Using Zoom in Blackboard Courses

Table of Contents
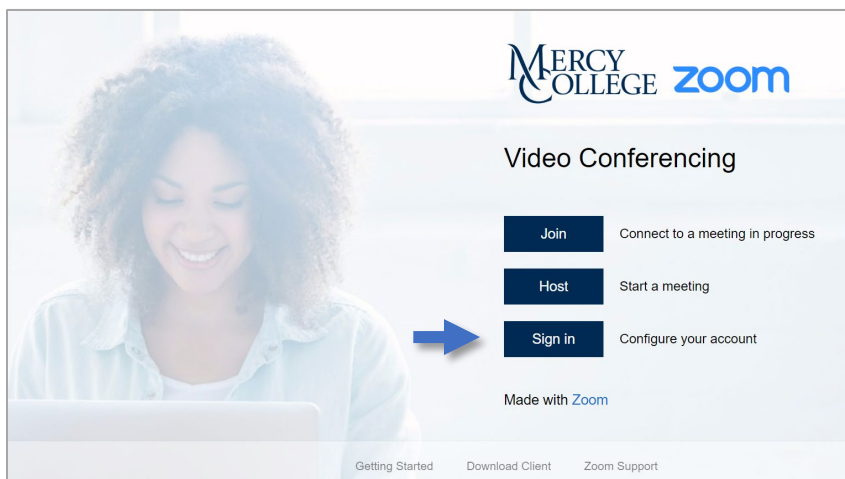
Creating a Zoom Account with Mercy College

1. To start using Zoom in your Blackboard course, you need to create an account by clicking on the following link:
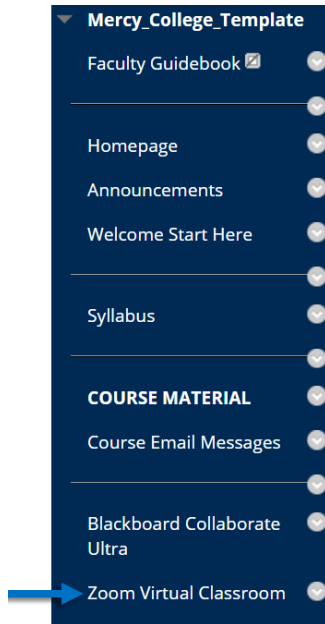
https://mercy.zoom.us/

2. Click the **Sign in** button to finish the registration.

Accessing Zoom Link in Blackboard Course

1. Your **Blackboard Course** should have a Zoom Link on the **Side Menu.** This was implemented in the new Spring 2021 Courses by Default.
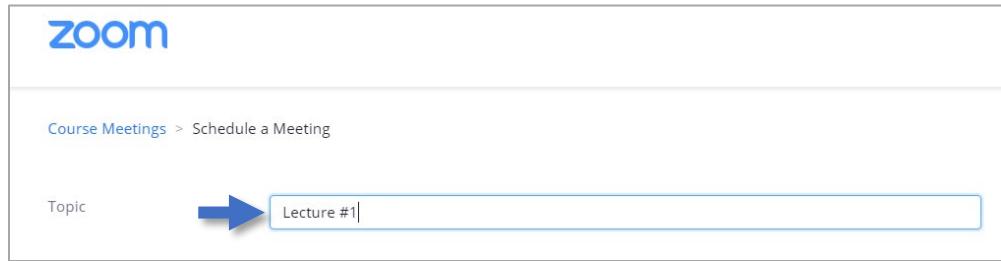

