



Add Zoom links to Brightspace

Access John Jay Zoom account	1
Copy a Zoom Meeting Link	2
Copy a Zoom Recording link	3
Add Zoom link to Brightspace Course	5

John Jay College has a campus Zoom license which can be used for Zoom meetings and recordings. At this time, this version of Zoom is not integrated within Brightspace, links to live sessions or recordings will need to be added manually to courses.

Access John Jay Zoom account

1. Go to <https://jjay-zoom.cuny.us> > Select the **Sign in** button



2. On the sign in page, enter your **John Jay Network ID (this is the same username and password for your John Jay email)** > Select **Next**

3. Enter your **John Jay Network ID password** > Select **Sign in**



John Jay College of Criminal Justice

← bjohnson@jjay.cuny.edu

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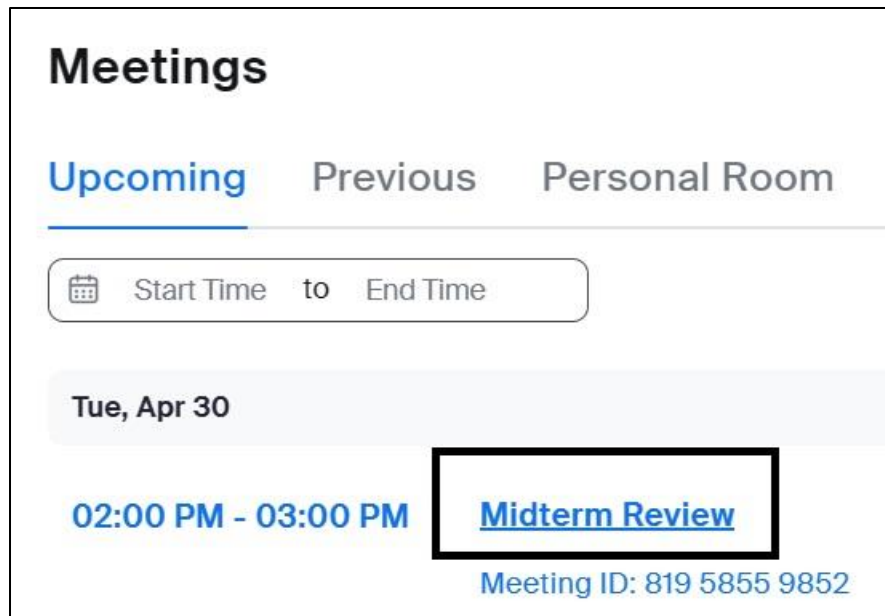
Sign in

Copy a Zoom Meeting Link

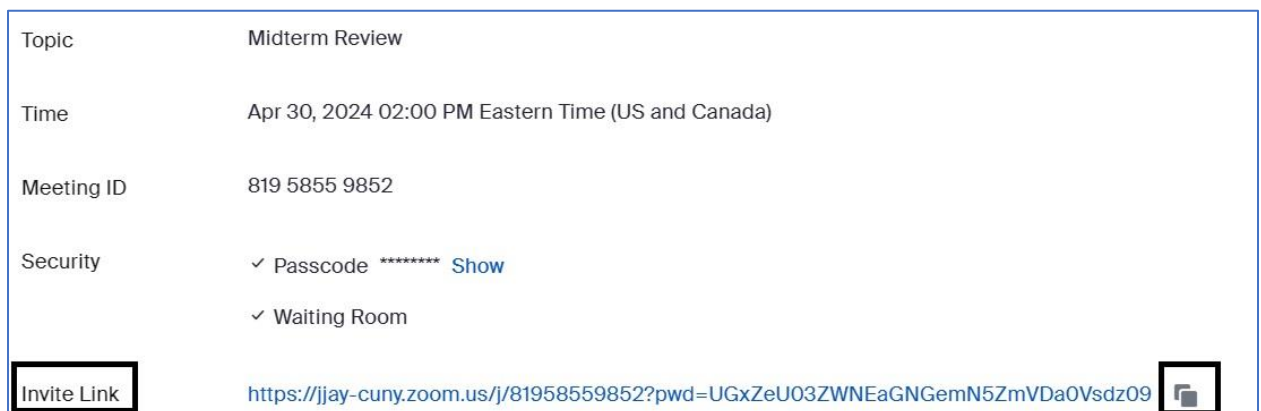
4. Within your Zoom account, select **Meetings** on the left side menu



