

# Setting up Blackboard to display your Zoom meeting and recording links - College of Law

In order to ensure a consistent student experience across all classes, and to simplify the start of each class session, please set up the Blackboard site for your course using the instructions below.

Note: A previous version of this article was posted before the implementation of a school-wide Blackboard course template. The current version of the article provides instructions for posting content using the template.

## Enter your Blackboard course

- Log in to Blackboard at <https://blackboard.syracuse.edu>
- Under your My Courses module, click the link for the desired course

## Insert your meeting link

- In the left-hand menu, click to enter the content area labeled "Live Online Class Sessions"
- Hover your cursor over the link labeled "Link to Live Online Class," then click the gray menu arrow that appears, and select "Edit"
- In the URL box, paste the meeting URL
  - Please see [this article](#) for information on generating and copying the meeting URL
- Replace the placeholder text in the description box with the specific meeting times for your course
- Scroll to the bottom of the page and click Submit

## Insert recording links as they are created

- Within the Live Online Class Sessions content area, click the folder for Class Recordings
- Click the menu option for Build Content, then choose Web Link
- Insert the name "Class Recording [DATE]"
- In the URL box, paste the recording URL
  - Please see [this article](#) for information on retrieving the recording URL
- In the Description text box, paste the meeting password, if used
- Scroll to the bottom of the page and click Submit