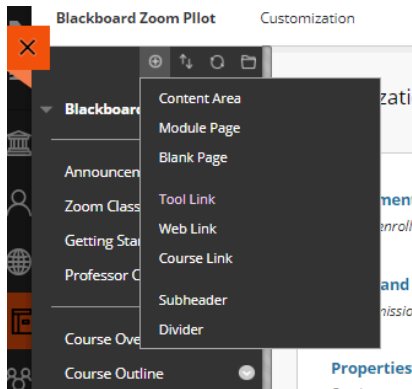
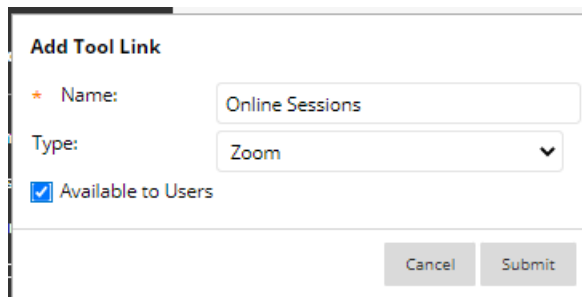


Adding Zoom to your Blackboard Learn Course

1. Launch the Blackboard Learn course that you wish to add Zoom into
2. Under the Course Management menu, click on **Customization > Tool Availability**
3. Scroll down to find the **Zoom Tool** and add a checkmark in the **Available** box and click **Submit**
4. On the top left hand side above the student menu, click on the **+ button** and choose **Tool Link**



5. Add the name for your Link and under **Type**, click the down arrow and choose **Zoom**

A screenshot of the 'Add Tool Link' dialog box. It has a title bar 'Add Tool Link'. There are three main fields: 'Name:' with a text input containing 'Online Sessions'; 'Type:' with a dropdown menu showing 'Zoom'; and 'Available to Users' with a checked checkbox. At the bottom right, there are 'Cancel' and 'Submit' buttons.

6. This will add the **Zoom link** to the bottom of your student menu. Click and drag it up to wherever you wish it to be.
7. Enter the link to set up your Zoom Classes. This is where your students will also navigate to to launch your online classes and review the class recordings. There is no need to copy or paste any information back and forth from Zoom into Blackboard.

****For all Classroom bookings, please ensure that you enter the Zoom Meeting Setup only via the link in your Blackboard course. This ensures that the bookings will be linked to that class for your students to access**