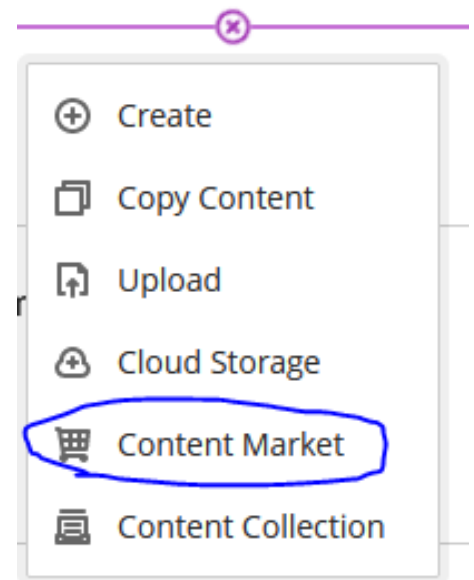
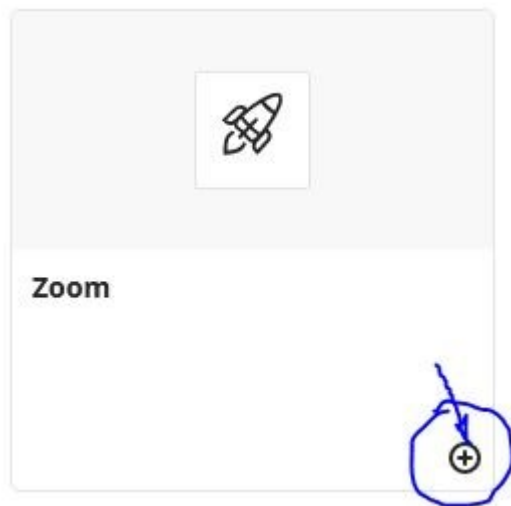


Adding Zoom to your Blackboard Ultra Course

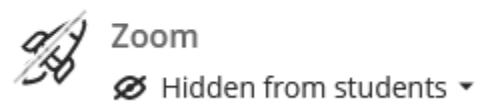
1. Launch the Blackboard Learn course that you wish to add Zoom into.
2. At the top of your Content area select the “+” sign and choose **Content Market**.



3. Scroll down ZOOM LTI and select the small “+” sign in the right hand corner.

Course Content

4. In Blackboard Ultra select the **Zoom Icon/Link**.



[Schedule a New Meeting](#)

5. The Blackboard Ultra—Zoom Link opens. Select the **Schedule a New Meeting** button on the top right to schedule the time of your class.
6. Scroll through the options to setup the schedule for your course:
 - Make the meeting **Recurring** from the first day of classes to the last
 - In the **Security** area choose Passcode **OR** Waiting Room
 - **Mute** participants upon entry
 - **Record** the meeting automatically **In the cloud**

CONTINUE to Page 2 —>

7. Once the Zoom schedule and settings are in place select the **SAVE button** at the bottom.

Congratulations! The Zoom Link is now setup in Blackboard for your students.

Instructors with Classroom Attendants

If you have Classroom Attendants to assist in hybrid and multimodal classrooms.

1. Copy the **Join URL link**.

Invite Attendees

Join URL: <https://northerncollege.zoom.us/j/94410642696?pwd=T0JMRUFKMGwVpIN2dsK1hxVi83dz09>

2. Send this link to your Classroom Attendant, cc'ing LEID and IT.
3. Paste the link in the shared [TEAMS Spreadsheet on the Tasks & Notes Tab](#).