Setting Up a Session

1. Once you click on Zoom Virtual Classroom you will get to a page to start setting up the sessions.

2. Click on **Schedule a New Meeting**.
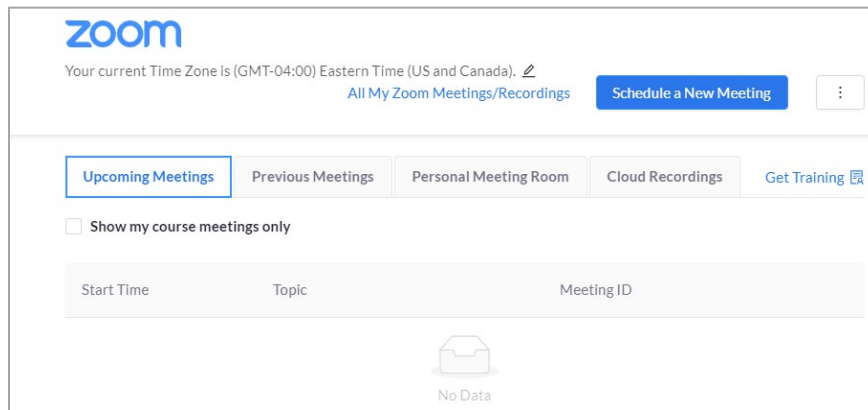
3. By default, the **Topic** will show your **Course Name.** You can change this to the relevant topic of the week.
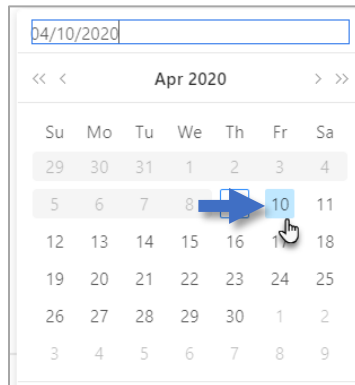

4. Click on the **Date** to set the **Meeting Date.**
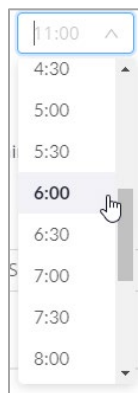
5. Choose the **Date** on the **Calendar** that pops up.
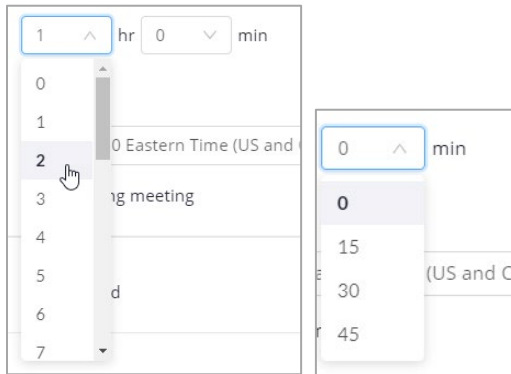
6. Click the **Time.**
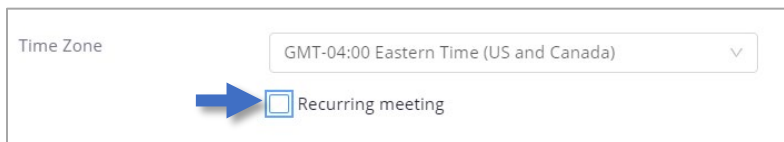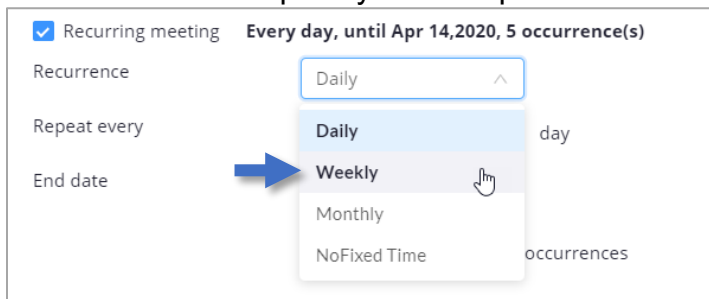
7. Choose the **Duration** of the meeting.

Duration: 1 hr 0 min

8. If this is a one time meeting you don't need to change anything.

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

☐ Recurring meeting

9. If this meeting is going to repeat, then check the **Box** next to **Recurring Meeting** and choose the frequency of the repetition.

