

How to Add a Zoom Link to Your Brightspace Course

Updated June 2025

Do you want to add a Zoom link to your Brightspace course for students to access? All images in this tutorial are screenshots of the preceding step(s).

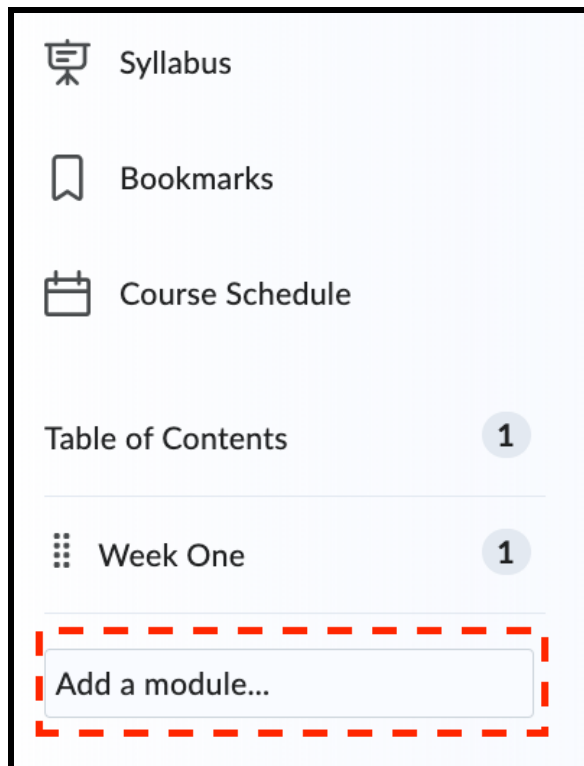
Step 1 - Access Content

Once you are inside a course, select “**Content**” on your **NavBar**.



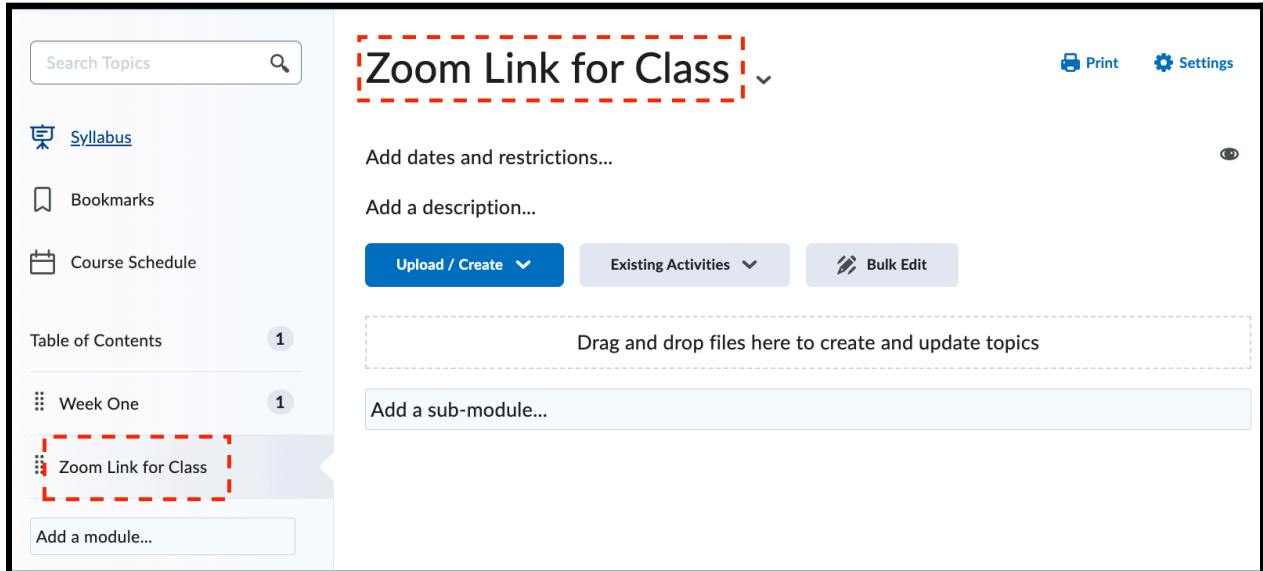
Step 2 - Add a Module

Scroll down and select “**Add a Module...**”



