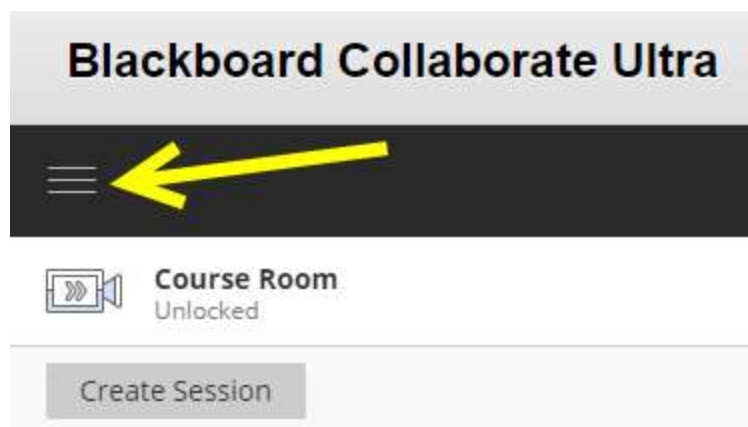


Add the Collaborate Recording Link

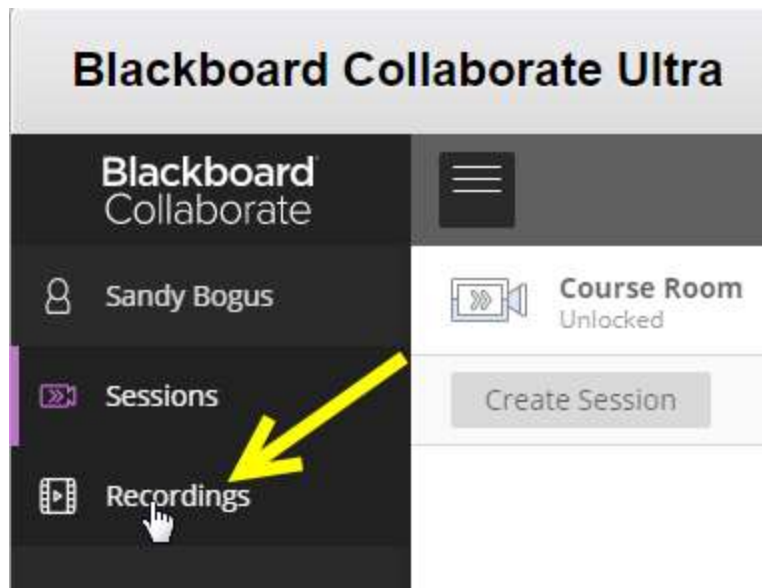
Click on the link that you use to access Collaborate



Click on the “hamburger” icon in the upper left corner.