☑ Recurring meeting   **Every day, until Apr 14,2020, 5 occurrence(s)**

Recurrence: Daily

Repeat every: day

End date: occurrences

Daily
Weekly
Monthly
NoFixed Time

10. The **Registration Box** is typically left unchecked if you are having the whole class attend a session.

Registration: ☐ Required

11. Check the box next to **Waiting Room,** which allows you to review your attendees before admitting them into the Zoom meeting.

12. The **Video** settings refer to whether the **Camera** is on at the start of the meeting. Keep the **Camera** off if you want to allow the students to turn it on in the beginning of the session.

13. Leaving the **Audio** selection on **Both**, allows students to use either their **Telephone** or **Computer Audio/Microphone** for the session.

14. Under **Meeting Options**, you can select the **Meeting Details.** A default **Meeting Password** has been issued to you.

15. Click **Save**.

16. Zoom provides a **Confirmation Page** with a summary of your selection.

17. Click on the **Course Name** to get back to your Blackboard **Course**.
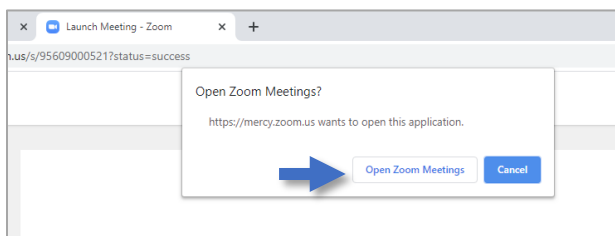
Starting a Zoom Session from Course

