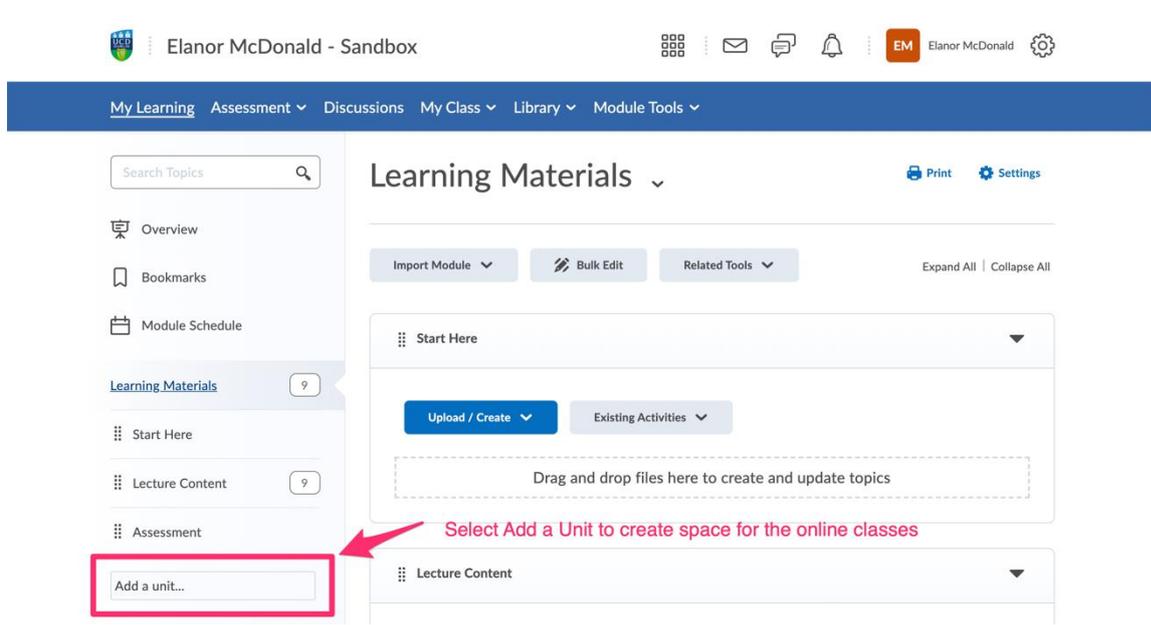


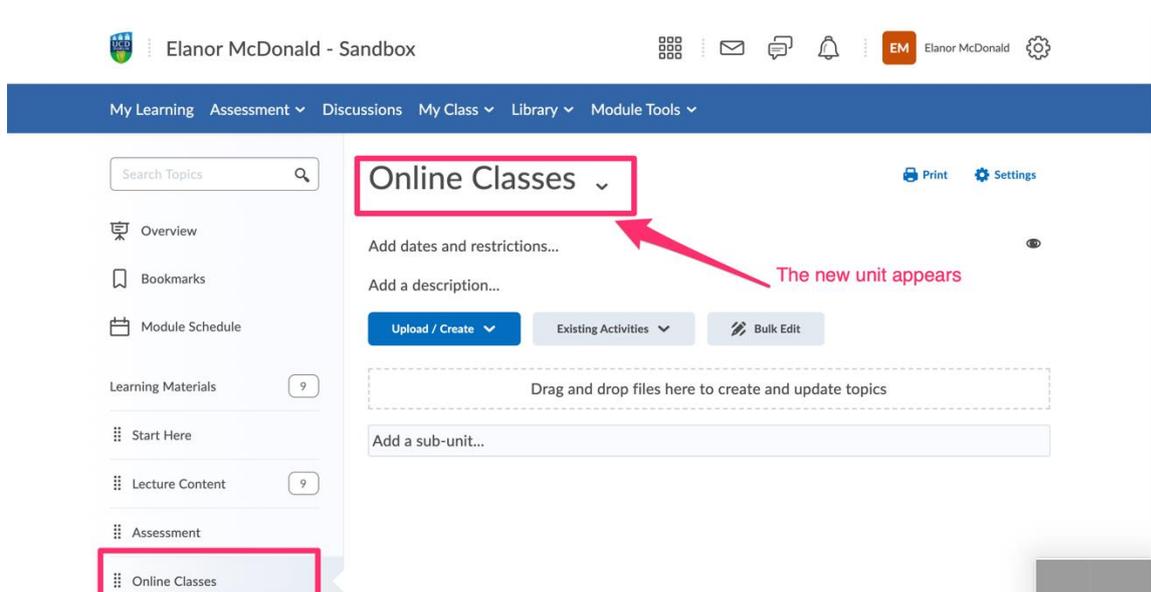
## Creating Entry Points for Online Classes