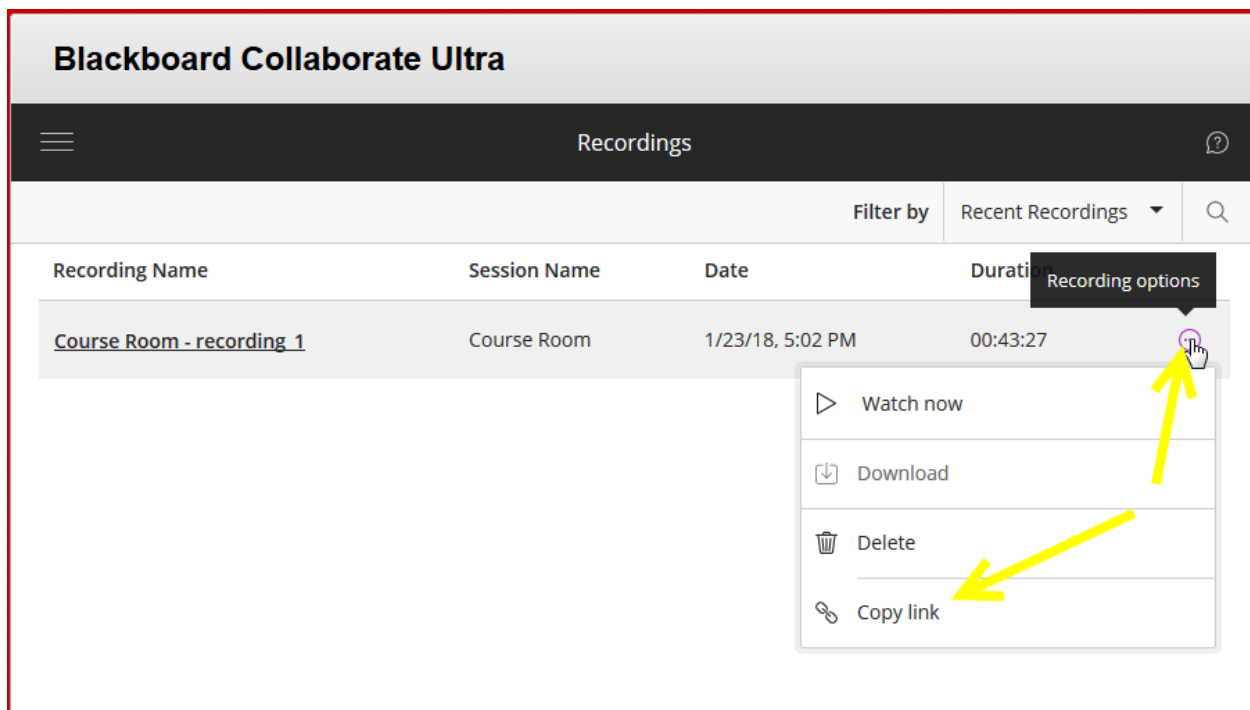


A menu will appear on the left. Click on “Recordings.”

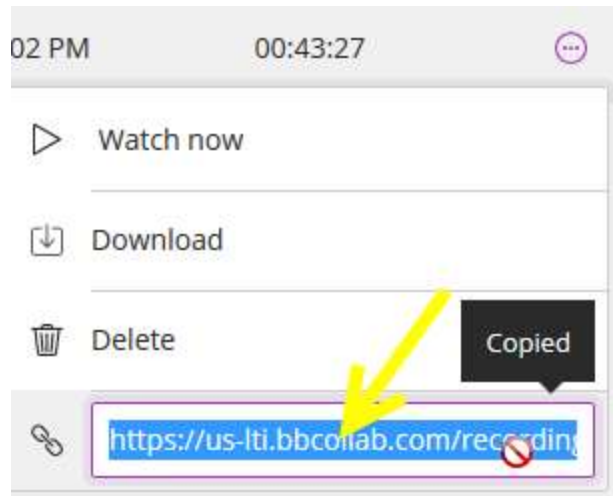


Your recordings will be listed. If you don't see them you may need to search.

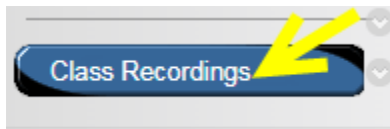
Click on the circle with the three dots to the right of the listed recording. Select “Copy Link” from the menu.



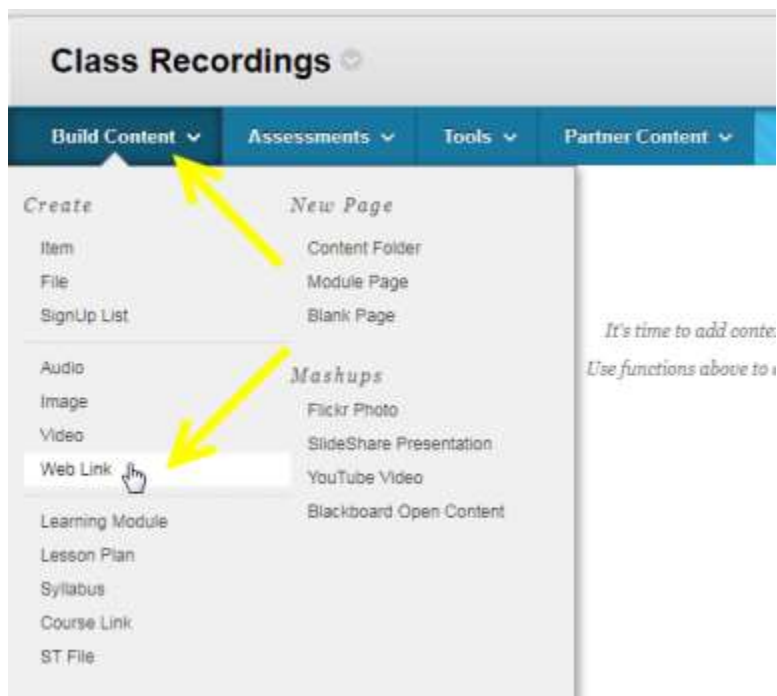
Click on the link once to copy it.



Go back to the Course Menu and find the content area where you want to add the recording link. Click on that link.



Under “Build Content” select “Web Link.”



Type a name for the link and paste the link into the URL field.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to

* Indicates a required field.

WEB LINK INFORMATION

* Name

January 31 Collaborate Session

* URL

<https://us-iti.bbcollab.com/recording/6552184926e34>

For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

Under Web Link Options choose “Yes” for “Open in a New Window.” Always open in a new window. Then click the “Submit” button.

WEB LINK OPTIONS

Open in New Window Yes No

STANDARD OPTIONS


Cancel

Submit

Students can now access the recording through this link. This link will copy over to a new semester and you won't have to search Collaborate for the link.

Class Recordings ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

 **January 31 Collaborate Session** ←

Enabled: Statistics Tracking