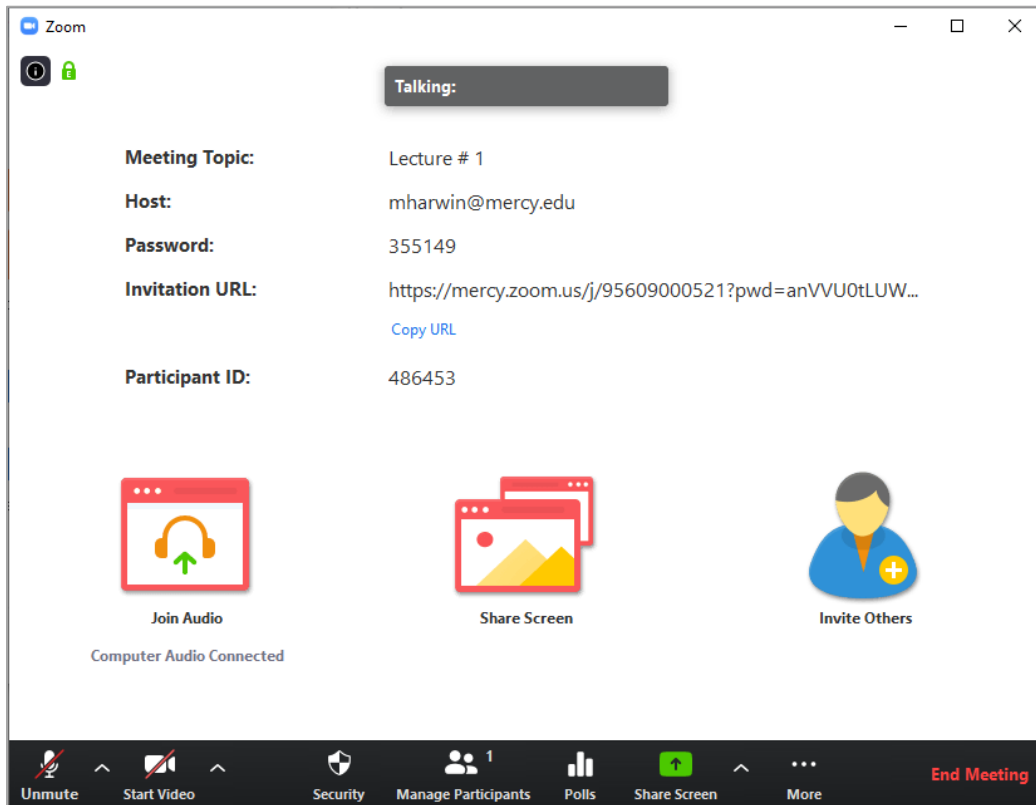1. Click on Zoom Virtual Classroom.
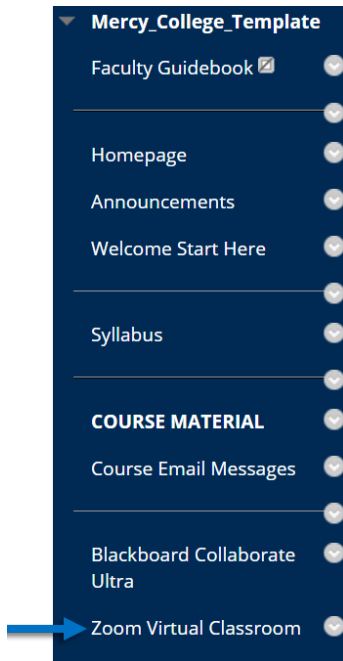
2. Click **Start** next to the **Zoom Meeting** with the appropriate **Start Time**.
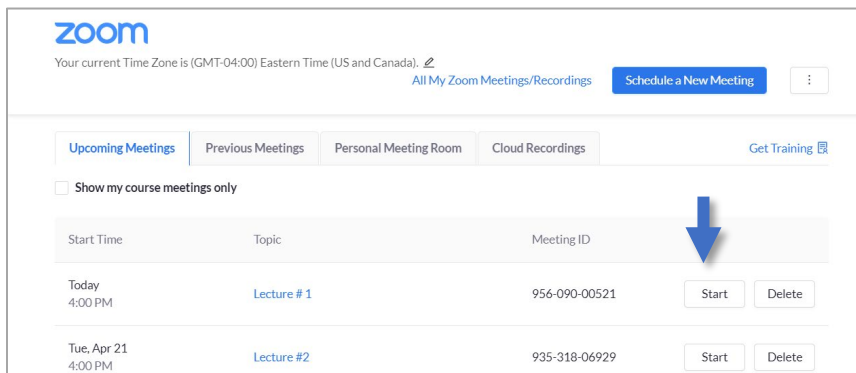
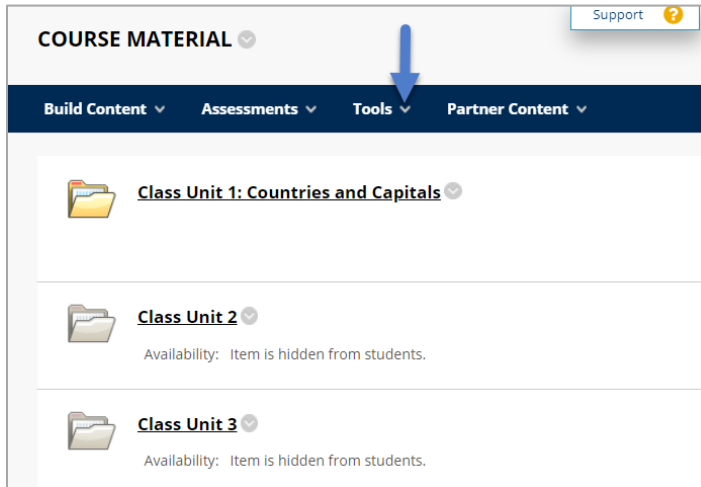3. Click **Open Zoom Meetings** on the **Pop-Up-Window**.

