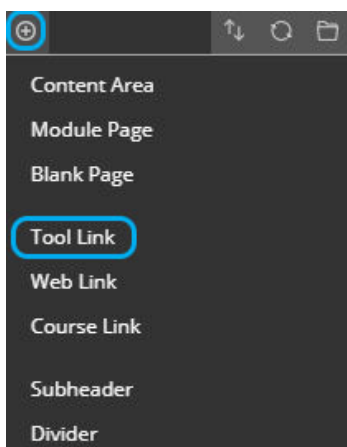


HOST OFFICE HOURS USING ZOOM IN BLACKBOARD

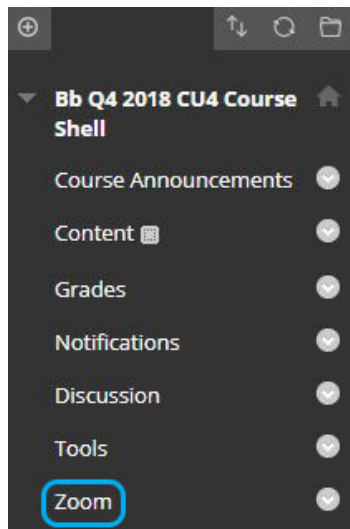


ADDING ZOOM TO BLACKBOARD



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**.



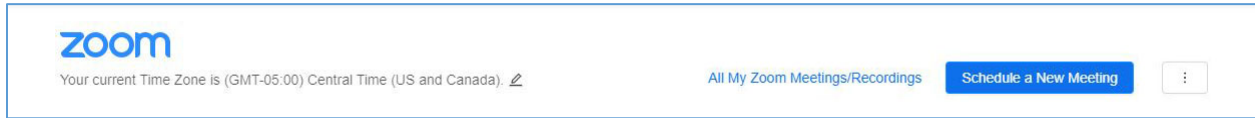
4. **Zoom** will show up in your Course Menu at the bottom of the list.
5. Select **Zoom** from the Course Menu.

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.

The image shows a portion of the Zoom "Schedule a Meeting" form. The "Topic" field contains the text "Online Office Hours". Below it is the "Description (Optional)" field with the placeholder text "Enter your meeting description".

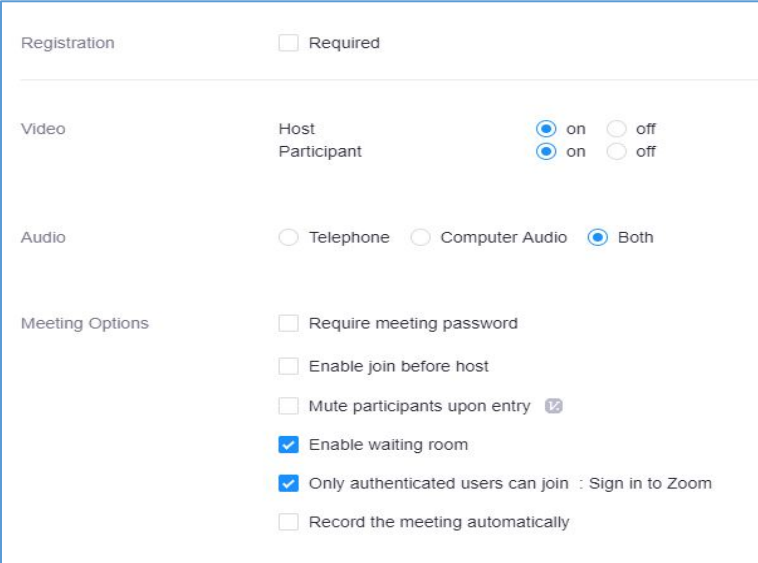
1. Enter a name for the new meeting in the **Topic** field. Be sure to choose a name that helps associate this meeting with this course. Add a **Description** if you choose.

The image shows the "When" section of the Zoom "Schedule a Meeting" form. The "When" field is set to "04/17/2020" at "11:00 AM". The "Duration" is set to "2 hr 0 min". The "Time Zone" is set to "GMT-05:00 Central Time (US and Canada)". The "Recurring meeting" checkbox is checked, with the recurrence set to "Every week on Thu, until May 28, 2020, 6 occurrence(s)". The "Recurrence" is set to "Weekly", and "Repeat every" is set to "1 week". The "Occurs on" field has checkboxes for Sun, Mon, Tue, Wed, Thu (checked), Fri, and Sat. The "End date" is set to "By 05/27/2020 After 7 occurrences".

2. 4. Select a **Date** and **Time** for your available office hours.
3. 5. 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.



The screenshot shows the Zoom Meeting Settings dialog box with the following configurations:

- Registration:** Required
- Video:** Host on off; Participant on off
- Audio:** Telephone Computer Audio Both
- 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

5. Click Save.






The screenshot shows two buttons: a blue **Save** button and a white **Cancel** button with a grey border.

MEETING CONFIRMATION AND INVITATION

Course Meetings > Manage "Online Office Hours"

Topic: Online Office Hours

Time: Apr 23, 2020 11:00 AM Central Time (US and Canada)
Every week on Thu, until May 28, 2020, 6 occurrence(s) [Show all occurrences](#)

Add to:  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID: 913-121-85736

Invite Attendees: Join URL: <https://utsa.zoom.us/j/91312185736>


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.

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

Video: Host on
Participant off

Audio: Telephone and Computer Audio

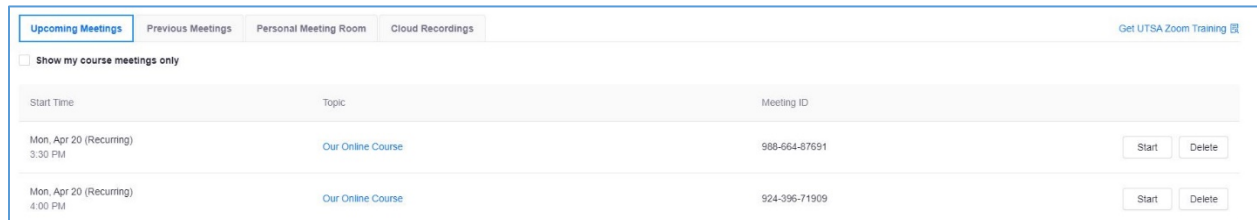
Meeting Options

- 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

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**.



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 upcoming 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 or (210) 458-4520