

Zoom: Creating Meeting within Blackboard

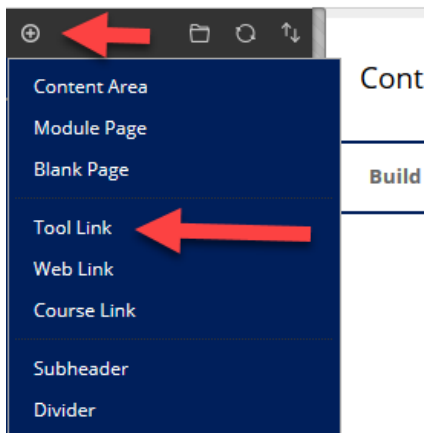
Questions? Contact UNIT 610-519-7777 or support@villanova.edu

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.

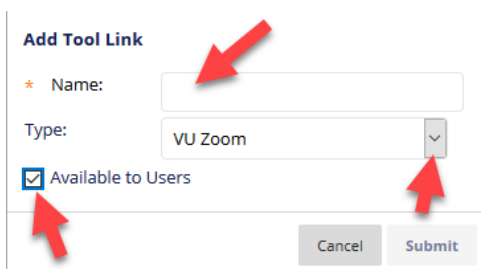
Mouse over the + icon (Add Menu Item) on the left-hand course navigation menu and click on Tool Link.



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.

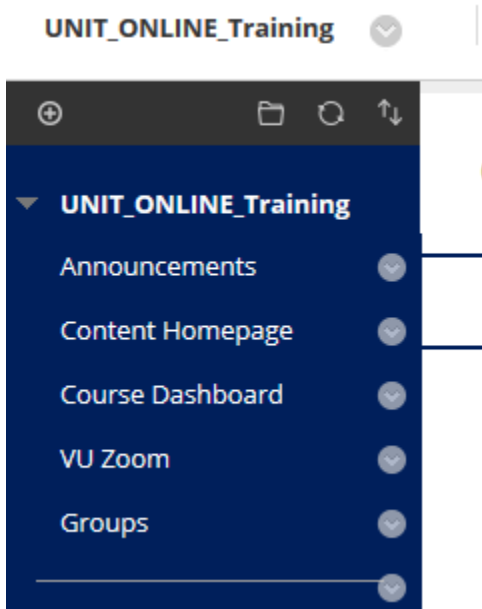
A screenshot of the 'Add Tool Link' form in Blackboard. The form has a title 'Add Tool Link' and a red arrow pointing to it. Below the title, there is a field for 'Name' with a red arrow pointing to it. Below the 'Name' field, there is a 'Type' dropdown menu with 'VU Zoom' selected and a red arrow pointing to it. Below the 'Type' dropdown, there is a checkbox labeled 'Available to Users' which is checked, with a red arrow pointing to it. At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

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 link and drag the link).

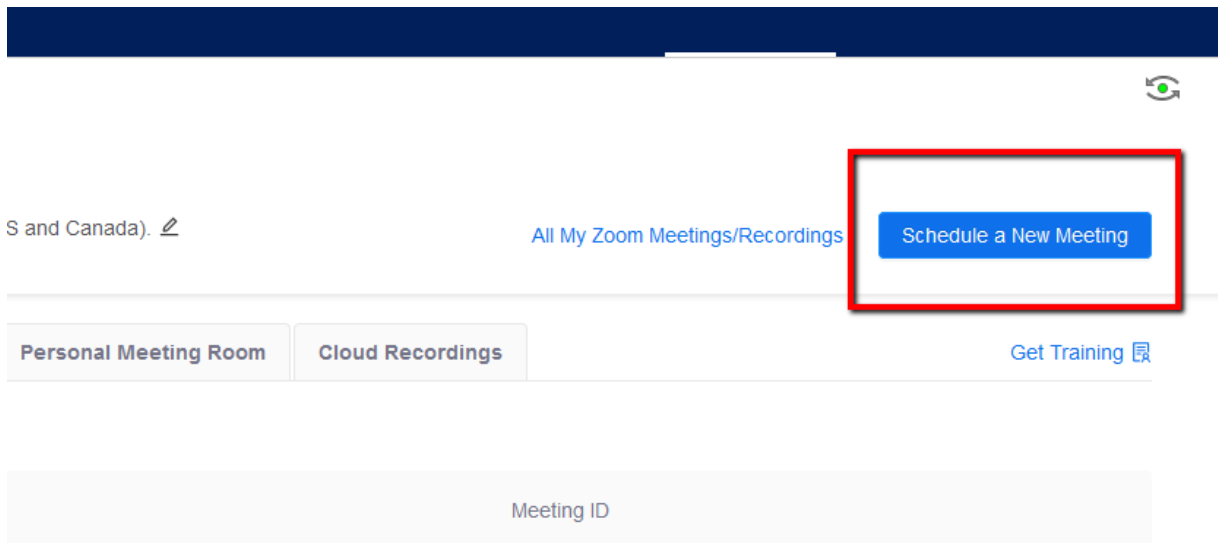


2. Click on the VU Zoom link.

You might need to click on the Launch or Authorize button



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



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

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

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

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By After 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

