



# Blackboard

## Zoom Tool in Blackboard



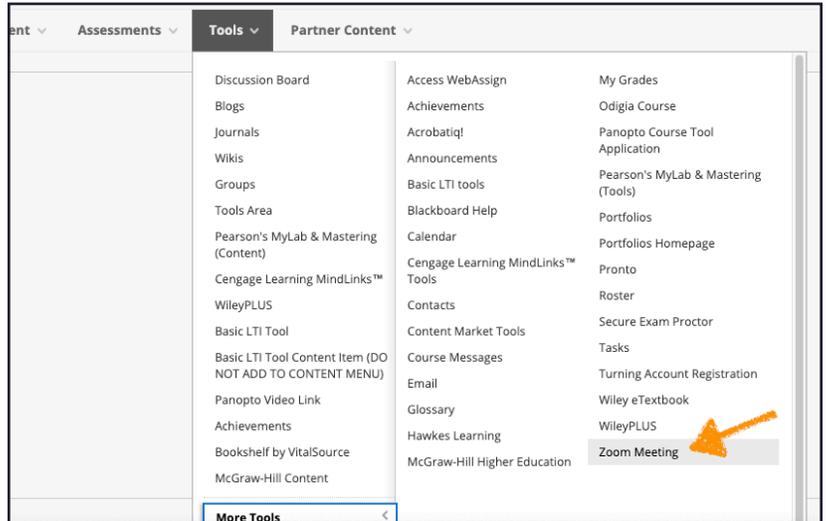
When using the Zoom LTI, all meetings and recordings are managed from a central area in Blackboard. Instructors can schedule new meetings and students can join meetings from a single link.

Rather than making several Zoom links, **only one is required**. In this example, we will call this link "Virtual Classroom."

### Create a Zoom LTI Link

In your Blackboard course, go to any Content Area where you wish to deploy the Zoom LTI link.

1. In the top menu, select **Tools** and locate the **Zoom Meeting** option.
2. Give the tool a Name, and optional description. Other options include date and time restrictions, but each Zoom meeting will have its own scheduled time.

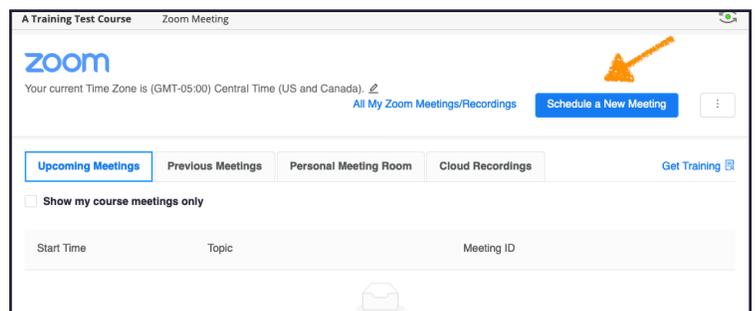
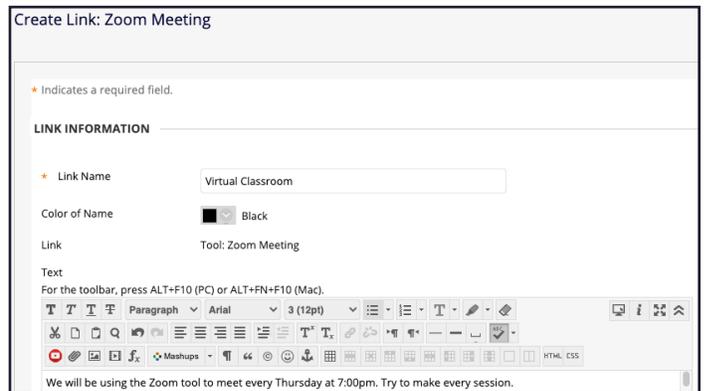


In this example, we will schedule a *Virtual Classroom* with recurring sessions every Thursday. As the link is important to students, place it prominently in the course.

3. Click **Submit**.

### Schedule Zoom Meetings

1. Click the link that you made in the Content Area.
2. Under the **Upcoming Meetings** tab, manage future meetings.
3. To create a new meeting, click the blue **Schedule a New Meeting** button at the top right.





### Meeting Settings

1. Enter a Topic for the meeting. An optional Description is available if desired.

Since this will be a recurring meeting, the Topic and Description will be reused for additional meetings and so are not specific to a given week's topic (i.e. Chapter 1.)

For the When field, enter the date for the first meeting. Subsequent meeting dates for the recurring meeting will be added later.

Enter a Duration. Should the meeting run past the duration, no one will be kicked out, and students that still want to join will be able to.

2. Upon checking the **Recurring Meeting** option, additional settings will appear. For our example we are meeting every Thursday, so select Weekly from the Recurrence drop menu .

Set to Repeat every 1 week.

### Other Settings

Registration requires attendees to sign-up prior to joining the sessions. Since you know your students will be the ones attending, you will not likely need Registration.

With Video settings, you can determine whether the host or participants start with their video cameras on.

For Audio, it is recommended that you *keep the default setting: Both*. If anyone has trouble using their computer audio, they can use the Telephone as backup.

#### Require meeting password

Requires attendees to enter a password. Only class members can find Zoom meetings made in Blackboard unless outside users are specifically invited, which mostly negates the need for a password. But you could use this feature if you only wanted members of a certain group of students to access a meeting, by only giving that group the password.

#### Enable join before host

Controls whether participants can come into the meeting room prior to the host joining.



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### **Mute participants upon entry**

Controls whether students are initially muted, with their microphones disabled. Muted students can still use the chat function.

### **Enable waiting room: (highly recommended)**

Good for any meetings, but especially for one-on-one sessions like office hours. Students must first be granted entrance by you in order to access the meeting room.

### **Record the meeting automatically**

Turns the recording function on immediately at the start of the meeting. When this option is turned on, you are prompted whether to record to your local computer or to the cloud. *Cloud recording are only stored for 30 days and then deleted.*

## **Other Tabs**

Instructors have four tabs along the top: Upcoming Meetings, Previous Meetings, Personal Meeting Room, and Cloud Recordings. Students just get two tabs, Upcoming Meetings and Previous Meetings, and they do not get the ability to create meetings using Blackboard.

### **Upcoming Meetings**

All current and future scheduled meetings appear here. If a meeting's start time is met, users have the option to join the meeting. Instructors have a blue Schedule a New Meeting button; students do not.

### **Previous Meetings**

This tab lists your previous meetings. Students see any previous meetings that instructors made for the course. Recordings to these meetings are not available here. Instructors wanting to make Zoom recordings available should first upload the recordings to a another cloud storage (i.e: Google Drive, Box, Panopto), and then embed in Blackboard or share the link to students.

### **Personal Meeting Room**

Instructors can use this tab to send invitations to their personal meeting room, and start the meeting using the blue Start Meeting button.

### **Cloud Recordings**

Lists any recordings that were saved to the cloud. Students do not have access to this tab. Instructors can download cloud recordings by clicking on the Topic for that recording.

Of note is the **Auto Delete In** field, which states how many days the recording will be available before it is automatically deleted. *Cloud recordings only last a maximum of 30 days.*