Step 3 - Name the Module

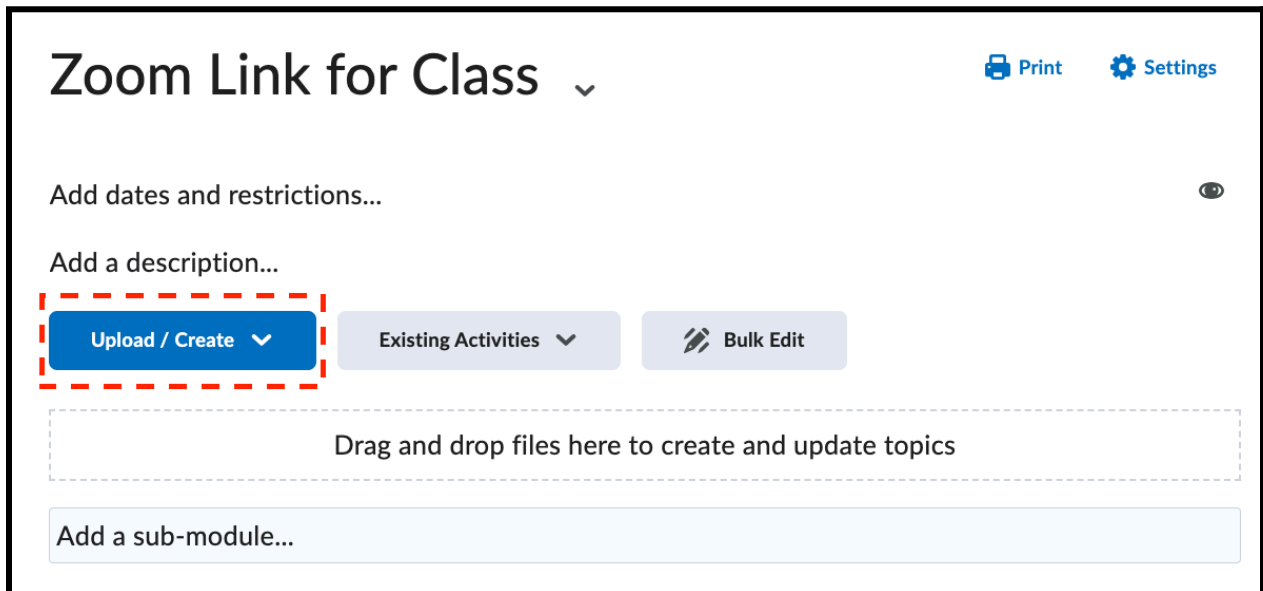
Type in the **name** of your module and hit **Enter/Return** on your keyboard.



The screenshot shows the LMS interface. On the left sidebar, the 'Table of Contents' section is expanded, and 'Zoom Link for Class' is highlighted with a red dashed box. The main content area shows the module title 'Zoom Link for Class' with a dropdown arrow, also highlighted with a red dashed box. Below the title are fields for 'Add dates and restrictions...' and 'Add a description...'. There are three buttons: 'Upload / Create' (highlighted with a red dashed box), 'Existing Activities', and 'Bulk Edit'. Below these buttons is a dashed box for 'Drag and drop files here to create and update topics' and a text input field for 'Add a sub-module...'. The top right corner has 'Print' and 'Settings' links.

Step 4 - Upload/Create Button

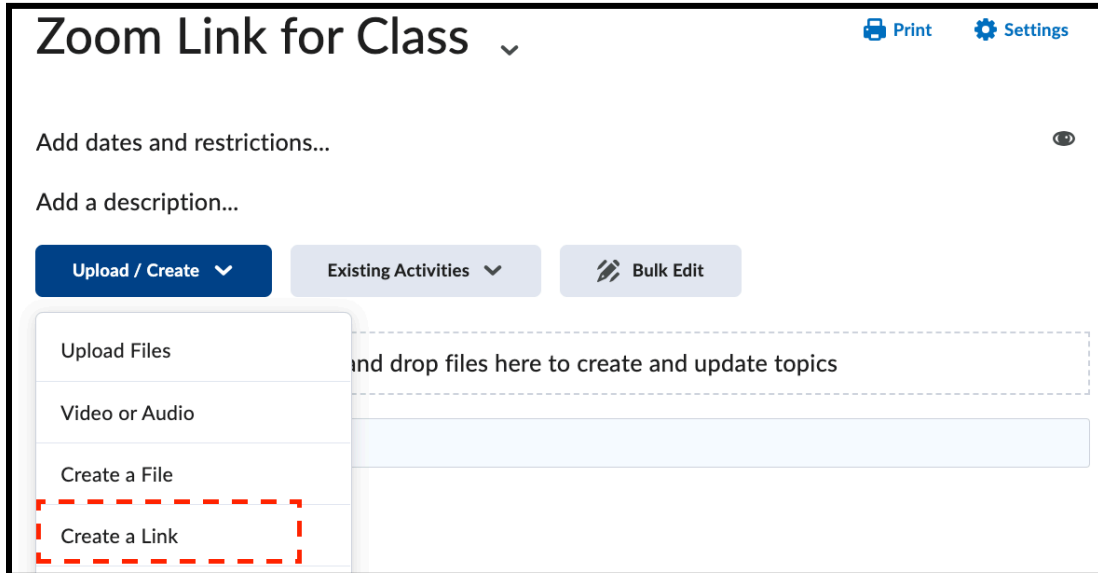
Select the **module** and then select “**Upload/Create.**”



