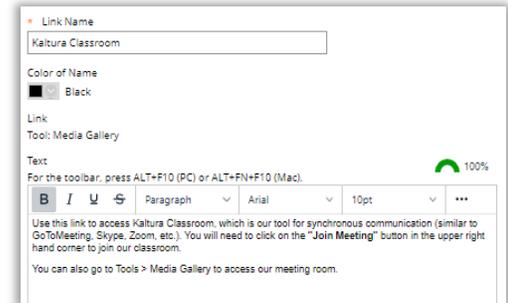


Creating a Quick Link for Kaltura Classroom

Every course in Blackboard now has Kaltura Classroom available as a virtual meeting space. We encourage you to create quick access to your Kaltura Classroom by creating a link the Media Gallery in a prominent, accessible location near the top of a folder or content area.

1. Navigate to the Course Content area where you wish to add your link and select **Tools > More Tools** from the toolbar at the top of the page. Choose **Media Gallery** from the list of options.
2. On the Edit Link page update:
 - a. Link Name to "Kaltura Classroom"
 - b. Text field to include a message such as, *"Use this link to access Kaltura Classroom, which is our tool for synchronous communication. You will need to click on the **Join Meeting** button in the upper right hand corner to join our classroom. You can also go to **Tools > Media Gallery** to access our meeting room."*



Note: Feel free to edit this text, but we do encourage you to remind students to click "**Join Meeting**".