Zoom: Creating Meeting within Blackboard

If you plan on using Blackboard with your students, it is recommended that you create your Zoom meeting within Blackboard. This way, the Zoom meeting link and any Zoom recordings (if you choose to record), will automatically appear within Blackboard.

If you are not using Blackboard, you can always create your Zoom meetings by logging into https://villanova.zoom.us. However, the meeting links created using this method will not automatically appear within Blackboard. Also, these cloud recordings will not automatically appear in Blackboard. You will need to manually post this meeting link and any recording links in Blackboard for your students.

1. First, you will want to add the Zoom link to the left-hand course navigation menu. This will make it easy for you and your student to access Zoom meeting link and Zoom cloud recordings within Blackboard.
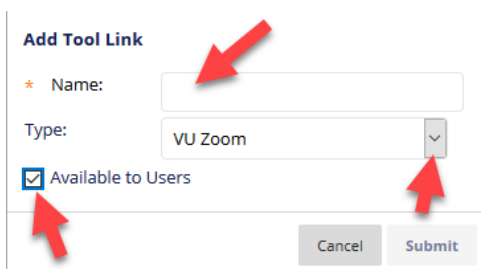
   Mouse over the + icon (Add Menu Item) on the left-hand course navigation menu and click on Tool Link.
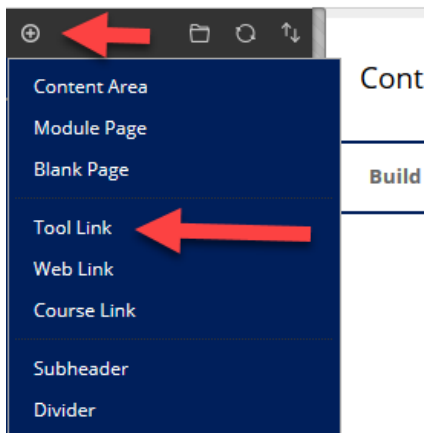
   Under Type, Select "VU Zoom".
   In the Name field, enter what you want to appear on the course navigation menu. For example, you can enter "VU Zoom" in the name field.
   Make sure that you check the box for "Available to Users" field.
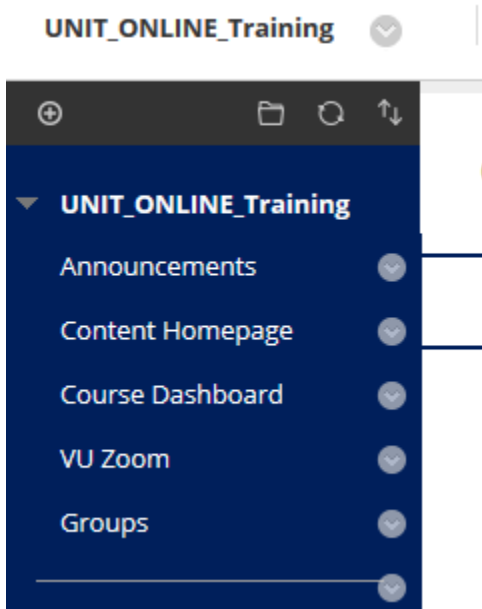

