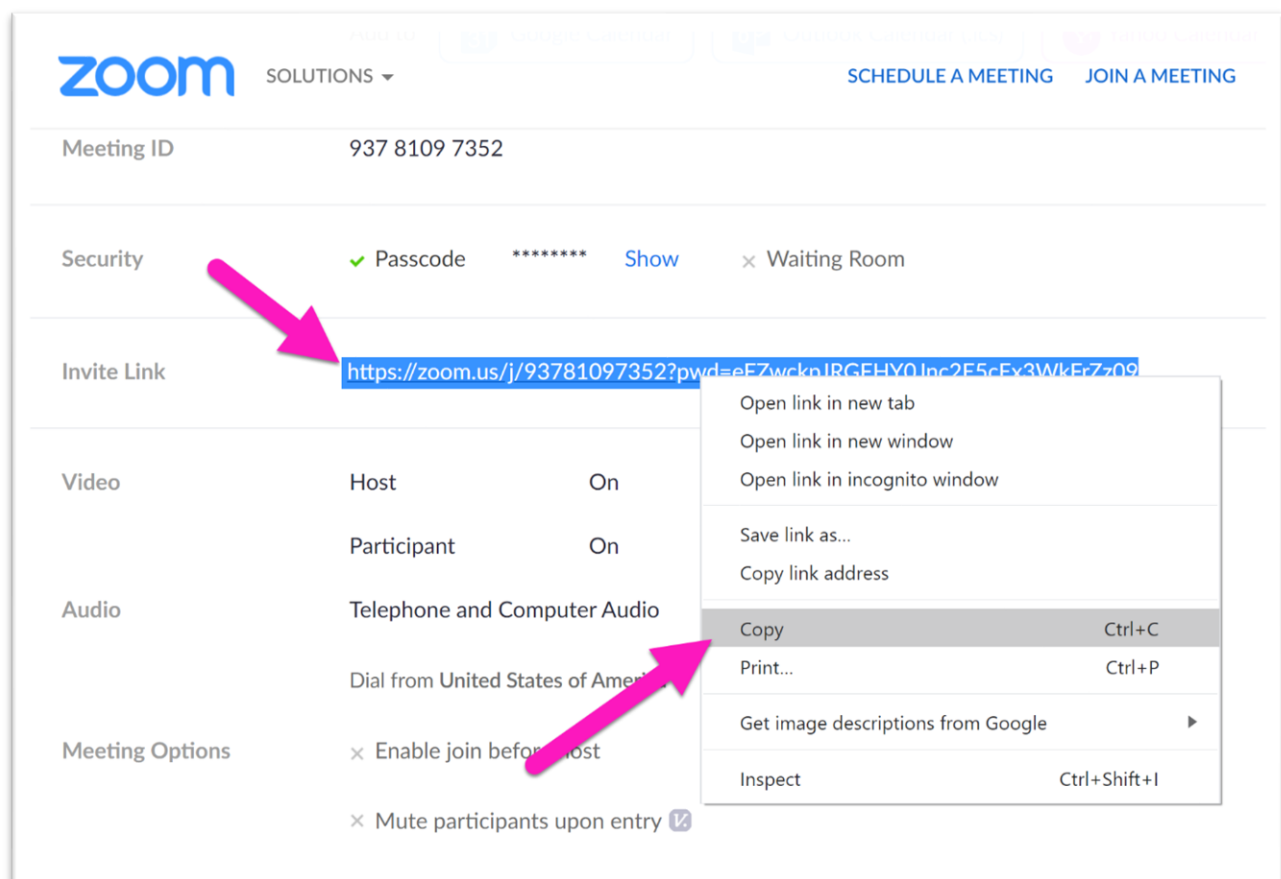


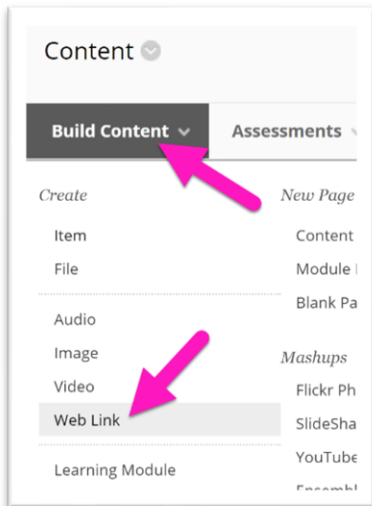
Synchronous Remote courses as SUNY Broome rely on the use of video conferencing tools for real-time, interactive communication with students at the same time a traditional class would be taking place. The two tools that we use at SUNY Broome for this communication are Blackboard Collaborate Ultra and Zoom. While Collaborate Ultra is already integrated into every Blackboard course shell on our system, Zoom is not. No worries! It is very easy for you to share your Zoom session link with your students through your Blackboard course shell. Sharing your link through Blackboard is the preferred method of conducting your remote session as our students are accustomed to accessing courses through Blackboard and it will give them one location to go to when accessing all of their courses and class materials.

COPYING YOUR ZOOM INVITE LINK

Once you have your class meeting scheduled Zoom, you first need to copy the link to your session. To do this, use your mouse to highlight the Invite Link to the Zoom session (you must be sure to highlight the entire web address), click your right mouse button and select Copy.



ADDING THE ZOOM LINK TO YOUR BLACKBOARD COURSE



Next, you will navigate to the location in your Blackboard Course where you would like to place the link to the Zoom Session and click **Build Content** and then **Web Link**.

In the top half of the screen you will:

- Type a descriptive name for your link in the “Name” field (1)
- Paste the Zoom link that you copied into the “URL” field (2)
- Give students a description of the Zoom session and any additional information they may need prior to class (3)

A screenshot of the 'Create Web Link' form in Blackboard. The form is titled 'Create Web Link' and includes a subtitle: 'A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)'. The form is divided into three sections: 'WEB LINK INFORMATION', 'DESCRIPTION', and 'DESCRIPTION'. The 'WEB LINK INFORMATION' section has two required fields: 'Name' and 'URL'. The 'Name' field contains 'TRC 101 Remote Class Meeting (8/21 3:00 pm)' and is marked with a pink circle '1'. The 'URL' field contains 'https://zoom.us/j/93781097352?pwd=eFZwckpJf' and is marked with a pink circle '2'. Below the 'URL' field is a checkbox labeled 'This link is to a Tool Provider. [What's a Tool Provider?](#)'. The 'DESCRIPTION' section has a text area with a rich text editor toolbar. The text area contains the text: 'Please use the above link to access our live remote class meeting this Thursday (8/21/20) at 3:00 pm. Make sure to review the attached document prior to our session on Thursday!'. The text area is marked with a pink circle '3'. The form also includes a 'Path: p' field and a 'Words:31' counter.

In the Lower half of the screen you have the ability to:

- Add an attachment for students (4)
- Control when the link becomes visible to students (5)
- Submit the link to create it in your course (6)

You should now see the link in your course!

ONLINE@SUNYBROOME

Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

