

How to Add a Zoom Virtual Meeting Room to a Brightspace Course.

Description.

This guide provides step-by-step instructions for adding and scheduling a Zoom meeting within your Brightspace course using the Zoom-CSI integration. In addition to creating the meeting, it is strongly recommended that faculty ask students to access Zoom sessions directly from within the Brightspace course rather than through a shared Zoom link.

When students log in to Brightspace and launch the Zoom meeting through the Zoom-CSI tool, their identities are authenticated through the College's systems. This additional layer of authentication helps ensure that only enrolled students can access the meeting, improving security and significantly reducing the risk of unauthorized participants or Zoom bombing. For this reason, faculty should encourage students to enter all course Zoom sessions through Brightspace whenever possible.

Instructions.

1. Click Content from the top navigation bar.
2. Click Add a Module (located on the left side below the Table of Contents).
3. Click Add Existing Activities.
4. Select External Learning Tools.
5. Scroll down and select Zoom-CSI.
6. Click the Zoom-CSI link.
7. Select Schedule a New Meeting.
8. Enter a Topic for the meeting.
9. Add a Description (optional).
10. Specify the date, time, and recurrence settings.
11. Decide whether to enable the Waiting Room feature.
12. Check Only Authenticated Users Can Join Meetings.
13. Select the preferred Video settings for both the host and participants.
14. Scroll down and click Save.

Best Practice for Secure Student Access.

15. Ask students to log in to Brightspace.
16. Have students open the course and select the Zoom-CSI link.
17. Students can then join the scheduled meeting directly from Brightspace.

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Accessing Zoom through Brightspace automatically authenticates students and helps ensure that only authorized participants can enter the meeting. This practice enhances meeting security and helps prevent unauthorized access or Zoom bombing.

Alternative Option.

You may also copy the Zoom meeting link and place it within a course module. However, for security purposes, students should still be encouraged to access the meeting through the Zoom-CSI tool in Brightspace whenever possible.