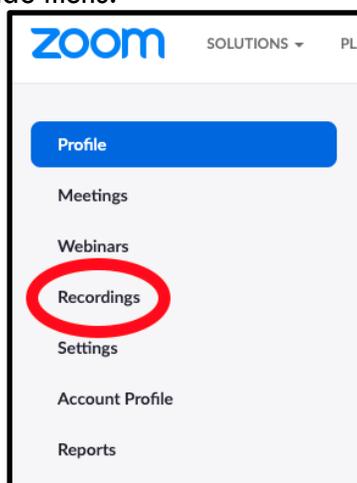


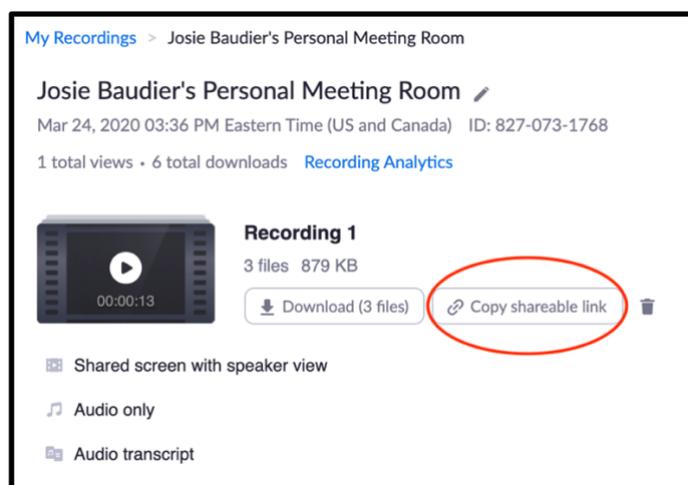
## Copy Sharable Link from Zoom and Upload to D2L

### In Zoom:

1. Go to [highlands.zoom.us](https://highlands.zoom.us) and sign in.
2. Click on **Recording** on the left side menu.



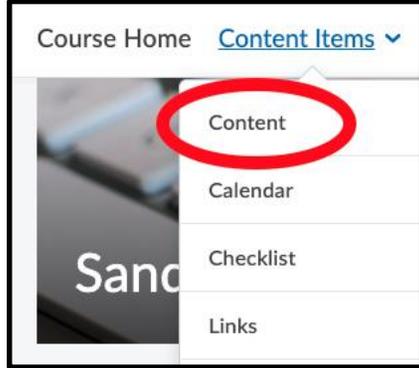
3. Look for your **Meeting Topic** (name) and click on the it.
4. This opens another window and the recording details will open. Click on the **Copy Shareable Link** button. (To double check the link before sharing, click on the film strip icon to play the recording.)



### In d2l:

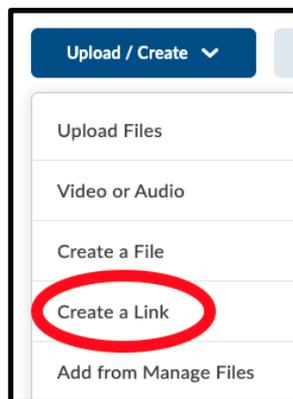
1. Log into **d2l**.

2. Click on **Content Items > Content**



3. Select and click on the content module on the left side menu where you wish to place this link. A best practice in online course design is to organize your modules by weeks/chapters/topics. For example, you can create a module for “Week 1” or “Zoo Animals.” It is best to place the sharable link in the appropriate content module, instead of posting in the announcements or a module for all Zoom lecture links. However, since you may have moved quickly to online instruction and do not have content modules arranged, creating one module for Zoom lectures is appropriate at this time.

4. Once in the module where you wish the link to be placed, click on **Upload/Create**. Click **Create a Link**.



5. Enter the **Title**. Paste the shareable link that you copied from Zoom in the **URL** field. Check the box for **Open as External Resource**. Click **Create**.

New Link ×

Title \*

URL \*

Open as External Resource  
User progress is not tracked for external resources

⌵

6. Your Zoom link is now available in your d2l course.