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.

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.

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. 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.

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. 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.

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