The screenshot shows the LMS interface for the 'Zoom Link for Class' module. The module title 'Zoom Link for Class' is at the top with a dropdown arrow. Below it are fields for 'Add dates and restrictions...' and 'Add a description...'. There are three buttons: 'Upload / Create' (highlighted with a red dashed box), 'Existing Activities', and 'Bulk Edit'. Below these buttons is a dashed box for 'Drag and drop files here to create and update topics' and a text input field for 'Add a sub-module...'. The top right corner has 'Print' and 'Settings' links.

Step 5 - Create a Link

Select “**Create a Link.**”



Zoom Link for Class ▾

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Upload Files

Video or Audio

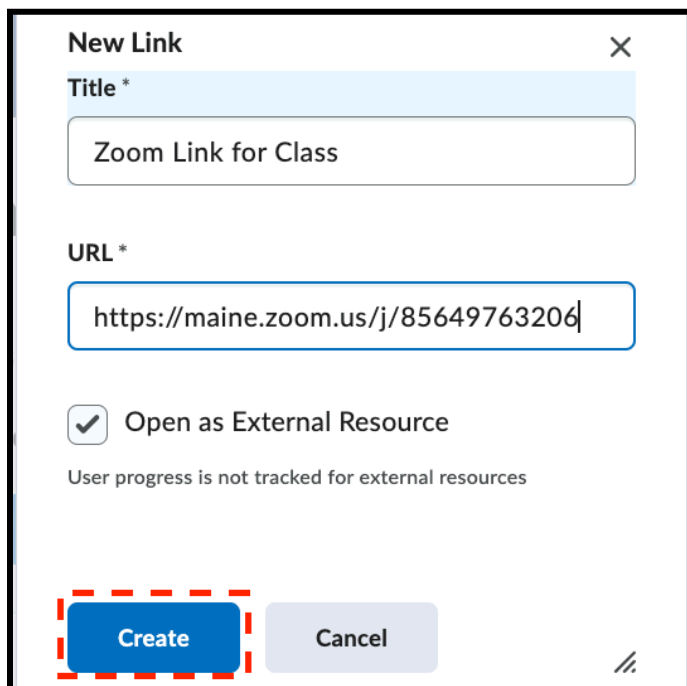
Create a File

Create a Link

and drop files here to create and update topics

Step 6 - Add the Zoom Link

Add a “**Title**” and paste the **Zoom link** in the “**URL**” box, then click “**Create.**”



New Link ×

Title *

Zoom Link for Class

URL *

https://maine.zoom.us/j/85649763206

☒ Open as External Resource

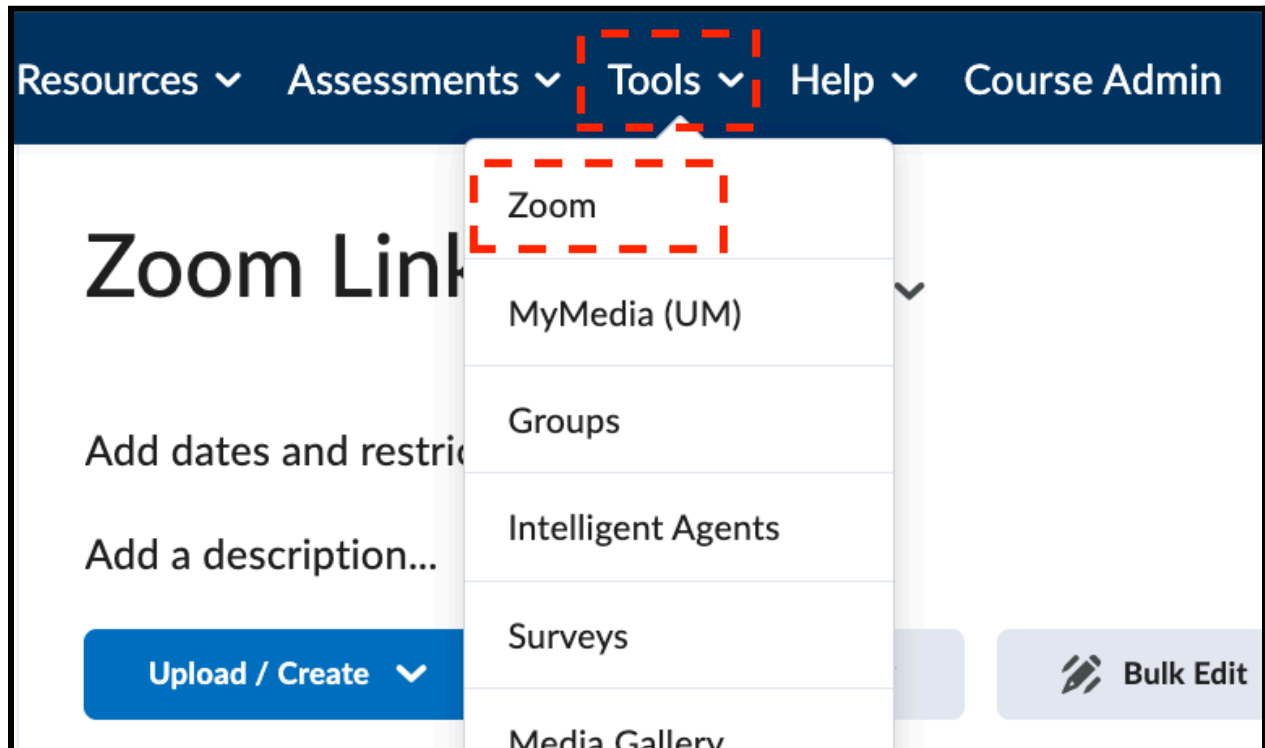
User progress is not tracked for external resources

