

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*.

Assessment × Discussions MyClass × Library × Module Tools × Search Triples Overview Bookmarks Module Schedule If Start Here Istart Here Utgload / Cease × Existing Activities × Search Triples It Start Here Utgload / Cease × Existing Activities × Istart Here Utgload / Cease × Existing Activities × Search Triples It Elanor McDonald - Sandbox It Elanor McDonald -	My Learning Assessment Discussions Learning Madule Bookmarks <			
Search Toples Learning Materials Learning Materials Coverview Coverview Coverview South Edit Related Tools Expand All Collaps Coverview Start Here Lecture Content	Exerch Toples Coverview Exerch Toples Coverview Exerch Toples Coverview Exerch Toples Module Schedule Exerch Toples Content Select Add a Unit to create and update toples Exerch Toples Exerch Toples Exerch Toples Coverview Elanor McDonald - Sandbox Elanor McDonald - Sandbox Elanor McDonald - Sandbox Exerch Toples Coverview Elanor McDonald - Sandbox Module Schedule Coverview Add a unit The new unit appears Add dates and restrictions Add dates and restrictions Add dates and restrictions Add dates and restrictions Add asub-unit Exercise Toples Coverview Add a sub-unit Exercise Toples The new unit appears Add as sub-unit Exercise Toples The automatic topics Exercise Toples The new unit appears Add as sub-unit Exercise Toples The automatic topics Add as sub-unit Exercise Toples The automatic topics Add as sub-unit	My Learning Assessment ~ I	Discussions My Class 🗸 Library 🗸 Module Tools 🗸	
Coverview Bookmarks Module Schedule # Start Here I tecture Content	Cverview Bookmarks Bookmarks Module Schedule If Start Here If Start Here If Lecture Content If	Search Topics Q	Learning Materials 🗸	😝 Print 🛛 🌣 Settings
Module Schedule Start Here Upload / Create Existing Activities Select Add a Unit to create space for the online classes Select Add a Unit to create space for the online classes Lecture Content Second Add a Unit to create space for the online classes Lecture Content Concline Classes Coverview Add dates and restrictions Beokmarks Beokmarks Module Schedule Upload / Create Drag and drop files here to create and update topics Add a description Drag and drop files here to create and update topics Add a description Drag and drop files here to create and update topics Add a description Drag and drop files here to create and update topics Add a description Coverview Add a description Drag and drop files here to create and update topics Add a sub-unit Lecture Content	 Module Schedule Module Schedule Istart Here Istart Here<!--</td--><td> Overview Bookmarks </td><td>Import Module 🗸 🧭 Bulk Edit Related Tools</td><td>Expand All Collapse All</td>	 Overview Bookmarks 	Import Module 🗸 🧭 Bulk Edit Related Tools	Expand All Collapse All
starting Materials 9 9 9 9 9 9 9 9 9 9	Learning Materials It Lecture Content It Lecture Content <td>Module Schedule</td> <td>1 Start Here</td> <td>•</td>	Module Schedule	1 Start Here	•
Electure Content Assessment Select Add a Unit to create space for the online classes ii Lecture Content Select Add a Unit to create space for the online classes iii Lecture Content V Learning Assessment V Discussions My Class V Library V Module Tools V V Learning Assessment V Discussions My Class V Library V Module Tools V Search Topics Online Classes Overview Bookmarks Module Schedule Upload / Create V Existing Activities V W Buik Edit The new unit appears Module Schedule Orag and drop files here to create and update topics Start Here Exture Content 9	It Lecture Content If Lecture Content If Assessment	Learning Materials 9	Upload / Create 💙 Existing Activities 🌱	
Assessment Select Add a Unit to create space for the online classes tud a unit Elanor McDonald - Sandbox Image: Lecture Content Search Topics Image: Overview Image: Bookmarks Image: Module Schedule Image: Start Here Lecture Content Start Here Image: Lecture Content Start Here Start Here	If Assessment Add a unit Add a unit If Lecture Content	Lecture Content 9	Drag and drop files here to create	and update topics
Add a unit	Add a unit Add a unit Image: Elanor McDonald - Sandbox Image: Elanor McDonald -	# Assessment	Select Add a Unit to create space for	the online classes
Elanor McDonald - Sandbox Search Topics Overview Bookmarks Module Schedule Start Here Lecture Content 9 Elanor McDonald Module Schedule Elanor McDonald Module Schedule Print Elanor McDonald Module Schedule Elanor McDonald Print Elanor McDonald Print McDonald Print Elanor McDonald Print Elanor M	 Elanor McDonald - Sandbox My Learning Assessment V Discussions My Class V Library V Module Tools V Search Topics Online Classes V Bookmarks Module Schedule Upload / Create V Existing Activities V Bulk Edit Drag and drop files here to create and update topics Add a sub-unit 	Add a unit	Ecture Content	•
Search Topics Online Classes Overview Add dates and restrictions Add a description Module Schedule Upload / Create Existing Activities Builk Edit Drag and drop files here to create and update topics Add a sub-unit	Search Topics Search Topics Online Classes Add dates and restrictions Add dates and restrictions Add dates and restrictions Add dates and restrictions Add a description The new unit appears Upload / Create Existing Activities Buik Edit Drag and drop files here to create and update topics Add a sub-unit Add a sub-unit	Elanor McDonald	- Sandhox 📟 🕅	EM Elanor McDonald (63)
Coverview Add dates and restrictions Bookmarks Add a description Module Schedule Upload / Create V Existing Activities V Bulk Edit tarming Materials 9 Start Here Add a sub-unit	Coverview Add dates and restrictions Bookmarks Add a description Module Schedule Upload / Create V Existing Activities V Bulk Edit Learning Materials 9 If Start Here Add a sub-unit If Lecture Content 9 If Assessment 9	Elanor McDonald	- Sandbox 🚟 🗹	티 (CDonald ())
Bookmarks Add a description Module Schedule Upload / Create V Existing Activities V Bunk Edit Drag and drop files here to create and update topics Add a sub-unit	Bookmarks Add a description Module Schedule Upload / Create ~ Extraining Materials 9 Start Here Add a sub-unit Lecture Content 9 Add a sub-unit	Elanor McDonald My Learning Assessment ~ [Search Topics Q	- Sandbox IIII Sandbox IIII Sandbox IIII Sandbox IIII Sandbox	문 🗋 EM Elanor McDonald (값) Print 🌣 Settings
Module Schedule Upload / Create Existing Activities Existing Activities Bulk Edit Drag and drop files here to create and update topics Add a sub-unit	Module Schedule Upload / Create V Existing Activities V Existing Activities V Bulk Edit Drag and drop files here to create and update topics Add a sub-unit Add a sub-unit	Elanor McDonald My Learning Assessment ~ [Search Topics Q Verview	- Sandbox IIII IIII IIIII IIIII IIIIIIIIIIIIII	₽ ▲ Elanor McDonald (②) EM Elanor McDonald (③) ■ Print Settings
earning Materials 9 Drag and drop files here to create and update topics Start Here Add a sub-unit Lecture Content 9	Learning Materials 9 II Start Here Add a sub-unit II Lecture Content 9 II Assessment 9	Elanor McDonald My Learning Assessment ~ [Search Topics Q Overview Doverview	- Sandbox \square Ibrary \vee Module Tools \vee Discussions My Class \vee Library \vee Module Tools \vee Online Classes \downarrow Add dates and restrictions Add a description	Elanor McDonaid () Elanor McDonaid () Print Settings
Start Here Add a sub-unit Lecture Content •	If Start Here Add a sub-unit If Lecture Content 9 If Assessment 9	 Elanor McDonald My Learning Assessment ~ I Search Topics Q Överview Bookmarks Module Schedule 	- Sandbox Eibrary V Module Tools V Discussions My Class Library Module Tools V Online Classes V Add dates and restrictions Add a description Upload / Create V Existing Activities V B	Elanor McDonald () Elanor McDonald () Print Settings
Lecture Content	I Lecture Content 9 I Assessment	 Elanor McDonald My Learning Assessment ~ I Search Topics Q Overview Bookmarks Module Schedule Learning Materials 	- Sandbox Ibrary V Module Tools V Discussions My Class Library Module Tools V Online Classes Add dates and restrictions Add a description Upload / Create V Existing Activities V Bu Drag and drop files here to create	Elanor McDonald () Print Settings The new unit appears ik Edit and update topics
	# Assessment	 Elanor McDonald My Learning Assessment ~ 10 Search Topics Q Overview Bookmarks Module Schedule Learning Materials 9 Start Here 	- Sandbox Elibrary Module Tools V Discussions My Class Library Module Tools V Online Classes Add dates and restrictions Add a description Upload / Create V Existing Activities V Brag and drop files here to create Add a sub-unit	Elanor McDonald () Print Settings The new unit appears sik Edit and update topics
Assessment		 Elanor McDonald My Learning Assessment ~ II Search Topics Q Overview Bookmarks Module Schedule Learning Materials 9 Start Here Lecture Content 9 	- Sandbox Existing Activities V Back and drop files here to create Add a sub-unit	Elanor McDonald () Elanor McDonald () Print Settings The new unit appears alk Edit and update topics



