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.

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