

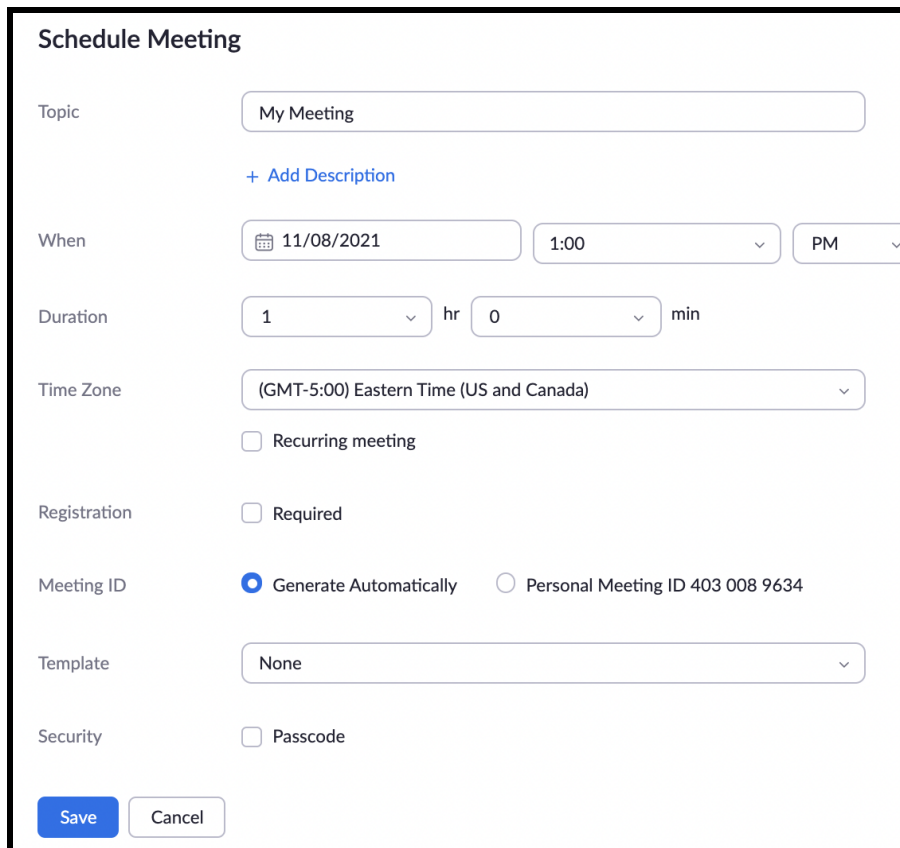
Add a Link for a Zoom Meeting in Brightspace

Updated July 2024

Zoom classroom meetings can be scheduled either through the web interface, or using the downloaded client. Class meetings can be scheduled on a recurring schedule with either a fixed time or no fixed time. In either case, the URL and the Meeting ID for that meeting will stay the same. All images in this tutorial are screenshots of the preceding step(s).

Step 1 Schedule the meeting

From Zoom, **schedule your class meeting** as you would like. You can access our Google Docs tutorial on how to login to Zoom here: [Logging Into Zoom](#). When you are done selecting options, click “**Schedule Meeting**” on the bottom of the page.



The screenshot shows the 'Schedule Meeting' form in Zoom. The form includes the following fields and options:

- Topic:** A text input field containing 'My Meeting'.
- + Add Description:** A blue link to add a description.
- When:** A date picker set to '11/08/2021', a time dropdown set to '1:00', and a PM/AM dropdown set to 'PM'.
- Duration:** Two dropdown menus for hours (set to '1') and minutes (set to '0').
- Time Zone:** A dropdown menu set to '(GMT-5:00) Eastern Time (US and Canada)'.
- Recurring meeting:** An unchecked checkbox.
- Registration:** An unchecked checkbox labeled 'Required'.
- Meeting ID:** Two radio buttons; 'Generate Automatically' is selected, and 'Personal Meeting ID 403 008 9634' is unselected.
- Template:** A dropdown menu set to 'None'.
- Security:** An unchecked checkbox labeled 'Passcode'.
- Buttons:** 'Save' (blue) and 'Cancel' (white) buttons at the bottom left.

Meetings for Office Hours or Group Work

You can also schedule different meeting spaces for student group work or office hours and post these invite links in your Brightspace course using the same steps below.

Schedule Meeting

Topic

Group A Meeting Space

Liam, Sally, Aisha, and Reece - use this link for your virtual meeting space during the semester.

☒ Recurring meeting Meet anytime

Recurrence

No Fixed Time ▾

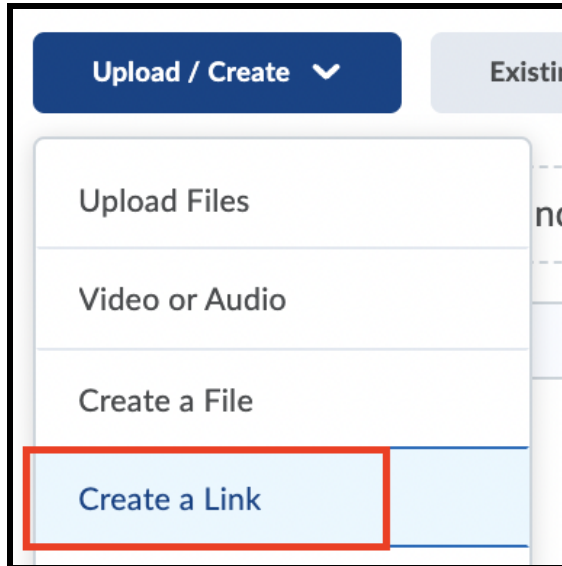
Step 2 Copy Invite Link

A new page will appear with the meeting URL, the Meeting ID number, and an invitation form for the meeting. Copy the **“Invite Link.”**

Topic	Classroom Zoom
Time	Nov 8, 2021 01:00 PM Eastern Time (US and Canada) Every week on Mon, Wed, Fri, until Dec 20, 2021, 19 occurrence(s) Show all occurrences Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	881 3793 9820
Security	☒ Passcode ☒ Waiting Room ☒ Require authentication to join
Invite Link	https://maine.zoom.us/j/88137939820 Copy Invitation

Step 3 Create a Brightspace Link

In your Brightspace “**Content**,” go to a **module** that you would like to post the Zoom meeting link. Click “**Upload/Create**” and then “**Create a Link.**”



Step 4 Name and Copy Zoom URL

Give the class meeting a “**Title**” and paste the “**URL**” from the Zoom Meeting Settings in Step 3 above. Click “**Create**” once done.