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

👹 🛛 Elanor McDonald - Sandbox						
My Learning Assessment 🗸	Discussio	ns <u>My Class</u> ~	Library 🗸	Module Tools 🗸		
Search Topics Q	(Classlist	ies			
	Ì	My Groups	103	Navigate to Zoom to get		
토 Overview	А	Virtual Classroom	M	joining link		
Bookmarks	A	Zoom	Т			

Click the link to the class.

🦉 📗 Elanor McDona	ald - Sandbox	Elanor McDu	onald ႏြို
My Learning Assessment	 Discussions My Class Library 	 Module Tools ~ 	
ZOOM Your current Time Zone and Language are (GMT+4	11:00) Dublin, English 🖉	All My Zoom Meetings/Recordings Schedule a New	v Meeting
Upcoming Meetings Previous Meetings	Personal Meeting Room Cloud Recording	IS	Get Training 関
Show my course meetings only	C	lick the class link	
Start Time	Торіс	Meeting ID	
Today 4:00 PM	Elanor McDonald - Sandbox	682 3366 2841 Start Delete	
Mon, Jun 21 (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043 Start Delete	
Mon, Jun 28 (Recurring) 4:00 PM	Weekly Online Class	674 7858 6043 Delete	

Step 3: Copy the join URL.

zoom					
Course Meetings > Manage "Weekly Online Class"					
Торіс	Weekly Online Class				
Description (Optional)	Weekly Lecture Link				
Time	Jun 14, 2021 4:00 PM Dublin Every day, until Jun 20, 2021, 7 occurrence(s) Show all occurrences Add to Gogle Calendar Calendar (.ics) Status Calendar (.ics)				
Meeting ID	674 7858 6043 Copy the join URL				
Invite Attendees	Join URL: https://ucd-le.zoom.us/j67478586043?pwd=cE1jV09yaURsemp5OFFVVTFheG9NUT09	Copy Meeting Invitation			

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.