When you create your online classes in Zoom via Brightspace, students will be able to access the classes via the main menu in Brightspace. In keeping with best practice in module design for online / blended we recommend that you create a specific area for online classes and recordings in the left hand menu of the module on Brightspace. This ensures consistency of experience for the student, who will access all other module tools in this way.

**Step 1:** Create a unit for the online classes in the left hand menu of the module. To do this navigate to the *Add a Unit* option, and enter a name for the new area. In this case *Online Classes*.

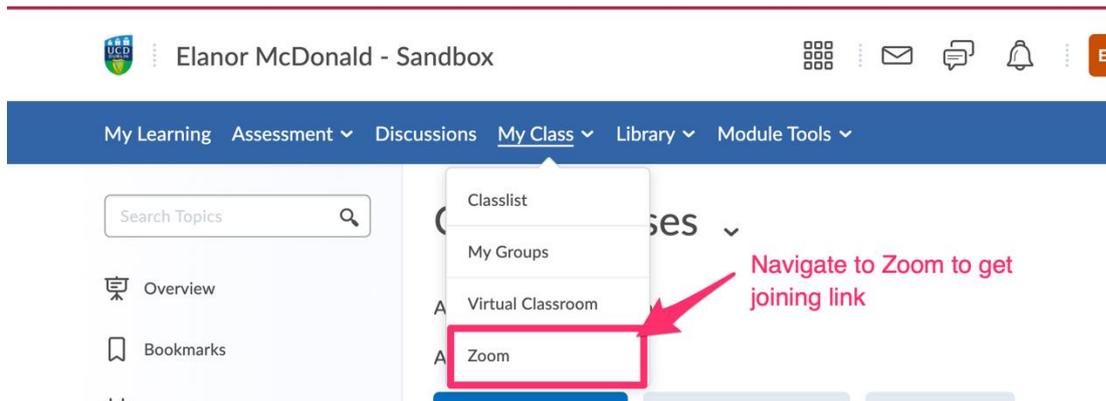


The screenshot shows the Brightspace interface for a user named Elanor McDonald in a 'Sandbox' environment. The top navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', 'Library', and 'Module Tools'. The main content area is titled 'Learning Materials' and contains options for 'Import Module', 'Bulk Edit', and 'Related Tools'. A red box highlights the 'Add a unit...' option in the left-hand menu, with a red arrow pointing to it and the text 'Select Add a Unit to create space for the online classes'.

