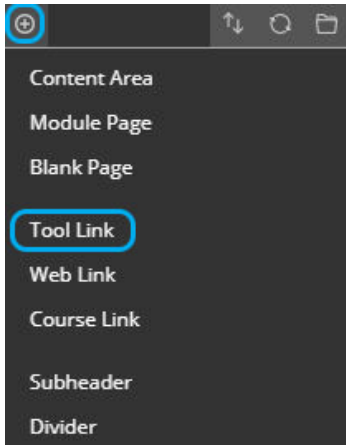


## SCHEDULING A ZOOM CLASS IN BLACKBOARD



### ADDING ZOOM TO BLACKBOARD



1. Login to Blackboard and navigate to the desired course.
2. In the Course Menu (left-side), click the **Add Menu Item** icon found in the top left corner in the Course Menu.

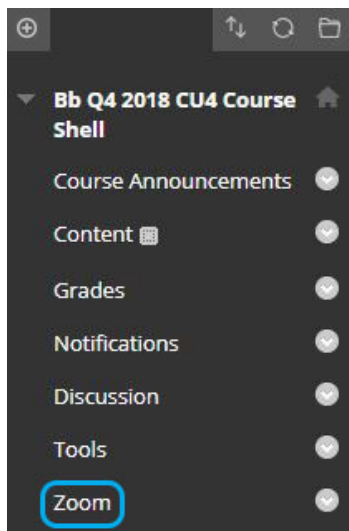
**Add Tool Link**

Name:

Type:  ▼

Available to Users

3. Select **Tool Link**, and type **Zoom** for the **Name**.
  - a. Under **Type**, select **Zoom Meeting**.
  - b. Be sure to check the box **Available to Users**.
  - c. Press **Submit**.



4. **Zoom** will show up in your Course Menu at the bottom of the list.
5. Select **Zoom** from the Course Menu.

**Note:**

- Upon clicking Zoom, the Course Menu will disappear from view.
- Although the menu is not visible, you are still operating within Blackboard.
- Click on the name of your course at the **top-left** of the page, above the Zoom logo, to return to your Course page and restore the Course menu.

## SCHEDULING A RECURRING CLASS MEETING IN ZOOM

Click on the blue **Schedule a New Meeting** button at the top right corner of the page.

A screenshot of the Zoom "Schedule a Meeting" form. The title is "Course Meetings > Schedule a Meeting". There are two input fields: "Topic" with the text "Our Online Course" and "Description (Optional)" with the placeholder text "Enter your meeting description".

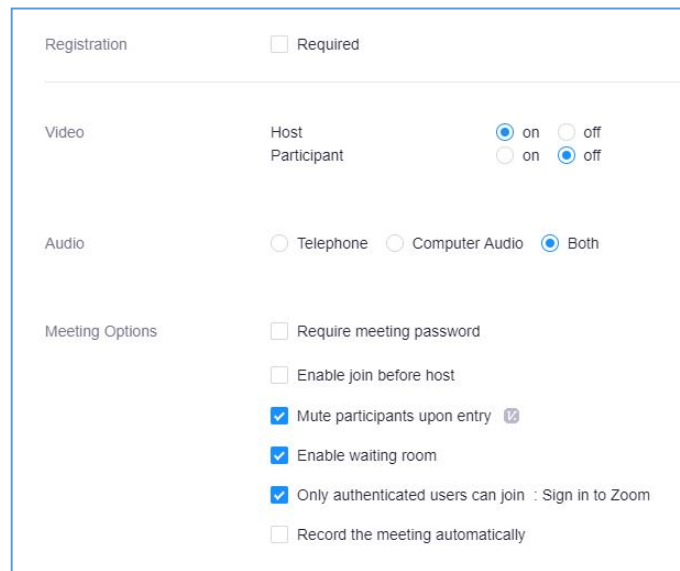
1. Enter a name for the new meeting in the **Topic** field. Be sure to choose a name that helps associate this meeting with this course. Add a **Description** if you choose.

