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*.
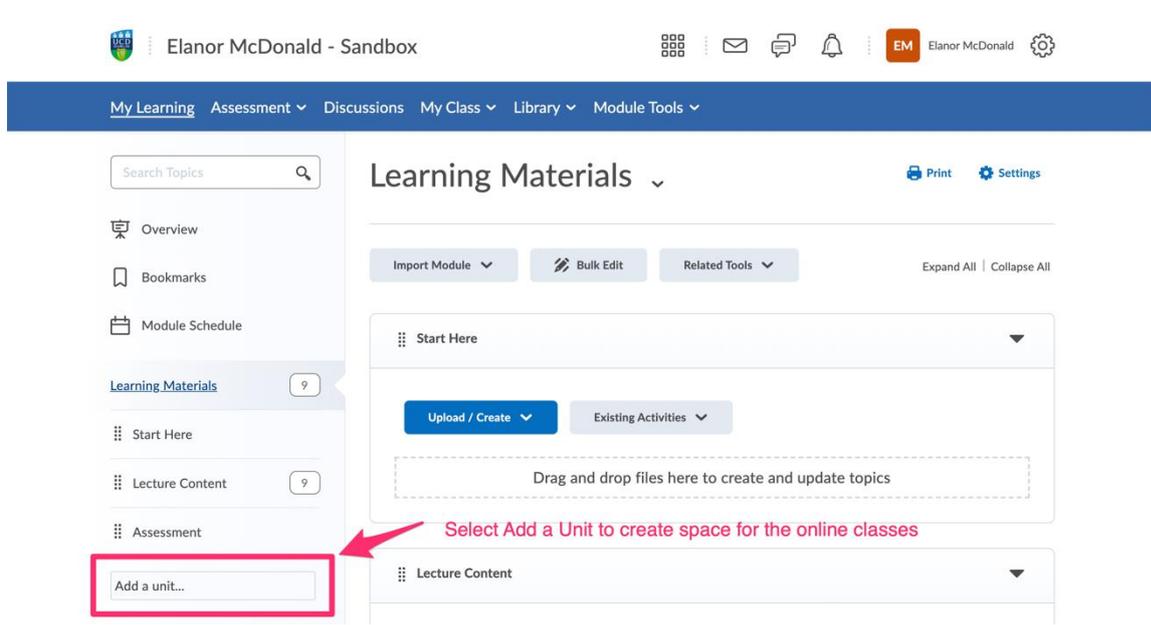
Step 2: Go to *My Class* and then *Zoom* to copy the joining URL from the existing online class.
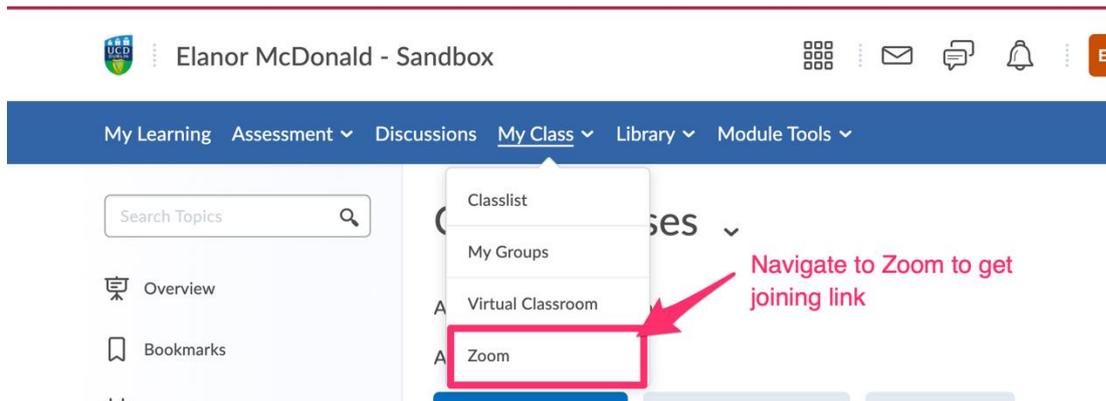
Click the link to the class.
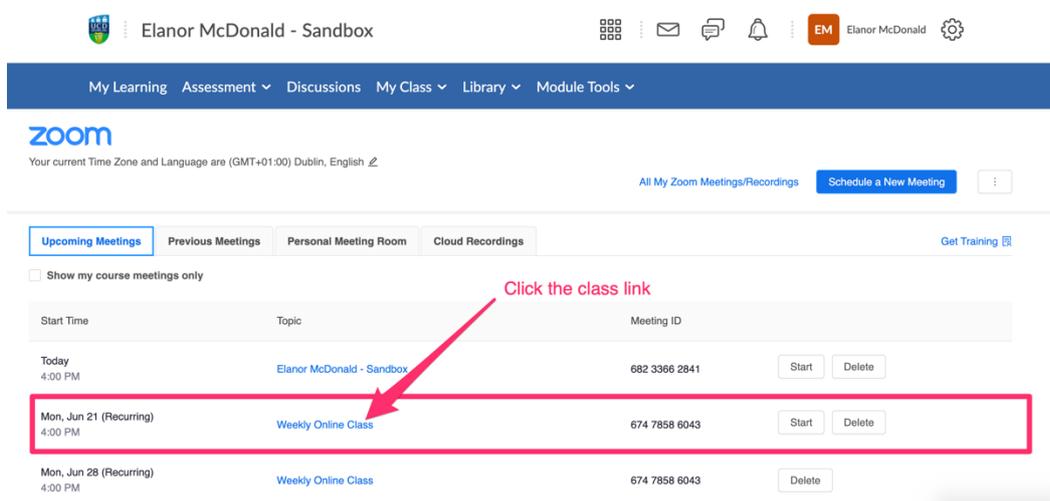
Step 3: Copy the join URL.
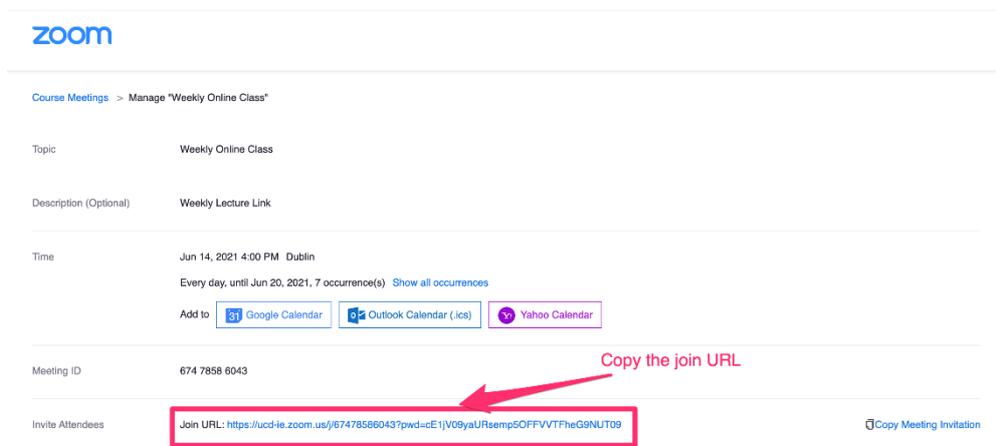
Step 4: Navigate back to the *Online Class* area of the module. Select *Upload / Create* from the options list and then *Create a Link*.

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.

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

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Learning Materials   10

Start Here

Lecture Content   9

Assessment

Online Classes   1

Online Classes ⌄

🖨 Print   ⚙ Settings

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