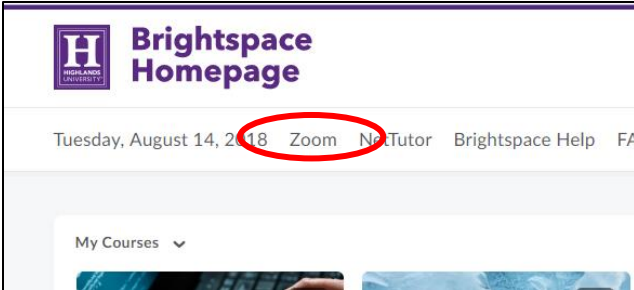


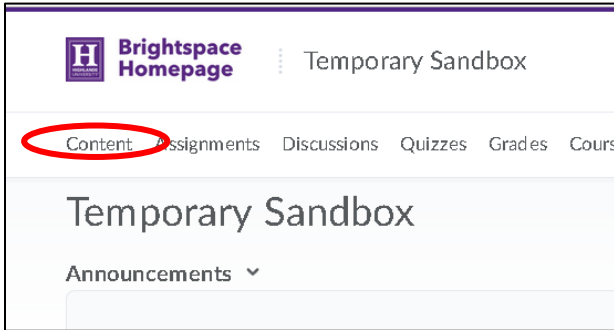
## Adding a Zoom Link to Your Brightspace Class

1. Log in to Brightspace.
2. If you have not activated your Zoom account, click on Zoom. A new tab will open in your browser.



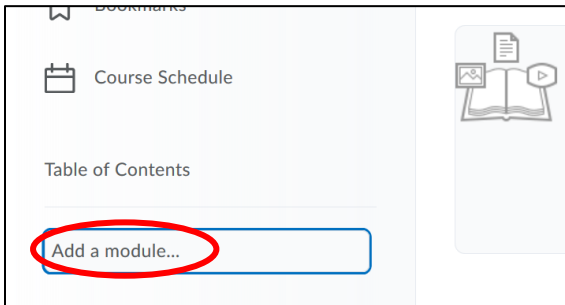
Click on Zoom

3. Return to Brightspace Tab (Homepage). Enter your course.
4. Click on Content.



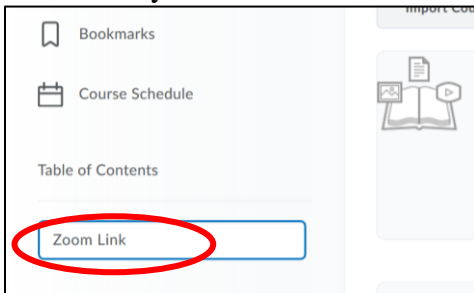
Click on Content

5. Click on Add a Module



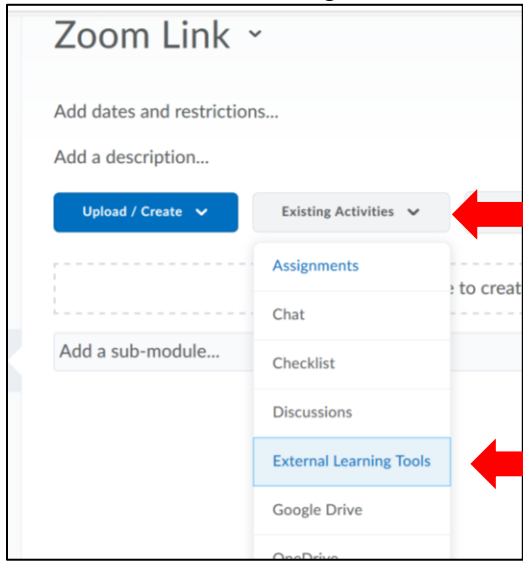
Click on Add a Module

6. Name your new module "Zoom Link" or something easy for your students to recognize, and click anywhere outside the module to save.



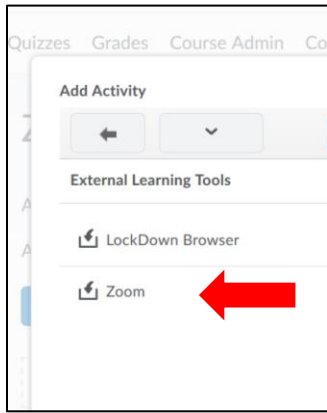
Name your module

7. Click on Add Existing Activities. Select External Learning Tools. Then select Zoom.



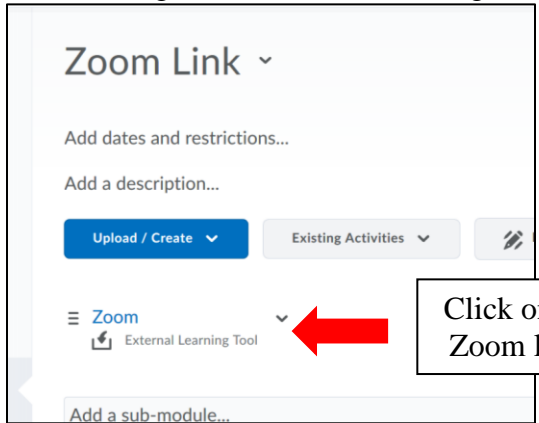
Click on Add Existing Activities

Select External Learning Tools



Select Zoom

8. **This step is important!** You must click on the Zoom link and join the session after creating your Zoom link. This will establish you as the host. Host privileges include recording the session, muting and unmuting participants, creating breakout rooms, and receiving the link to the recording.



**Important!**  
Click on your new Zoom link immediately after you create it.

Click on the Zoom link!

**Activating the Zoom link**

After you click on Zoom link, your Zoom session will open. If you have never installed Zoom on your device, you will be prompted to install the Zoom launcher.

ITS advises that you test your microphone and speakers prior to hosting a Zoom session. If you are having issues with your audio equipment, please contact ITS AV Support Services at 505-454-3391 or the ITS Help Desk at 505-426-2215.

**Note:** If you wish to post or share your Zoom recording, you must end the meeting for everyone when your session is over. Do not leave the session without ending the meeting for everyone. The link for your session will be emailed to you. You will have the option of downloading or sharing the video. You can also create a separate module in Brightspace for recordings.