5. On the Meetings page, under **Upcoming or Previous**, select the **Name of the Meeting**



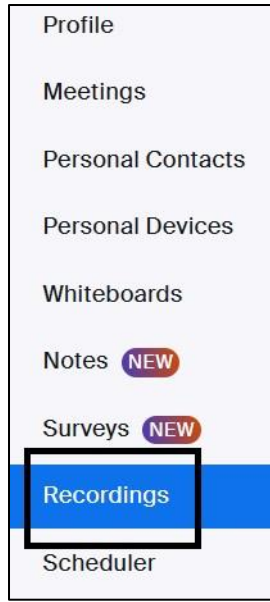
6. On the Meeting page, under **Invite Link**, select the **Copy to Clipboard icon** in the lower right to copy the Zoom session link



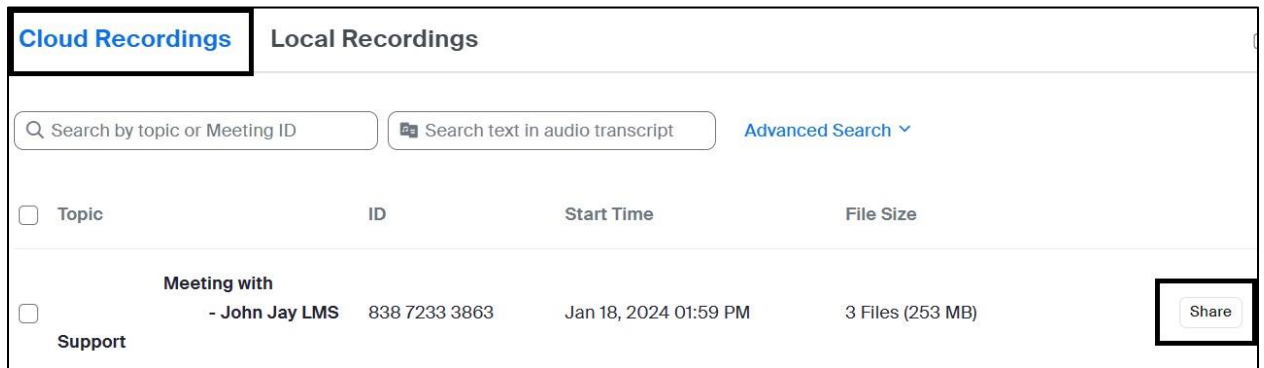
Copy a Zoom Recording link

1. Within your Zoom account, select the **Recordings** tab on the left side menu to access previously record lectures.

Note: You must save any recorded sessions as **Cloud Recordings**. You cannot link to locally stored recordings. For further information on how to use Zoom please contact the **John Jay Help Desk**.



2. Select the **Share button** to the right of the recorded session you want to post in Brightspace



3. Select the **Copy button** to copy the link of your recording **Settings**

Note: A password is set by default for all sessions. For further settings, such as removing or changing the password to the session, select **Share Settings**

