Special Notice for Option #1: If you add recordings with this option, the quiz grades will not be entered automatically into the Brightspace gradebook. A work around is to pull the grades from the quiz area in your MSU TechSmith Relay library and add them manually.

**STEP #1:** Go to your TechSmith Library, click on the recording that you want to add to Brightspace.
Special Notice for Option #1: If you add recordings with this option, the quiz grades will not be entered automatically into the Brightspace gradebook. A work around is to pull the grades from the quiz area in your MSU TechSmith Relay library and add them manually.

➢ **STEP #2:** Select Share, then Get a Link

➢ **STEP #3:** Copy the Link
POST-RECORDING ORGANIZATION AND SHARING – Adding Recordings to Brightspace Option #1

Special Notice for Option #1: If you add recordings with this option, any quiz grades will not be entered automatically into the Brightspace gradebook. A workaround is to pull the grades from the quiz area in your MSU TechSmith Relay library and add them manually.

STEP #1: Click on Upload/Create

STEP #2: Select Create a Link and paste the link to the recording when prompted. Note that adding it as a Video or Audio will not work.
POST-RECORDING ORGANIZATION AND SHARING – Adding Recordings to Brightspace Option #2

Special Notice for Option #2: If recordings are added this way, it will create an automatic grade item in the gradebook each time a student views the recording, even if that grade item has been deleted. This can be confusing for students and the instructor.

➤ **STEP #1:** Under the content where you want the recording to appear, select existing activities.

➤ **STEP #2:** Click on the TechSmith Relay Option at the bottom.
POST-RECORDING ORGANIZATION AND SHARING – Adding Recordings to Brightspace Option #2

➤ **STEP 3:** Click on Add Media next to the thumbnail shot of your recording or you may need to open a folder if you added the recording to a folder. Note you can also add an entire folder of recordings as well.

**(OPTIONAL)** Add all recordings from a folder

Locate in Folder