your recording. Click **Save** to save your changes and go back to the list of recordings.

Edit Recorded Meeting

Topic
CODE*1000*01 Monday, March 16, 2020

Chat Q&A Polling Participants

Transcripts

Description (optional)

Cancel Save

4. To access the link to the recording, click on the share button on the right side.

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> CODE*1000*01 Monday, March 16, 2020		03/14/2020 01:41 PM	0:01:10	1.2 MB	MP4	

5. To restrict access to the recording to U of G only, click on **Anyone with the link can view this recording** and switch to **People in my company can view this recording**.

6. Copy the URL.

Share Recording

Share with specific people

Enter email addresses

Message
I'd like to share the meeting recording with you.

Public Link **5**

Anyone with the link can view this recording

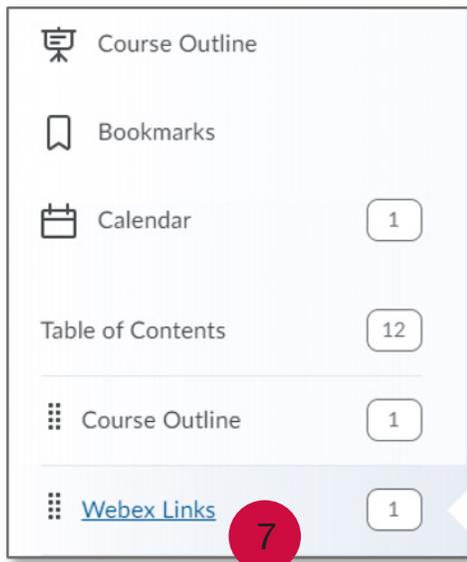
https://uoguelph.webex.com/recordingservice/sites/uog **6**

Password protection

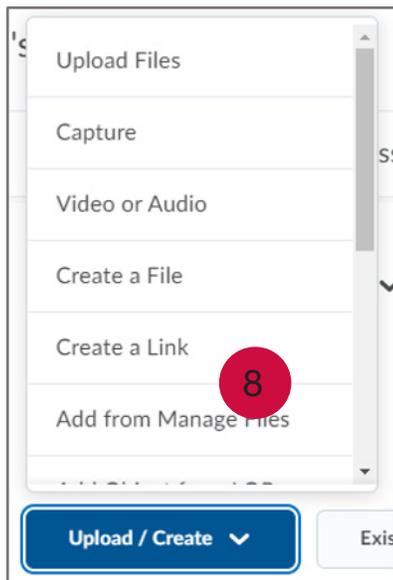
Cancel Save

7. Log in to CourseLink and navigate to the Content area. Select the module where you plan to store your lecture recordings.

Note: To make sure students can easily find the lecture recordings, be consistent in how you add them to your site. Consider posting an announcement that directs students to the appropriate content area(s).



8. Enter the module where you want to post the link. Click **Upload/Create** and select **Create a Link** from the list of options.



9. Enter a title for the link (i.e., CODE*1000 March 16, 2020).
10. Paste the link within the URL box. Be sure to check the formatting.
11. Select **Open as External Resource**.
12. Click **Create** to save your information and move to the content page. You will be able to preview the link.

The image shows a 'New Link' form with the following elements:

- Title ***: A text input field with a red circle containing the number 9.
- URL ***: A text input field with a red circle containing the number 10.
- Open as External Resource**: A checkbox with a red circle containing the number 11. Below it is the text: "User progress is not tracked for external resources".
- Buttons**: A blue 'Create' button and a grey 'Cancel' button, both with red circles containing the number 12.

CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939

Toll Free: 1-866-275-1478 (Canada and USA)

Email: courselink@uoguelph.ca

Hours of Operation

Monday - Friday: 8:30 a.m. - 8:30 p.m.

Saturday: 10 a.m. - 4 p.m.

Sunday: noon - 6 p.m.

Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.