A screenshot of the Zoom meeting scheduling options. It includes fields for "When" (04/19/2020, 3:30 PM), "Duration" (1 hr, 0 min), and "Time Zone" (GMT-05:00 Central Time (US and Canada)). There is a checked box for "Recurring meeting" with the text "Every week on Mon,Wed, until May 26,2020, 12 occurrence(s)". Below that is a "Recurrence" dropdown set to "Weekly", a "Repeat every" dropdown set to "1" week, and "Occurs on" checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat, with Mon, Tue, and Wed checked. The "End date" is set to "By 05/25/2020" with "After 7 occurrences" as an alternative.

2. 4. Select a **Date** and **Time** for the first occurrence of your class.
3. 5. Specify the **Duration** of the class meeting.
4. Verify that the **Time Zone** is set to **Central Time (US and Canada)**.
5. Check the box next to **Recurring meeting**.
  - a. Select **Weekly** in the Recurrence drop-down menu.
  - b. Set the **Repeat every** field to 1 week.
  - c. Check the days of the week your class meets next to **Occurs on**.
  - d. Choose an **End date** for your meeting or end it after a defined number of occurrences.

## MEETING SETTINGS AND BEST PRACTICES


1. Leave the Registration box unchecked.
2. Best practices for classes dictate that **Video** be turned **on** for the **Host** and **off** for **Participants**. This will allow your class to see you while protecting against any objectionable or distracting video from the students. These settings can be adjusted later in the Zoom desktop app during the call by clicking the **Security** icon.
3. Audio should be set to **Both**. This will allow participants to join via telephone audio if necessary. Several phone numbers appear in the **Meeting Invitation** that will be covered later in this document.
4. Under **Meeting Options**, leave **Require a meeting password** unchecked.
  - a. It is Best Practice to leave **Enable join before host** unchecked. The meeting will not begin until you have entered.
  - b. Check **Mute participants upon entry**. This setting can be changed during the call by clicking **Manage Participants** in the Zoom desktop app.
  - c. Select **Enable waiting room**. Participants cannot join the meeting until you admit them to prevent unwanted attendees.
  - d. The setting **Only authenticated users can join** requires attendees to be signed in with a Zoom account before joining the meeting.
  - e. Choose whether to **Record the meeting automatically**. Zoom via Blackboard only records to the cloud, no local copy is made.



The screenshot shows the Zoom meeting settings interface. It is organized into several sections:

- Registration:** A checkbox labeled "Required" is currently unchecked.
- Video:** Under "Host", the "on" radio button is selected. Under "Participant", the "off" radio button is selected.
- Audio:** Three radio buttons are present: "Telephone" (unchecked), "Computer Audio" (unchecked), and "Both" (selected).
- Meeting Options:** A list of checkboxes:
  - "Require meeting password" is unchecked.
  - "Enable join before host" is unchecked.
  - "Mute participants upon entry" is checked, with a small lock icon to its right.
  - "Enable waiting room" is checked.
  - "Only authenticated users can join : Sign in to Zoom" is checked.
  - "Record the meeting automatically" is unchecked.

5. Click Save.



A rectangular box containing two buttons. On the left is a blue button with a white floppy disk icon and the text "Save". To its right is a white button with a grey border and the text "Cancel".

## MEETING CONFIRMATION AND INVITATION

Course Meetings > Manage "Our Online Course"

Topic: Our Online Course

Time: Apr 20, 2020 3:30 PM Central Time (US and Canada)  
Every week on Mon, Wed, until May 25, 2020, 11 occurrence(s) Show all occurrences

Add to:

Meeting ID: 988-664-87691

Invite Attendees: Join URL: <https://utsa.zoom.us/j/98866487691>

Copy Meeting Invitation

Meeting Invitation

Carlos Silva is inviting you to a scheduled Zoom meeting.

Topic: Our Online Course  
Time: Apr 15, 2020 03:30 PM Central Time (US and Canada)  
Every week on Mon, Wed, until May 25, 2020, 12 occurrence(s)  
Apr 15, 2020 03:30 PM  
Apr 20, 2020 03:30 PM  
Apr 22, 2020 03:30 PM  
Apr 27, 2020 03:30 PM  
Apr 29, 2020 03:30 PM  
May 4, 2020 03:30 PM  
May 6, 2020 03:30 PM  
May 11, 2020 03:30 PM  
May 13, 2020 03:30 PM  
May 18, 2020 03:30 PM  
May 20, 2020 03:30 PM  
May 25, 2020 03:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.  
Weekly: [https://utsa.zoom.us/meeting/tJYpdOCuqTojG1-D1DjLa3F\\_xE11Nbn5XbO/ics?icsToken=98tyKuCqjgJHNOuRmORowQBjCXe7wtN5EjbcM0Tu0Jwp\\_Y1DQCf pnY75REtaF](https://utsa.zoom.us/meeting/tJYpdOCuqTojG1-D1DjLa3F_xE11Nbn5XbO/ics?icsToken=98tyKuCqjgJHNOuRmORowQBjCXe7wtN5EjbcM0Tu0Jwp_Y1DQCf pnY75REtaF)

