

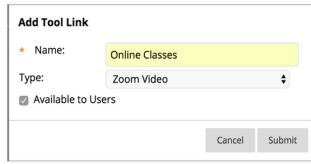
Using Zoom in Blackboard

Overview

Blackboard is a cloud based learning management system. The Zoom learning tools interoperability integration with Blackboard allows students and faculty to start and join Zoom meetings via a join link that is displayed on a Blackboard course, share cloud recording links to the course, and auto-provision Zoom users when they first access Zoom via Blackboard.

Adding Zoom to a course

1. Open the course where you would like to add Zoom.
2. Hover over + and choose **Tool Link**.
3. Complete the Tool Link options.
 - **Name:** Enter the title you would like displayed for the Zoom link in your course navigation.
 - **Type:** Select the option that matches the label you designed during the initial setup, eg. Zoom Meeting.
 - **Available to users:** Check this option so that students can see the link to the Zoom meetings as well.
4. Click **Submit**.



Using Zoom as an Instructor Logging into Zoom

1. To begin using Zoom, click the link in your course navigation. This will open Zoom within Blackboard and you will be prompted to login.
2. Click to login to Zoom. This will open a new browser tab with Zoom.
3. After logging, click the link to refresh the page.
4. Zoom will open within Blackboard.

Scheduling a Meeting

1. Click the link the course navigation and login to Zoom if you are not already.
2. Click **Schedule a Meeting**.
3. Select the desired settings for the meeting.
 - **Topic:** Choose a topic/name for your meeting.
 - **Description:** Enter in an option meeting description.
 - **When:** Select a date and time for your meeting.
 - **Duration:** Choose the approximate duration of the meeting. Note that this is only for scheduling purposes. The meeting will not end after this length of time.
 - **Time Zone:** By default, Zoom will use the time zone that you sent in your Profile. Click on the drop down to select a different time zone.
 - **Recurring meeting:** Check if you would like a recurring meeting, i.e. the meeting ID will remain the same for each session. This will open up additional recurrence options.
 - **Recurrence:** Select how often you need the meeting to recur: Daily, Weekly, Monthly, or No Fixed Time. It can recur up to 50 times. If you need more than 50 recurrences, use the **No Fixed Time** option.
 - The other recurrence options will depend on how often the meeting recurs. You can configure the meeting to end after a set amount of occurrences or have the recurring meeting end on a specific date.
 - **Registration:** Check this option if your meeting will require registration. Instead of a join link for your participants, you will be provided a registration link.

- **Host Video:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant Video:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you choose off, the participants will have the option to start their video.
- **Audio Options:** choose whether to allow users to call in via Telephone only, Computer Audio only, Telephone and Computer Audio (both), or 3rd Party Audio (if enabled for your account).
- **Dial in From:** If Telephone only is enabled for this meeting, click Edit to select the dial-in countries that you would like included in the invitation. By default, this includes your Global Dial-In Countries listed in My Meeting Settings.
- **Require Meeting Password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
- **Enable join before host:** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) subscribers.
- **Mute Participants Upon Entry:** If join before host is not enabled, this will mute all participants as they join the meeting.
- **Use Personal Meeting ID:** Check this if you want to use your Personal Meeting ID. If not selected, a random unique meeting ID will be generated.
- **Enable Waiting Room:** Check this if you want to enable Waiting Room for your meeting to manually admit attendees.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded locally (to your computer) or to the cloud (zoom.us/recordings).
- **Alternative Hosts:** Enter the email address of another Zoom user with a Pro license on your account to allow them to start the meeting in your absence.

4. Click **Save**.

Viewing Scheduled Meetings via Blackboard

When instructors access Zoom via Blackboard, they will see any meetings that they have scheduled regardless of course, but not any meetings for that course scheduled under any other instructors. When students access Zoom via Blackboard, they will view any meetings scheduled for that course regardless of instructor.

Starting or Joining a Meeting

When it is time for the scheduled meeting, students and instructors can access the Zoom meeting similarly.

1. In the Blackboard course, click the Zoom link.
2. Next to the scheduled meeting, the instructor can click **Start** to launch Zoom and begin the meeting.
3. Next to the scheduled meeting, the students can click **Join** to launch Zoom and join the meeting.