



# How to join a Zoom meeting or Virtual Classroom

**Zoom** and **Virtual Classrooms** are the two integrated tools that allow you to have an online video conference in Brightspace. Typically your instructor will use one or the other, but not both.

If your instructor is using Zoom or Virtual Classroom in your Brightspace course, there are a few different places it could be available. Be sure to ask your instructor for specific instructions on where to access the meeting if you need help.

## How to join a Zoom meeting

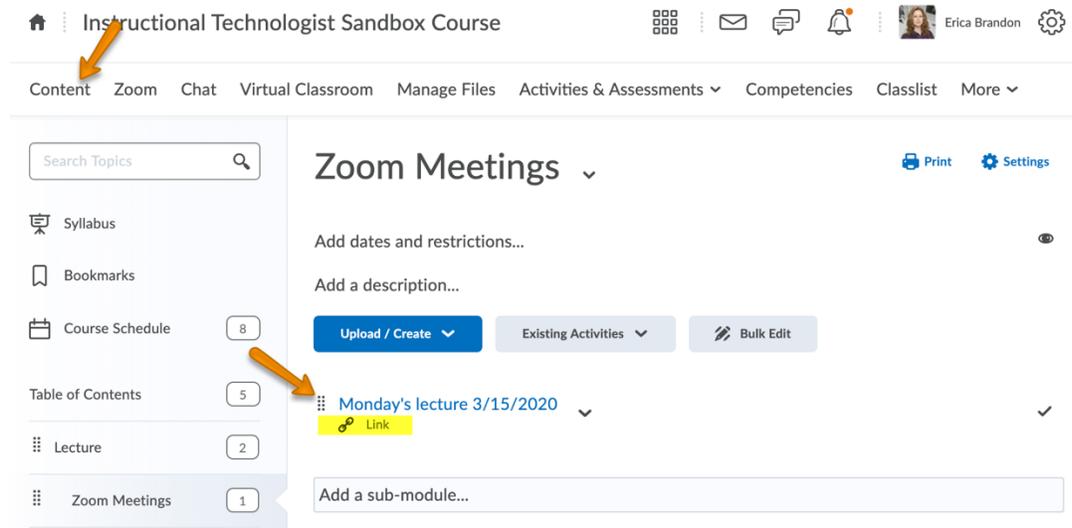
1.) The most common place to find your Zoom meeting will be in a **Zoom tab** within your Brightspace course. Here you will see all of your meetings listed. When it's time for the meeting, click Join and the Zoom interface will launch.

The screenshot shows the Brightspace course interface for 'Instructional Technologist Sandbox Course'. The 'Zoom' tab is selected in the top navigation bar. Below the navigation bar, the Zoom interface is displayed, showing a list of upcoming meetings. The first meeting, 'Tomorrow (Recurring) 10:00 AM', is highlighted in yellow. An orange arrow points to the 'Join' button for this meeting. The table below shows the details of the meetings.

Start Time	Topic	Meeting ID	Join	Invitation
Tomorrow (Recurring) 10:00 AM	Monday Lectures Host Erica Brandon	654-336-353	Join	Invitation
Tue, Mar 17 (Recurring) 10:00 AM	Monday Lectures Host Erica Brandon	654-336-353	Join	Invitation
Wed, Mar 18 (Recurring) 10:00 AM	Monday Lectures Host Erica Brandon	654-336-353	Join	Invitation

(continued on back)

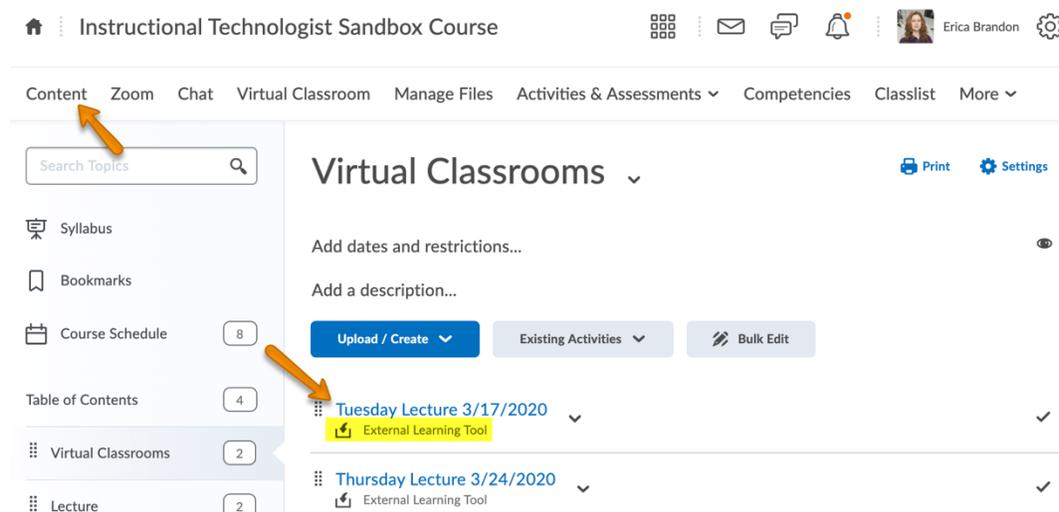
2.) A Zoom meeting can also be posted as a **URL link** in the Content area, or somewhere else. This image shows a link in the Content area. Be sure to communicate with your instructor if you are unable to locate a meeting link.



The screenshot shows the 'Instructional Technologist Sandbox Course' page. The 'Content' menu is highlighted with an orange arrow. The 'Zoom Meetings' section is active, showing a list of items. One item, 'Monday's lecture 3/15/2020', is highlighted with a yellow background and labeled as a 'Link'. An orange arrow points to this item. The interface includes a search bar, a sidebar with navigation options like 'Syllabus', 'Bookmarks', 'Course Schedule', 'Table of Contents', 'Lecture', and 'Zoom Meetings', and a main content area with 'Add dates and restrictions...', 'Add a description...', and 'Upload / Create' buttons.

## How to join a Virtual Classroom

1.) Virtual Classrooms will be posted in the content area of Brightspace. You should communicate with your instructor if you are unable to locate the links within your course. This image shows an example of a Virtual Classroom link in the Content area.



The screenshot shows the 'Instructional Technologist Sandbox Course' page. The 'Content' menu is highlighted with an orange arrow. The 'Virtual Classrooms' section is active, showing a list of items. Two items, 'Tuesday Lecture 3/17/2020' and 'Thursday Lecture 3/24/2020', are highlighted with yellow backgrounds and labeled as 'External Learning Tool'. An orange arrow points to the 'Tuesday Lecture 3/17/2020' item. The interface includes a search bar, a sidebar with navigation options like 'Syllabus', 'Bookmarks', 'Course Schedule', 'Table of Contents', 'Virtual Classrooms', and 'Lecture', and a main content area with 'Add dates and restrictions...', 'Add a description...', and 'Upload / Create' buttons.