Share recording - Blackboard Meeting with C... ✕

Shareable Link

https://jjay-cuny.zoom.us/rec/share/9HO32xyO1Hj00mVT2AKh... Copy

Passcode: *****

Who can view

Everyone with the recording link ▾

Share with specific people

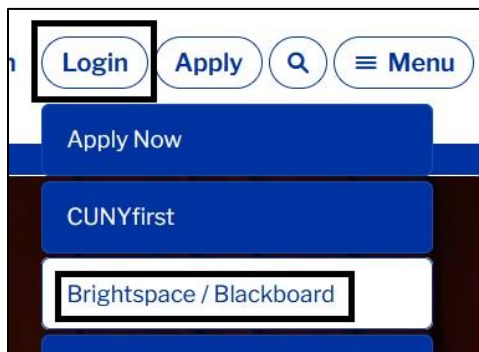
Enter a name or email address Send

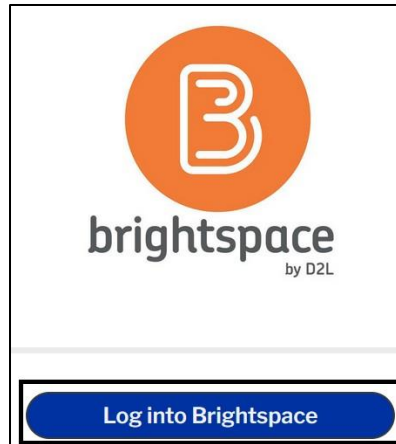
☐ Share with all invitees

Share Settings

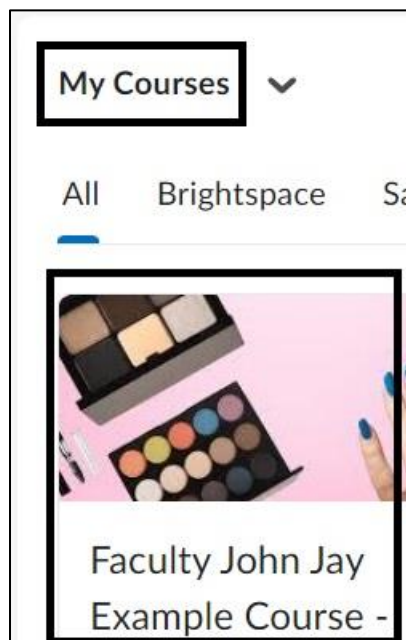
Add Zoom link to Brightspace Course

4. Access **Brightspace** to add your recording link to a course by going to www.cuny.edu > Select **Login** > Select **Blackboard/Brightspace** link > Select **Brightspace**

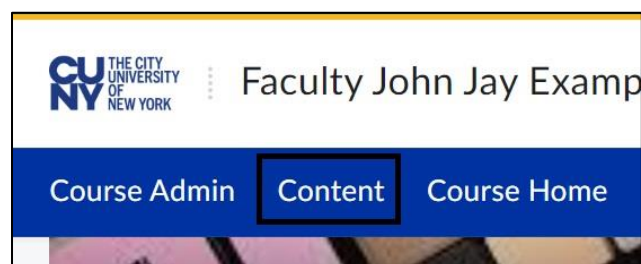




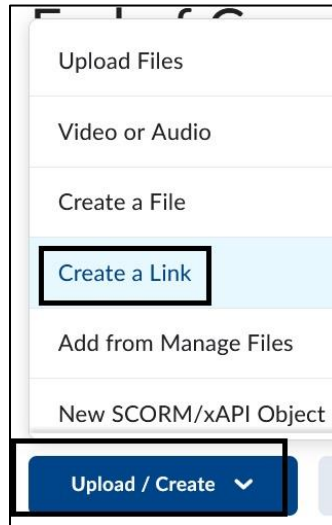
5. On the **My Course** widget, select the course in which you want to add your link



6. Within the course, select **Content** from the Nav bar



7. Select the module in which you want to add the session link > Select **Upload/Create** button > Select **Create Link**



8. Enter the **Name of session link** in the **Title field**. Paste the copied link from Zoom in the **URL field**. Select **Create** to add the link to the module

A screenshot of a 'New Link' form in a mobile application. The form has a title bar 'New Link' with a close button (X) on the right. It contains two text input fields: 'Title *' and 'URL *'. The 'Title *' field contains the text 'Midterm Review Zoom Session' and is highlighted with a black rectangular border. The 'URL *' field contains the text ':VFKIE5rdh7GI Passcode: kX1q\$L=e' and is also highlighted with a black rectangular border. Below these fields, there is a checkbox labeled 'Open as External Resource' which is checked. Underneath the checkbox, it says 'User progress is not tracked for external resources'. At the bottom of the form, there are two buttons: 'Create' (blue) and 'Cancel' (light blue). The 'Create' button is highlighted with a black rectangular border.

9. The Zoom link will appear on the module page. Students can select the link and it will launch the Zoom recording.



The **John Jay Help Desk** is responsible for assisting users with Zoom accounts and issues. For Zoom account assistance please access the [John Jay Help Desk website](#)

For any further Brightspace inquiries, please contact John Jay LMS Support at: LMS.faculty@jjay.cuny.edu