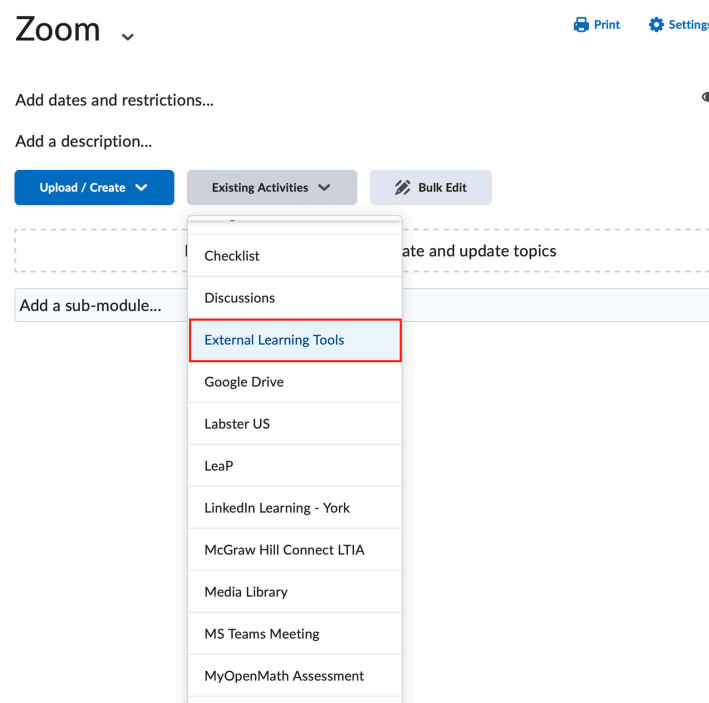# Accessing Zoom from your BrightSpace course to create meetings

On this page you will learn how to access Zoom from your course to create Zoom meetings.

To add a Zoom link into your BrS course please follow the steps below.

1. Navigate to the content area of your course and add a module where your Zoom link will be placed.

2. Within the module, select **Existing Activities**, then click on **External Learning Tools**.

3. After clicking on External Learning Tools, scroll all the way down and select **Zoom - York**

Add Activity   ✕

Video Assignment launch

Video Assignment launch

Virtual Classroom launch

Virtual Classroom launch

Wiley Course Resources   WileyPLUS LTI - York College

Zoom - York

< [1] / 1 >   [200 per page ⌄]

Create New LTI Link

Cancel

4. Once you've selected Zoom - York , a link to Zoom will be added to your course.

Zoom ⌄   🖨 Print   ⚙ Settings

Add dates and restrictions...   👁

Add a description...

[Upload / Create ⌄]   [Existing Activities ⌄]   [✎ Bulk Edit]

⠿ Zoom - York ⌄   ✓
    🔗 External Learning Tool
    Zoom - York LTI 1.1

Add a sub-module...

5. To make it easier for students to find the Zoom link for a specific date/time, you should modify the link name to the specific date/time. Click on the down arrow next to the Zoom link **Zoom - York**. Then, click on **Edit Properties in Place** to change the name to include the meeting date/time.

Zoom ⌄   🖨 Print   ⚙ Settings

Add dates and restrictions...

Add a description...

Upload / Create ⌄   **Existing Activities** ⌄   ✏ **Bulk Edit**

⠿ **Zoom - York**   ⌄   ✓
    🔗 External Learning Tool

Zoom - York LTI 1.1   View Topic

              Edit Properties in Place

Add a sub-module...   Hide from Users

              Submit Feedback

              Move To

              Edit Metadata

              Remove Topic

6. Once you've entered your desired name, select the **Open as External Resource** checkbox. Then, refresh the page.

Zoom ⌄   🖨 Print   ⚙ Settings

Add dates and restrictions...

Add a description...

Upload / Create ⌄   **Existing Activities** ⌄   ✏ **Bulk Edit**

⠿ Week 1   ⌄   👁 ⋮ ✓ 🗑
    🔗 External Learning Tool

Add dates and restrictions...

Zoom - York LTI 1.1

              ☑ Open as External Resource

              User progress is not tracked for external resources

7. Now click on the link to be directed to the Zoom homepage, where you can create your Zoom meeting link. To begin, click on **Schedule a New Meeting**

zoom   🏠 Home   🗓 Appointments

Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English ✏

                   All My Zoom Meetings/Recordings   **Schedule a New Meeting**   ⋮

Upcoming Meetings   Previous Meetings   Personal Meeting Room   Cloud Recordings   Get Training 📖

☐ Show my course meetings only

Start Time	Topic	Meeting ID

No Data

8. After you click on Schedule a New Meeting it will open a new webpage, allowing you to enter necessary details to organize your meeting such as topic, date, time and any other relevant settings. Then click **Save**

Topic   Week 1 Session 1

Description (Optional)   Enter your meeting description

When   05/08/2024   12:00   PM

Duration   1   hr   0   min

Time Zone   (GMT-4:00) Eastern Time (US and Canada)
                               ☐ Recurring meeting

Registration   ☐ Required

Security   ☑ Passcode 🔒   139890
                               Only users who have the invite link or passcode can join the meeting
                               ☐ Waiting room
                               Only users admitted by the host can join the meeting
                               ☐ Only authenticated users can join meetings

Video   Host   ○ on ● off
                               Participant   ○ on ● off

9. To set up recurring meetings, check the box next to **Recurring meeting** to view the available options.

Time Zone   (GMT-4:00) Eastern Time (US and Canada)
                 ☑ Recurring meeting   **Every day, until May 13, 2024, 7 occurrence(s)**
                 Recurrence   Daily
                 Repeat every   1   Day
                 End Date   ● By 05/13/2024   ○ After 7   occurrences

10. After entering all the information and clicking **Save,** you will be directed to a new page displaying an overview of all your settings. To **Start**, **Edit** or **Delete** the meeting you will find those options at the bottom. If you want to go back to where all the Zoom links are listed, click **Course Meeting** on the top left.

Course Meetings > Manage "Week 1 Session 1 "

Topic	Week 1 Session 1

Time	May 8, 2024 12:00 PM Eastern Time (US and Canada)
	Add to 📅 Google Calendar 📅 Outlook Calendar (.ics) 🟣 Yahoo Calendar

Meeting ID	895 4248 4957

Invite Attendees	Join URL: https://us02web.zoom.us/j/89542484957?pwd=UnJhZytMWDJlUENvSDYzaldkRmRidz09

Security	✓ Passcode ******** Show ✕ Waiting room
	✕ Only authenticated users can join meetings

Video	Host	off
	Participant	off

Audio	Telephone and Computer Audio

Meeting Options	✕ Enable join before host
	✕ Mute participants upon entry 🔇
	✕ Use Personal Meeting ID 4980850143
	✕ Record the meeting automatically

🗑 Delete this Meeting   ✎ Edit this Meeting   **Start this Meeting**

---

zoom   🏠 Home   🗓 Appointments

Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English ✎

All My Zoom Meetings/Recordings   **Schedule a New Meeting**   ⋮

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	Get Training 🎓

☐ Show my course meetings only

Start Time	Topic	Meeting ID		
Tomorrow 12:00 PM	Week 1 Session 1	895 4248 4957	Start	Delete
Fri, May 10 1:00 PM	Week 1 Session 2	871 0331 8412	Start	Delete

‹ 1 ›

11. If this is the first time you use Zoom, watch the short video below to learn how to schedule a meeting.