The screenshot shows the Zoom meeting creation interface. At the top, there is a dark blue header with a lock icon. Below the header, the breadcrumb navigation shows "UNIT_ONLINE_Training" and "VU Zoom". The Zoom logo is prominently displayed. A red box highlights the "Course Meetings" link, which is followed by a chevron and the text "Edit 'UNIT Online Training Course sample'". Below this, the form has three main sections: "Topic" with a text input field containing "UNIT Online Training Course sample"; "Description (Optional)" with a larger text input field containing the placeholder "Enter your meeting description"; and "When" with three date and time selection buttons.

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

The screenshot shows the Zoom interface for a course named "UNIT_ONLINE_Training". The course ID is highlighted with a red box, and a red arrow points from it to the "Course ID" label. The interface shows a list of upcoming meetings.

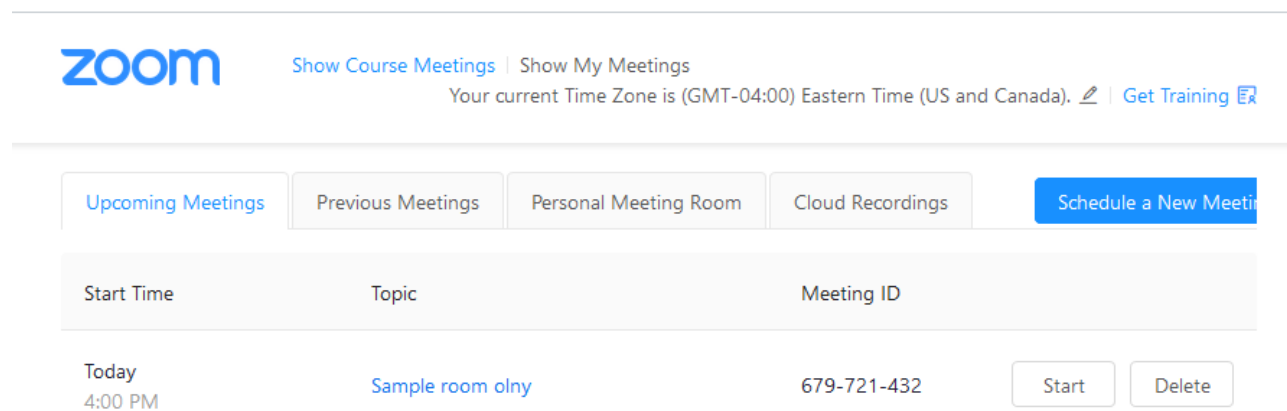
Start Time	Topic	Meeting ID
Today 11:30 AM	UNIT Online Training Course sample	487-41
Mon, Nov 25 (Recurring) 5:00 PM	UNIT Online Training Course test 3	226-41
Fri, Nov 29 (Recurring) 5:00 PM	UNIT Online Training Course test 3	226-41

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

The screenshot shows the left-hand navigation menu in the Zoom interface. The "VU Zoom" menu item is highlighted with a red box.

- UNIT_ONLINE_Training
 - Announcements
 - Content Homepage
 - Course Dashboard
 - VU Zoom**
 - Groups

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



The screenshot shows the Zoom web interface. At the top left is the Zoom logo. To its right are links for "Show Course Meetings" and "Show My Meetings". Below these is the text "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)." followed by a pencil icon and a link to "Get Training". Below the header is a navigation bar with buttons for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", "Cloud Recordings", and "Schedule a New Meeting". Below the navigation bar is a table with columns for "Start Time", "Topic", and "Meeting ID". The table contains one row with the following data: "Today 4:00 PM", "Sample room only", and "679-721-432". To the right of the "Meeting ID" cell are two buttons: "Start" and "Delete".

Start Time	Topic	Meeting ID
Today 4:00 PM	Sample room only	679-721-432

Note: If students are in your room before the “Start” button will become “Join”

Zoom Support

Please contact UNIT if you have any questions.

- Phone: (610) 519-7777
- Email: support@villanova.edu