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.

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 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. Be sure to choose a name that helps associate this meeting with this course. 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 hosting office hours dictate that Video be turned on for both the Host and the Participants. This will allow for face-to-face interaction between faculty and student. 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 to 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. Best Practices for synchronous class meetings dictate that all participants be muted to prevent distractions.
   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.

5. Click Save.
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.

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 or (210) 458-4520