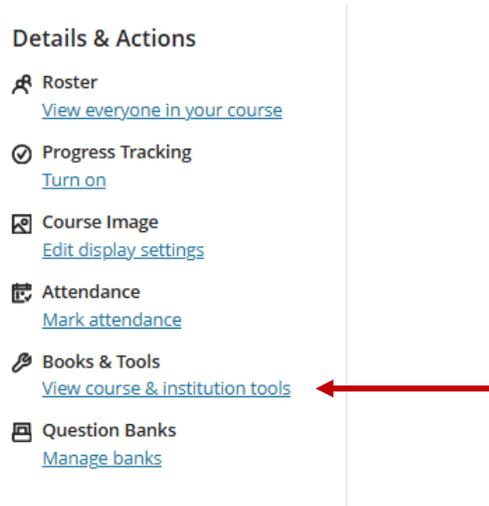
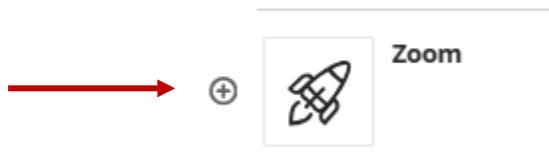


Adding Zoom to your Blackboard Ultra Course

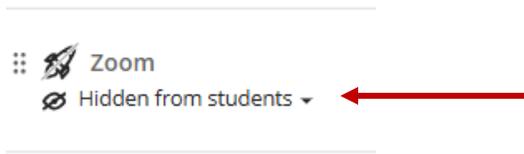
1. Log into your course
2. On the far right side under the **Books & Tools** heading click **View Course & Institutional Tools**



3. Scroll to the bottom and click the **plus button** in front of the Zoom link (do not click directly on the Zoom link)



4. This will add the Zoom tool to the bottom of your course. You can drag it up by putting your cursor over the name of the tool and when you get the hand icon, click and hold down the left mouse button and drag the tool up. Release when you have it where you want it.
5. Make the tool visible by clicking on the down arrow next to Hidden from Student and changing it to Visible to Students



This is now where you and your students will go to access the Zoom sessions and any recordings you have done in your class that you saved to the cloud.

****For all Classroom bookings, please ensure that you enter the Zoom Meeting Setup only via the link in your Blackboard course. This ensures that the bookings will be linked to that class for your students to access**