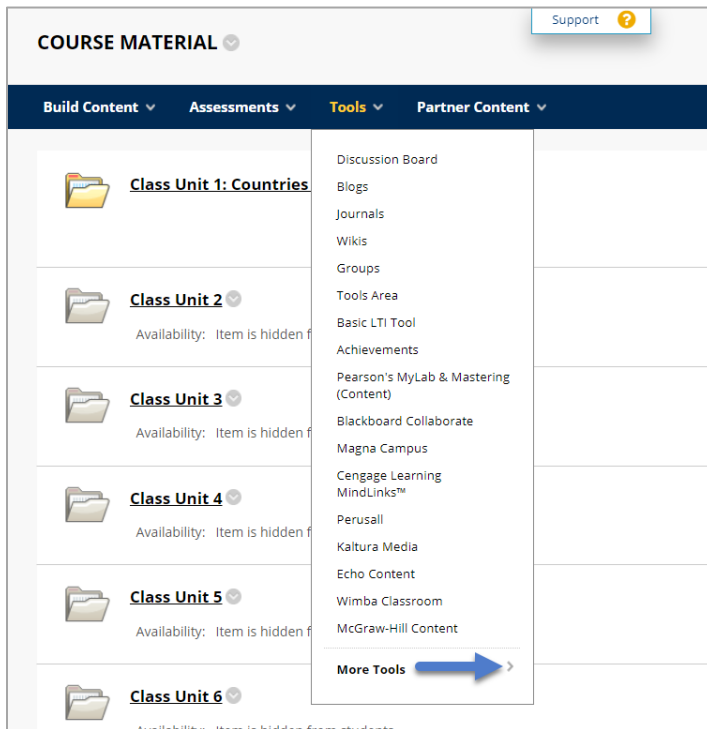4. The **Zoom Meeting** page is now open.
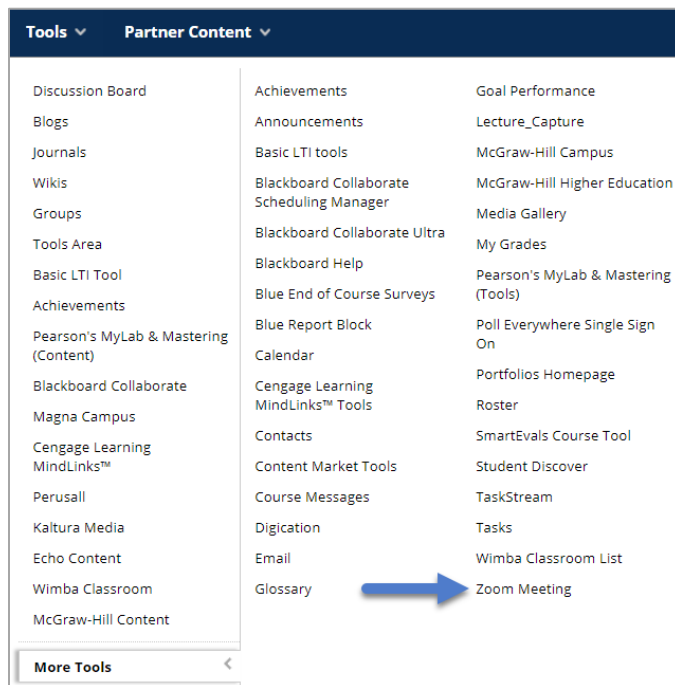
Creating a Zoom Link in Course Material for Students

1. Go to your **Blackboard Course** and open the **Course Material** page.

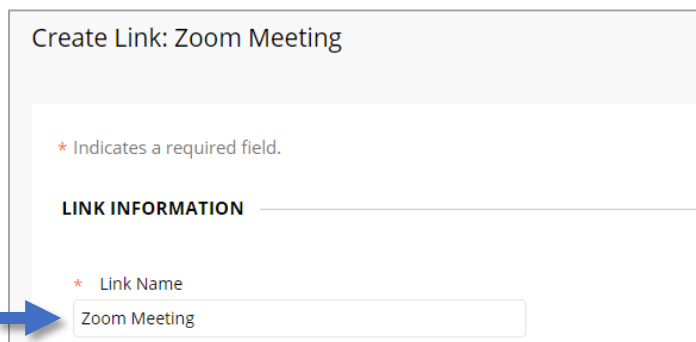2. In the **Course Material** Area, click on **Tools**.

3. Within the **Tools Menu**, click on **More Tools.**

4. Select **Zoom Meeting**.

5. By default, the name of the **Meeting Link** will be "Zoom Meeting". You can change this if you would like.

6. Under options, change **Track Number of Views** to **Yes.**

7. Click **Submit**.