Create Cancel

Creating a New Zoom Link in Brightspace

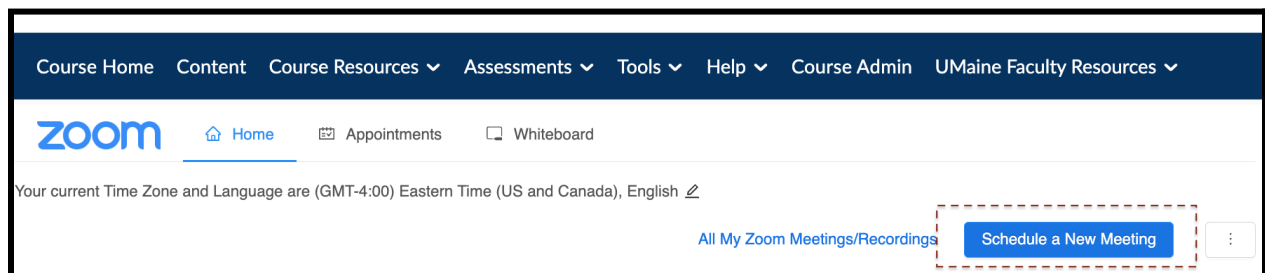
Step 1: Access Zoom within Brightspace

Once you are inside a course, select “**Tools**” and select “**Zoom**” on your **NavBar**.



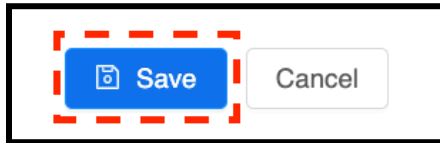
Step 2: Schedule a New Meeting

Select “**Schedule a New Meeting.**”



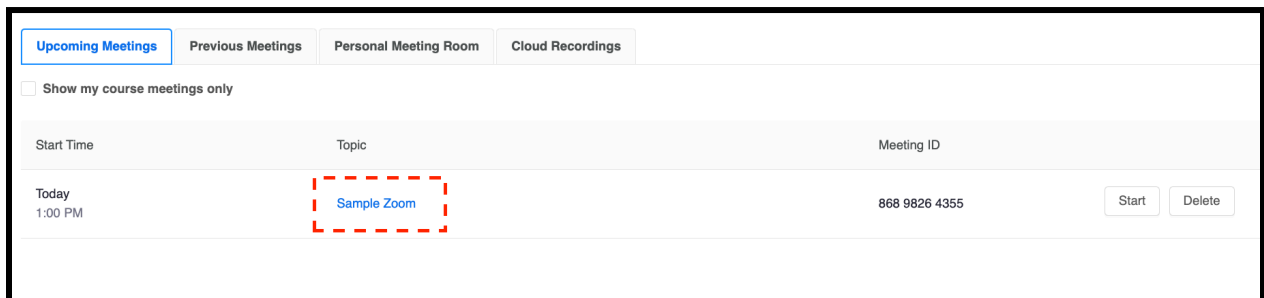
Step 3: Fill out Meeting Settings

Fill out all of the **information and settings** for your meeting. Click “**Save**” once done.



Step 4: Meeting Created

You will see your Zoom Meeting under “**Zoom**” in Brightspace.



Step 5: Add Zoom Link to Content

You can also add the Zoom link to “**Content**” (see steps above).