HOST OFFICE HOURS USING ZOOM 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.

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.
SCHEDULING A ONLINE OFFICE HOURS IN ZOOM

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

1. Enter a name for the new meeting in the Topic field. Add a Description if you choose.

2. Select a Date and Time for your available office hours.

3. Specify the Duration of the availability.

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 you will host office hours 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. You may find that the office hours environment may be a suitable instance for allowing participant video. 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.
4. Under Meeting Options, leave Require a meeting password unchecked.
   a. It is Best Practice leave Enable join before host unchecked. The meeting will not begin until you have entered.
   b. It is not necessary to Mute participants upon entry during office hours.
   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.

5. Click Save.
MEETING CONFIRMATION AND INVITATION

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 publically on social media.
3. 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 SCHEDULED OFFICE HOURS IN ZOOM

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.

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