The Zoom link will appear on the course navigation. Feel free to move that link to any location on the navigation menu (simply click on the click and drag the link).
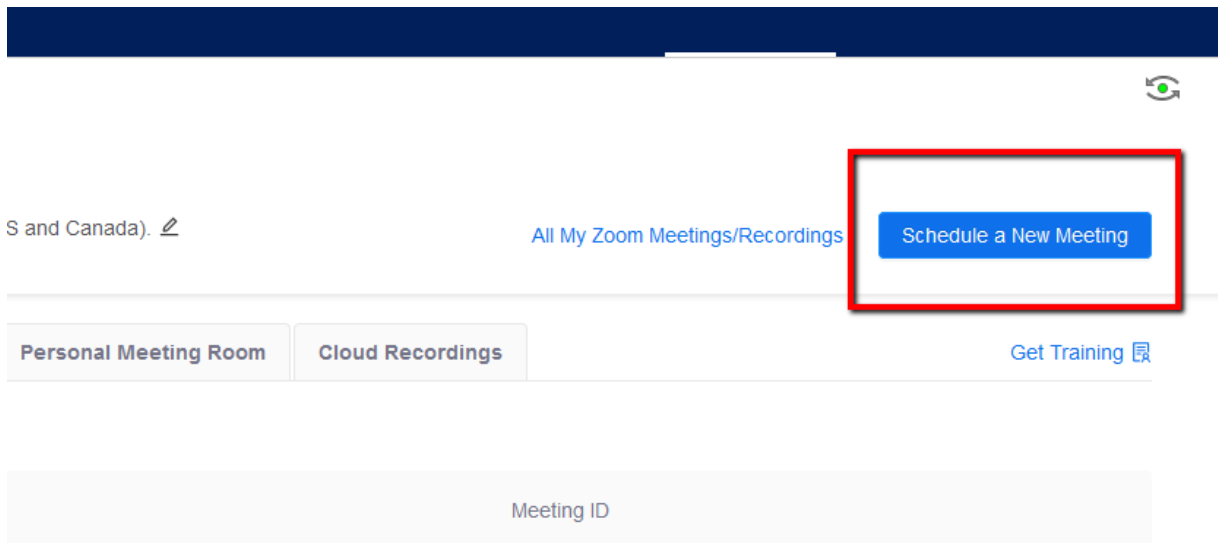
VU Zoom

2. Click on the VU Zoom link.

   You might need to click on the Launch or Authorize button

   UNIT_ONLINE_Training

   UNIT_ONLINE_Training
   Announcements
   Content Homepage
   Course Dashboard
   VU Zoom
   Groups

3. Once the Zoom loads within your browser, Click on the "Schedule a New Meeting" button.

   S and Canada).

   All My Zoom Meetings/Recordings   Schedule a New Meeting

   Personal Meeting Room   Cloud Recordings   Get Training

   Meeting ID

4. Fill out the following fields
   a. Topic: Enter meeting name here
   b. When, Duration, and Time Zone fields:

   - Make sure duration of the meeting is set because it is required for the recording to link back to Blackboard for students to review. Also, check the box for "Recurring Meeting".

   - If you will be hosting meetings on a regularly scheduled basis – for example, if you are holding live/synchronous sessions for your online course, it is recommended that you check the option "Recurring meeting".

   - Then, select how often the meetings will occur (e.g. Daily, Weekly, Monthly), which specific days of the week (if it is weekly), and when the Zoom meetings will end (e.g. last day of the semester).

Course Meetings > Schedule a Meeting

| Topic | Enter Meeting Name Here |

Description (Optional) Enter your meeting description

| When | 03/05/2020 | 2:00 | PM |

| Duration | 1 hr 0 min |

Time Zone   GMT-05:00 Eastern Time (US and Canada)

☐ Recurring meeting

GMT-04:00 Eastern Time (US and Canada)

☑ Recurring meeting   **Every week on Tue, until Aug 19,2020, 6 occurrence(s)**

Recurrence   Weekly

Repeat every   1   week

Occurs on   ☐ Sun   ☐ Mon   ☑ Tue   ☐ Wed   ☐ Thu   ☐ Fri   ☐ Sat

End date   ◉ By   08/19/2020   ◯ After   7   occurrences

For the Registration, Video, Audio, and Meeting Options fields, we recommend that you leave these at the default settings.

Note: If you want to use the "Record the meeting automatically" setting, please note that the recording will automatically start as soon as anyone enters your Zoom session.

5. Click Save to view your meeting.

6. Scroll up to and click Course Meetings to review all the meetings listed for this course.

Note: if you use Recurring meeting all the instances of the meeting will be listed

7. Click on the Course id to return to the main menu

8. To start your meeting, click on the VU Zoom menu on the left-hand navigation.

9. Click on the Start button to open your zoom room.

Note: If students are in your room before the "Start" button will became "Join"

Zoom Support

Please contact UNIT if you have any questions.

- Phone: (610) 519-7777

- Email: support@villanova.edu