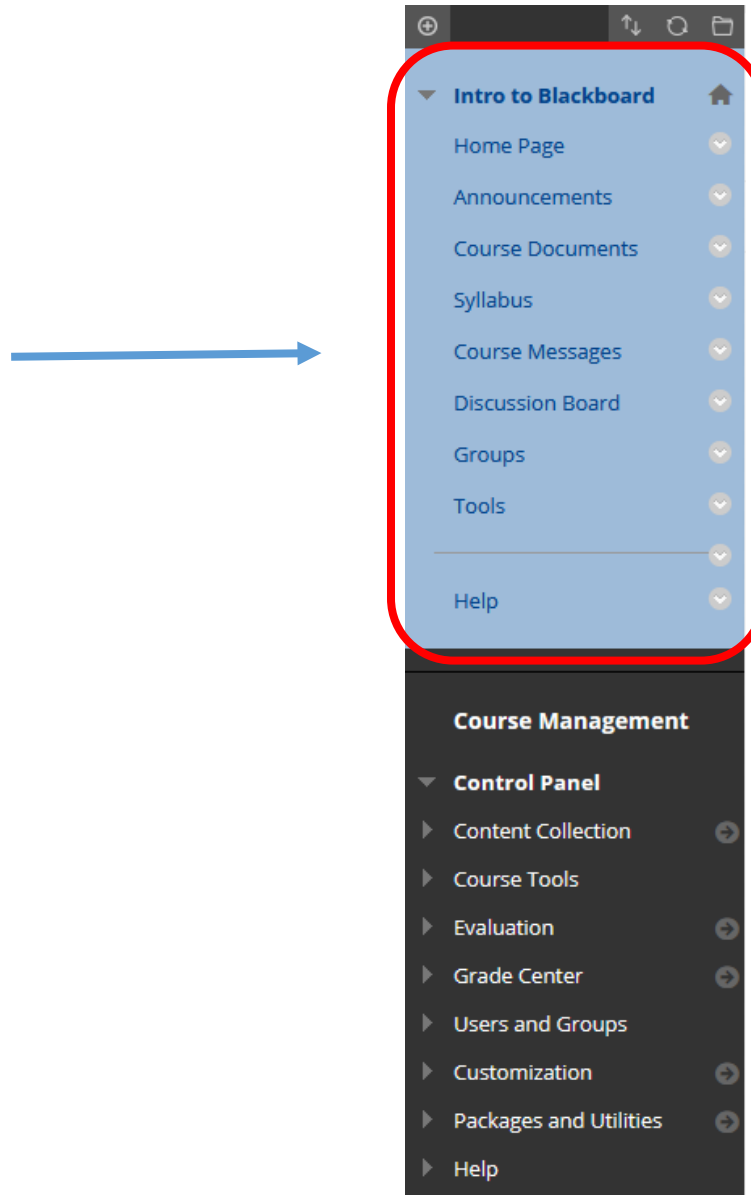


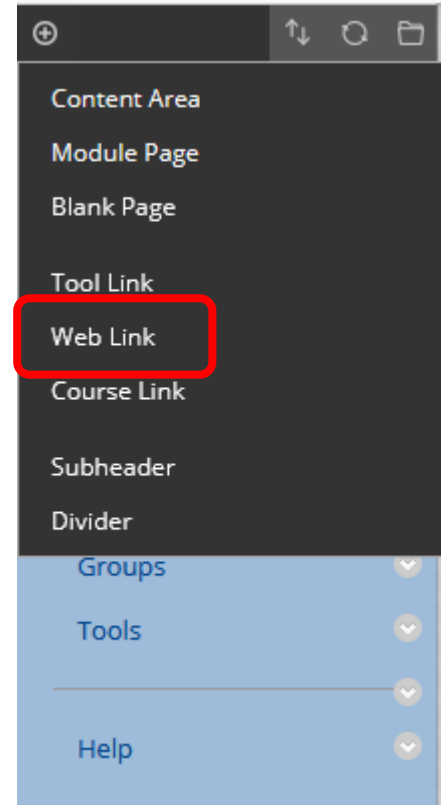
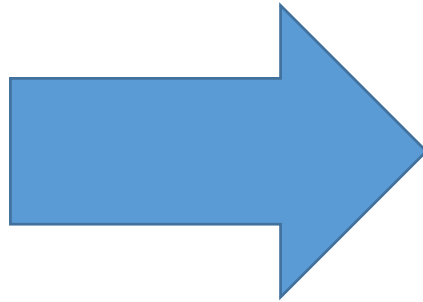
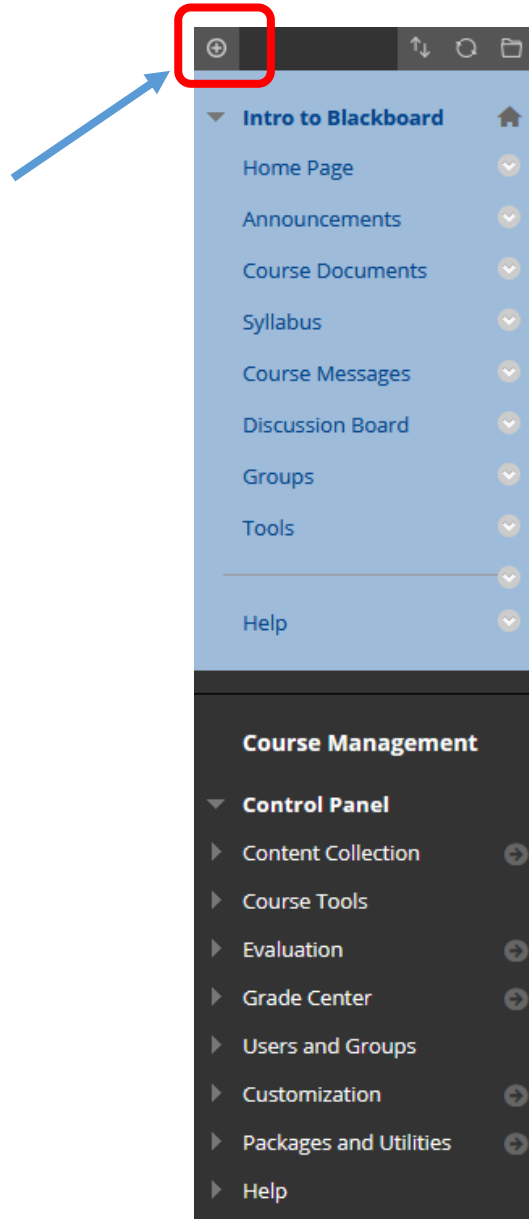


How to Add a Link to Your Zoom Room on the Course Menu

1. Log in to the Course on Blackboard. The area shown here, marked in red, is your Course Menu. Every course on Blackboard has a Course Menu. ***In this example, we will add a course menu link, which will bring your students to your Zoom room when they click it.***



2. Click the **Circle symbol** marked in red below. A small menu will appear. On that menu, click **Web Link**.



3. **Enter the title of the Course Menu link.** (“Zoom Room” or “Zoom Course Room” are just examples of clear titles that show the student what to expect)

Next, For URL, **enter the web link of your Zoom room.** This web link is static, and will not change.

Then, **then click the box next to “Available to Users”** so the course menu link is clickable by students. Then **click Submit** to finalize the Course Menu link creation.

Add Web Link

* Name:

* URL:

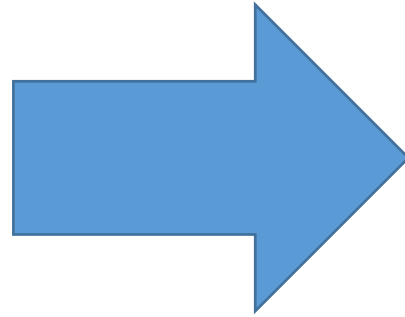
*For example,
http://www.myschool.edu/*

Available to Users

Cancel Submit

Course Management

- Control Panel
- Content Collection



Add Web Link

* Name:

* URL:

*For example,
http://www.myschool.edu/*

Available to Users

Cancel **Submit**

4. Now you will see the new Course Menu link you created appear at the bottom of your Course Menu list of links. Students will click that link to join your Zoom sessions at the time you specify.