Join Zoom Meeting  
<https://utsa.zoom.us/j/92439671909>

Meeting ID: 924 3967 1909

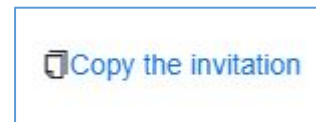
Invite Attendees: Join URL: <https://utsa.zoom.us/j/92439671909>

Video: Host on, Participant off

Audio: Telephone and Computer Audio

Meeting Options:  
 Require meeting password  
 Enable join before host  
 Mute participants upon entry  
 Enable waiting room  
 Only authenticated users can join: Sign in to Zoom  
 Record the meeting automatically

1. It is possible to add the meeting to your calendar. Google, Outlook, and Yahoo calendars are supported.
2. Invite Attendees by sharing the **Join URL** at the top of the page via announcement, email, or instant message. Protect your meeting by not sharing this URL publicly on social media.

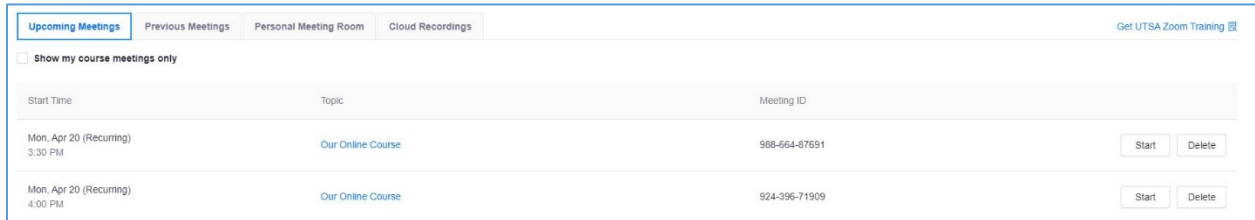


3. Click Copy the Invitation on the right side of the page for additional information. This invitation includes details about the meeting including occurrences, telephone dial-in numbers and instructions for dialing in using an H.323 or SIP room system like Polycom, Cisco, or Lifesize. This format is most suitable to email correspondence.

4. Verify that the meeting settings are correct. Delete or edit the meeting, or start the meeting instantly using the buttons at the bottom of the page.

## JOINING A SCHEDULED ZOOM CLASS MEETING

Faculty and Students can join the meeting by clicking on the shared **Join URL** or by selecting **Zoom** in the Course Menu and selecting **Upcoming Meetings**.



The screenshot shows the Zoom Meetings interface with the following elements:

- Navigation tabs: Upcoming Meetings (selected), Previous Meetings, Personal Meeting Room, Cloud Recordings.
- Link: Get UTSA Zoom Training
- Checkbox:  Show my course meetings only
- Table of meetings:

Start Time	Topic	Meeting ID	Start	Delete
Mon, Apr 20 (Recurring) 3:30 PM	Our Online Course	988-664-87691	Start	Delete
Mon, Apr 20 (Recurring) 4:00 PM	Our Online Course	924-396-71909	Start	Delete

## MANAGING YOUR ZOOM MEETINGS FROM OUTSIDE BLACKBOARD

Zoom meetings can also be managed (edited, deleted, or joined) in the Zoom Meetings Desktop and Mobile apps or via web browser by signing in at <https://utsa.zoom.us/>.

Note:

- The Zoom Meetings apps and Zoom web portal sort your meetings by date and start time.
- Your Zoom meetings will not be grouped by the Blackboard course with which they are associated.
- Be sure to give your Meeting a name that will identify it with the appropriate course.

For assistance with [Zoom](#) contact Academic Innovation:  
[academicinnovation@utsa.edu](mailto:academicinnovation@utsa.edu) or (210) 458-4520