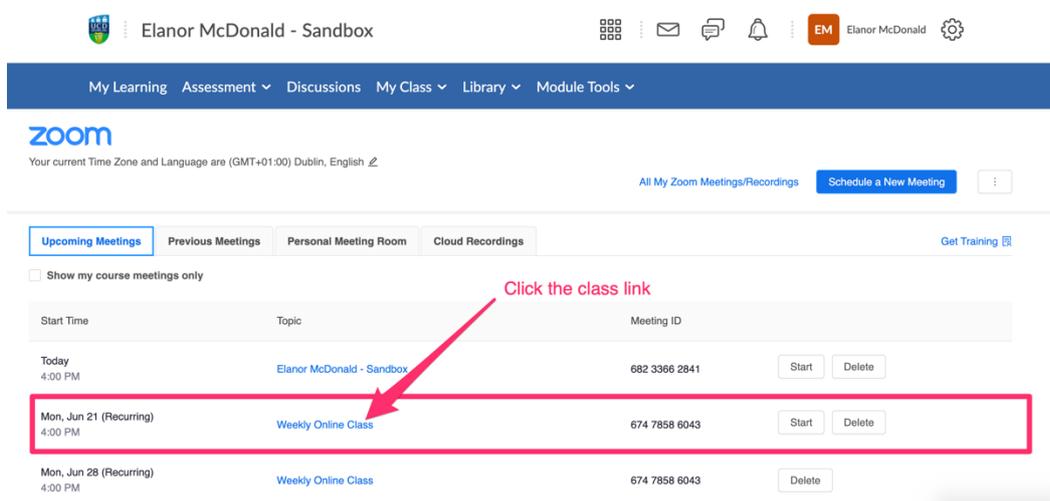


The screenshot shows the Brightspace interface after the 'Online Classes' unit has been created. The top navigation bar is the same. The main content area now shows 'Add dates and restrictions...', 'Add a description...', 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A red box highlights the 'Online Classes' unit in the left-hand menu, with a red arrow pointing to it and the text 'The new unit appears'.

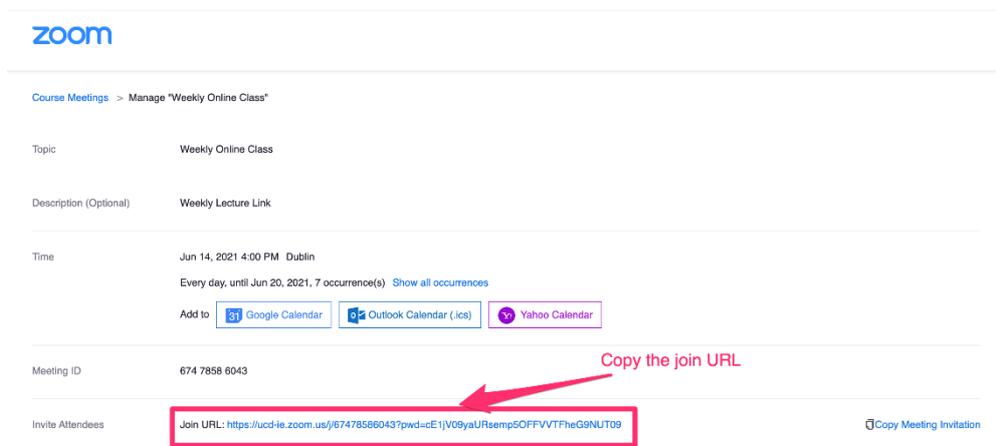
**Step 2:** Go to *My Class* and then *Zoom* to copy the joining URL from the existing online class.



Click the link to the class.



**Step 3:** Copy the join URL.



**Step 4:** Navigate back to the *Online Class* area of the module. Select *Upload / Create* from the options list and then *Create a Link*.

The screenshot shows the UCD Business eLearning interface. The user is logged in as Elanor McDonald. The 'Online Classes' menu item is highlighted in the left sidebar. The 'Upload / Create' button is highlighted in the top navigation bar, and its dropdown menu is open, showing the 'Create a Link' option highlighted. A red arrow points from the 'Create a Link' option to the text: 'Navigate to the Upload/ Create option in the Online Class area and select Create a Link'. Below the menu, there is a 'Drag and drop files here to create and update topics' area and an 'Add a sub-unit...' input field.

**Step 5:** In the pop-up, give the item a title (in this instance *Weekly Online Class*), paste the link into the *URL* field and click *Create* once complete.

The screenshot shows the 'New Link' pop-up form. The 'Title' field contains 'Weekly Class' and the 'URL' field contains 'https://ucd-ie.zoom.us/j/67478586043?'. The 'Open as External Resource' checkbox is checked. The 'Create' button is highlighted with a red box and a red arrow pointing to the text: 'Click the Create button'. Other red arrows point to the 'Title' field with the text: 'Title the link' and to the 'URL' field with the text: 'Paste the Zoom URL'.

**Step 6:** The link now appears and is accessible by students in the module.

Search Topics 🔍

## Online Classes ▾

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Assessment

Online Classes 1

Add dates and restrictions...

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Weekly Class ▾  
Link

Add a sub-unit...

The link will appear in the online class area and will be available for students to access